






Import Items

This section will be accessed while clicking on the icon  in the icon bar, or directly out of the quick order entry section  → 

With the import functionality many items may be imported into ENDORSIA with one step. Lists with up to 500 items may be created in the companies own ERP system and imported to the marketplace. As from now they can directly be added to the shopping cart and ordered. Double entry of items will be avoided with the processing of multiple line items at once.

Tip: *Often recurring products can be imported and archived in shopping lists, sorted according to different criteria, such as product groups, schedule orders, and so on. This saves repeatedly search for the same items.*

On the first screen a description of how to create a list is displayed:

Import items by selecting the [Browse](#) button below. Locate the .CSV (comma delimited) file that contains your line item information. Then [Import File](#) to add items to the Quick Order Screen, where imported items can be added to your cart.

Import Line Items

Select File to Import: Select delimiter: Comma

How to create a file for import
 You may import .CSV (comma separated value) files, also known as comma delimited files. You can create .CSV files in various ways, including any standard spreadsheet software.

If you are using Microsoft Excel, start by downloading the Excel template below and saving it to your computer. After opening the template in Excel, enter each line item on a separate row. Only one part number type may be designated for all parts within the template. For example, you may enter in all vendor part numbers or all customer part numbers, but you may not enter in a mixture of vendor and customer part numbers within the same template. You may hide template columns that you are not using, but do NOT delete columns or alter column labels.

When the spreadsheet is saved as a .CSV file, it will automatically insert commas into the file where necessary.

	A	B	C	D	E	F	G	H	I	J
1	Mfr. Part #	Vendor Part #	UPC/EAN	Cust. Part #	Quantity	Pack Code	Required Date (DD-MM-YYYY)	Comments (Max: 500 characters)	Add. Ref 1	Add. Ref 2
2	6208				25	Each	02-08-2005	Line item comments here	REF1	REF2
3	6210-BA 5				12	10	02-08-2005	Line item comments here	REF1	REF2
4	5505				30	12	02-08-2005	Line item comments here	REF1	REF2
5	5505-5				100	Each	02-08-2005	Line item comments here	REF1	REF2
6	4306-B				150	12	02-08-2005	Line item comments here	REF1	REF2

[Click here to download a copy of the Excel template.](#)
 [?] Please right click on the link and select save target as, to save the excel template file.

When using any other method to create a .CSV file for import, make sure to follow the steps and format described above. Each line item should be on a separate row. If a line item does not contain a value for each column in the template, a comma should be inserted as a placeholder for each missing value.

then the following steps are required:

- ▶ open the Excel template by clicking on the link [Click here to download a copy of the Excel template.](#)
- ▶ then the system request ,open' or ,save' – the file may be opened directly.
- ▶ the file contains macros, they need to be activated by clicking the respective button.
- ▶ now the excel file opens

	A	B	C	D	E	F	G	H	I	J
	Save for OCS import		Select Field Delimiter Comma	HELP		Note: The date MUST match your online format		mro software		
	Mfr. Part #	Vendor Part #	UPC/EAN	Cust. Part #	Qty	Pack Code	Req Date dd.MM.yyyy	Comments	Add. Ref 1	Add. Ref 2
2	6208				25	Each	19.11.2004	Line item comments inserted here	ar1-1	ar2-1
3	6210-BA 5				12	10	19.11.2004	Line item comments inserted here	ar1-2	ar2-2

- ▶ select a field delimiter



- ▶ in column G the date format must match the format that is used in ENDORSIA.
- ▶ delete all data that is entered from line 2 on, it's just an example.
- ▶ item description will be entered in column B, the required quantity in column E and the required date in column G. The entry of a pack code in column F is optional, this field can also remain empty.

Save for OCS import		Select Field Delimiter Comma	HELP		Note: The date MUST match your online format		mro software		
Mfr. Part #	Vendor Part #	UPC/EA N	Cust. Part #	Qty	Pack Code	Req Date dd.MM.yyyy	Comments	Add. Ref 1	Add. Ref 2
2	HK1210B			15	01	10.11.2006			
3	NA4900			12		10.11.2006			
4	GE60DO			5		10.11.2006			
5	HK1010B			25		09.12.2006			
6	ZM25			22		09.12.2006			
7									

- ▶ save the list on the PC/workstation:

Important: Please do only save via the button



- ▶ system displays a confirmation



- ▶ back in EDORSIA the saved file can be selected in the first line of the import item screen.

Import Line Items

Select File to Import: C:\Users\schlitom\My Documents\te Durchsuchen... Select delimiter: Comma >>> Import File

- ▶ the selected delimiter must match the one that was chosen before in the excel list.

- ▶ for the import click on

Complete the Quick Order form by entering in the part number and quantity for all items.

You may also import items in to Quick Order from a spreadsheet or other sources, [Import Items](#)

Note: Previously entered line items must be added to your shopping cart/list before importing items.

Select type of part # you will be entering: Vendor Part # All Character Search:

Items To Be Added

Clear Lines Delete Selected Items Add to Cart Add to Shopping List Proceed to Checkout

Quick Order Date Req / Avail: 02-08-2005 Apply Req. Date

Display: 10 All (20) Result Page: 1 2

Line	Item #	Qty	Pack Code	Req Date DD-MM-YYYY	Comments	Message	Delete
1	hk1010b	25		30-10-2005			<input type="checkbox"/>
2	rna4900	12		30-10-2005			<input type="checkbox"/>
3	ge60do	10		15-09-2005			<input type="checkbox"/>
4	sl812984	2		24-09-2005			<input type="checkbox"/>

- ▶ the list will now be added to the system in the quick order entry screen. From this screen it may be added to the shopping cart and processed as order, or it may be saved in a shopping list for repeated use in future.