

Supplier (Import Products)

This article describes how to Import a Supplier Products Price File into Katipolt.

NOTE: Before a Supplier Products Price File can be imported, the Supplier must be entered in to Katipolt. See KAT-0312. You need to ensure the Supplier Products Price File follows Katipolt's format for product CSV's, to get this export another Supplier's Products Price File.


NOTE: Keep the file you use and add to it any new products, any existing Supplier products not in an import, will be treated as retired and marked as "Inactive".

To Import a Supplier's Products Price File;

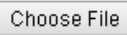


Importing a Supplier Products Price File is done from the Contact (Supplier) Window.

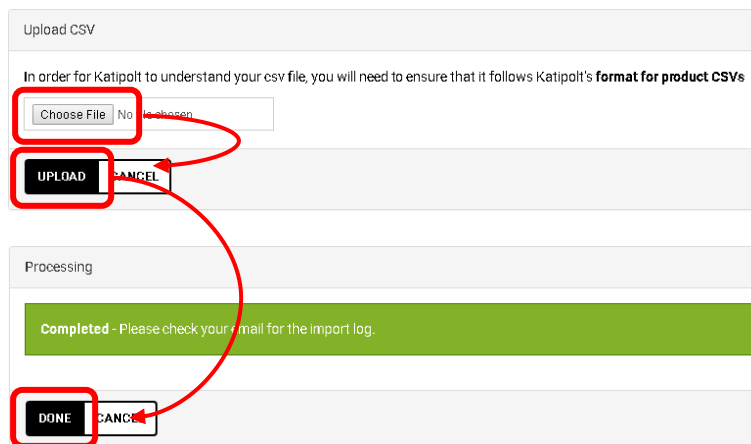
Quick Flow;

CONTACTS Tab > **Account Name** (Supplier) > **[Import Products]** > **[Choose File]** > **[Upload]** > **[Done]**

1. Press on the **CONTACTS** Tab to display the CONTACTS Library, then press on an **Account Name** (Supplier) to expand and display the CONTACT: SUPPLIER Window, then Press the **[Import Products]** button  to display the IMPORT PRODUCTS Window



2. From the IMPORT PRODUCTS Window, Press on **[Choose File]** , then navigate to where the file to be imported has been saved, then Press on the **[UPLOAD]** button  to import, then Press **[Done]**  when the "Completed" message displays



The image shows a multi-step process window. The top section is titled 'Upload CSV' and contains a 'Choose File' button (highlighted with a red box) and an 'UPLOAD' button (highlighted with a red box). Below this is a 'Processing' section with a green bar that says 'Completed - Please check your email for the import log.' At the bottom, there is a 'DONE' button (highlighted with a red box) and a 'CANCEL' button. Red arrows point from the 'Choose File' button to the 'UPLOAD' button, and from the 'UPLOAD' button to the 'DONE' button.

NOTE: You will receive an email confirming the details of the import