

# VENDOR PURCHASE ATTRIBUTES UPLOAD INSTRUCTIONS



## Vendor Purchase Attributes Upload

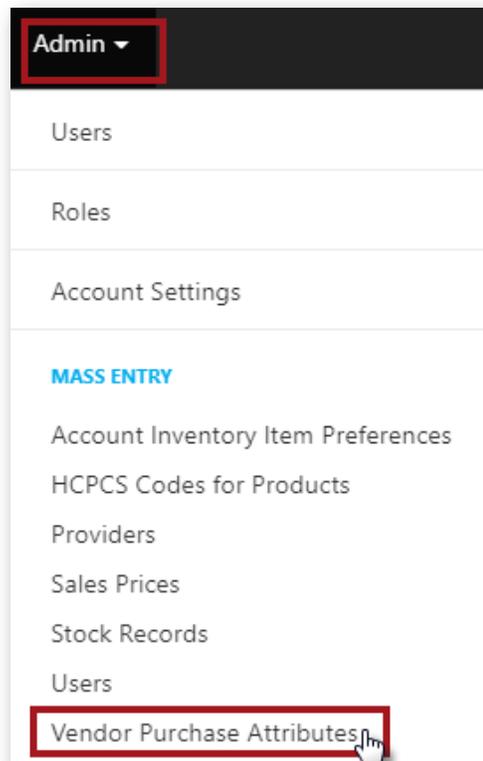
This process can be used to add the initial Vendor Purchase attributes or to adjust attributes if changes are needed.

**Note** the Product and Inventory Items must exist prior to the uploading process, or the item will fail to upload. Only Users with the Admin role see the Mass Entry options under the Admin tab.

In a spreadsheet enter the data in the following columns to ensure it is uploaded accurately:

| Inventory Item Number | Vendor     | Vendor Site Name | Vendor Price | Vendor Unit of Measure | Conversion Factor | Vendor SKU |
|-----------------------|------------|------------------|--------------|------------------------|-------------------|------------|
| 01EF-S                | DJO Global | DJO Direct       | 120          | EA                     | 1                 |            |
| 01EF-M                | DJO Global | DJO Direct       | 120          | EA                     | 1                 |            |
| 11-0215-2             | DJO Global | DJO Direct       | 98.6         | EA                     | 1                 |            |
| 11-0215-3             | DJO Global | DJO Direct       | 98.6         | EA                     | 1                 |            |
| 11-0215-4             | DJO Global | DJO Direct       | 98.6         | EA                     | 1                 |            |
| 380614                | McKesson   | McKesson         | 24           | BX                     | 6                 | 79-84021   |

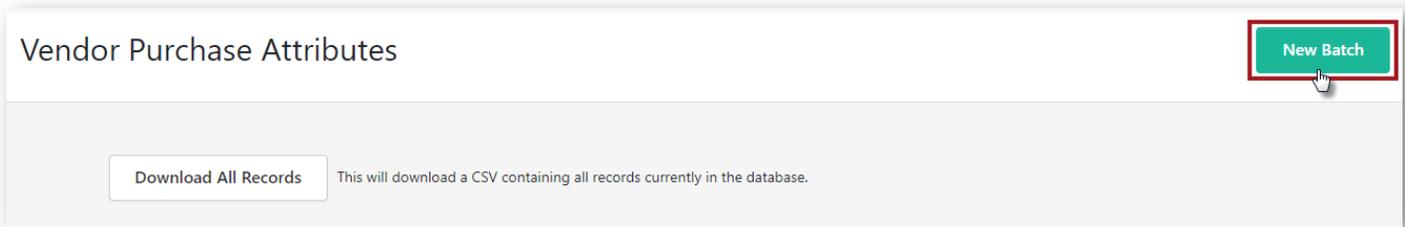
In MotionMD go to Admin tab > Vendor Purchase Attributes:



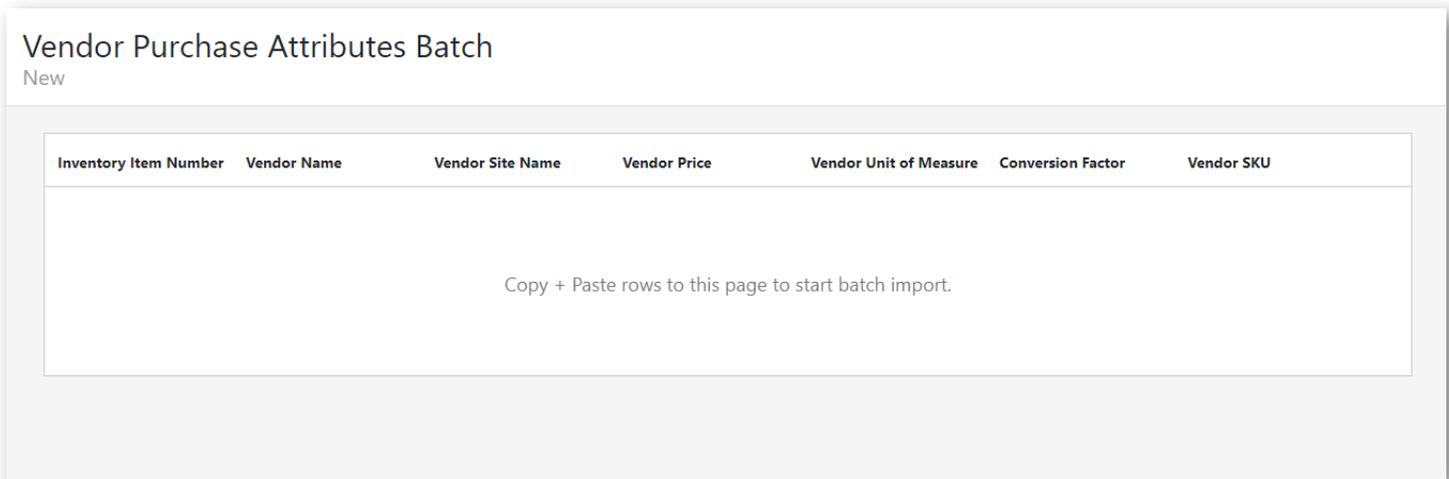
# VENDOR PURCHASE ATTRIBUTES UPLOAD INSTRUCTIONS



Click New Batch button on Vendor Purchase Attributes upload page

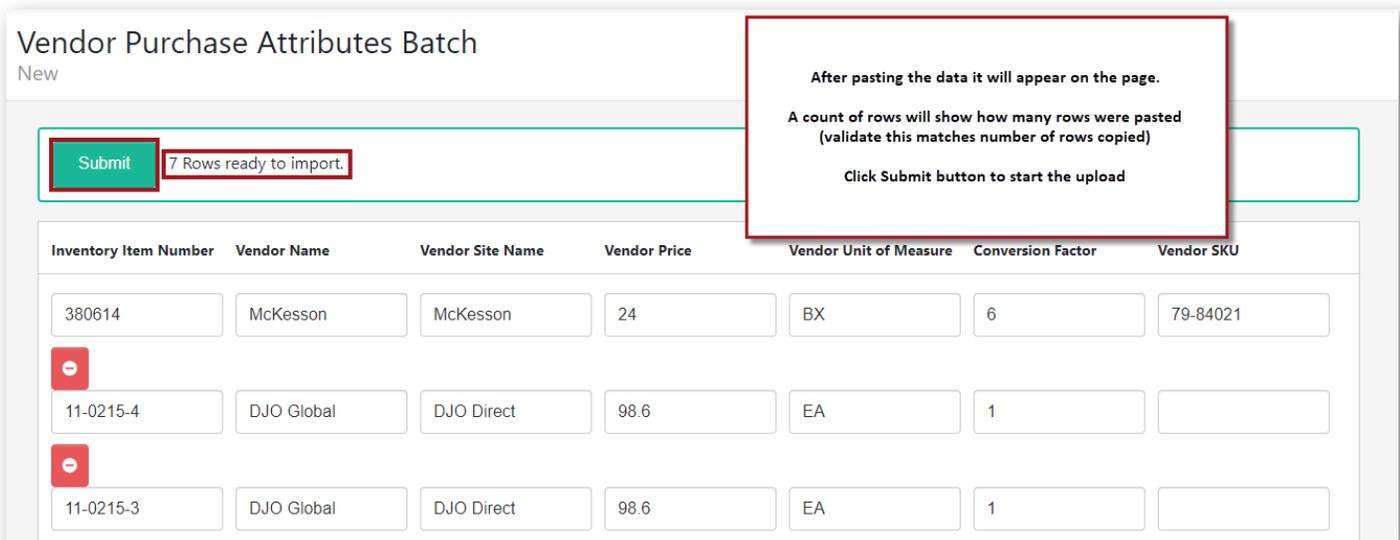


The New upload page opens:



From the spreadsheet, copy all rows and the six columns of data. Do not copy the headers. Click into the Copy + Paste section with mouse then Paste using Command/Control V into the section below the headers on the New Batch page.

**Note: Paste only works using Command/Control V to get data to paste onto page.**



# Sales Price UPLOAD INSTRUCTIONS

After Submitting, the vendor attributes will process. Once this is complete the successful rows will show green checks.

Vendor Purchase Attributes Batches / Created on 07/28/2021 11:06 AM by Kristen DiRocco

All Failed Download Failed Rows New Batch

9 of 9 items have been processed.

| Inventory Item Number | Vendor Name | Vendor Site Name | Vendor Price | Vendor Unit of Measure | Conversion Factor | Success Status |
|-----------------------|-------------|------------------|--------------|------------------------|-------------------|----------------|
| 380614                | McKesson    | McKesson         | 40           | BX                     | 6                 | ✓              |
| 01EF-M                | DJO Global  | DJO Direct       | 200          | EA                     | 1                 | ✓              |
| 01EF-L                | DJO Global  | DJO Direct       | 200          | EA                     | 1                 | ✓              |
| 01EF-XL               | DJO Global  | DJO Direct       | 200          | EA                     | 1                 | ✓              |
| 01EF-S                | DJO Global  | DJO Direct       | 200          | EA                     | 1                 | ✓              |

Rows successfully updated will appear with GREEN check. Any failed rows will show RED.

Failed rows can be filtered by clicking on Failed button. Any failed rows can be corrected on the page and re-submitted. Failed rows can also be downloaded into a CSV by clicking the Download Failed Rows.

Lines fail if the Inventory item does not exist, if the Vendor does not match, Vendor is already set and Vendor name is changed or if there are duplicate SKU's

Clicking the Failed button will show just the Failed lines. They can be corrected on the page and resubmitted by clicking the blue refresh button.

Vendor Purchase Attributes Batches / Created on 07/28/2021 11:16 AM by Kristen DiRocco

All Failed Download Failed Rows New Batch

| Inventory Item Number | Vendor Name | Vendor Site Name | Measure | Conversion Factor | Vendor SKU |
|-----------------------|-------------|------------------|---------|-------------------|------------|
| 380614                | DJO Global  | DJO Direct       |         | 6                 |            |

Inventory item id has already been taken

On Failures, the error message will appear below the product that failed.

The Blue refresh button allows the line to be resubmitted after corrected

The Red button allows you to delete the line