**Importing Items into Quote/Orders/Sales Transaction**

You can use an Excel file that contains product code/ Aralco Barcode in the first column and QTY in the next column. The Excel file would look like this:

|  |  |
| --- | --- |
| **Prod Code/Barcode** | **Quantity** |
| 100 | 15 |
| 103 | 23 |
| 10020267 | 50 |

Next, SAVE AS CSV (MS DOS). This will convert the Excel sheet to a Comma Separated Value (CSV) so Aralco can import it.

In the POS Transaction screen, click on functions option button “**IMPORT**” then on the next screen click on “**Import File**”. Choose “All Files” format so you can pick the CSV file which you saved.

Next you will see a screen like sample below:

Table

Description automatically generated

Make sure to click on:

* **VALIDATE** to see if any wrong barcodes were entered
* **POST** (to import data into the POS Transaction
* **Clear Data** to CANCEL

**Other Import Options:**

You can also import a file that contains more information such as:

* Product Code
* Item total value (e.g. Price x Qty)
* Quantity
* Remarks
* Dimension1 (e.g. Color)
* Dimension2 (e.g. Size)
* Dimension3 (e.g. Width)
* Dimension4 (e.g. Length)

The sample import file below should be laid out as shown:

**Sample\_Import\_File.POD (you can create this file (text) and SAVE it AS, (All types) and POD Extension)**

Import file should always contain the first line as shown below:

|ORDER-IMPORT|PRODCODE|TOTALVALUE|QUANTITY|REMARKS|Dim1|Dim2|Dim3|Dim4

100|70|2|#1234

101|90|3|backpacks for Alex

102|20|1|Required ASAP

1007|77|1||Black|36|C|2

Make sure there are no | and the end of any line.

Last line above is for:

* Product 1007 (Bra)
* Total Sale Value is $77.00
* Qty = 1
* Has 4 dimensions (Colour: Black, Size: 36, Cup: C, Strap Type: 2)