

Shift delivery dates

Through this feature, you can import a file to replace old delivery dates linked to articles with new delivery dates defined for the catalog. This will also replace delivery dates in order lines containing the affected articles.

To import new delivery dates, make sure to have the articles listed in an Excel sheet with the following columns: Article Number, Current Delivery Date, New Delivery Date as shown in the below example:

	A	B	C	D	E
1	Article Number	Current Delivery Date	New Delivery Date		
2	101010	2/1/2018	3/1/2018		
3	112211	2/1/2018	3/1/2018		
4	113311	1/1/2018	3/1/2018		
5	114411	2/1/2018	3/1/2018		
6	115511	2/1/2018	3/1/2018		
7	118811	1/1/2018	3/1/2018		
8	119911	1/1/2018	3/1/2018		
9	121212	1/1/2018	3/1/2018		
10	133112	1/1/2018	3/1/2018		
11	166121	2/1/2018	3/1/2018		
12					

Notes:

- The new delivery date should be defined for the catalog and it cannot be a value that does not exist for this catalog.
- The date format should be MM/DD/YYYY.
- When shifting a delivery date for an article that has more than one date, you can use any of the dates as the Current Delivery Date in the Excel sheet.
- You cannot use an old delivery date that was assigned to an article and then deactivated, as this could affect orders containing those order lines.
- Delivery dates will not be shifted in order lines that are already consolidated.

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

1. Click  to import the delivery dates file, the following window appears:

Import Data [X]

1 **File** — 2 Sheet — 3 Mapping — 4 ☒ Filter — 5 Validation — 6 ☒ Information

☐ Last Used File
☒ **New File**

Filename: [none] 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** — 4 ☒ Filter — 5 Validation — 6 ☒ Information

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

DeliveryDates ▼

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 Excel file contains more than one sheet,
6. 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.

Article Number *	=	Article Number	X
Current Delivery Date *	=	Current Delivery Date	X
New Delivery Date *	=	New Delivery Date	X

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7. Select the column of the sheet that matches each 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

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

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:
10

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.

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

12. 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.