



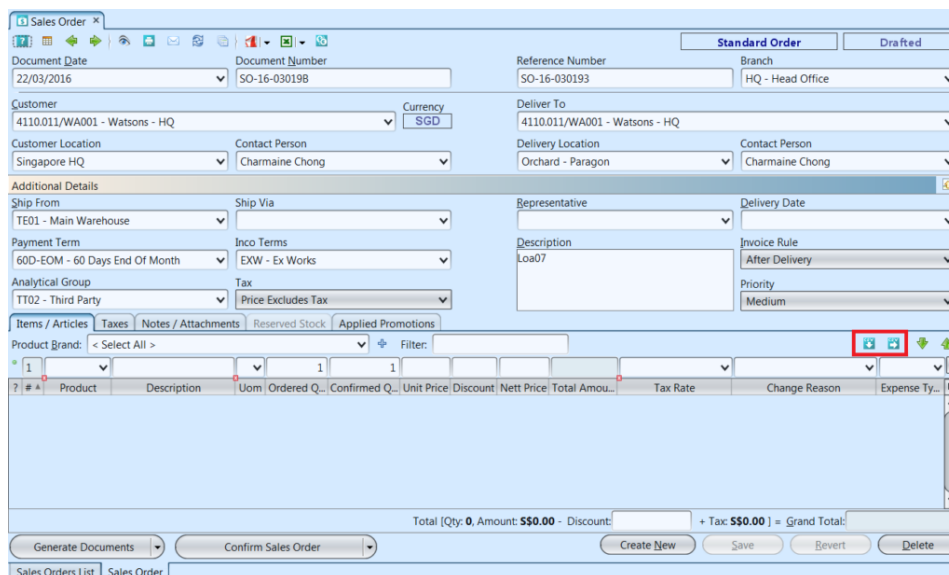
How to Export or Import Data?

At many places within Samooaha application, user will see these 2 buttons   which indicate that user is able to import / export data from / to CSV (comma-separated 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





Example of Export & Import in Sales Order

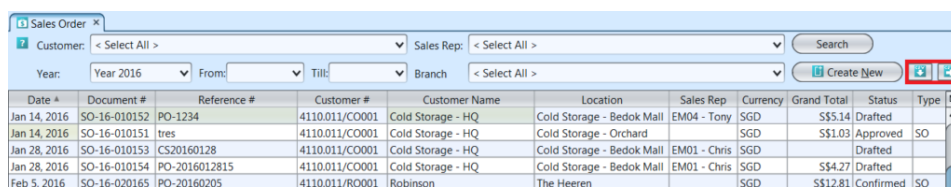
There are 2 types of export & import feature for Sales Order in Samooaha:

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.

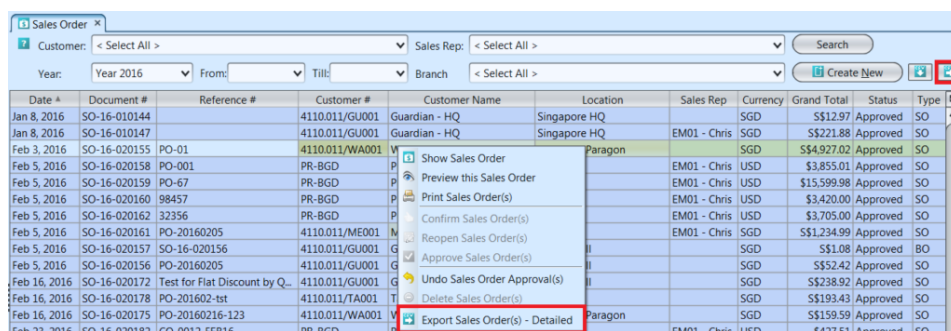


Date *	Document #	Reference #	Customer #	Customer Name	Location	Sales Rep	Currency	Grand Total	Status	Type
Jan 14, 2016	SO-16-010152	PO-1234	4110.011/CO001	Cold Storage - HQ	Cold Storage - Bedok Mall	EM04 - Tony	SGD	\$55.14	Drafted	
Jan 14, 2016	SO-16-010151	tres	4110.011/CO001	Cold Storage - HQ	Cold Storage - Orchard		SGD	\$51.03	Approved	SO
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	\$54.27	Drafted	
Feb 5, 2016	SO-16-020165	PO-20160205	4110.011/RO001	Robinson	The Heeren		SGD	\$512.81	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



Date *	Document #	Reference #	Customer #	Customer Name	Location	Sales Rep	Currency	Grand Total	Status	Type
Jan 8, 2016	SO-16-010144		4110.011/GU001	Guardian - HQ	Singapore HQ		SGD	\$512.97	Approved	SO
Jan 8, 2016	SO-16-010147		4110.011/GU001	Guardian - HQ	Singapore HQ	EM01 - Chris	SGD	\$5221.88	Approved	SO
Feb 3, 2016	SO-16-020155	PO-01	4110.011/WA001	Paragon			SGD	\$54,927.02	Approved	SO
Feb 5, 2016	SO-16-020158	PO-001	PR-BGD			EM01 - Chris	USD	\$3,855.01	Approved	SO
Feb 5, 2016	SO-16-020159	PO-67	PR-BGD			EM01 - Chris	USD	\$15,599.98	Approved	SO
Feb 5, 2016	SO-16-020160	98457	PR-BGD			EM01 - Chris	USD	\$3,420.00	Approved	SO
Feb 5, 2016	SO-16-020162	32356	PR-BGD			EM01 - Chris	USD	\$3,705.00	Approved	SO
Feb 5, 2016	SO-16-020161	PO-20160205	4110.011/ME001			EM01 - Chris	SGD	\$51,234.99	Approved	SO
Feb 5, 2016	SO-16-020157	SO-16-020156	4110.011/GU001				SGD	\$51.08	Approved	BO
Feb 5, 2016	SO-16-020156	PO-20160205	4110.011/GU001				SGD	\$552.42	Approved	SO
Feb 16, 2016	SO-16-020172	Test for Flat Discount by Q...	4110.011/GU001				SGD	\$5238.92	Approved	SO
Feb 16, 2016	SO-16-020178	PO-201602-1st	4110.011/TA001				SGD	\$5193.43	Approved	SO
Feb 16, 2016	SO-16-020175	PO-20160216-123	4110.011/WA001				SGD	\$5159.59	Approved	SO
Feb 23, 2016	SO-16-020182	CO-0112-FFR16	PR-BGD			EM01 - 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)

Export File Chooser

Select the file path to which data is exported in the chosen format.

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

OK Cancel

Export File Chooser

Select the file path to which data is exported in the chosen format.

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

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

A	B	C	D	E	F	G	H	I	J	K	L	M
Type	Doc #	Date	Ref #	Customer	Customer	Currency	Sales Rep	Warehous	Partner Lo	Delivery Lc	Description	
	Product Code	Product Name	UOM	Ordered Q	Quantity	Unit Price	Discount	Total Amo	Tax	Account Setting		
SalesOrder	SO-16-010150	14/01/2016	SO-15-1204110.011/	Guardian -	SGD		TE01	Singapore	Singapore	test SPD-049		
	Loa10	LOACKER CHOI Ct12		1	1	47.88	0	47.88	SR			
	Loa10	LOACKER CHOI Each		15	15	3.99	0	59.85	SR			
		Total Quantity	Total Amo	Discount A	Tax Total	Grand Total						
		16	107.73	0	7.54	115.27						


▪ One Row per Item

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	
Type	Doc #	Date	Ref #	Customer	Customer	Currency	Sales Rep	Warehouse	Customer	Delivery L	Product C	Product N	UOM	Ordered C	Quantity	Unit Price	Discount	Total Amo	Tax	Account	S	Description
SalesOrder	SO-16-0101	14/01/2016	SO-15-12	4110.011/Guardian	-SGD		TE01	Singapore	Singapore	Loa10	Loacker CI	C12		1	1	47.88	0	47.88	SR		test SPD-049	
SalesOrder	SO-16-0101	14/01/2016	SO-15-12	4110.011/Guardian	-SGD		TE01	Singapore	Singapore	Loa10	Loacker CI	Each		15	15	3.99	0	59.85	SR		test SPD-049	

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

A										B	C	D	E	F
SO	SO	1	SO-15-120118	14012016000000	SO-15-120118	4110.011	GU001	4110.011	GU001	Guardian - HQ	One Raffles Place	#30-02	Tower One	SG 048616 SG SGD TE01
SOD	1	2	Loa10	1	1									
SOD	1	3	Loa10	15	2									

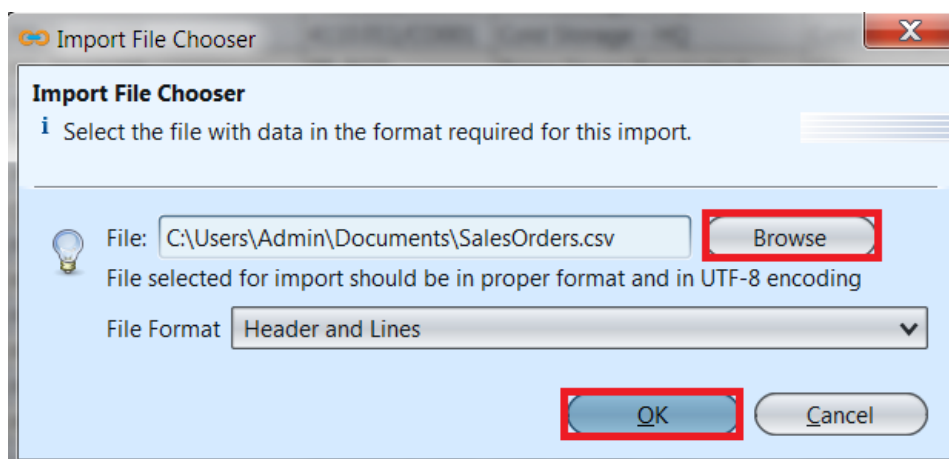
II. Import Sales Order from CSV File:

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 Samooaha 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 Samooaha 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



Import File Chooser

Select the file with data in the format required for this import.

File:

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

A	B	C	D	E	F	G	H	I	J	K	L	M
Type	Doc #	Date	Ref #	Customer	Customer	Currency	Sales Rep	Warehous	Partner Lo	Delivery Lc	Description	
SalesOrder	SO-16-030188h	11/03/2016	test chang	4110.011/ Robinson	SGD	EM04	TE01	The Heere	The Heeren			
	BD01-003145		Ctrl-A Beauty	Each	52	50	25.12	3%	1,218.50	SR		
			Total Quantity	Total Amo	Discount	A Tax Total	Grand Total					
			50	1,218.50	0	85.3	1,303.80					
SalesOrder	SO-16-030191h	15/03/2016	test ADX2(4110.011/	Watsons -	SGD		TE01	Singapore	Orchard -	I test ADX2016-02 promo		
	Loa07		LOACKER DAR Ct150		2	2	144	0	288	SR		
	Loa08		LOACKER CHC Each		7	7	3.99	0	27.93	SR		
	Loa09		LOACKER MIX Each		10	10	4.8	0	48	SR		
	Loa10		LOACKER CHC Each		19	19	3.99	0	75.81	SR		
			Total Quantity	Total Amo	Discount	A Tax Total	Grand Total					
			38	439.74	0	29.77	455.11					

▪ One Row per Item

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	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
SalesOrder	SO-16-030188r	11/03/2016	test chang	4110.011/ Robinson	SGD	EM04	TE01	The Heere	The Heere	BD01-003	Ctrl-A Bea	Each		52	50	25.1214	0	1218.5	SR		
SalesOrder	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-
SalesOrder	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-
SalesOrder	SO-16-030191r	15/03/2016	test ADX2	4110.011/ Watsons -	SGD		TE01	Singapore	Orchard -	Loa09	LOACKER Each			10	10	4.8	0	48	SR		test ADX2016-
SalesOrder	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.

The screenshot shows the 'Sales Order' form with a modal window for exporting products to a CSV file. The modal window displays a file explorer with a list of files, including 'SO-16-020177-products.csv', which is highlighted. The modal has 'Save' and 'Cancel' buttons.

A	B	C	D	E	F	G	H	I
[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

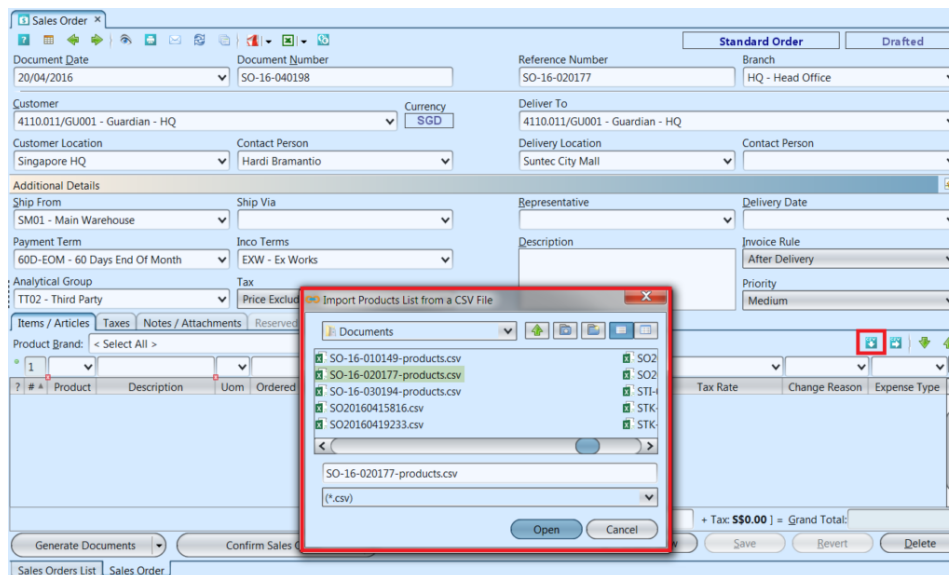
Note: User is recommended to export data first to create a data template with example to use as data import creation template. This will help reduce likelihood of mistakes in preparing the data to be imported into Goomi application

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



***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

Items / Articles

Taxes

Notes / Attachments

Reserved Stock

Applied Promotions

Product Brand: < Select All > Filter:

?	*	Product	Description	Uom	Ordered Qty	Confirmed Qty	Unit Price	Discount	Nett Price	Total Amount	Tax Rate	Change Reason	Expense Type
1		BD02-0...	Mint Tea Shower Gel	Each	10	10	\$513.98		\$513.98	\$5139.80	Sales Tax Account 7% SR		
2		BD02-0...	Jasmine Shower Gel	Each	10	10	\$513.98		\$513.98	\$5139.80	Sales Tax Account 7% SR		
3		BD04-0...	Master Eye Liner in Br...	Each	10	10	\$58.20		\$58.20	\$582.00	Sales Tax Account 7% SR		
4		BD03-0...	365 Cellular Elixir Inte...	Each	10	10	\$563.55		\$563.55	\$5635.50	Sales Tax Account 7% SR		

Total [Qty: 40, Amount: \$5997.10 - Discount: + Tax: \$569.80] = Grand Total: \$51,066.90

Generate Documents

Confirm Sales Order

Create New

Save

Revert

Delete

Sales Orders ListSales Order

A	B	C	D	E	F	G	H	I
[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