

VENDOR PURCHASE ATTRIBUTES UPLOAD INSTRUCTIONS

Vendor Purchase Attributes Upload

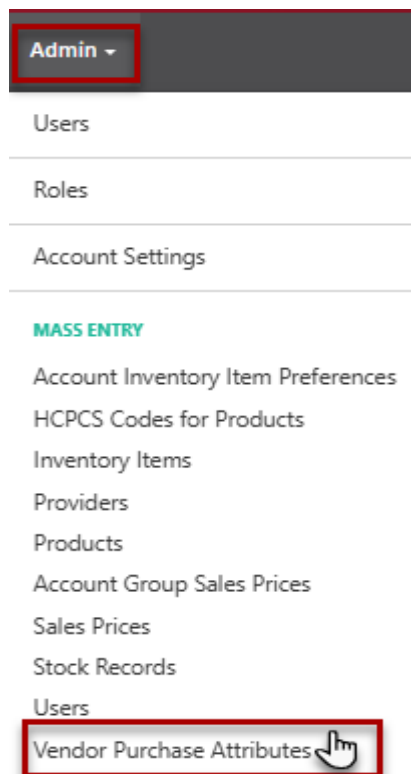
This process can be used to add the initial Vendor Purchase attributes or to adjust attributes if changes are needed.

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:

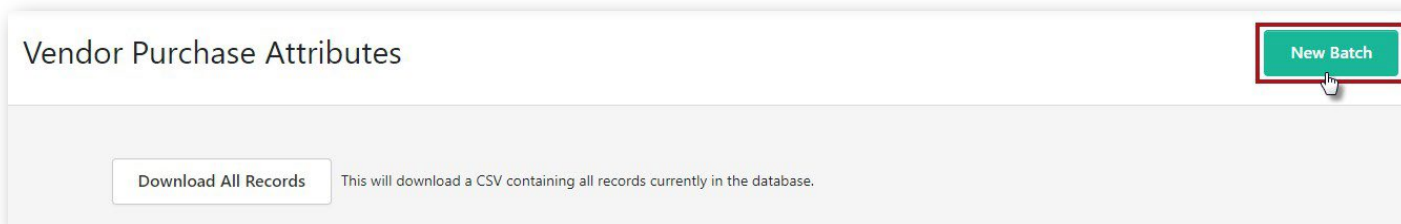
Inventory Item Number	Vendor	Vendor Site Name	Vendor Price	Vendor Unit of Measure	Conversion Factor	Vendor SKU
01EF-S	DJO Global	DJO Direct	120	EA	1	
01EF-M	DJO Global	DJO Direct	120	EA	1	
11-0215-2	DJO Global	DJO Direct	98.6	EA	1	
11-0215-3	DJO Global	DJO Direct	98.6	EA	1	
11-0215-4	DJO Global	DJO Direct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

In MotionMD go to Admin tab > Vendor Purchase Attributes:

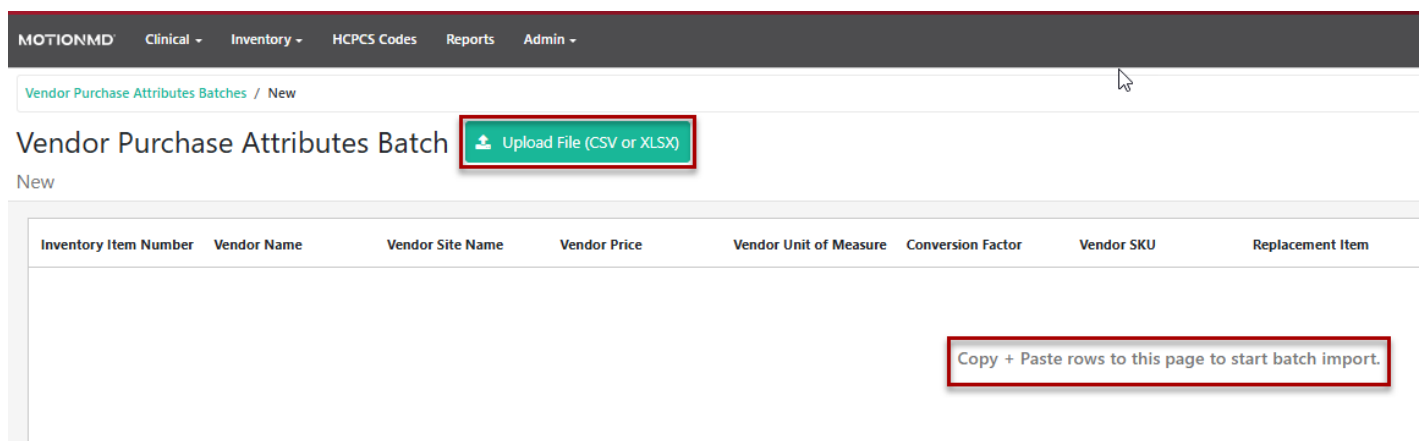


VENDOR PURCHASE ATTRIBUTES UPLOAD INSTRUCTIONS

Click New Batch button on Vendor Purchase Attributes upload page



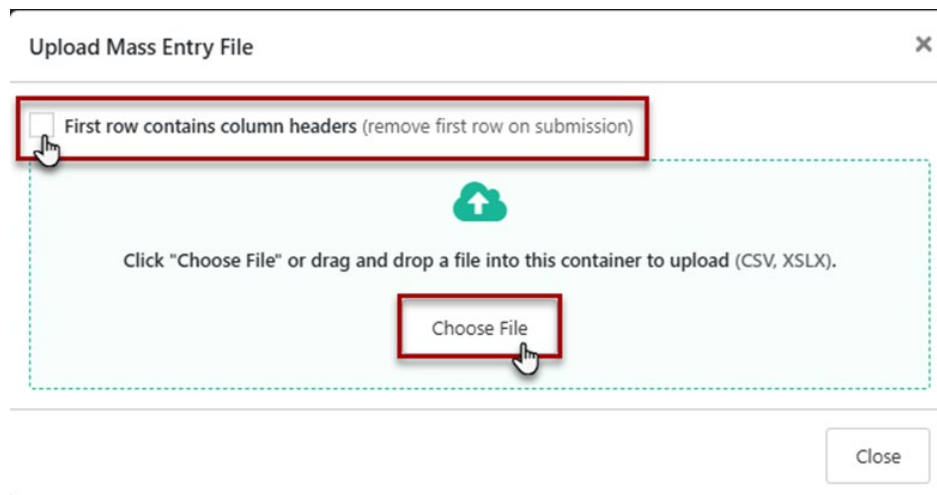
The New upload page opens where you have the option of copying and pasting the stock records or uploading them via CSV or XLSX file.



Utilizing the Copy and Paste Method 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.

If uploading via CSV or XLXS file- Please check the box indicating if your first row contains column headers prior to uploading file.



VENDOR PURCHASE ATTRIBUTES UPLOAD INSTRUCTIONS

Click Submit to start the upload.

MOTIONMMD Clinical Inventory HCPCS Codes Reports Admin

Vendor Purchase Attributes Batches / New

Vendor Purchase Attributes Batch Upload File (CSV or XLSX)

New

Submit 6 Rows ready to import.

After either copy/pasting or uploading the file, the data will appear on the page.

A count of rows will show how many rows were pasted/uploaded (Validate this matches your spreadsheet)

Click Submit button to start the upload

Inventory Item Number	Vendor Name	Vendor Site Name	Vendor Price	Vendor Unit of Measure	Conversion Factor	Vendor SKU	Replacement Item
380614	McKesson	McKesson	24	BX	6	75-84021	
11-0215-4	DJO Global	DJO Direct	98.6	EA	1		
11-0215-3	DJO Global	DJO Direct	98.6	EA	1		
11-0215-2	DJO Global	DJO Direct	98.6	EA	1		
01EF-S	DJO Global	DJO Direct	120	EA	1		
01EF-M	DJO Global	DJO Direct	120	EA	1		

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
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

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

Inventory Item Number	Vendor Name	Vendor Site Name	Vendor Price	Vendor Unit of Measure	Conversion Factor	Vendor SKU	Success
380614	DJO Global	DJO Direct			6		

Inventory item id has already been taken