

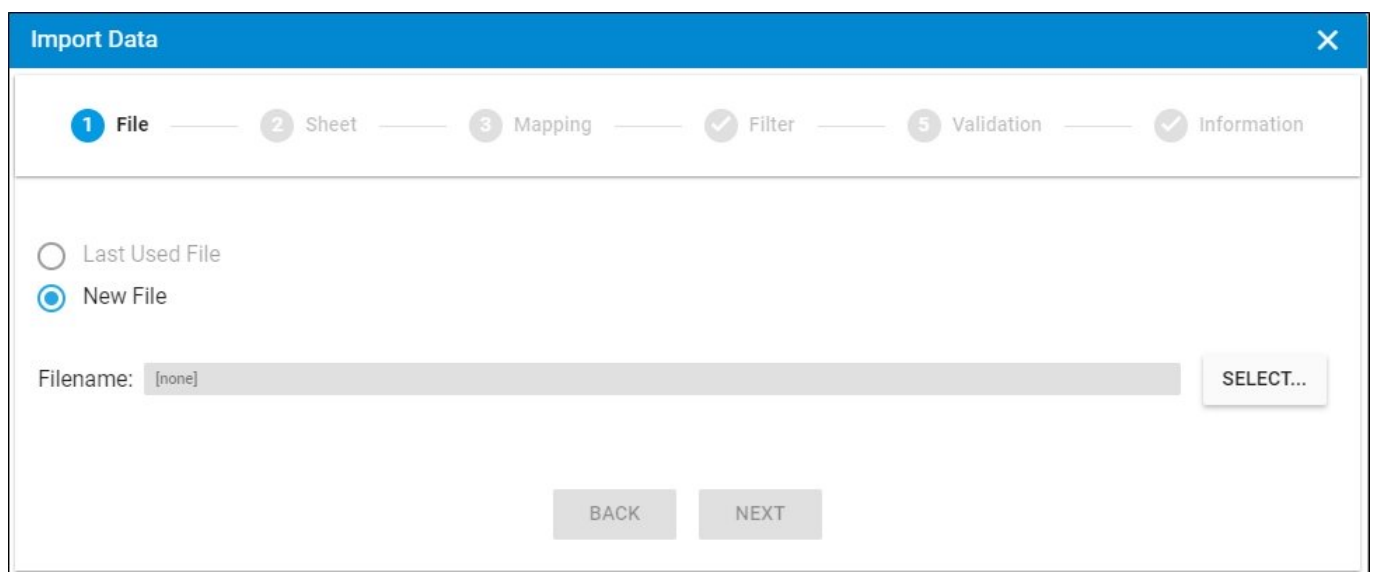
Adjust with order reference (bulk)

As mentioned before, you can import a file to adjust the quantities and delivery dates of specific orders with multiple order lines. The Excel sheet should contain the following columns:

- Adjustment name: name of the adjustment to be done (mandatory)
- Order Reference: order reference of an existing order to be adjusted (mandatory)
- Article number: order line article number to be adjusted (mandatory)
- Delivery Date: the current delivery date of the article (mandatory)
- Size: size of the order line (mandatory)
- New Delivery Date: delivery date to which the order line is to be adjusted (optional)
- New Quantity: quantity to which the order line is to be adjusted (optional)

To import the file, follow these steps:

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



The screenshot shows a window titled "Import Data" with a blue header bar and a close button (X) in the top right corner. Below the header is a progress bar with six steps: 1. File (active, blue circle), 2. Sheet (grey circle), 3. Mapping (grey circle), 4. Filter (grey circle with a checkmark), 5. Validation (grey circle), and 6. Information (grey circle with a checkmark). Below the progress bar, there are two radio buttons: "Last Used File" (unselected) and "New File" (selected, blue circle). Below the radio buttons is a text field labeled "Filename:" with the value "[none]" and a "SELECT..." button to its right. At the bottom of the window 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:

Import Data [X]

☒ File
 ☒ Sheet
 3 Mapping
 ☒ Filter
 5 Validation
 ☒ Information

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

Adjustment ▼

BACK NEXT

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

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

Import Data [X]

☒ File
 ☒ Sheet
 ☒ 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.

Order Reference *	=	OrderReference	X
Alias	=	Alias	X
Customer Code *	=	CustomerCode	X
Customer Reference	=	Customer Reference	X

7. Select the column of the sheet that matches each 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:

BACK NEXT

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:

5

Total Invalid Rows:

0

Total Skipped Rows:

0

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

BACK NEXT

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.

BACK

SUBMIT

- Click **Submit**, the progress is displayed,
- Wait until the job is finished, then refresh the page, values 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.