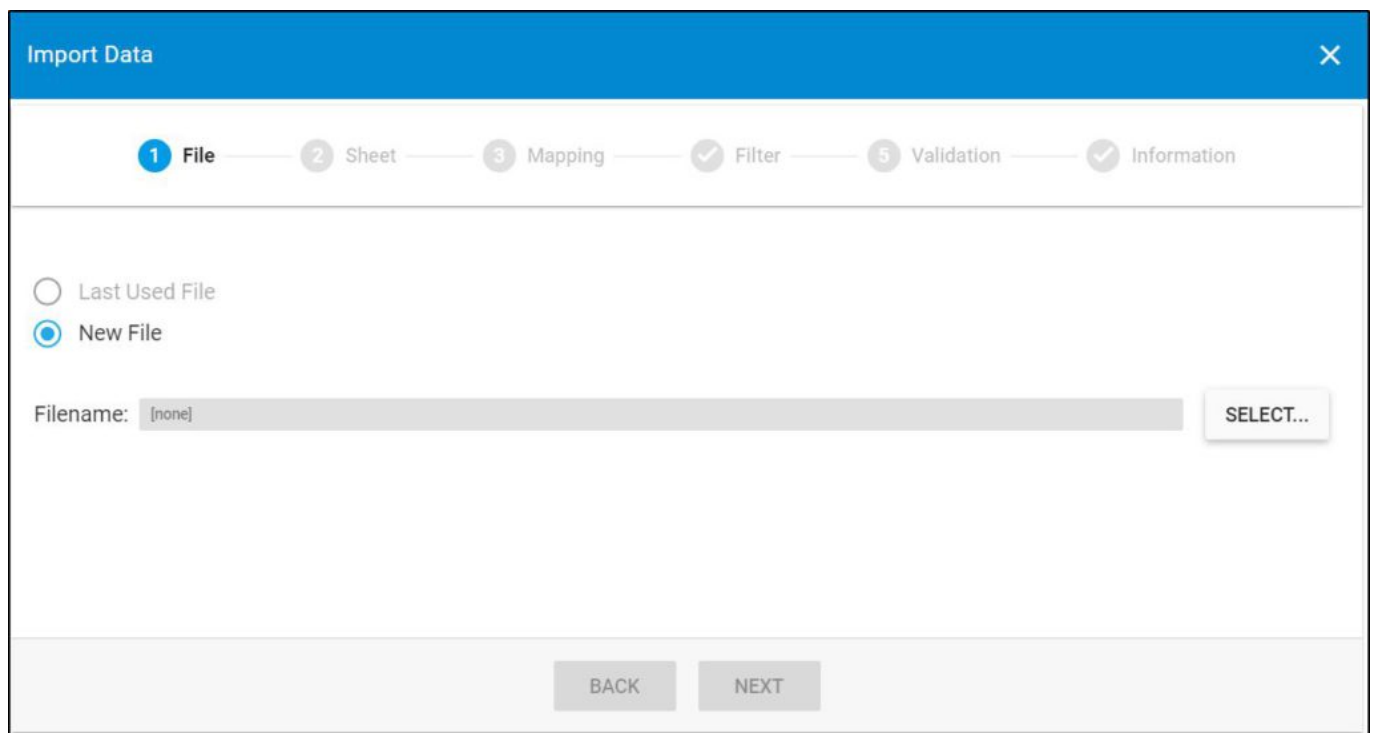


Import seller customers

You can import a file with customers instead of adding them individually which will save you time and effort. The customer number is a mandatory column. To import a file with seller customers, 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). The main area of the window contains two radio buttons: "Last Used File" (unselected) and "New File" (selected, blue circle). Below these 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, click **Next**, the following window appears:

The screenshot shows a window titled "Import Data" with a close button (X) in the top right corner. Below the title bar is a progress bar with six steps: "File", "Sheet", "Mapping", "Filter", "Validation", and "Information". The "Sheet" step is currently active, indicated by a blue circle with a checkmark and the number "3" next to it. The other steps are marked with grey circles and checkmarks. Below the progress bar, the text "Please select the sheet that contains the data you wish to import" is displayed. A dropdown menu is shown with "seller customers" selected. At the bottom of the window, there are two blue buttons: "BACK" and "NEXT".

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

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

Import Data

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.

Search

Customer Name

=

Customer Name

X

Customer Number*

=

Customer Number*

Customer Number

X

BACK

NEXT

6. 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

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?

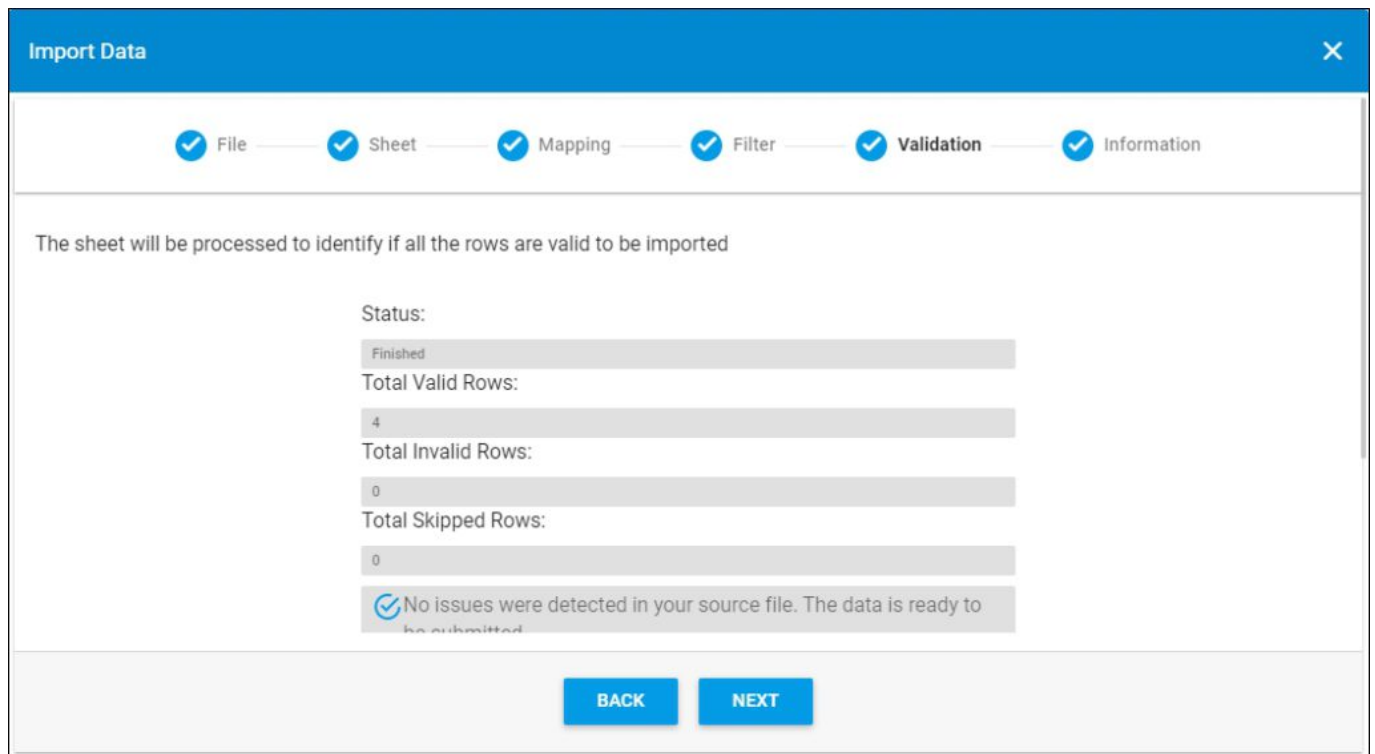
☒ Import All Rows

☐ Import Only the Rows that match the following criteria:

BACK

NEXT

7. 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,
8. Click **Next**, the following window appears:



The screenshot shows a 'Import Data' window with a blue header and a close button. A progress bar at the top indicates the steps: File, Sheet, Mapping, Filter, Validation (current), and Information. The main content area states: 'The sheet will be processed to identify if all the rows are valid to be imported'. Below this, the status is 'Finished'. The counts are: Total Valid Rows: 4, Total Invalid Rows: 0, and Total Skipped Rows: 0. A message at the bottom says: 'No issues were detected in your source file. The data is ready to be submitted.' At the bottom of the window are 'BACK' and 'NEXT' buttons.

Step	Status
File	Completed
Sheet	Completed
Mapping	Completed
Filter	Completed
Validation	Current Step
Information	Not Started

The sheet will be processed to identify if all the rows are valid to be imported

Status: Finished

Total Valid Rows: 4

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

9. 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

10. Click **Submit**, the progress is displayed,
11. Wait until the job is finished, then refresh the page, the imported values are listed.

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.