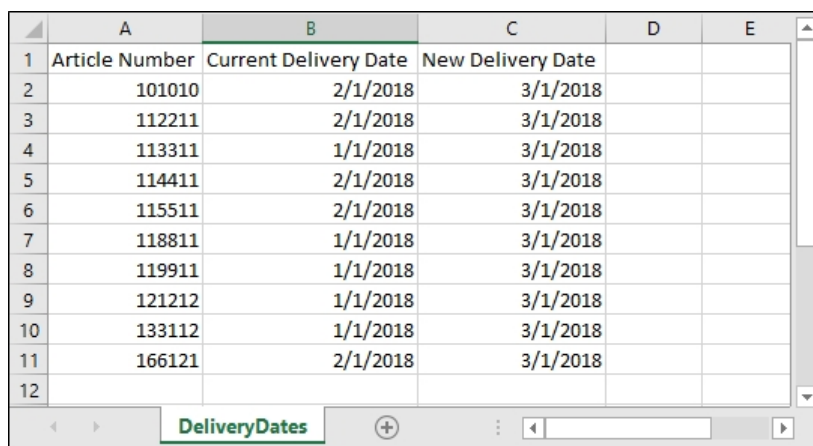


## Shift delivery dates

Through this feature, you can import a file to replace old delivery dates linked to articles with new delivery dates defined for the catalog. This will also replace delivery dates in order lines containing the affected articles.

To import new delivery dates, make sure to have the articles listed in an Excel sheet with the following columns: Article Number, Current Delivery Date, New Delivery Date as shown in the below example:



	A	B	C	D	E
1	Article Number	Current Delivery Date	New Delivery Date		
2	101010	2/1/2018	3/1/2018		
3	112211	2/1/2018	3/1/2018		
4	113311	1/1/2018	3/1/2018		
5	114411	2/1/2018	3/1/2018		
6	115511	2/1/2018	3/1/2018		
7	118811	1/1/2018	3/1/2018		
8	119911	1/1/2018	3/1/2018		
9	121212	1/1/2018	3/1/2018		
10	133112	1/1/2018	3/1/2018		
11	166121	2/1/2018	3/1/2018		
12					

### Notes:

- The new delivery date should be defined for the catalog and it cannot be a value that does not exist for this catalog.
- The date format should be MM/DD/YYYY.
- When shifting a delivery date for an article that has more than one date, you can use any of the dates as the Current Delivery Date in the Excel sheet.
- You cannot use an old delivery date that was assigned to an article and then deactivated, as this could affect orders containing those order lines.
- Delivery dates will not be shifted in order lines that are already consolidated.

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

1. Click  to import the delivery dates file, the following window appears:

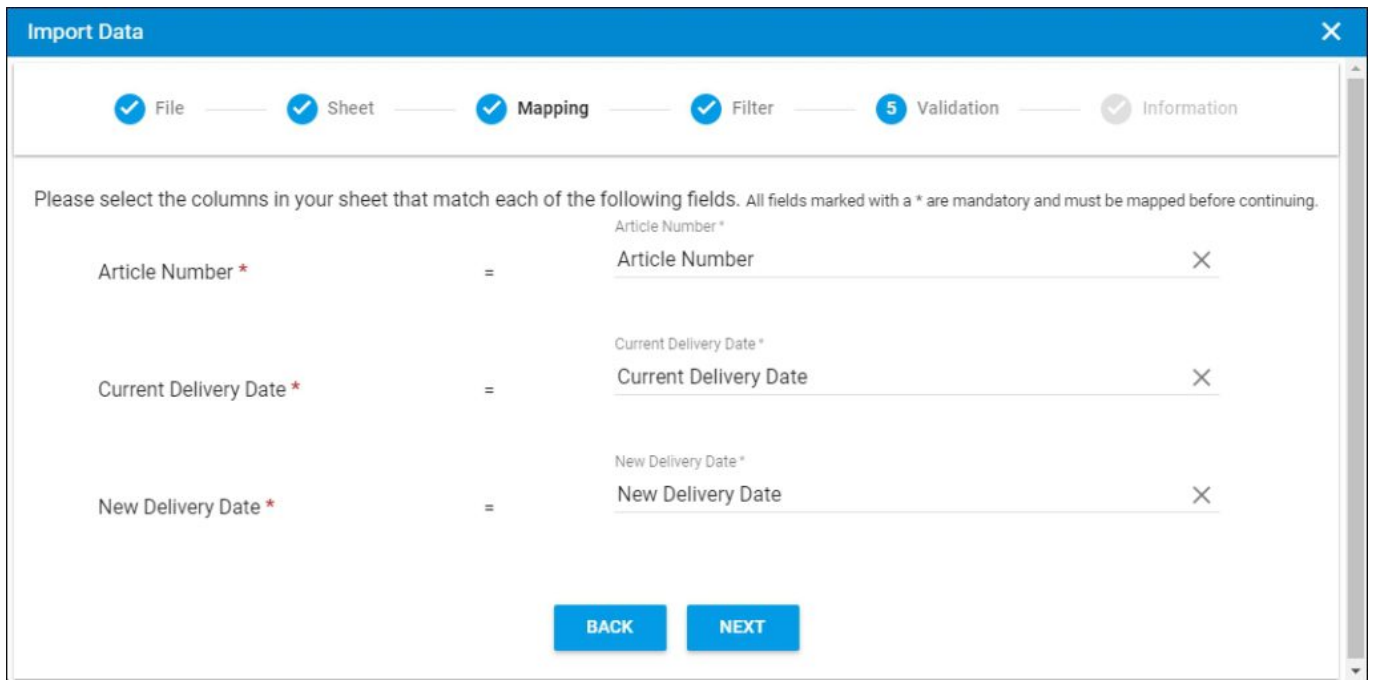
The screenshot shows the 'Import Data' window with a blue header and a close button (X) in the top right. A progress bar at the top indicates the current step: 1 File (active), 2 Sheet, 3 Mapping, 4 Filter (checked), 5 Validation, and 6 Information (checked). Below the progress bar, there are two radio button options: 'Last Used File' (unselected) and 'New File' (selected). Underneath, there is a text input field labeled 'Filename:' containing the text '[none]', followed by a 'SELECT...' button. At the bottom of the window, there are two buttons: 'BACK' and 'NEXT'.

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

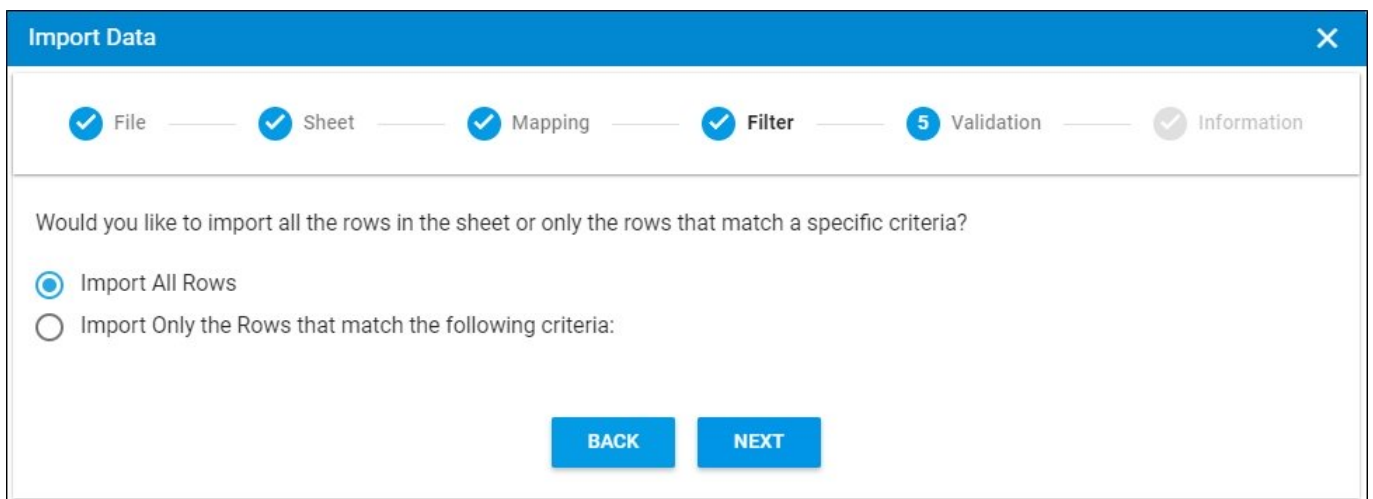
The screenshot shows the 'Import Data' window with a blue header and a close button (X) in the top right. The progress bar at the top indicates the current step: 1 File (checked), 2 Sheet (checked), 3 Mapping (active), 4 Filter (checked), 5 Validation, and 6 Information (checked). Below the progress bar, the text 'Please select the sheet that contains the data you wish to import' is displayed. Underneath, there is a dropdown menu with 'DeliveryDates' selected. At the bottom of the window, there are two buttons: 'BACK' and 'NEXT'.

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

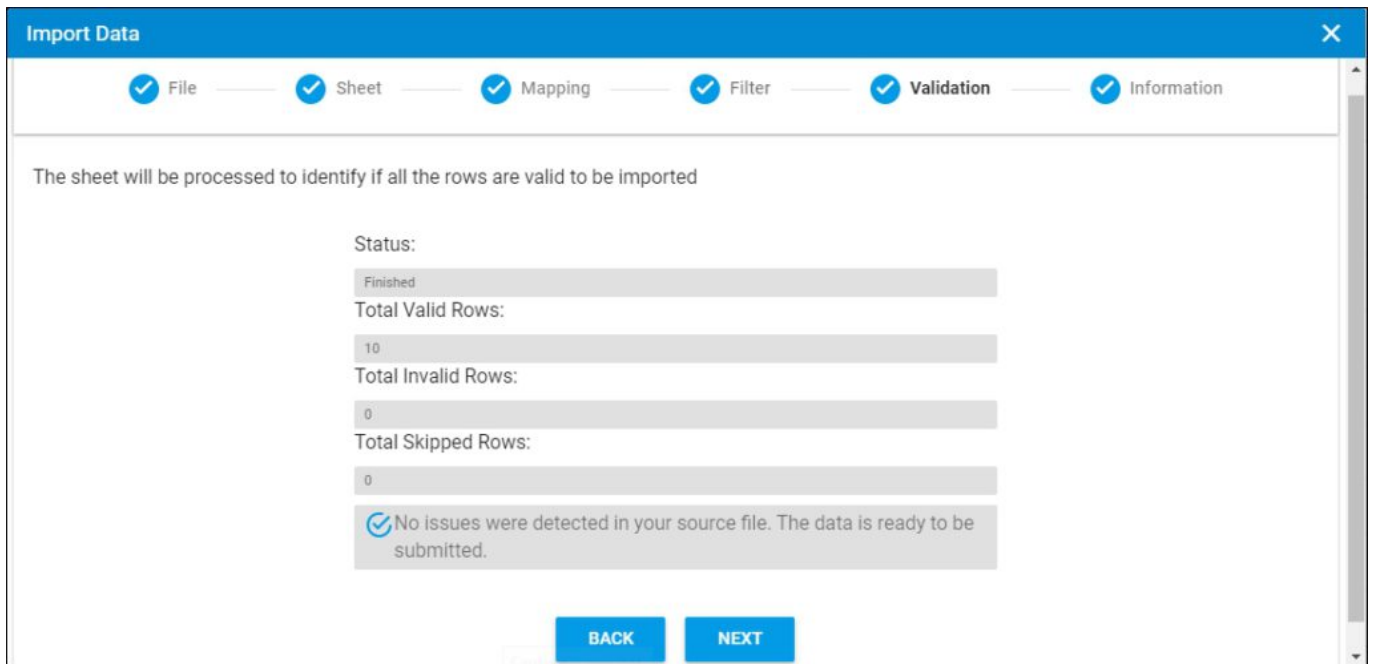
5. Select the sheet you want from the dropdown list in case your Excel file contains more than one sheet,
6. Click **Next**, the following window appears:



7. Select the column of the sheet that matches each field, then click **Next**, the following window appears:

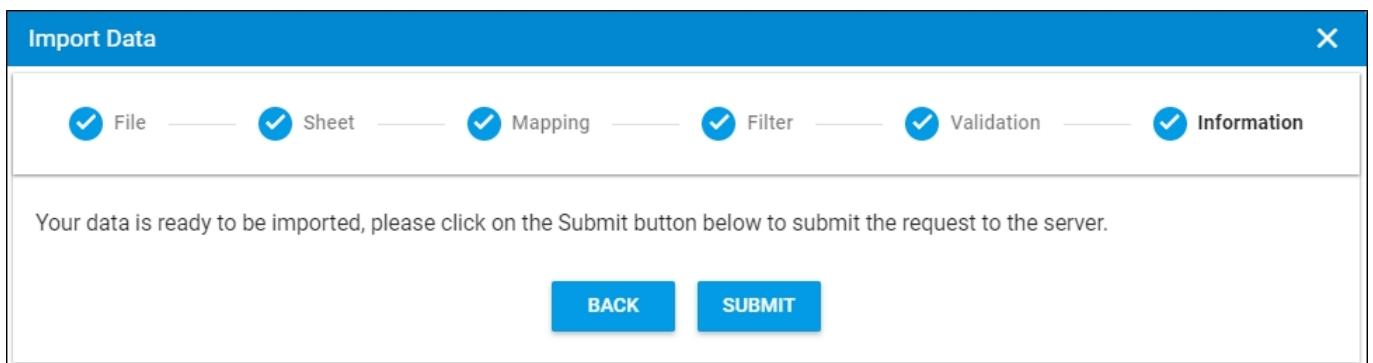


8. Click the radio button next to the import method, either all rows or rows that match certain criteria, a validation window appears informing you if records are valid or not, if not, you need to fix the sheet then import the file again,  
9. Click **Next**, the following window appears:



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:



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

12. Wait until the job is finished, then refresh the page, delivery dates 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.