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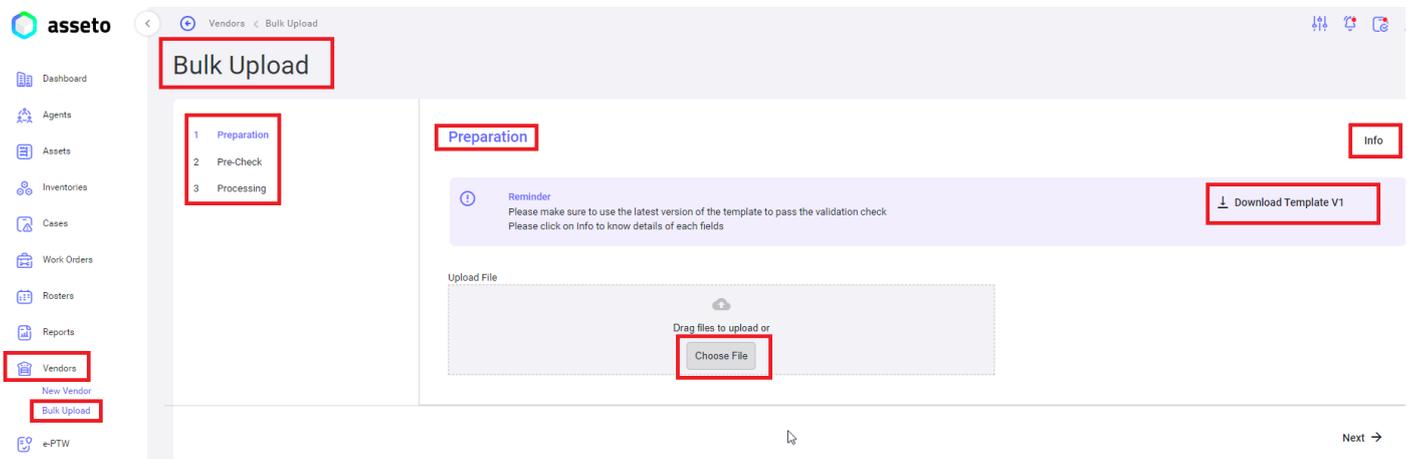
Info button: users can view the fields validation rules to fill the values in csv file accordingly.

Vendor Bulk Upload Field Validation   X

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

Close

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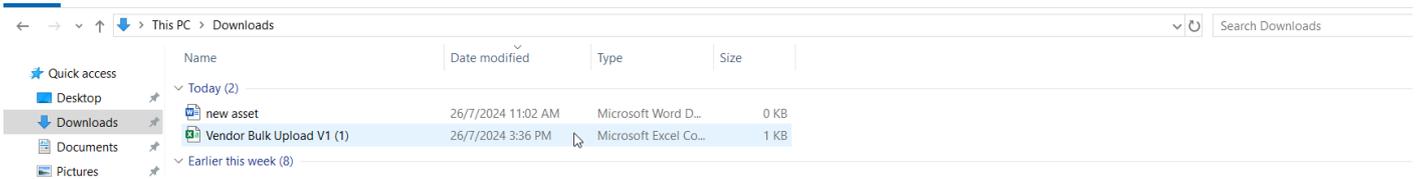
Fill the data on the downloaded csv file for all vendors to be onboarding using bulk upload.

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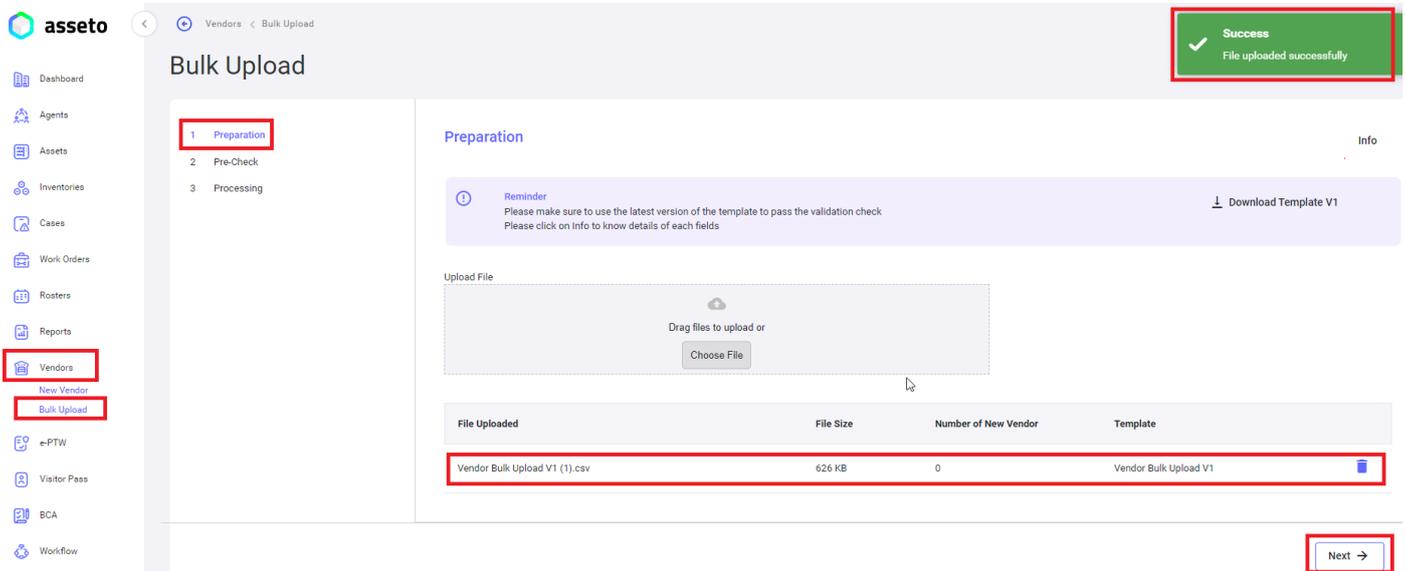
After uploading the csv file 'Next' button will be enabled, you can click on next button the system will navigate to validation check page.

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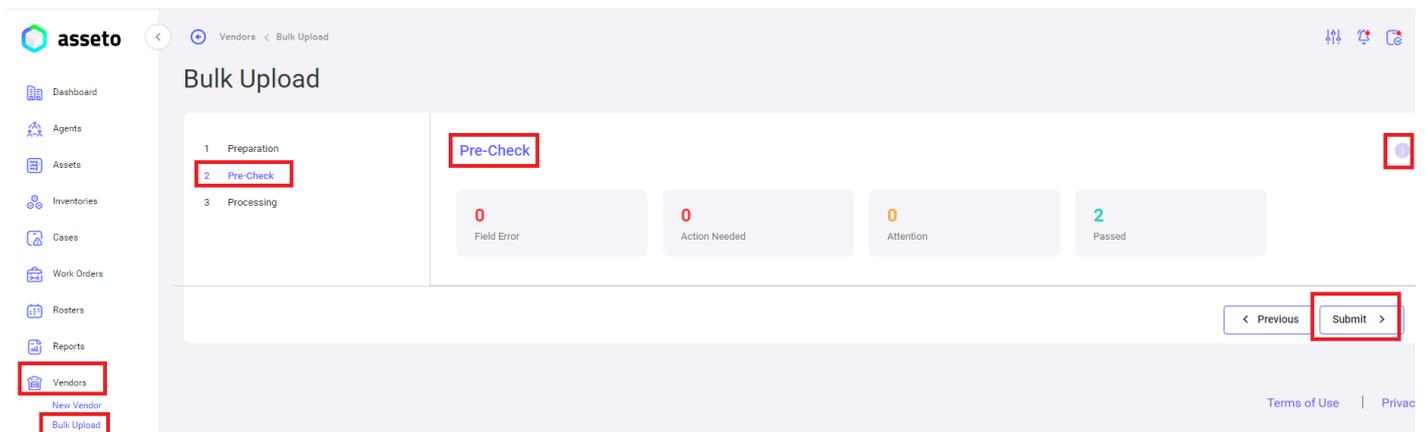
Note: Click on the tooltip (icon) to check the validation status on validation/pre-check page.

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.

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

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