Vendor Purchase Attributes Upload Instructions

Vendor Purchase Attributes Upload

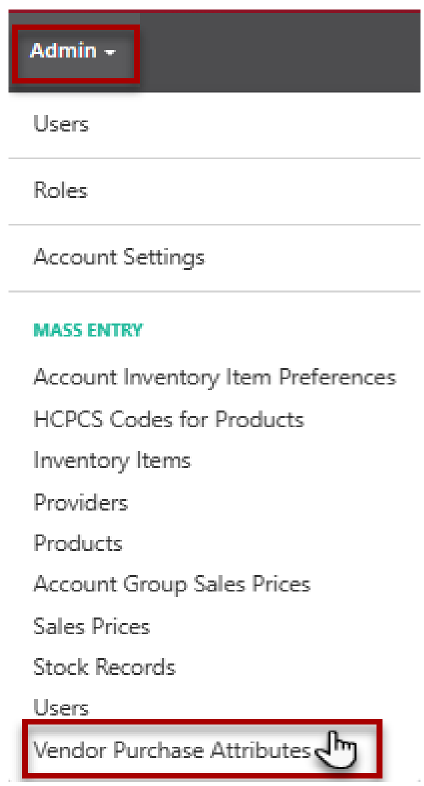
This process can be used to add the initial Vendor Purchase attributes or to adjust attributes if changes are needed.

> **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:

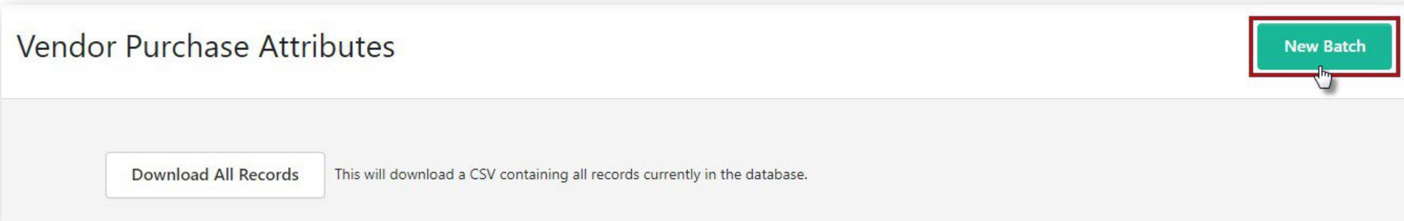
Inventory Item Number	Vendor	Vendor Site Name	Vendor Price	Vendor Unit of Measure	Conversion Factor	Vendor SKU
01EF-S	DJO Global	DJO Direct	120	EA	1	
01EF-M	DJO Global	DJO Direct	120	EA	1	
11-0215-2	DJO Global	DJO Direct	98.6	EA	1	
11-0215-3	DJO Global	DJO Direct	98.6	EA	1	
11-0215-4	DJO Global	DJO Direct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

In MotionMD go to Admin tab > Vendor Purchase Attributes:

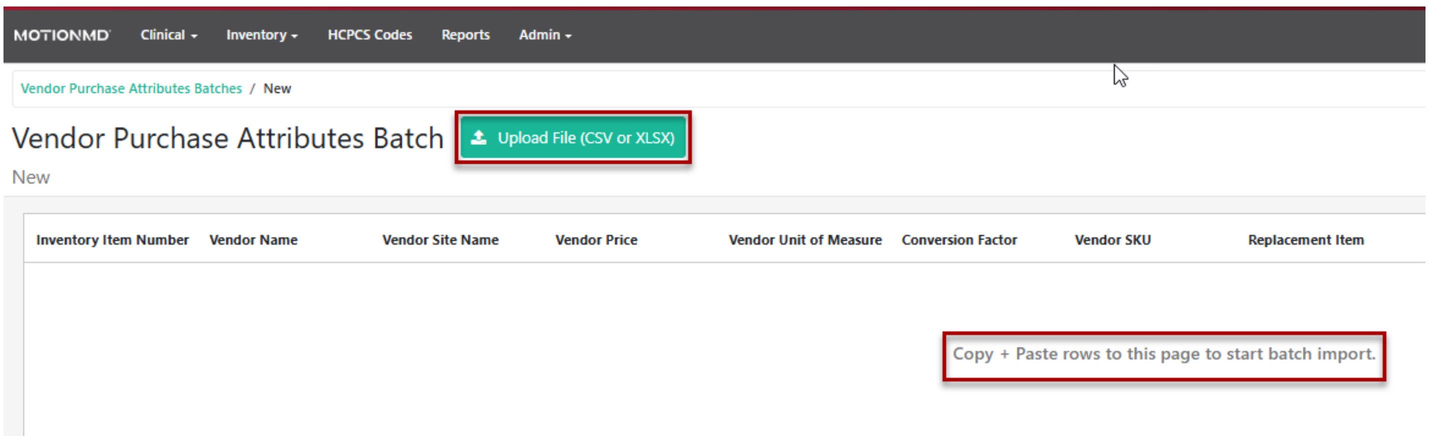


Vendor Purchase Attributes Upload Instructions

Click New Batch button on Vendor Purchase Attributes upload page



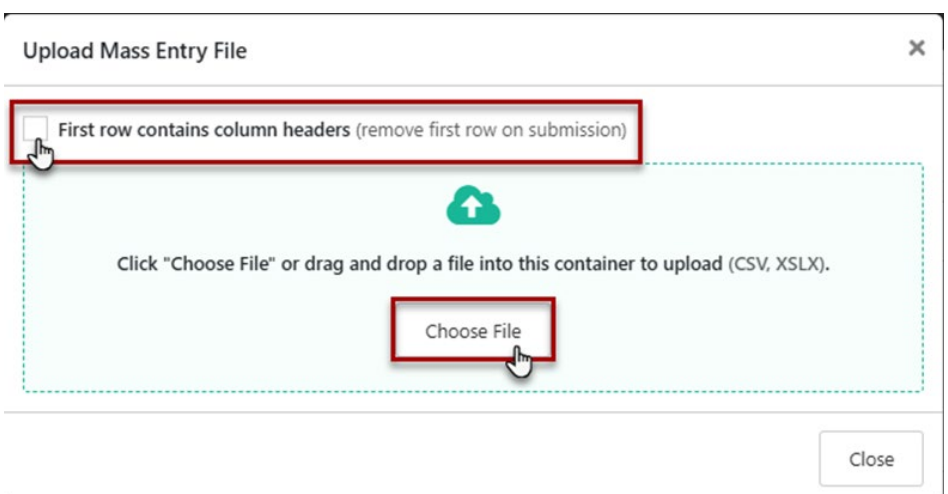
The New upload page opens where you have the option of copying and pasting the stock records or uploading them via CSV or XLSX file.



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.

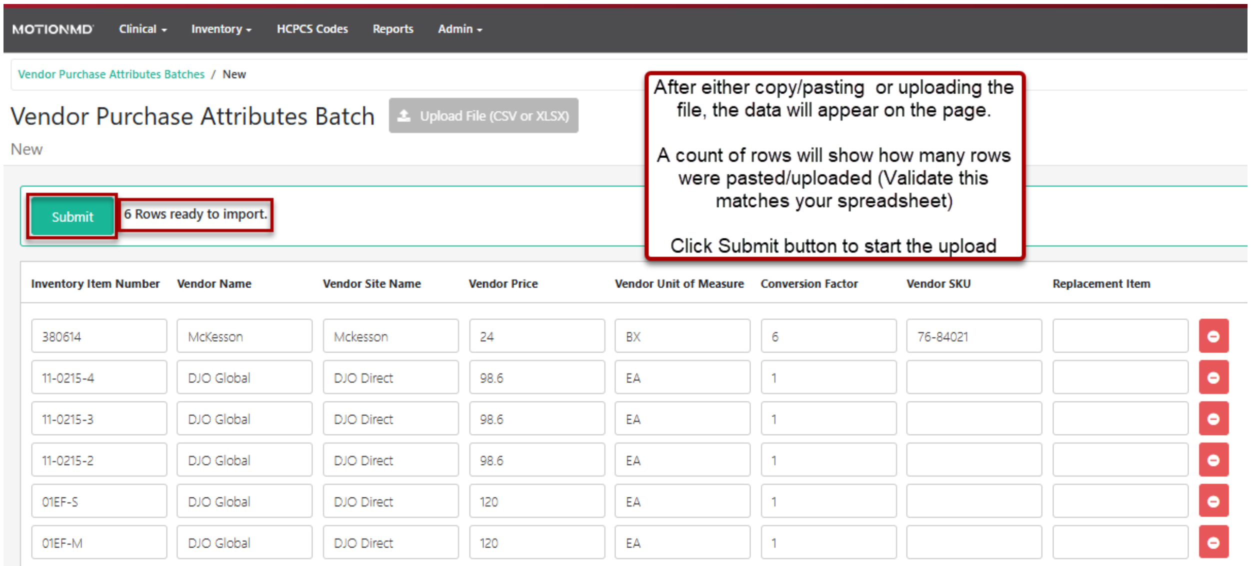
Note: Paste only works using Command/Control V to get data to paste onto page.

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

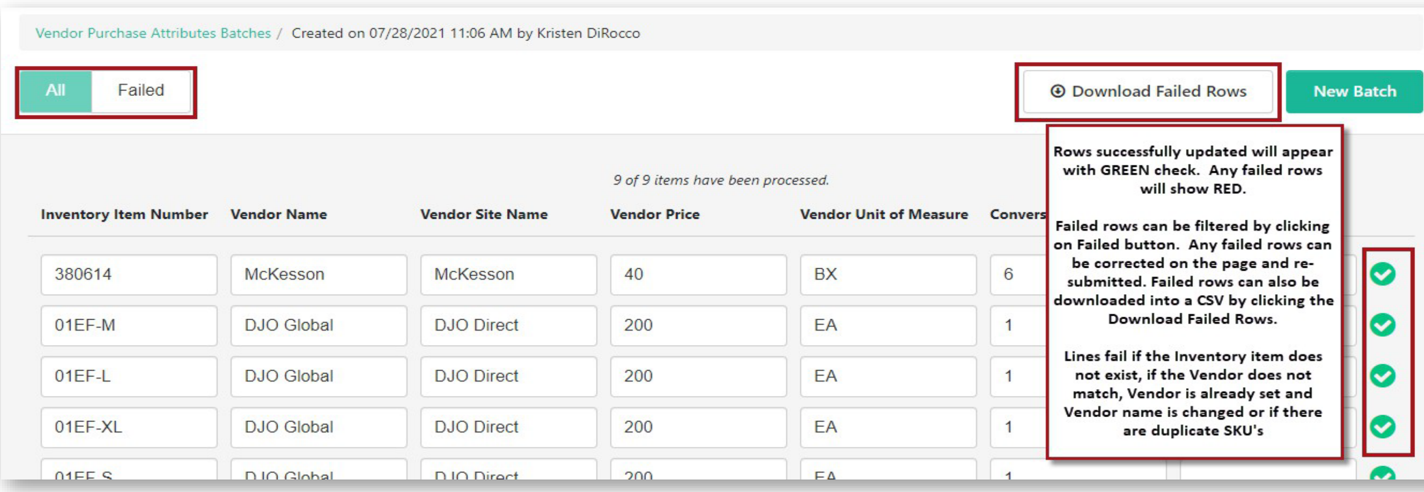


Vendor Purchase Attributes Upload Instructions

Click Submit to start the upload.



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



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.