

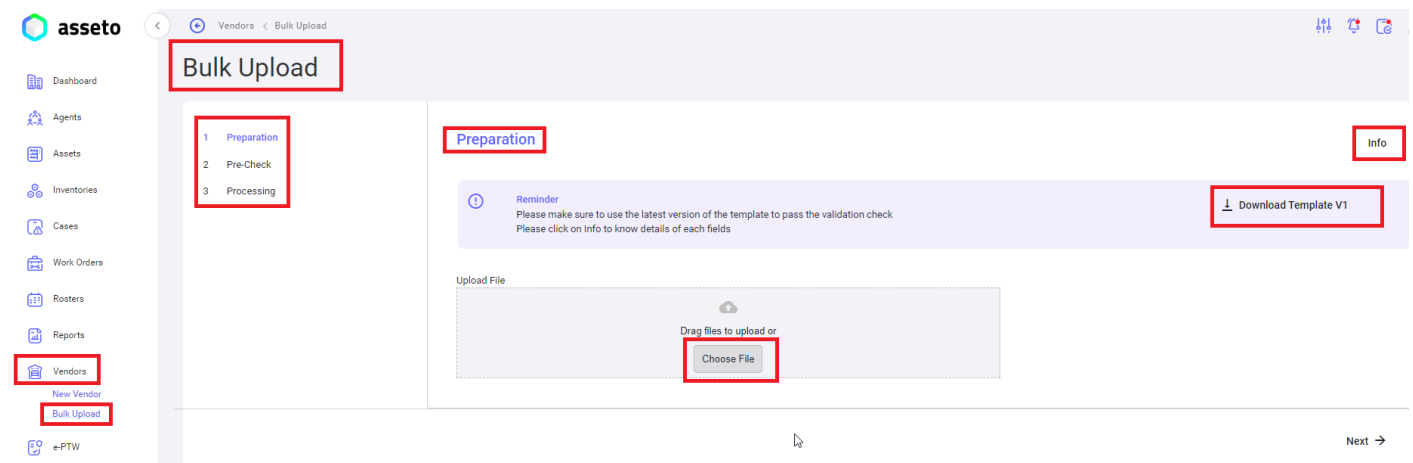
9.6. Vendor Bulk Upload

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.

Vendor Bulk Upload Field Validation			
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

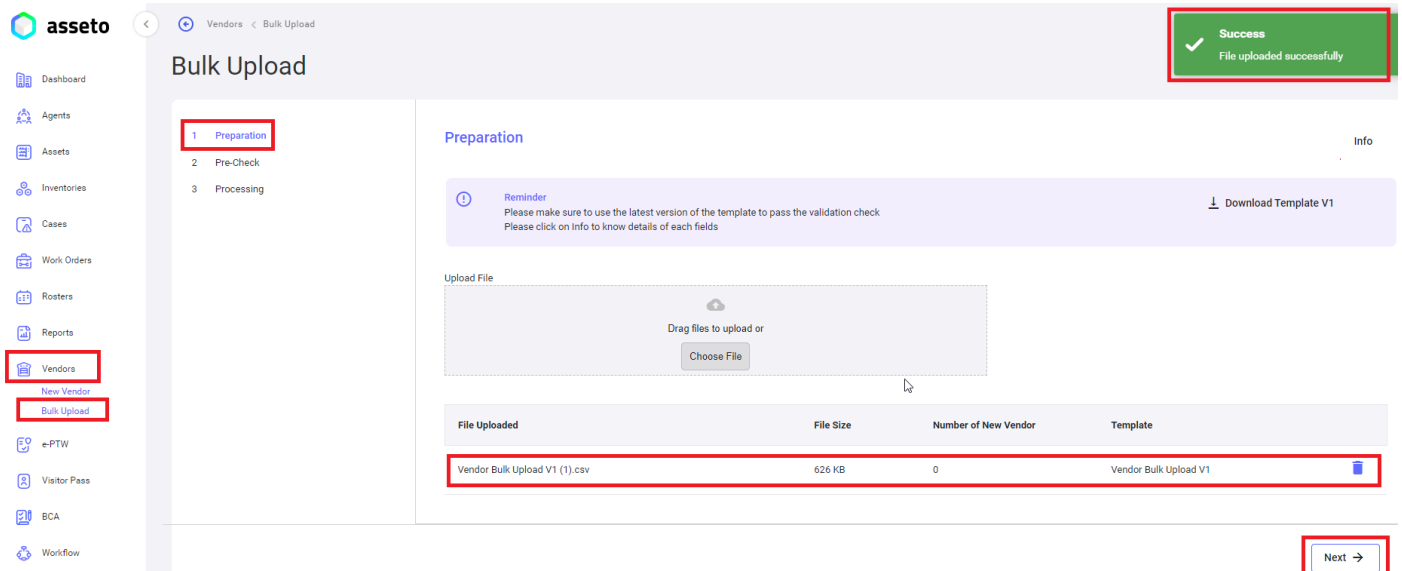
1. Preparation: click on download template button to download csv file will be available in your local pc downloads folder as shown by following screenshot.

This PC > Downloads					Search Downloads
Quick access	Name	Date modified	Type	Size	
Desktop	Today (2)				
Downloads	new asset	26/7/2024 11:02 AM	Microsoft Word D...	0 KB	
Documents	Vendor Bulk Upload V1 (1)	26/7/2024 3:36 PM	Microsoft Excel Co...	1 KB	
Pictures	Earlier this week (8)				

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

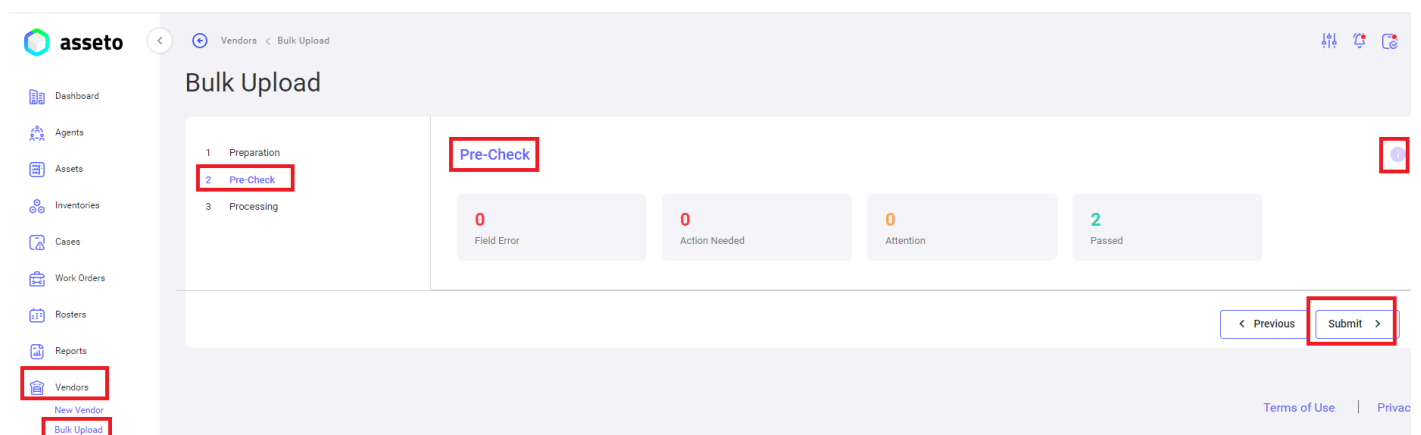
Vendor Bulk Upload V1 (1) - Excel														
Janga Divya Bharathi Robotico (Tech)														
File Home Insert Page Layout Formulas Data Review View Help Tell me what you want to do														
Clipboard Font Alignment Number Styles Cells Editing Add-ins														
POSSIBLE DATA LOSS Some features might be lost if you save this workbook in the comma-delimited (.csv) format. To preserve these features, save it in an Excel file format.														
Don't show again Save As...														
	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	VENDOR_NAME	BUSINESS_REGISTRATION_NUMBER	DESCRIPTION	COMPANY_EMAIL	COMPANY_PRIMARY_PHONE	COMPANY_SECONDARY_PHONE	COMPANY_WEBSITE	DATE_OF_JOINING	DATE_OF_LAST_UPDATE	STATUS	PRIMARY_COUNTRY	PRIMARY_CITY	PRIMARY_STATE	PRIMARY_POSTCODE
2	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
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
4														

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

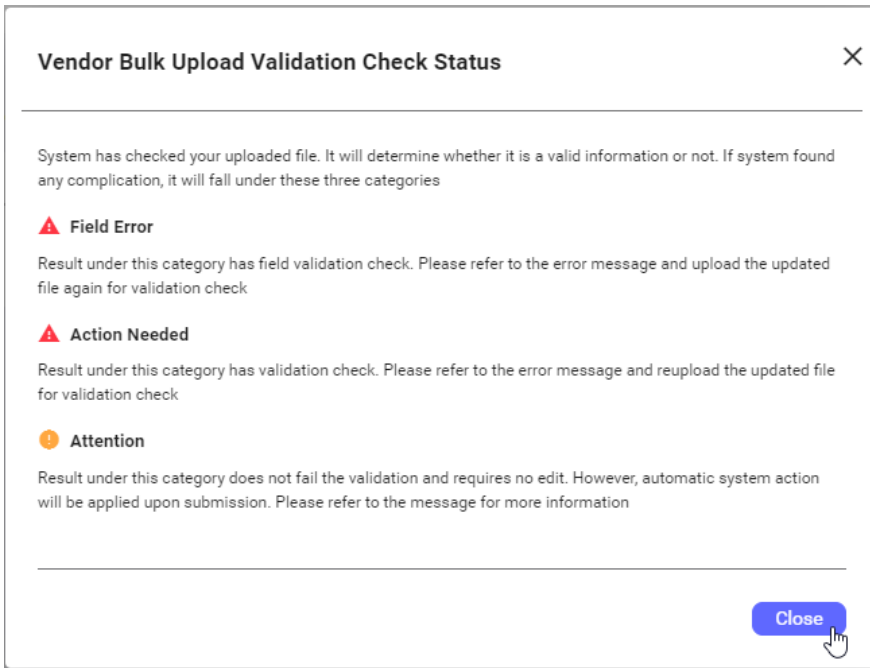


After uploading the csv file 'Next' button will be enabled, you can click on next button the system will navigate to validation check page.

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.

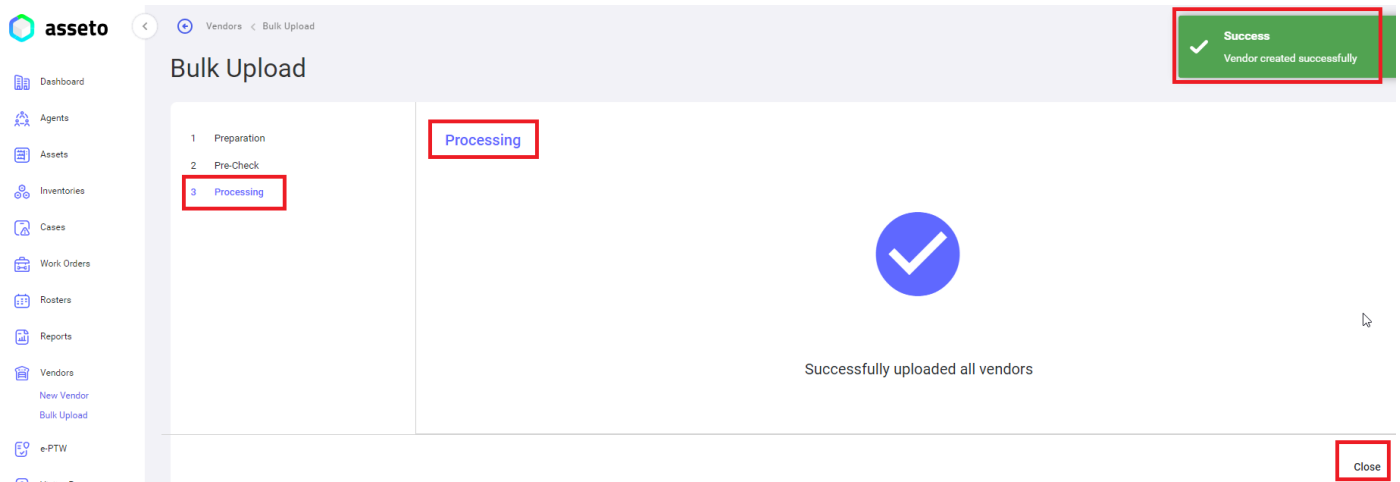


Note: Click on the tooltip (icon) to check the validation status on validation/pre-check page.



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.



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

asseto

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

Search

Filter

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

Revision #2

Created 11 September 2024 10:40:00 by Divya Bharathi Marreddy

Updated 20 September 2024 06:56:56 by Divya Bharathi Marreddy