

## Import delivery dates (linear) - Tabular view

To import a file with articles delivery dates and specify “availability from” and “availability to” dates, make sure to have the articles listed in an Excel sheet with the following columns: Article Number, Delivery date, Availability From, and Availability To dates as shown in the below example:

	A	B	C	D	E	F
1	Article No.	Current Delivery Date	Availability From	Availability To		
2	133112	01/01/2018	15/12/2017	30/12/2017		
3	166121	02/01/2018	01/01/2018	15/01/2018		
4	121212	01/01/2018	15/12/2017	30/12/2017		
5	112211	02/01/2018	01/01/2018	15/01/2018		
6	119911	01/01/2018	15/12/2017	30/12/2017		
7	101010	02/01/2018	01/01/2018	15/01/2018		
8	114411	02/01/2018	01/01/2018	15/01/2018		
9	118811	01/01/2018	15/12/2017	30/12/2017		
10						

Linear Delivery Dates

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

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

Import Data

1 File

2 Sheet

3 Mapping

✓ Filter

5 Validation

✓ Information

☐ Last Used File

☒ New File

Filename:

SELECT...

BACK

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:

**Import Data** [X]

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

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

Linear Delivery Date ▼

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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*
Current Delivery Date*	=	Current Delivery Date*

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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:

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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** [X]

☒ 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:

8

Total Invalid Rows:

0

Total Skipped Rows:

0

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

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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.

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SUBMIT

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