

## **Import order**

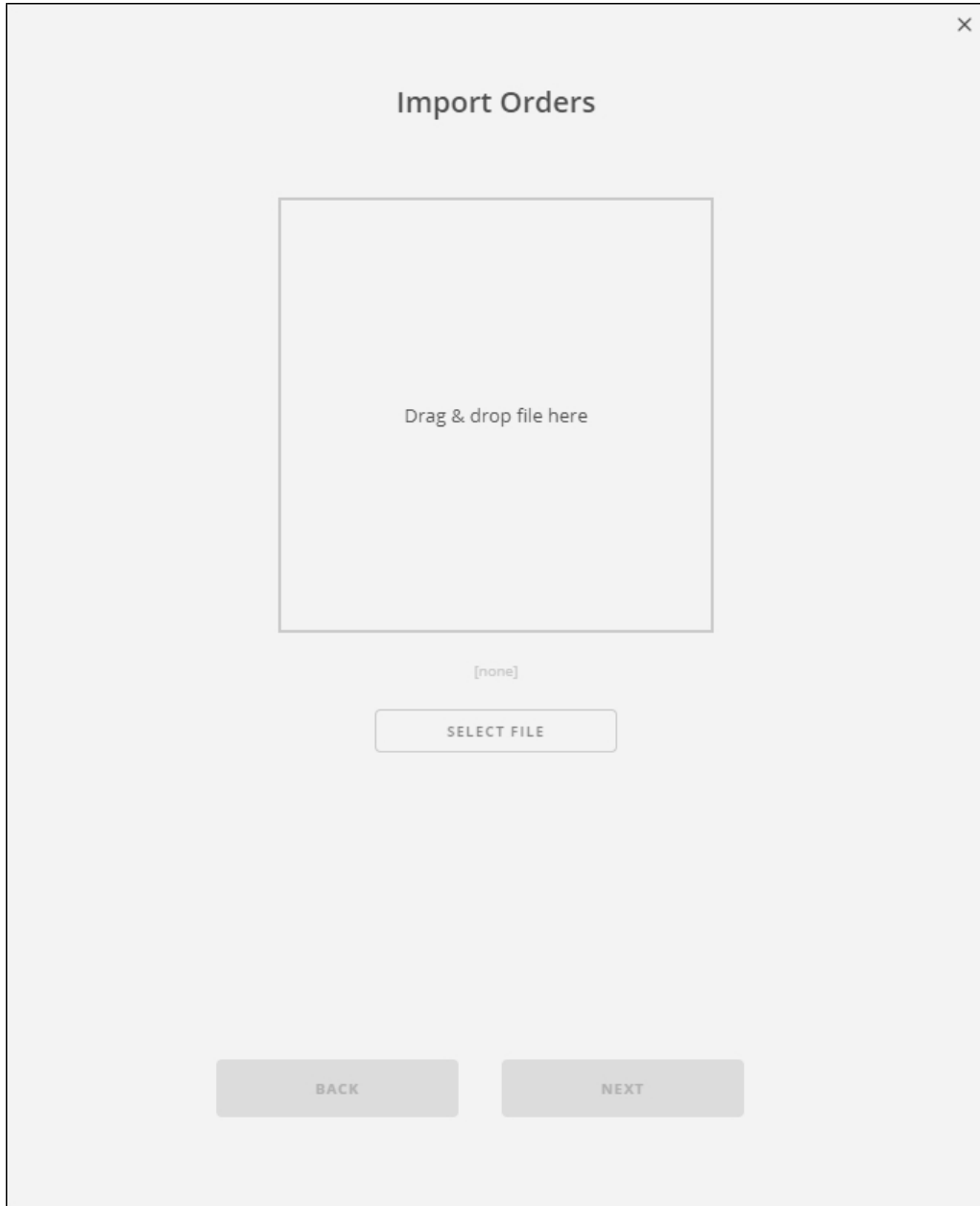
You can import an exported order form to add multiple orderlines in an easy way to T1 Studio. Through the import process, you can either create a new order or update an existing one. If you need more information on exporting order forms, refer to "[Export Order Form](#)".

### **Note:**

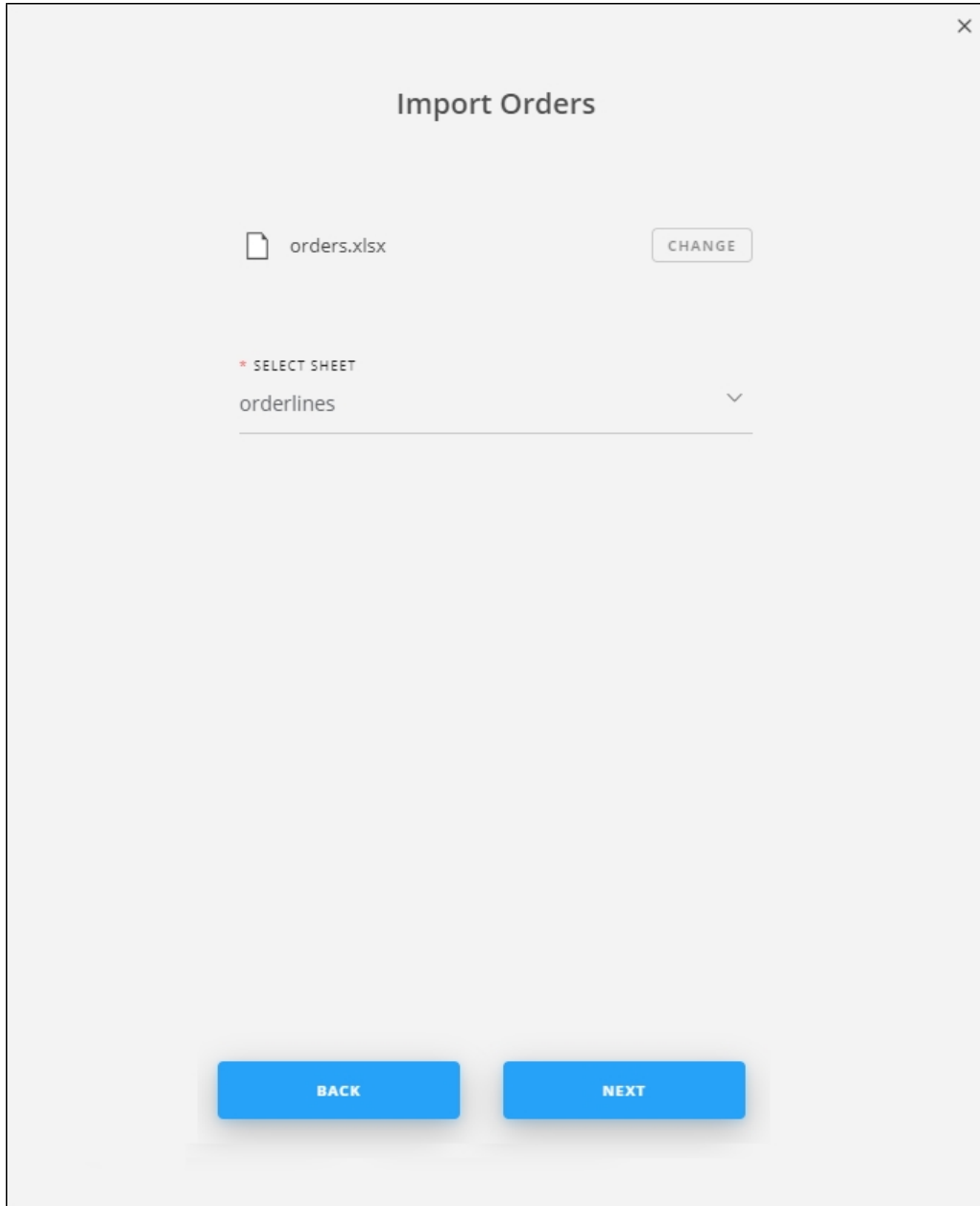
A submitted order cannot be overwritten or updated and you need to contact the Sales Person to reopen it then import the updated file.

To import the file, follow these steps:

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



2. Drag and drop the file or click **Select File** to browse for the file you want to import, then click **Next**, the following window appears:



3. Select the sheet you want from the dropdown list then click **Next**, the following window appears:

Import Orders

orders.xlsx CHANGE

\* SELECT SHEET  
orderlines

\* ARTICLE NUMBER  
Article Number

\* DELIVERY DATE DESCRIPTION  
Delivery Date Description

\* SIZE  
Size

\* CUSTOMER REQUIRED DATE  
Customer Required Date

VAS01  
Vas01

BACK NEXT

4. Select the column of the sheet that matches each field,
5. Click the radio button to select whether you want to create a new order or overwrite an existing one. In case the order is overwritten, quantities are updated as per the imported file,
6. Click **Next**, the number of valid and invalid rows are displayed. If the file contains invalid rows, the window appears as shown below:

You can either click **Get Results** to check the invalid rows and fix the file then import it again, or click the checkbox next to “Skip invalid rows” and import the valid rows.

7. Click **Import**, imported order is created with status “Draft” and you can update the order and send it.

**Notes:**

- If you select “Overwrite Existing Active Orders”, you need to enter the order reference of the existing order that you want to overwrite in the field under the location code.
- If there is an error in the sheet you are trying to import such as an orderline quantity less than the specified MoQ, if the catalog is configured to validate the quantity against the MoQ, or an invalid location code, the validation window will show an error.
- Also, if the delivery date is inactive or not available, or sizes are not assigned to the article, an error appears. Click **Get Results**, the sheet opens with a new “Status” column showing which rows are invalid and why as in the below example:

	A	B	C	D	E	F	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X
1									Customer A (11111)		Status		Status								
2									Shop 1 (SHOP01)												
3		Size	Delivery Date	Des	Article Number	MainDivision	BusinessSegment	Division	Vas01	Vas01 Info											
4	XS	Feb 1, 2020			90753	Sports		Apparel		100											
5	S	Feb 1, 2020			90753	Sports		Apparel		50											
6	M	Feb 1, 2020			90753	Sports		Apparel		100											
7	L	Feb 1, 2020			90753	Sports		Apparel		50											
8	XL	Feb 1, 2020			90753	Sports		Apparel		100											
9	2XL	Feb 1, 2020			90753	Sports		Apparel		50											
10	XS	Apr 1, 2020			90753	Sports		Apparel		100											
11	S	Apr 1, 2020			90753	Sports		Apparel		50											
12	M	Apr 1, 2020			90753	Sports		Apparel		100											
13	L	Apr 1, 2020			90753	Sports		Apparel		50											
14	XL	Apr 1, 2020			90753	Sports		Apparel		100											
15	2XL	Apr 1, 2020			90753	Sports		Apparel		50											
16																					

Make the necessary changes and import the sheet again.

- If stocks are activated for the selected catalog, another field appears to enable you to map stocks against which quantities are validated as shown in the below window:

### Import Orders

📄 ExportedOrderFRomT1-Studio.xlsx CHANGE

✦ SELECT SHEET

OrderForm ▼

✦ STOCK

Stock01 ▼

✦ ARTICLE NUMBER

Article Number ▼

✦ SIZE

Size ▼

✦ CUSTOMER REQUIRED DATE

Customer Required Date ▼

VAS01

BACKNEXT

- If any of the orderlines does not have delivery dates, or its delivery dates are not available, sizes are not available, an error message is displayed and the file cannot be imported.