How to Export or Import Data?

At many places within Samooha application, user will see these 2 buttons 🛐 😭 which indicate that user is able to import / export data from / to CSV (commaseparated values) file for that document view. Data in CSV file can be viewed using Excel or Notepad program.

🖺 Export data to CSV file

🛐 Import data from CSV file

For example, in Sales Order view, user is able to export list of products in the sales order or import list of products to be part of the sales order

| Sales Order × | | | | | | | |
|---|----------------------------------|---------------------|-----------------------------------|-----------------|-------------------------|------------|-----|
| 👔 🖩 💠 🔶 🚨 🖂 🔞 | 🖹 } 📶 👻 💌 💌 | | | Sta | ndard Order | Drafted | |
| Document Date | Document Number | | Reference Number | | Branch | | |
| 22/03/2016 | SO-16-03019B | | SO-16-030193 | | HQ - Head Office | | ۷ |
| Customer | | Currency | Deliver To | | | | |
| 4110.011/WA001 - Watsons - HQ | ¥ | SGD | 4110.011/WA001 - Wats | sons - HQ | | | ۷ |
| Customer Location | Contact Person | | Delivery Location | | Contact Person | | |
| Singapore HQ 🗸 | Charmaine Chong | ~ | Orchard - Paragon | ~ | Charmaine Chong | | × |
| Additional Details | | | | | | | ÷. |
| Ship From | Ship Via | | Representative | | Delivery Date | | |
| TE01 - Main Warehouse | • | ~ | | * | | | Y |
| Payment Term | Inco Terms | | Description | | Invoice Rule | | |
| 60D-EOM - 60 Days End Of Month | EXW - Ex Works | ¥ | Loa07 | | After Delivery | | ~ |
| Analytical Group | Tax | | | | Priority | | |
| TT02 - Third Party | Price Excludes Tax | ~ | | | Medium | | ~ |
| Items / Articles Taxes Notes / Attachme | ents Reserved Stock Applied Pro | motions | | | | | |
| Product Brand: < Select All > | ♥ 👳 | Filter: | | | | 🔁 🖽 🌩 | 4 |
| ° 1 V | ▼ 1 1 | | | ~ | | ~ ` | - 4 |
| ? # A Product Description | Uom Ordered Q Confirmed Q | Unit Price Discount | Nett Price Total Amou | Tax Rate | Change Reason | Expense Ty | - |
| | | | | | | | ^ |
| | | | | | | | r |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | ~ |
| | | Total [Qty: 0, Amo | ount: \$\$0.00 - Discount: | + Tax: S | \$0.00] = Grand Total: | | |
| Generate Documents | Confirm Sales Order | | Cre | ate New | ave <u>R</u> evert | Delete | |
| Sales Orders List Sales Order | | | | | | | - |

Example of Export & Import in Sales Order

There are 2 types of export & import feature for Sales Order in Samooha:

- A. Document level
- B. Product line level

*Note: user is recommended to export data to a CSV file first and then use the exported file as import file template. For mandatory fields, please ensure these are filled up and according to the format of the field (i.e. text, numbers, date, etc)

Click on *"Sales Orders List"* tab at the bottom of screen. At the top right of screen there are 2 buttons; button to export approved Sales Order documents as CSV file, while button to import CSV file into Samooha as drafted Sales Order documents.

| Sales Ord | er × | | | | | | | | | | |
|--------------|------------------|---------------|----------------|-----------------------------|---------------------------|--------------|----------|-------------|---------------|------|----------|
| Custome | er: < Select All | > | | ✓ Sales Rep: < Select All : | > | | * | Search | | | |
| Year: | Year 2016 | V From: | ▼ Till: | Branch Select All | > | | * | Creat | e <u>N</u> ew | | |
| Date 🔺 | Document # | Reference # | Customer # | Customer Name | Location | Sales Rep | Currency | Grand Total | Status | Туре | 10 |
| Jan 14, 2016 | SO-16-010152 | PO-1234 | 4110.011/CO001 | Cold Storage - HQ | Cold Storage - Bedok Mall | EM04 - Tony | SGD | S\$5.14 | Drafted | | ^ |
| Jan 14, 2016 | SO-16-010151 | tres | 4110.011/CO001 | Cold Storage - HQ | Cold Storage - Orchard | | SGD | S\$1.03 | Approved | SO | Γ |
| Jan 28, 2016 | SO-16-010153 | CS20160128 | 4110.011/CO001 | Cold Storage - HQ | Cold Storage - Bedok Mall | EM01 - Chris | SGD | | Drafted | | |
| Jan 28, 2016 | SO-16-010154 | PO-2016012815 | 4110.011/CO001 | Cold Storage - HQ | Cold Storage - Bedok Mall | EM01 - Chris | SGD | S\$4.27 | Drafted | | |
| Feb 5, 2016 | SO-16-020165 | PO-20160205 | 4110.011/RO001 | Robinson | The Heeren | | SGD | S\$12.81 | Confirmed | SO | |

I. Export Sales Order to CSV File:

1. To export sales order, select approved Sales Order document row(s) from the list, then click button, or right-click on the Sales Order row to show options window then click on "Export Sales Order(s) − Detailed". User can select multiple rows to export multiple Sales Order documents in a single CSV file

Note: only approved Sales Order can be exported

| Sales Ord | er × | | | | | | | | | | | | |
|--------------|------------------|-----------------------------|----------------|------|-------------------------|-----------|----------|--------------|----------|-------------|---------------|------|----|
| Custome | er: < Select All | > | | ~ | Sales Rep: Select All | > | | | ~ | Search | | | |
| Year: | Year 2016 | ✓ From: | Till: | ~ | Branch < Select All | > | | | ~ | Creat | e <u>N</u> ew | | 23 |
| Date 🔺 | Document # | Reference # | Customer # | | Customer Name | - | Location | Sales Rep | Currency | Grand Total | Status | Туре | 12 |
| Jan 8, 2016 | SO-16-010144 | | 4110.011/GU001 | Guar | dian - HQ | Singapore | e HQ | | SGD | S\$12.97 | Approved | SO | ^ |
| Jan 8, 2016 | SO-16-010147 | | 4110.011/GU001 | Guar | dian - HQ | Singapore | e HQ | EM01 - Chris | SGD | S\$221.88 | Approved | SO | r |
| Feb 3, 2016 | SO-16-020155 | PO-01 | 4110.011/WA001 | M | Show Sales Order | - | Paragon | | SGD | S\$4,927.02 | Approved | SO | |
| Feb 5, 2016 | SO-16-020158 | PO-001 | PR-BGD | P _ | | | | EM01 - Chris | USD | \$3,855.01 | Approved | SO | |
| Feb 5, 2016 | SO-16-020159 | PO-67 | PR-BGD | P | Preview this Sales Orde | r | | EM01 - Chris | USD | \$15,599.98 | Approved | SO | |
| Feb 5, 2016 | SO-16-020160 | 98457 | PR-BGD | Р 🚔 | Print Sales Order(s) | | | EM01 - Chris | USD | \$3,420.00 | Approved | SO | |
| Feb 5, 2016 | SO-16-020162 | 32356 | PR-BGD | P | Confirm Sales Order(s) | | | EM01 - Chris | USD | \$3,705.00 | Approved | SO | |
| Feb 5, 2016 | SO-16-020161 | PO-20160205 | 4110.011/ME001 | N | Reopen Sales Order(s) | | | EM01 - Chris | SGD | S\$1,234.99 | Approved | SO | |
| Feb 5, 2016 | SO-16-020157 | SO-16-020156 | 4110.011/GU001 | G | | | 11 | | SGD | S\$1.08 | Approved | BO | |
| Feb 5, 2016 | SO-16-020156 | PO-20160205 | 4110.011/GU001 | G | Approve Sales Order(s) | | 11 | | SGD | S\$52.42 | Approved | SO | |
| Feb 16, 2016 | SO-16-020172 | Test for Flat Discount by Q | 4110.011/GU001 | G 🐤 | Undo Sales Order Appr | oval(s) | 1 | | SGD | S\$238.92 | Approved | SO | |
| Feb 16, 2016 | SO-16-020178 | PO-201602-tst | 4110.011/TA001 | TO | Delete Sales Order(s) | | | | SGD | S\$193.43 | Approved | SO | |
| Feb 16, 2016 | SO-16-020175 | PO-20160216-123 | 4110.011/WA001 | V PS | Export Sales Order(s) - | Detailed | Paragon | | SGD | S\$159.59 | Approved | SO | |
| Feb 23 2016 | 50-16-020182 | CO-0012-FEB16 | PR-RGD | P | Export bales order(s) | Detailed | | FM01 - Chris | USD | \$427 51 | Approved | SO | |

2. On the "Export File Chooser" window, click on "*Browse*" button to select file location and file name to save the exported data. User may select different format of the data to be exported:

- Header and Lines
- One Row per Item
- With Quantity Only (for sending data to 3PL)

| 😁 Exp | ort File Choos | er 📃 🗾 |
|-------|----------------------------------|--|
| | t File Choose ect the file pa | r th to which data is exported in the chosen format. |
| Q | | rs\Admin\Documents\SalesOrders.csv Browse for import should be in proper format and in UTF-8 encoding |
| | File Format | Header and Lines |
| | | <u>O</u> K <u>Cancel</u> |

| 🗢 Expo | ort File Choos | er 📃 🗮 🗮 |
|--------|----------------------------------|--|
| | t File Choose ect the file pa | r th to which data is exported in the chosen format. |
| Q | | rs\Admin\Documents\SalesOrders.csv Browse for import should be in proper format and in UTF-8 encoding |
| | File Format | Header and Lines 🗸 🗸 |
| | | Header and Lines |
| | | One Row per Item |
| | | With Quantity Only |

3. Click **OK** button to confirm and export the selected Sales Order document(s) to CSV file.

4. Open the folder where the file was saved. Below is example of the same Sales Order document exported as CSV file in different formats:

Header and Lines

| Α | В | С | D | E | F | G | Н | Ι | J | K | L | Μ |
|------------|--------------|-----------------------|-----------|------------|------------|------------|-----------|-----------|------------|------------|-------------|---|
| Туре | Doc # | Date | Ref # | Customer | Customer | Currency | Sales Rep | Warehous | Partner Lo | Delivery L | Description | |
| | Product Code | Product Name | UOM | Ordered O | Quantity | Unit Price | Discount | Total Amo | Tax | Account S | etting | |
| SalesOrder | SO-16-010150 | 14/01/2016 | SO-15-120 | 4110.011/ | Guardian - | SGD | | TE01 | Singapore | Singapore | test SPD-04 | 9 |
| | Loa10 | LOACKER CHO | Ct12 | 1 | 1 | 47.88 | 0 | 47.88 | SR | | | |
| | Loa10 | LOACKER CHO | Each | 15 | 15 | 3.99 | 0 | 59.85 | SR | | | |
| | | Total Quantity | Total Amo | Discount A | Tax Total | Grand Tot | al | | | | | |
| | | 16 | 107.73 | 0 | 7.54 | 115.27 | | | | | | |
| | | | | | | | | | | | | |

• One Row per Item

| Α | в | с | D | Ε | F | G | н | I | J. | К | L | М | N | 0 | Р | Q | R | s | т | U | v |
|----------|------------|--------------|-----------|-----------|------------|----------|-----------|----------|-----------|------------|-----------|-----------|------|-----------|----------|------------|----------|----------|------|-----------|--------------|
| Туре | Doc # | Date | Ref # | Customer | Customer | Currency | Sales Rep | Warehous | Customer | Delivery L | Product C | Product N | UOM | Ordered C | Quantity | Unit Price | Discount | Total Am | oTax | Account S | Description |
| SalesOrd | e SO-16-01 | (14/01/2016 | SO-15-120 | 4110.011/ | Guardian - | SGD | | TE01 | Singapore | Singapore | Loa10 | Loacker C | Ct12 | 1 | 1 | 47.88 | 0 | 47.8 | B SR | | test SPD-049 |
| SalesOrd | e SO-16-01 | 0 14/01/2016 | SO-15-120 | 4110.011/ | Guardian - | SGD | | TE01 | Singapore | Singapore | Loa10 | Loacker C | Each | 15 | 15 | 3.99 | 0 | 59.8 | 5 SR | | test SPD-049 |
| | | | | | | | | | | | | | | | | | | | | | |

• With Quantity Only (for sending data to 3PL)

| Α | В | С | D | E | F |
|--|--------|----------|------------|-----------|---------|
| S0 S0 1 S0-15-120118 14012016000000 S0-15-120118 4110.011/GU001 4110.011/GU001 Guardian - HQ One Raffles Place | #30-02 | Tower Or | ne SG 04 | 8616 SG S | GD TE01 |
| SOD 1 2 Loa10 1 1 | | | | | |
| SOD 1 3 Loa10 15 2 | | | | | |
| | | | | | |

II. Import Sales Order from CSV File:

1. To import sales order, click 🗳 button in the Sales Order list view. User can import multiple Sales Order documents in a single CSV file. Sales Order document will be imported into Samooha as drafted in status.

Note: user to ensure there is no duplicate document number for the imported data, i.e. the document number is not already in Samooha list of Sales Order

2. On the "Import File Chooser" window, click on "*Browse*" button to select file location and file name to load the import data from. User to select the correct format of the data to be imported:

- Header and Lines
- One Row per Item

| 😁 In | nport File Chooser |
|------|--|
| | Select the file with data in the format required for this import. |
| | |
| | File: C:\Users\Admin\Documents\SalesOrders.csv Browse File selected for import should be in proper format and in UTF-8 encoding |
| | File Format Header and Lines |
| | <u>Q</u> K <u>Cancel</u> |

| Import File Chooser |
|--|
| i Select the file with data in the format required for this import. |
| File: C:\Users\Admin\Documents\SalesOrders.csv Browse File selected for import should be in proper format and in UTF-8 encoding |
| File Format Header and Lines |
| Header and Lines |
| One Row per Item |

Below is example of the same multiple Sales Order documents (with different document numbers), imported as CSV file in different formats:

Header and Lines

| Α | В | C | D | E | F | G | н | I | J | K | L | M |
|------------|---------------|----------------|------------|------------|-----------|------------|-----------|-----------|------------|------------|-------------|-------------|
| Туре | Doc # | Date | Ref # | Customer | Customer | Currency | Sales Rep | Warehous | Partner Lo | Delivery L | Description | |
| | Product Code | Product Name | UOM | Ordered Q | Quantity | Unit Price | Discount | Total Amo | Tax | Account S | etting | |
| SalesOrder | SO-16-030188h | 11/03/2016 | test chang | 4110.011/ | Robinson | SGD | EM04 | TE01 | The Heere | The Heere | en | |
| | BD01-003145 | Ctrl-A Beauty | Each | 52 | 50 | 25.12 | 3% | 1,218.50 | SR | | | |
| | | Total Quantity | Total Amo | Discount A | Tax Total | Grand Tota | al | | | | | |
| | | 50 | 1,218.50 | 0 | 85.3 | 1,303.80 | | | | | | |
| SalesOrder | SO-16-030191h | 15/03/2016 | test ADX20 | 4110.011/ | Watsons - | SGD | | TE01 | Singapore | Orchard - | test ADX20 | 16-02 promo |
| | Loa07 | LOACKER DAR | Ct150 | 2 | 2 | 144 | 0 | 288 | SR | | | |
| | Loa08 | LOACKER CHO | Each | 7 | 7 | 3.99 | 0 | 27.93 | SR | | | |
| | Loa09 | LOACKER MIX | Each | 10 | 10 | 4.8 | 0 | 48 | SR | | | |
| | Loa10 | LOACKER CHO | Each | 19 | 19 | 3.99 | 0 | 75.81 | SR | | | |
| | | Total Quantity | Total Amo | Discount A | Tax Total | Grand Tota | al | | | | | |
| | | 38 | 439.74 | 0 | 29.77 | 455.11 | | | | | | |
| | | | | | | | | | | | | |

• One Row per Item

| A | В | С | D | E | F | G | н | I | J | K | L | M | N | 0 | P | Q | R | S | т | U | v |
|-----------|---------------|------------|------------|-----------|-----------|----------|-----------|----------|-----------|------------|-----------|------------|-------|-----------|----------|------------|----------|-----------|-----|-----------|--------------|
| Type | Doc # | Date | Ref # | Customer | Customer | Currency | Sales Rep | Warehous | Customer | Delivery L | Product C | Product N | UOM | Ordered C | Quantity | Unit Price | Discount | Total Amo | Tax | Account S | Description |
| SalesOrde | SO-16-030188r | 11/03/2016 | test chang | 4110.011/ | Robinson | SGD | EM04 | TE01 | The Heere | The Heer | BD01-003 | Ctrl-A Bea | Each | 52 | 50 | 25.1214 | 0 | 1218.5 | SR | | |
| SalesOrde | SO-16-030191r | 15/03/2016 | test ADX2 | 4110.011/ | Watsons - | SGD | | TE01 | Singapore | Orchard - | Loa07 | LOACKER | Ct150 | 2 | 2 | 144 | 0 | 288 | SR | | test ADX2016 |
| SalesOrde | SO-16-030191r | 15/03/2016 | test ADX2 | 4110.011/ | Watsons - | SGD | | TE01 | Singapore | Orchard - | Loa08 | LOACKER | Each | 7 | 7 | 3.99 | 0 | 27.93 | SR | | test ADX2016 |
| | SO-16-030191r | | | | | | | TE01 | Singapore | Orchard - | Loa09 | LOACKER | Each | 10 | 10 | 4.8 | 0 | 48 | SR | | test ADX2016 |
| SalesOrde | SO-16-030191r | 15/03/2016 | test ADX2 | 4110.011/ | Watsons - | SGD | | TE01 | Singapore | Orchard - | Loa10 | LOACKER | Each | 19 | 19 | 3.99 | 0 | 75.81 | SR | | test ADX2016 |

3. Click **OK** button to confirm and import the selected CSV file as Sales Order document(s).

4. Click **Search** button on top right of the list view to refresh the list. If successfully imported, the document(s) status will be shown as drafted.

| Custome | r: < Select All > | | | ✓ Sales Rep: | < Select All > | | | ~ | Search | | |
|--------------|-------------------|------------------------|----------------|------------------|----------------|------------------------|-------------|----------|-------------|---------------|------|
| Year: | Year 2016 | V From: V | Till: | ✓ Branch | < Select All > | , | | ~ | Creat | e <u>N</u> ew | |
| Date | Document # A | Reference # | Customer # | Custome | r Name | Location | Sales Rep | Currency | Grand Total | Status | Type |
| Feb 11, 2016 | SO-16-020169 | PO-2016021103 | 4110.012/MA001 | Marc Anthony C | Cosmetics Inc. | Canada | | USD | \$308.75 | Confirmed | SO |
| Mar 3, 2016 | SO-16-030184 | test-CLcheck | 4110.011/CO001 | Cold Storage - I | HQ | Cold Storage - Orchard | | SGD | S\$1,070.00 | Drafted | SO |
| Mar 11, 2016 | SO-16-030188h | test change reason | 4110.011/RO001 | Robinson | | The Heeren | EM04 - Tony | SGD | S\$1,303.80 | Drafted | SO |
| Mar 11, 2016 | SO-16-030188r | test change reason | 4110.011/RO001 | Robinson | | The Heeren | EM04 - Tony | SGD | S\$1,303.80 | Drafted | SO |
| Mar 15, 2016 | SO-16-030191h | test ADX2016-02 | 4110.011/WA001 | Watsons - HQ | | Orchard - Paragon | | SGD | S\$470.52 | Drafted | SO |
| Mar 15, 2016 | SO-16-030191r | test ADX2016-02 | 4110.011/WA001 | Watsons - HQ | | Orchard - Paragon | | SGD | S\$470.52 | Drafted | SO |
| Mar 22, 2016 | SO-16-030193 | testPromo-CS-2016-0301 | 4110.011/CO001 | Cold Storage - I | HQ | Cold Storage - Orchard | | SGD | S\$361.87 | Confirmed | SO |
| Mar 22, 2016 | SO-16-030194 | SO-16-030193 | 4110.011/WA001 | Watsons - HQ | | Orchard - Paragon | | SGD | S\$459.67 | Confirmed | SO |
| Mar 22, 2016 | SO-16-03019B | SO-16-030193 | 4110.011/WA001 | Watsons - HQ | | Orchard - Paragon | | SGD | | Drafted | SO |

In Sales Order view, user is able to export list of products in the sales order or import list of products to be part of the sales order.

| Sales Order × | | <u></u> | | | | | | | | | | | |
|---------------------------------------|--------|----------------------|-------------|------------|--------------------|----------------------|---------------|--------------|--------|-------------------------|-------|------------|------------|
| 🕅 🖩 🔶 🗞 🖬 🖂 😒 | • | - 🗵 - 🔝 | | | | | | [| Sta | ndard Order | | Drafted | |
| Document Date | Doc | ument <u>N</u> umber | | | | Refere | nce Number | | | Branch | | | |
| 22/03/2016 | ▼ SO | -16-03019B | | | | SO-16 | 5-030193 | | | HQ - Head Office | | | ~ |
| Customer | | | | Currency | | Delive | r To | | | | | | |
| 4110.011/WA001 - Watsons - HQ | | | * | SGD |] | 4110. | 011/WA001 - | Watsons - HQ | | | | | ¥ |
| Customer Location | Cor | tact Person | | | | Delive | ry Location | | | Contact Person | | | |
| Singapore HQ | ✓ Ch | armaine Chong | | ~ | | Orcha | ard - Paragon | | ~ | Charmaine Chong | | | ¥ |
| Additional Details | | | | | | | | | | | | | 0 |
| Ship From | Ship | o Via | | | | Repres | entative | | | Delivery Date | | | |
| TE01 - Main Warehouse | ¥ | | | ~ | | | | | ~ | | | | ۷ |
| Payment Term | Inco | Terms | | | | <u>D</u> escri | ption | | | Invoice Rule | | | |
| 60D-EOM - 60 Days End Of Month | ▼ EX | W - Ex Works | | ~ | | Loa07 | | | | After Delivery | | | ~ |
| Analytical Group | Tax | | | | | | | | | Priority | | | |
| TT02 - Third Party | ✓ Pri | ce Excludes Tax | | ~ | J | | | | | Medium | | | ~ |
| Items / Articles Taxes Notes / Attach | ments | Reserved Stock | Applied Pro | motions | | | | | | | | | |
| Product Brand: < Select All > | | | ∨ ∲ | Filter: | | | | | | | | 1 | 4 |
| • 1 🗸 | | ✓ 1 | 1 | | | | 1 | | ~ | | ~ | | v 🖗 |
| ? # A Product Description | Uo | m Ordered Q | Confirmed Q | Unit Price | Discount | Nett Price | Total Amou., | . Tax Ra | te | Change Reason | | Expense Ty | 🛱 |
| | | | | | | | | | | | | | ^ |
| | | | | | | | | | | | | | |
| | | | | | | | | | | | | | |
| | | | | | | | | | | | | | |
| | | | | | | | | | | | | | |
| | | | | | | | | | | | | | ~ |
| | | | | Total [C | (ty: 0 , Am | ount: \$\$0.0 | 0 - Discount: | | + Tax: | 5\$0.00] = Grand Total | e l | | |
| Generate Documents | Confir | m Sales Order | • | | | | | Create New | | Save <u>R</u> ever | t) (| Delete | |
| Sales Orders List Sales Order | | | | | | | | | | | | | |

I. Export Sales Order Product Lines Data to CSV File:

Scenario: Export list of products data from a sales order document to csv file

1. Open "Sales - (Sell In Transactions) Sales
Orders" view

2. Double click on a sales order from the sales
orders list, it will bring up the details on "Sales
Order" tab for the selected order.

3. On right side of "Items / Articles" tab, click on button to export the list of products to csv file. It will pop up a window, select folder to save and enter the file name of the csv data file. Default file name is document#.csv

| Sales Order × | | | | | | |
|---|---------------|-------------------------------|-------------------------|---------------|---------------------|-----------------------|
| 🔽 🖩 🔶 🔶 🗟 🖾 😂 🗟 | 1. | • 10 | | Stand | lard Order | Approved |
| Document Date | Document Nu | mber | Reference Number | | Branch | |
| 16/02/2016 | SO-16-02017 | 7 | PO-201602-Lux123 | | HQ - Head Office | • • |
| Customer | | Currency | Deliver To | | | |
| 4110.011/LU001 - Luxola | | ▼ SGD | 4110.011/LU001 - Luxola | | | ~ |
| Customer Location | Contact Perso | n | Delivery Location | | Contact Person | |
| Singapore 🗸 | | ~ | Singapore | ~ | | * |
| Additional Details | | | | | | <u>.</u> |
| Ship From | Ship Via | | Representative | | Delivery Date | |
| SM01 - Main Warehouse 🗸 | | * | | ~ | | ~ |
| Payment Term | Inco Terms | | Description | | Invoice Rule | |
| C.O.D C.O.D. 🗸 | EXW - Ex Wo | irks 🗸 🗸 | | | After Delivery | ~ |
| Analytical Group | Тах | | | | Priority | |
| TT02 - Third Party 🗸 | Price Exclud | Export Products List to a CSV | File | | Medium | × |
| Items / Articles Taxes Notes / Attachmen | ts Reserved | Documents | A B B III | | | |
| Product Brand: < Select All > | | | | | | 🔁 🛅 🚸 🗄 |
| ° 1 2131 ♥ ea Shower Gel 250ml :h | • | ActivePresenter | 🗎 One | Tax Account 7 | % SR ✔ | v v 🗠 |
| ? # A Product Description Uo | m Ordered | fmc | 5198 | Tax Rate | e Change | Reason Expense Type 🛱 |
| • 1 BD02-0 Mint Tea Shower Gel Eac | h | My Received Files | anal | s Tax Accoun | t 7% SR | ^ |
| 2 BD02-0 Jasmine Shower Gel Eac | | NetBeansProjects | appl | s Tax Accoun | | |
| 3 BD04-0 Master Eye Liner in Br Eac | _ | < |)> | s Tax Accoun | | _ |
| 4 BD03-0 365 Cellular Elixir Inte Eac | <i>n</i> | SO-16-020177-products.csv | | s Tax Accoun | 1 /76 SK | |
| | _ | | | | | |
| | | All Files | × | | | Y |
| Delivery Order SO-16-020177 | То | | Save Cancel | 3.55 + Tax: S | \$65.35] = Grand To | otal: \$\$998.90 |
| Generate Documents | Generate Rep | | Cancer) | | Save Re | evert <u>D</u> elete |
| Sales Orders List Sales Order | | | | | | |

| А | В | С | D | E | F | G | Н | Ι |
|-------------|-----------------------------------|-------|------------|--------------|------------|--------------|----------|------------|
| [Product #] | [Product Name] | [UOM] | [Quantity] | [Unit Price] | [Discount] | [Nett Price] | [Amount] | [Tax Code] |
| BD02-002131 | Mint Tea Shower Gel 250ml | Each | 10 | 13.98 | | 13.98 | 139.8 | SR |
| BD02-002130 | Jasmine Shower Gel 250ml | Each | 10 | 13.98 | | 13.98 | 139.8 | SR |
| BD04-002562 | Master Eye Liner in Brown | Each | 10 | 8.2 | | 8.2 | 82 | SR |
| BD03-002457 | 365 Cellular Elixir Intense Youth | Each | 10 | 63.55 | | 63.55 | 635.5 | SR |
| | | | | | | | | |

*Note: User may need to change numbers (e.g. "Product #", "Barcode") as text type in the excel application, for it to show properly. This is due to excel application displaying long numbers as scientific notation (e.g. 1.2408E+12). For code numbers that starts with zero(s), excel may truncate / remove the zero(s).

To change data type in excel, select the column, right click, Format cells, select Text category

II. Import Sales Order Product Lines Data from CSV
File:

Scenario: Import list of products data into a sales order document from csv file

Note: User is recommended to export data first to create a data template with example to use as data import creation template. This will help reduce likelihood of mistakes in preparing the data to be imported into GOOMI application

1. Open "Sales - (Sell In Transactions) Sales

Orders" view

2. Double click on a sales order from the sales orders list, it will bring up the details on "Sales Order" tab for the selected order. User can only enter / import product lines data when the Sales Order document status is "Drafted". If a sales order's status is "Confirmed" or "Approved", reopen / undo approval of the Sales Order first. This is to allow user to modify the document

3. On right side of "Items / Articles" tab, click on button to import the list of products from csv file. It will pop up a window, select folder to load and choose the csv file to *import the data from

| Sales Order × | | | | | | | |
|--|----------------|--|----------|-------------------------------|----------|--------------------------------------|---------------------|
| 1 🖬 🐗 🌳 े 🗟 🖂 😂 🗎 | 📶 👻 💌 💌 | <u>90</u> | | | Sta | ndard Order | Drafted |
| Document Date | Document Numi | ber | | Reference Number | | Branch | |
| 20/04/2016 | SO-16-040198 | | | SO-16-020177 | | HQ - Head Office | * |
| Customer | | Currency | | Deliver To | | | |
| 4110.011/GU001 - Guardian - HQ | | ✓ SGD | | 4110.011/GU001 - Guardian - H | Q | | * |
| Customer Location | Contact Person | | | Delivery Location | | Contact Person | |
| Singapore HQ 🗸 | Hardi Bramanti | o v | | Suntec City Mall | ~ | | * |
| Additional Details | | | | | | | <u>.</u> |
| Ship From | Ship Via | | | Representative | | Delivery Date | |
| SM01 - Main Warehouse 🗸 | | * | | | ~ | | * |
| Payment Term | Inco Terms | | | Description | | Invoice Rule | |
| 60D-EOM - 60 Days End Of Month | EXW - Ex Work | s 🗸 | | | | After Delivery | * |
| Analytical Group | Tax | | | | | Priority | |
| TT02 - Third Party 🗸 | Price Exclud | Import Products List from a | CSV File | | | Medium | * |
| Items / Articles Taxes Notes / Attachmen | nts Reserved | Documents | × | | | | |
| Product Brand: < Select All > | | | | | | | 🔁 🔁 🖓 🚸 |
| ° 1 🗸 | | SO-16-010149-products.cs | | SO2 SO2 | | ~ | v v 🕈 |
| ? # * Product Description | | SO-16-020177-products.cs SO-16-030194-products.cs | | SU2 | Tax Rate | Change Re | ason Expense Type 🛱 |
| | | SO20160415816.csv | v | STK- | | | ^ |
| | | SO20160419233.csv | | STK- | | | |
| | | ٠(| | | | | |
| | | | | | | | |
| | | SO-16-020177-products.csv | | | | | |
| | | (*.CSV) | | ~ | | | ~ |
| | | | 6 | Open Cancel | + Tax: S | \$0.00] = <u>G</u> rand Tota | 4: |
| Generate Documents | Confirm Sales | | (| Cancel | | ave <u>R</u> eve | rt <u>D</u> elete |
| Sales Orders List Sales Order | | | | | | | |

*Note: User may need to change numbers (e.g. "Product #", "Barcode") as text type in the excel application, for it to show properly. This is due to excel application displaying long numbers as scientific notation (e.g. 1.2408E+12). For code numbers that starts with zero(s), excel may truncate / remove the zero(s).

To change data type in excel, select the column, right click, Format cells, select Text category

4. Compare the imported data in the sales order against the csv file

| Ite | ems | / Articles | Taxes Notes / Attach | ments | Reserved Stoc | k Applied Pron | notions | | | | | | | |
|-----|-----|------------------|--------------------------|-------|----------------|----------------|--------------------------------|--------------------|-------------|--------------|-----------------------------|----------------|--------------|---|
| Pro | duc | t <u>B</u> rand: | < Select All > | | | ¥ 🔶 | Filter: | | | | | 1 | 3 😫) 🚸 | |
| • | 1 | × | | ~ | 1 | 1 | | | | | ~ | ~ | ~ | E |
| ? | #▲ | Product | Description | Uom | Ordered Qty | Confirmed Qty | Unit Price | Discount | Nett Price | Total Amount | Tax Rate | Change Reason | Expense Type | E |
| ٠ | 1 | BD02-0 | Mint Tea Shower Gel | Each | 10 | 10 | S\$13.98 | | S\$13.98 | S\$139.80 | Sales Tax Account 7% SR | | | ŀ |
| ۰ | 2 | BD02-0 | Jasmine Shower Gel | Each | 10 | 10 | S\$13.98 | | S\$13.98 | S\$139.80 | Sales Tax Account 7% SR | | | ſ |
| ۰ | 3 | BD04-0 | Master Eye Liner in Br | Each | 10 | 10 | S\$8.20 | | S\$8.20 | S\$82.00 | Sales Tax Account 7% SR | | | I |
| ٠ | 4 | BD03-0 | 365 Cellular Elixir Inte | Each | 10 | 10 | S\$63.55 | | S\$63.55 | S\$635.50 | Sales Tax Account 7% SR | | | l |
| | | | | | | | | | | | | | | |
| | | | | | | Tot | tal [Qty: 40 , <i>i</i> | Amount: S\$ | 997.10 - Di | scount: | + Tax: \$\$69.80] = | Grand Total: | S\$1,066. | 9 |
| C | Ge | enerate Do | cuments 🕞 | Confi | rm Sales Order | | | | | Create | <u>New</u> | <u>R</u> evert | Delete | |
| Sa | les | Orders List | Sales Order | | | | | | | | | | | |
| | | | | | | | | | | | | | | |

| А | В | С | D | E | F | G | Н | Ι |
|-------------|-----------------------------------|-------|------------|--------------|------------|--------------|----------|------------|
| [Product #] | [Product Name] | [UOM] | [Quantity] | [Unit Price] | [Discount] | [Nett Price] | [Amount] | [Tax Code] |
| BD02-002131 | Mint Tea Shower Gel 250ml | Each | 10 | 13.98 | | 13.98 | 139.8 | SR |
| BD02-002130 | Jasmine Shower Gel 250ml | Each | 10 | 13.98 | | 13.98 | 139.8 | SR |
| BD04-002562 | Master Eye Liner in Brown | Each | 10 | 8.2 | | 8.2 | 82 | SR |
| BD03-002457 | 365 Cellular Elixir Intense Youth | Each | 10 | 63.55 | | 63.55 | 635.5 | SR |
| | | | | | | | | |