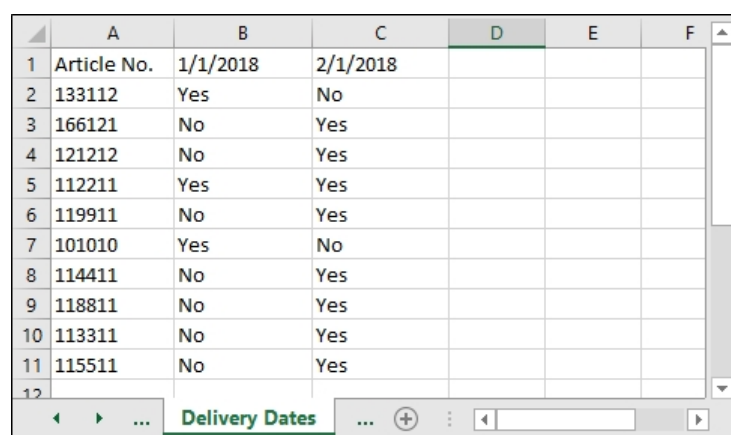


Import delivery dates (tabular) - Tabular view

In tabular view, to import a file with articles delivery dates, make sure to have the articles listed in an Excel sheet with the following columns: Article Number, Delivery date 1, Delivery date 2 and so on, depending on the dates defined for the selected catalog as shown in the below example:



	A	B	C	D	E	F
1	Article No.	1/1/2018	2/1/2018			
2	133112	Yes	No			
3	166121	No	Yes			
4	121212	No	Yes			
5	112211	Yes	Yes			
6	119911	No	Yes			
7	101010	Yes	No			
8	114411	No	Yes			
9	118811	No	Yes			
10	113311	No	Yes			
11	115511	No	Yes			
12						

The delivery date that is marked with “Yes” in the above sheet is assigned to the article and the one marked with “No” is not.

Note:

- You can import delivery dates for active and inactive articles.

To import a file with delivery dates, follow these steps:

1. Click the **Import** button, the following window appears:

Import Data [X]

1 **File** — 2 Sheet — 3 Mapping — 4 ☒ Filter — 5 Validation — 6 ☒ Information

☐ Last Used File
☒ **New File**

Filename: [none] **SELECT...**

BACK **NEXT**

2. Select the file then click **Open**, the name of the file you selected appears in its field,
3. Click **Select** to browse for the file you want to import,
4. Click **Next**, the following window appears:

Import Data [X]

☒ File — ☒ Sheet — 3 **Mapping** — 4 ☒ Filter — 5 Validation — 6 ☒ Information

Please select the sheet that contains the data you wish to import

Delivery Dates ▼

BACK **NEXT**

You can click **Back** to return to the previous window.

5. Select the sheet you want from the dropdown list in case your Excel file contains more than one sheet,
6. Click **Next**, the following window appears:

Import Data [X]

☒ File —
 ☒ Sheet —
 3 Mapping —
 ☒ Filter —
 5 Validation —
 ☒ Information

Please select the columns in your sheet that match each of the following fields. All fields marked with a * are mandatory and must be mapped before continuing.

🔍 Search

Article Number*	=	Article Number *
Feb 1, 2020 (Feb 1, 2020)*	=	Feb 1, 2020 (Feb 1, 2020) *

7. Select the column of the sheet that matches each field, you can search for the field you want using the search field, then click **Next**, the following window appears:

Import Data [X]

☒ File —
 ☒ Sheet —
 ☒ Mapping —
 ☒ Filter —
 5 Validation —
 ☒ Information

Would you like to import all the rows in the sheet or only the rows that match a specific criteria?

☒ Import All Rows
☐ Import Only the Rows that match the following criteria:

8. Click the radio button next to the import method, either all rows or rows that match certain criteria, a validation window appears informing you if records are valid or not, if not, you need to fix the sheet then import the file again,
9. Click **Next**, the following window appears:

Import Data

✓ File — ✓ Sheet — ✓ Mapping — ✓ Filter — ✓ Validation — ✓ Information

The sheet will be processed to identify if all the rows are valid to be imported

Status:
Finished

Total Valid Rows:
10

Total Invalid Rows:
0

Total Skipped Rows:
0

✓ No issues were detected in your source file. The data is ready to be submitted.

BACK NEXT

The validation window shows the status of the import process, the total number of valid rows, and the total number of invalid and skipped rows. The above example shows that all the rows are valid.

10. Click **Next**, the following window appears:

Import Data

✓ File — ✓ Sheet — ✓ Mapping — ✓ Filter — ✓ Validation — ✓ Information

Your data is ready to be imported, please click on the Submit button below to submit the request to the server.

BACK SUBMIT

11. Click **Submit**, the progress is displayed,

12. Wait until the job is finished, then refresh the page, values are imported.

Notes:

- If changes are not reflected on the page, refresh the browser by pressing F5.
- If any of the records are invalid, you can skip them by clicking the checkbox next to

Skip invalid rows as shown in the below example:

Import Data

✓ File

✓ Sheet

✓ Mapping

✓ Filter

5 Validation

✓ Information

Total Valid Rows:

1

Total Invalid Rows:

2

Total Skipped Rows:

0

ⓘ There are currently some invalid rows, please rectify these issues before continuing.

GET RESULT

☐ Skip invalid rows

BACK

NEXT

The **Next** button is activated, and you can import the valid rows.