

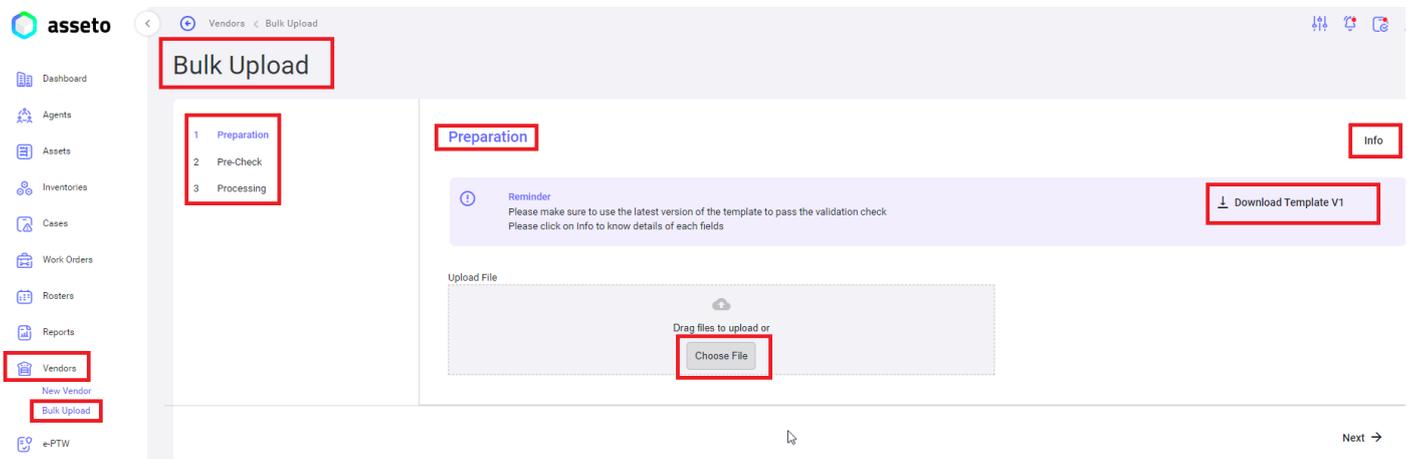
9.6. Vendor Bulk Upload

By using this feature, you can onboard the multiple agents in bulk.

Left Menu -> Vendor -> Bulk Upload

It has 3 sections, those are

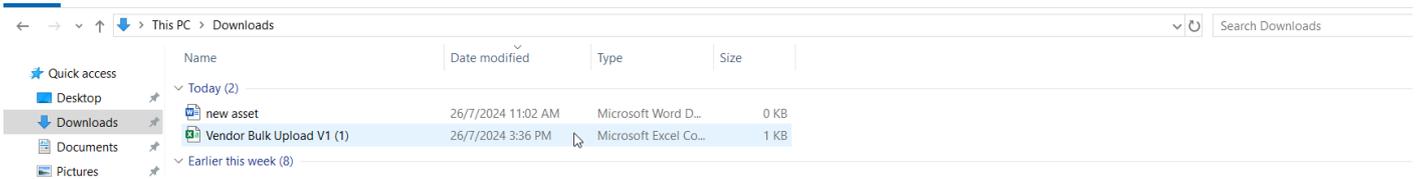
1. **Preparation:** To download the template.
2. **Precheck:** validation check: To check for any errors in the uploaded sheet.
3. **Processing:** To view the progress on the bulk upload process.



Info button: users can view the fields validation rules to fill the values in csv file accordingly.

Field Name	Mandatory	Validation	Note
VENDOR_NAME	✓	Please enter permitted characters from AZaz09.*@-/_&*"{}()	e.g John Oliver
BUSINESS_REGISTRATION_NUMBER	✓	Please enter permitted characters from AZaz09.*@-/_&*"{}()	e.g B111123423423,B-1221212,4343243
DESCRIPTION		Please enter permitted characters from AZaz09.*@-/_&*"{}()	e.g Onboarding new Vendor
COMPANY_EMAIL	✓	Please enter permitted characters from AZaz09.*@-/_&*"{}()	e.g John@gmail.com
COMPANY_PRIMARY_PHONE	✓	(Country Code)Phone Number	Country Code : (1 to 5 Characters), Phone Number : (8-15 Characters), e.g (91)6012345678
COMPANY_SECONDARY_PHONE		(Country Code)Phone Number	Country Code : (1 to 5 Characters), Phone Number : (8-15 Characters), e.g (91)6012345678
COMPANY_WEBSITE	✓	Please enter permitted characters from AZaz09.*@-/_&*"{}()	e.g www.google.com

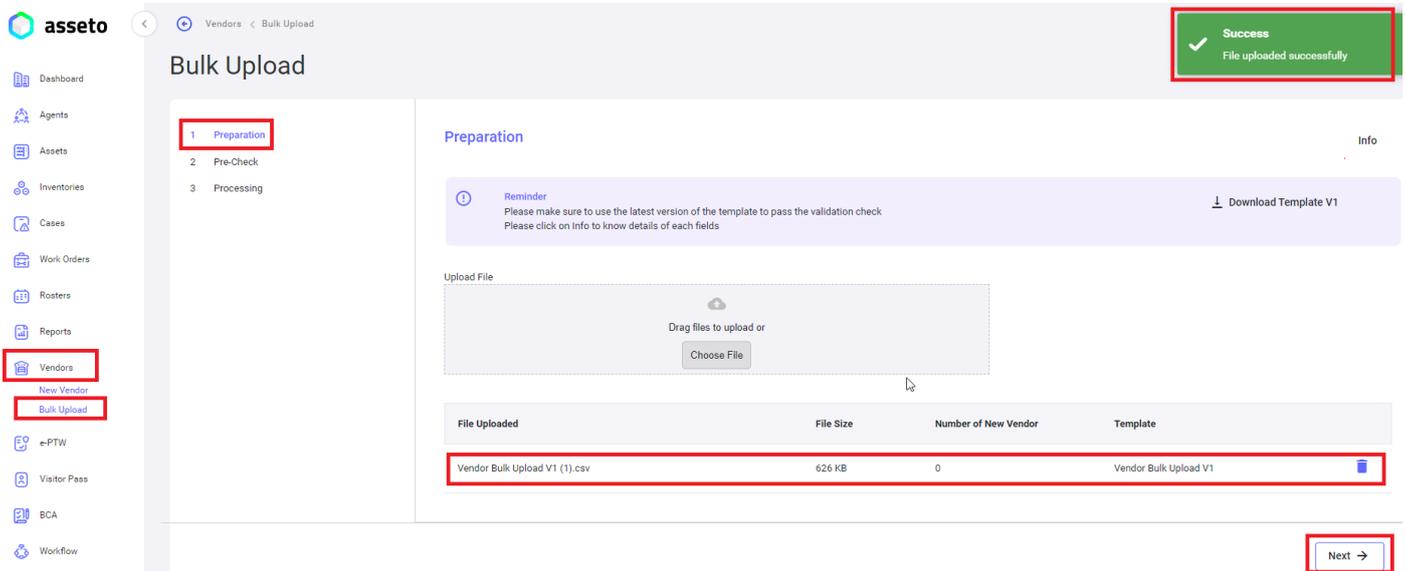
1. Preparation: click on download template button to download csv file will be available in your local pc downloads folder as shown by following screenshot.



Fill the data on the downloaded csv file for all vendors to be onboarding using bulk upload.

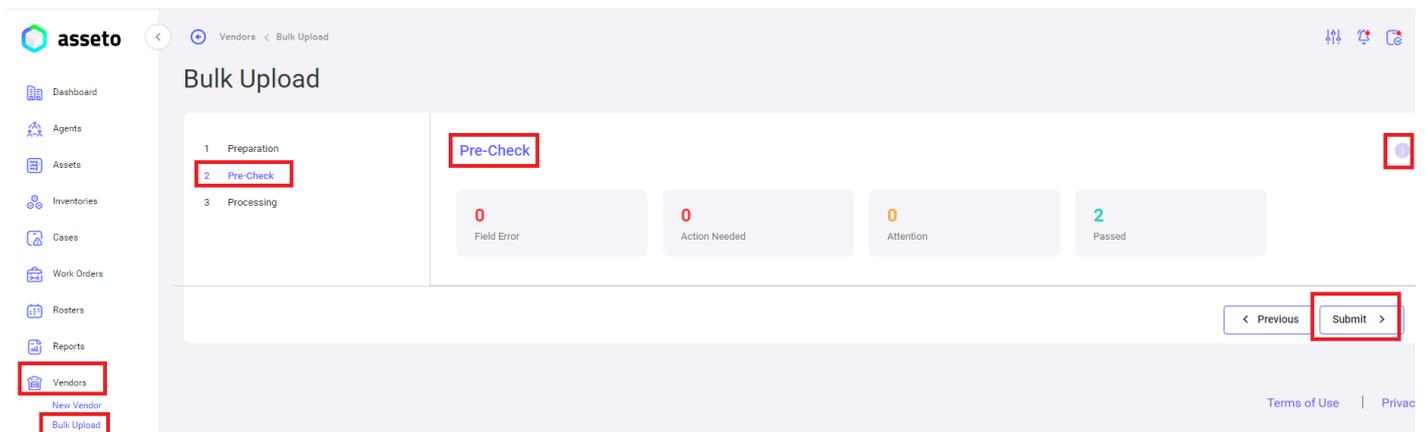
	VENDOR_NAME	BUSINESS_REGISTRATION_NUMBER	DESCRIPTION	COMPANY_EMAIL	COMPANY_PRIMARY_PHONE	COMPANY_SECONDARY_PHONE	COMPANY_WEBSITE	DATE_OF_JOB	DATE_OF_LEAVE	STATUS	PRIMARY_COMPANY	PRIMARY_COUNTRY	PRIMARY_STATE	PRIMARY_CITY	PRIMARY_POSTAL_CODE
1	divi industry1	356789	new company	divyajanga9@gmail.com	(60)1156244669		www.abc.com	26/07/2024	25/10/2029	Active	kl	Malaysia	Kuala Lumpur	sentul	51200
3	divi industry2	356879	good company	divyabharathi.marreddy@	(60)1156244669		www.den.com	26/07/2024	25/10/2029	Active	kl	Malaysia	Kuala Lumpur	sentul	51200

Upload the file by clicking on choose file button on the bulk upload page.



After uploading the csv file 'Next' button will be enabled, you can click on next button the system will navigate to validation check page.

2. Precheck/validation check: if your uploaded file having any errors will be display here, user will not be able to move to next stage unless those errors are corrected, submit button enabled (as shown by below screenshot) if no errors in your csv file.



Note: Click on the tooltip (icon) to check the validation status on validation/pre-check page.

Vendor Bulk Upload Validation Check Status

System has checked your uploaded file. It will determine whether it is a valid information or not. If system found any complication, it will fall under these three categories

- Field Error**
Result under this category has field validation check. Please refer to the error message and upload the updated file again for validation check
- Action Needed**
Result under this category has validation check. Please refer to the error message and reupload the updated file for validation check
- Attention**
Result under this category does not fail the validation and requires no edit. However, automatic system action will be applied upon submission. Please refer to the message for more information

[Close](#)

If there are no errors user can view passed count (i.e. number of vendors added) submit button enabled. Click on the submit button system will navigate to next page.

3. Processing: you can see the progress of bulk upload to the application. “Vendors created successfully” confirmation message will be displayed.

The screenshot shows the 'Bulk Upload' page in the Asseto application. The progress bar indicates that the process is in the 'Processing' stage. A large blue checkmark icon is displayed in the center, with the text 'Successfully uploaded all vendors' below it. A green success message box in the top right corner reads 'Success Vendor created successfully'. A 'Close' button is visible in the bottom right corner.

Click on close. added Vendors through bulk upload will be displayed on the Vendors list page as shown by following screenshot.

- Dashboard
- Agents
- Assets
- Inventories
- Cases
- Work Orders
- Rosters
- Reports
- Vendors**
- e-PTW
- Visitor Pass
- BCA
- Workflow
- Subscribers
- Contracts
- Settings

Vendors

261 Vendors 80 Active 180 Inactive

All Vendors Filter

Vendor Name	Skillset	Contact Person	Phone No.	Status	Contractor Type
divi industry2 divyabharathi.marred..	Technical Support DI..	geetha geetha geetha	+601156244669	Active	Direct Contractor
divi industry1 divyajanga9@gmail.co..	COMPUTER HARDWARE	geetha geetha geetha	+601156244669	Active	Direct Contractor
divi company4 divyajanga9@gmail.co..	Electrical Engineer	Field Agent-Divi Field Agent-Divi Field Agent-Divi	+917032219459	Active	Direct Contractor
Divi Company3 divyajanga9@gmail.co..	Electrical Engineer	Field Agent-Divi Field Agent-Divi Field Agent-Divi	+917032219459	Active	Direct Contractor
Will Taylor Will@gmial.com	TEST SANJAY	Sanjay Sanjay Sanjay	+601234565674	Active	Direct Contractor

Revision #2

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