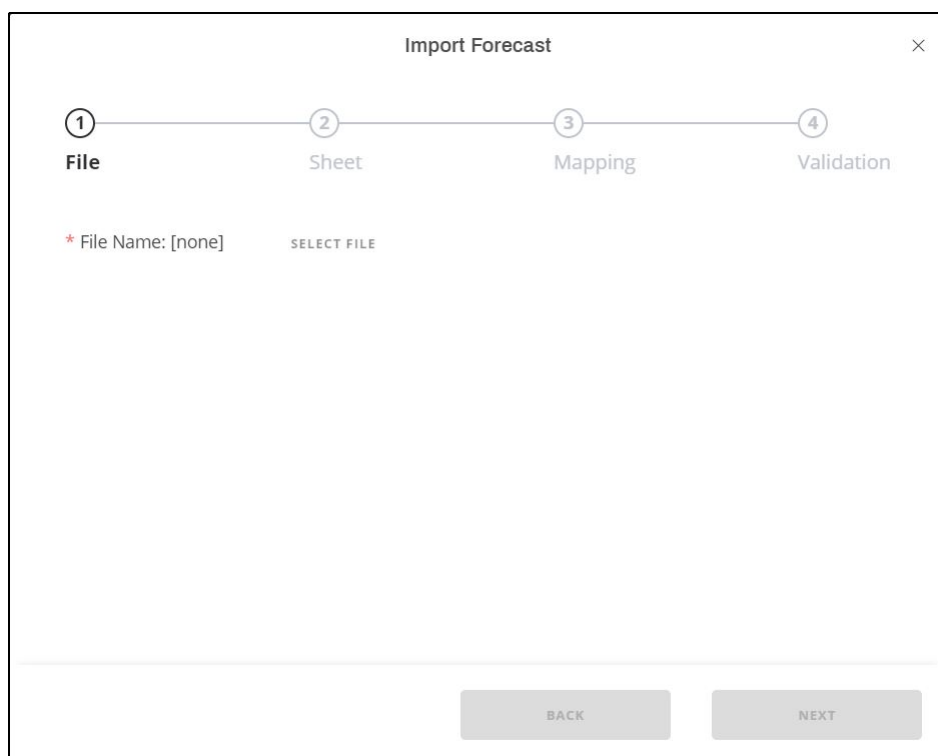


## Import forecast

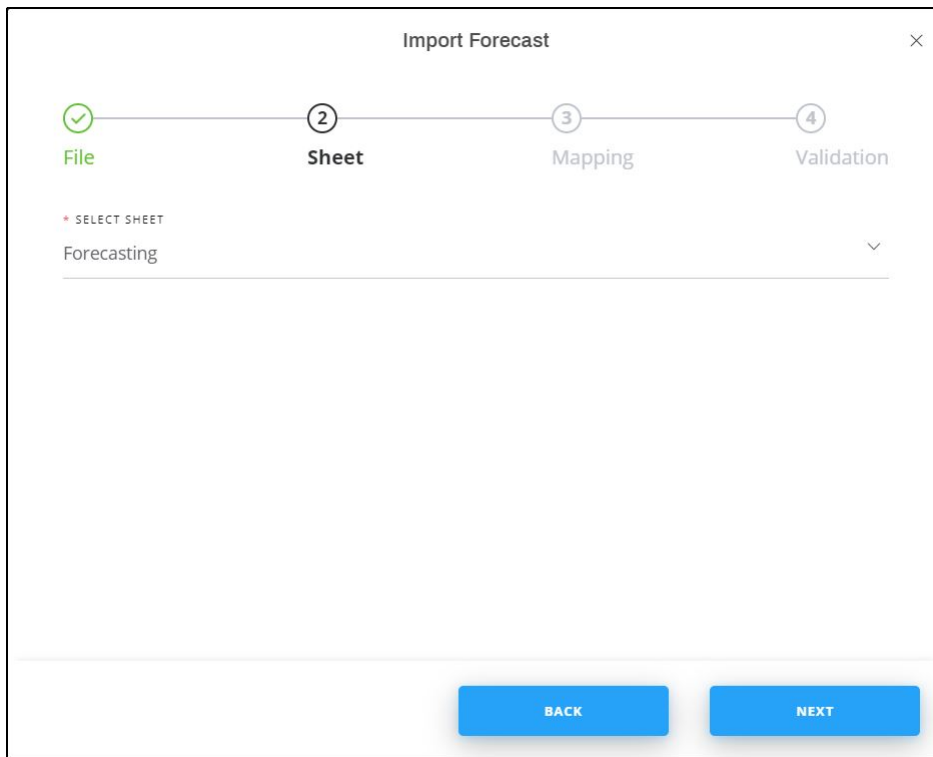
To import a file with forecast articles and quantities, follow these steps:

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, there is a text field labeled "\* File Name: [none]" and a button labeled "SELECT FILE". 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:



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

Import Forecast ×

✓ — ✓ — ③ — ④

File      Sheet      **Mapping**      Validation

\* CUSTOMER CODE  
Customer code ▼

---

LOCATION CODE  
location code ▼

---

\* COLORWAY NUMBER  
Colorway Number ▼

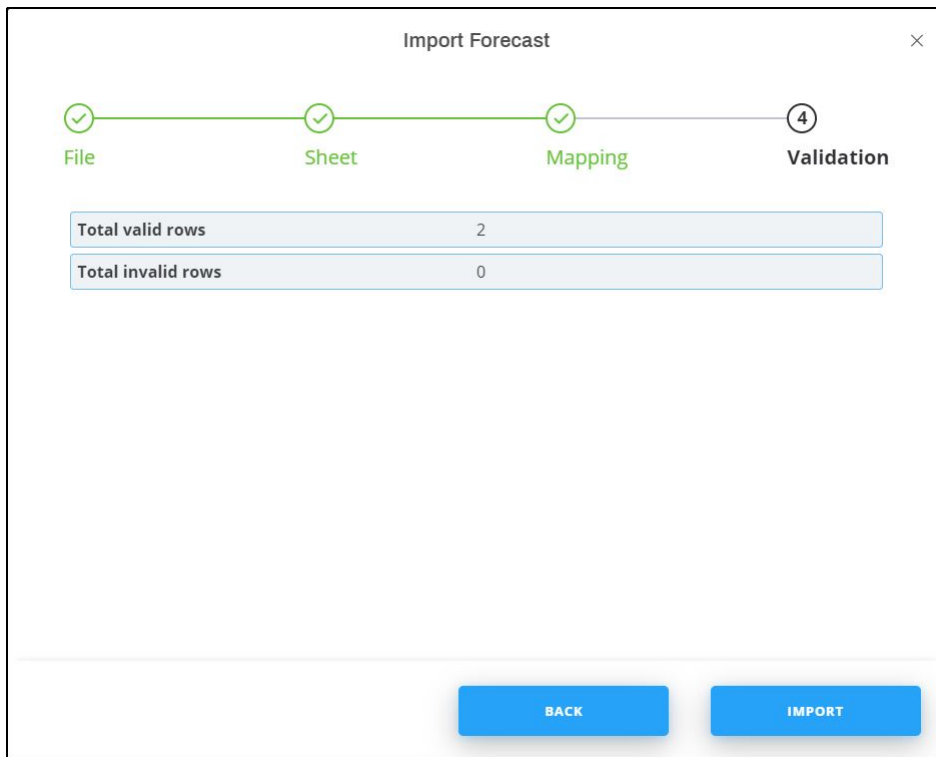
---

\* QUANTITY  
Quantity ▼

---

BACK      NEXT

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



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.