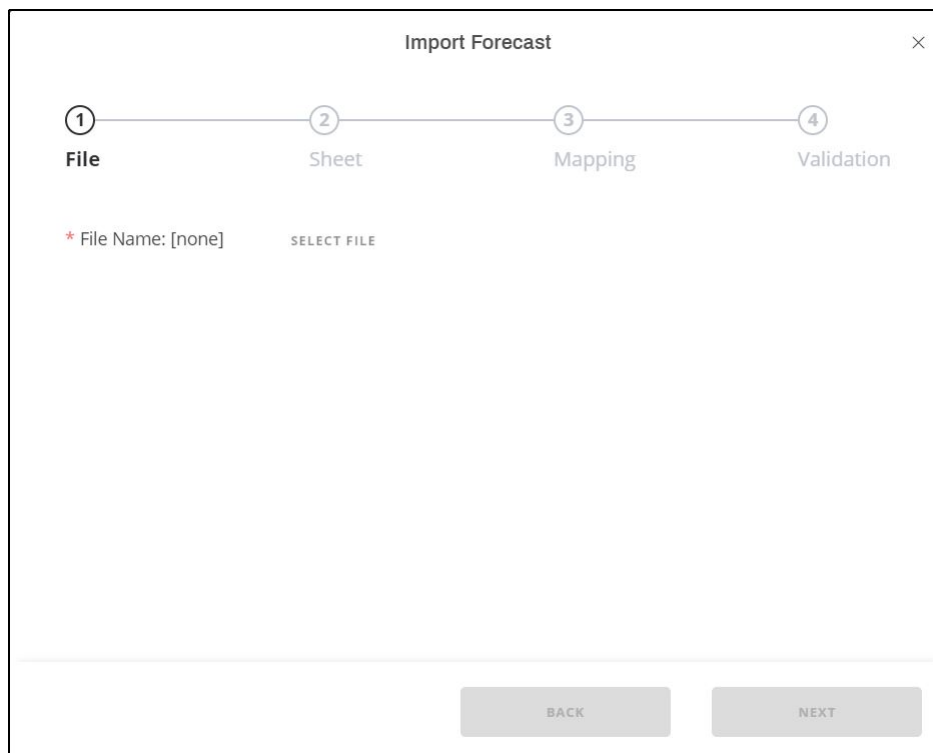


Import forecast

To import a file with forecast articles and quantities, follow these steps:

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



The screenshot shows a window titled "Import Forecast" with a close button (X) in the top right corner. A progress bar at the top contains four steps: 1. File, 2. Sheet, 3. Mapping, and 4. Validation. The "File" step is currently active. Below the progress bar, the text "* File Name: [none]" is displayed in red, followed by a "SELECT FILE" button. At the bottom of the window, there are two buttons: "BACK" and "NEXT".

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

Import Forecast

×

✓

2

3

4

File

Sheet

Mapping

Validation

* SELECT SHEET

Forecasting

▼

BACK

NEXT

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

Import Forecast

×

✓

File

✓

Sheet

3

Mapping

4

Validation

* CUSTOMER CODE

Customer code

▼

LOCATION CODE

location code

▼

* COLORWAY NUMBER

Colorway Number

▼

* QUANTITY

Quantity

▼

BACK

NEXT

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

Import Forecast

File Sheet Mapping Validation

Total valid rows	2
Total invalid rows	0

BACK IMPORT

If the file contains invalid rows, 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.

5. Click **Import**, a message appears informing the user that the forecast is imported successfully.

Note:

- If the catalog has more than one buy window, another field appears to enable you to map the buy window as shown in the below example:

Import Forecast

✓

✓

3

4

File

Sheet

Mapping

Validation

* BUY WINDOW

Buy Window

⊗

* CUSTOMER CODE

Customer Code

✓

LOCATION CODE

Location Code

✓

* COLORWAY NUMBER

Colorway Number

✓

* QUANTITY

Quantity

✓

BACK

NEXT

If the Accept forecasts is not activated for the buy window, rows with this buy window cannot be mapped and the file should be fixed.