

User Guide

[Data Transfer - ARCM]

[New Barbizon Fashion , Inc.]

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Revision History

Version	Author(s)	Description of Version	Date Completed
01	Leah Candy Orate	Creation	09-Sept-2021

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EASYSAP DATA TRANSFER

Data Transfer is a module in EasySAP which allows the user to upload documents using an Excel file based on defined mapping per module - multiple mappings can be saved to cater the differences in how data is presented in the Excel templates.

APPLICATION ACCESS

Step 1: Open the application by double clicking on the EasySAP application icon on your desktop

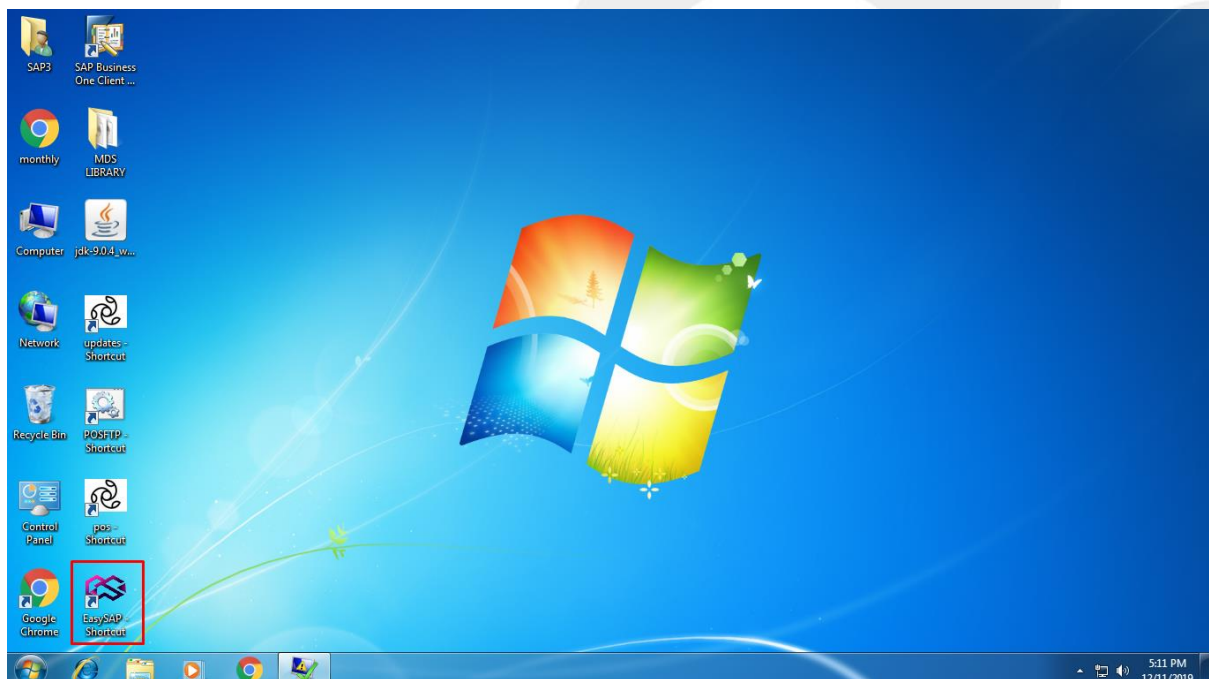


Figure 1.0 EasySAP Icon

LOGIN

Step 1: Ensure that the Company Name is "NBFI_SBOLIVE".

Step 2: Enter user id and password

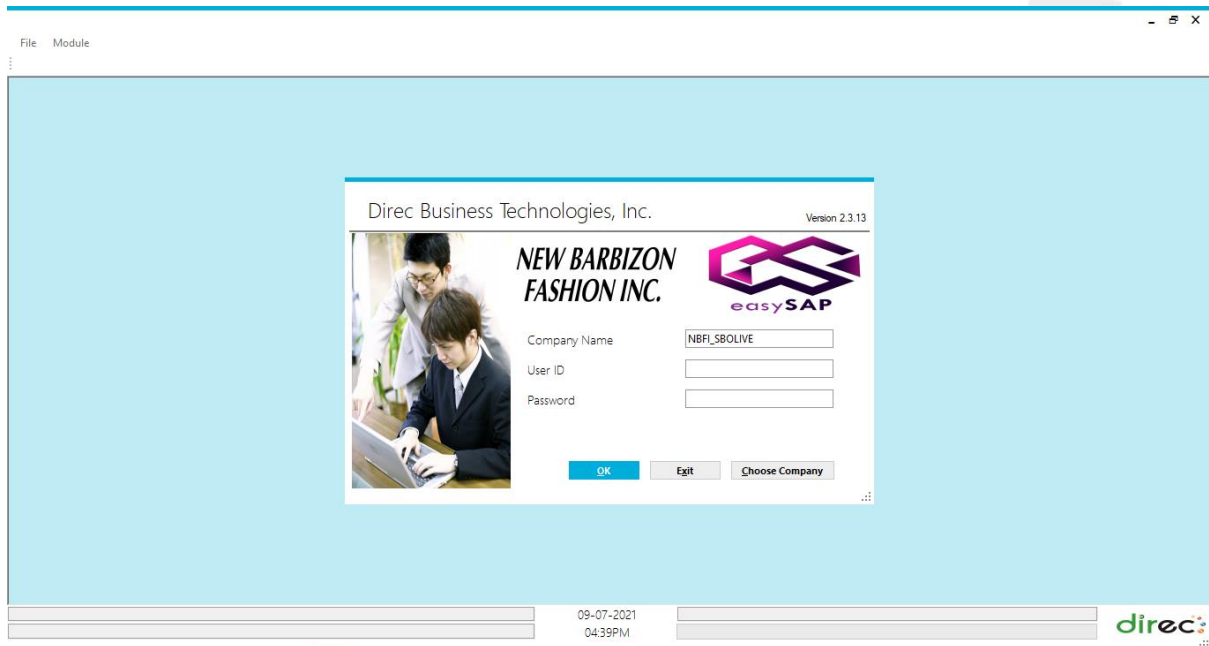


Figure 2.0 Login Form

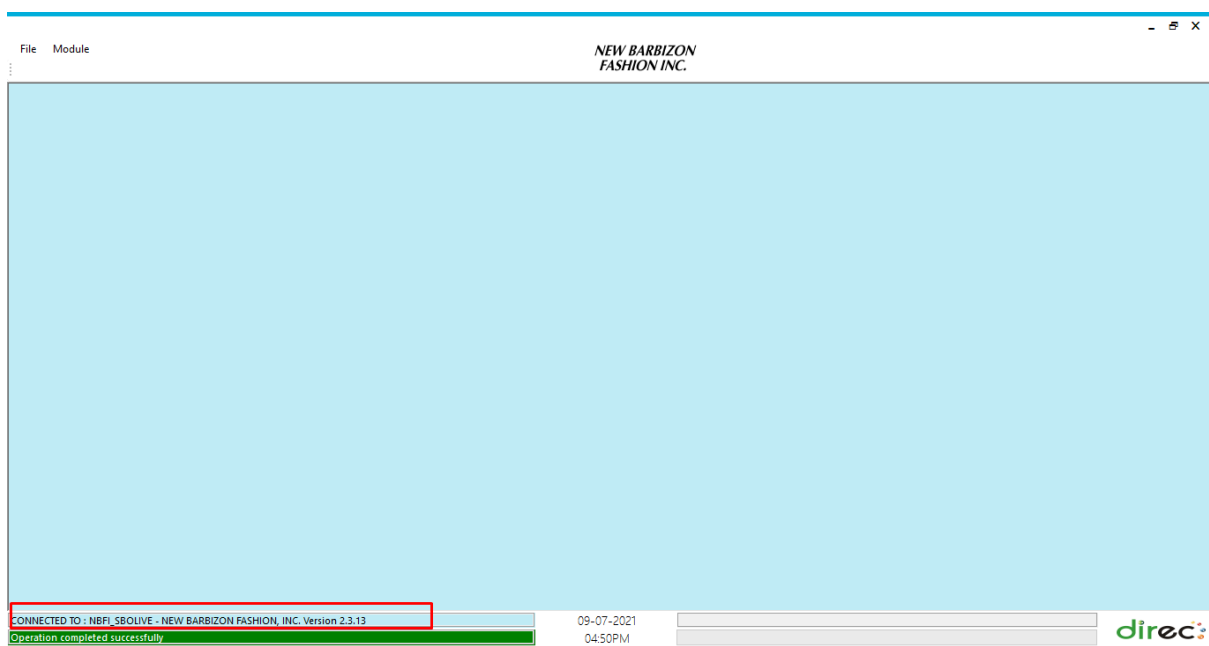


Figure 2.1 Home Screen

DATA TRANSFER – EXCEL UPLOADING

Select Module, and then click “Data Transfer”

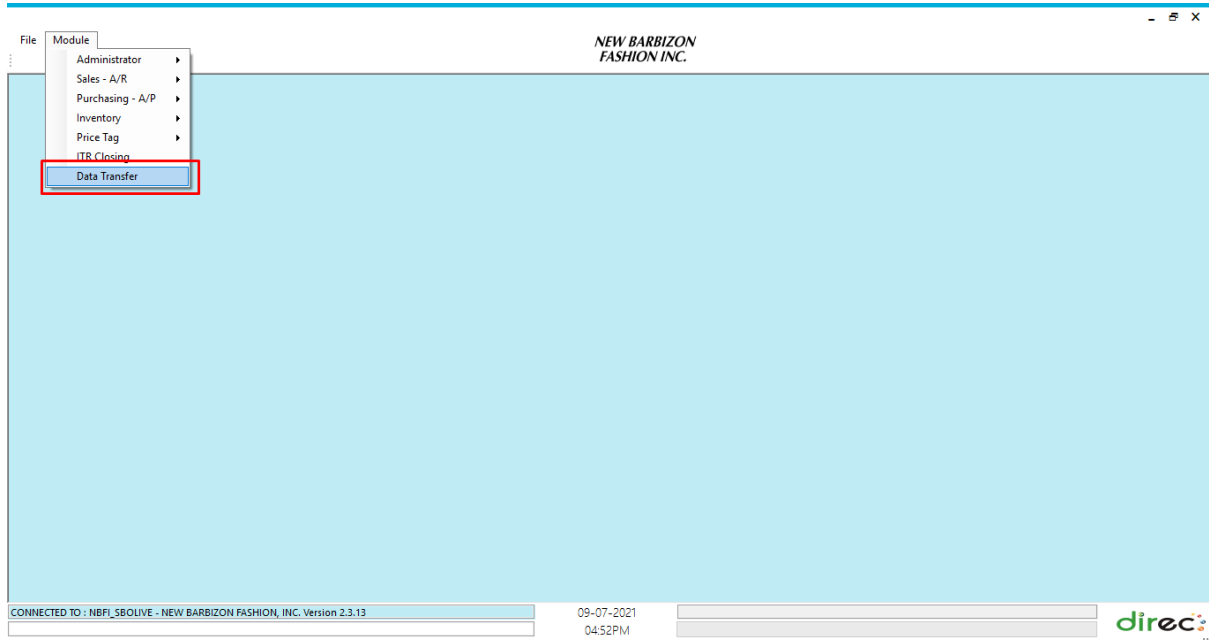


Figure 3.0 Data Transfer Module

Step 1: Select map template

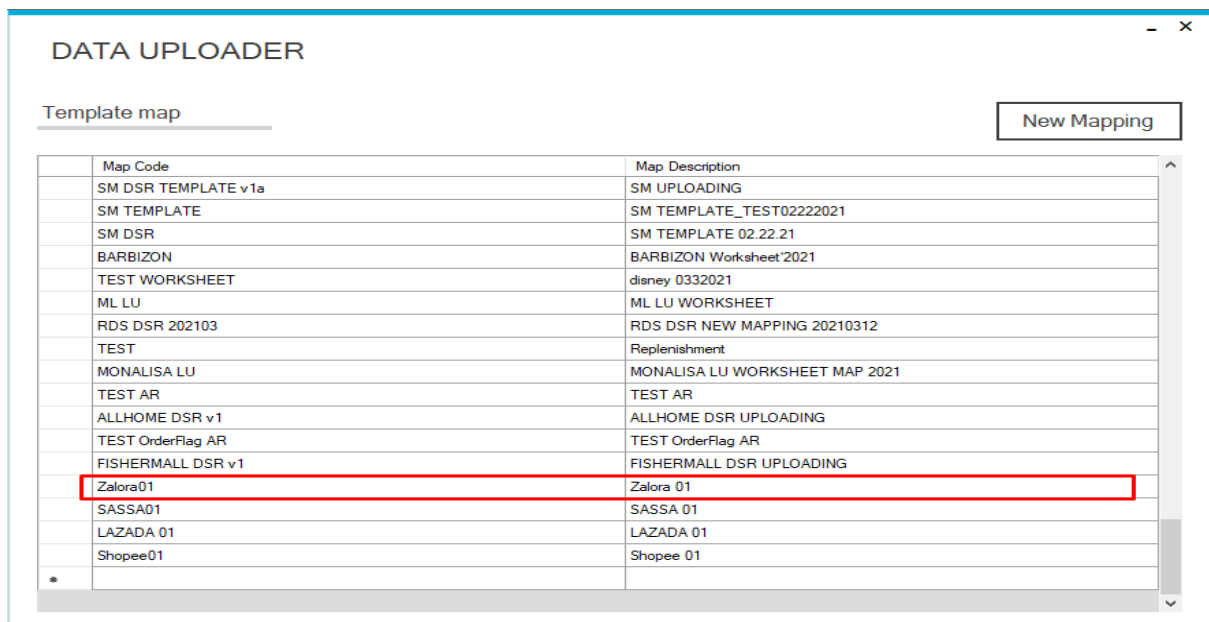
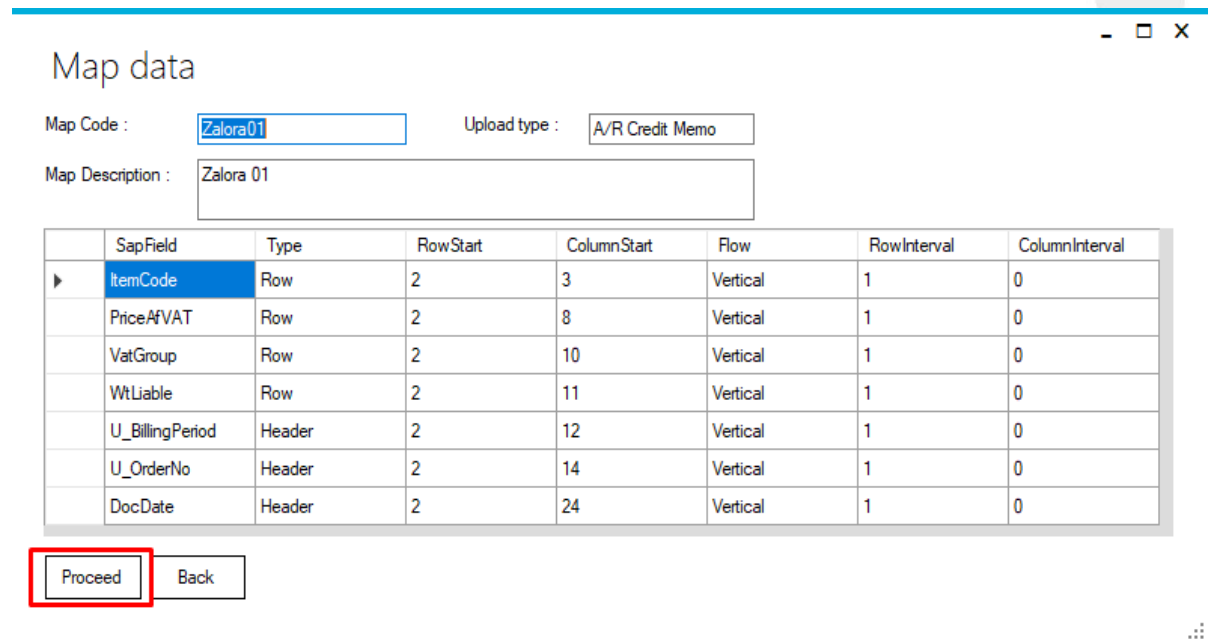


Figure 3.1 Template Selection

Step 2: Press Proceed button



Map data

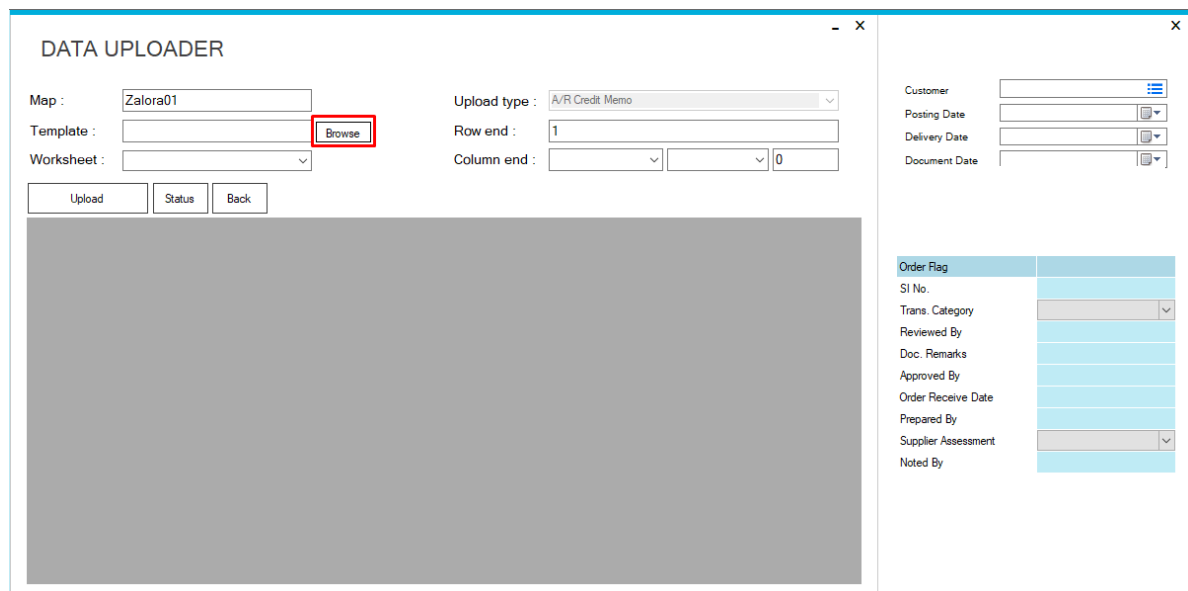
Map Code : Upload type :

Map Description :

	SapField	Type	RowStart	ColumnStart	Flow	RowInterval	ColumnInterval
▶	ItemCode	Row	2	3	Vertical	1	0
	PriceAfVAT	Row	2	8	Vertical	1	0
	VatGroup	Row	2	10	Vertical	1	0
	WtLiable	Row	2	11	Vertical	1	0
	U_BillingPeriod	Header	2	12	Vertical	1	0
	U_OrderNo	Header	2	14	Vertical	1	0
	DocDate	Header	2	24	Vertical	1	0

Figure 3.2 Map Data

Step 3: Choose file to be uploaded



DATA UPLOADER

Map : Upload type :

Template :

Worksheet :

Row end :

Column end :

Customer :

Posting Date :

Delivery Date :

Document Date :

Order Flag :

SI No. :

Trans. Category :

Reviewed By :

Doc. Remarks :

Approved By :

Order Receive Date :

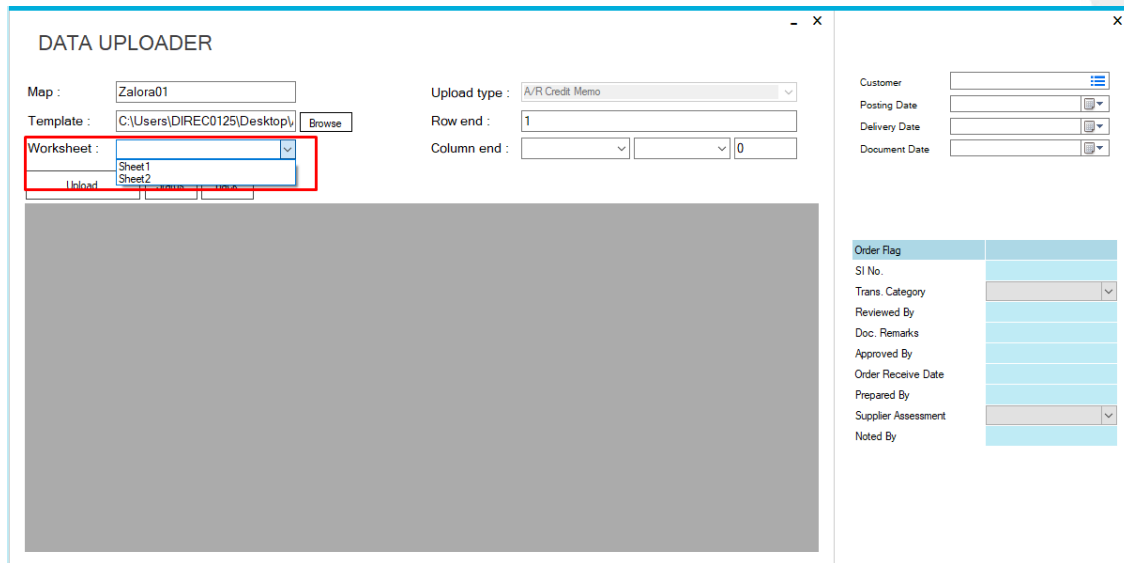
Prepared By :

Supplier Assessment :

Noted By :

Figure 3.3 Browse Template

Step 4: Choose worksheet to be uploaded



DATA UPLOADER

Map : Upload type :

Template : Browse Row end :

Worksheet : Column end :

Customer : Posting Date :

Delivery Date : Document Date :

Order Flag :

SI No. :

Trans. Category :

Reviewed By :

Doc. Remarks :

Approved By :

Order Receive Date :

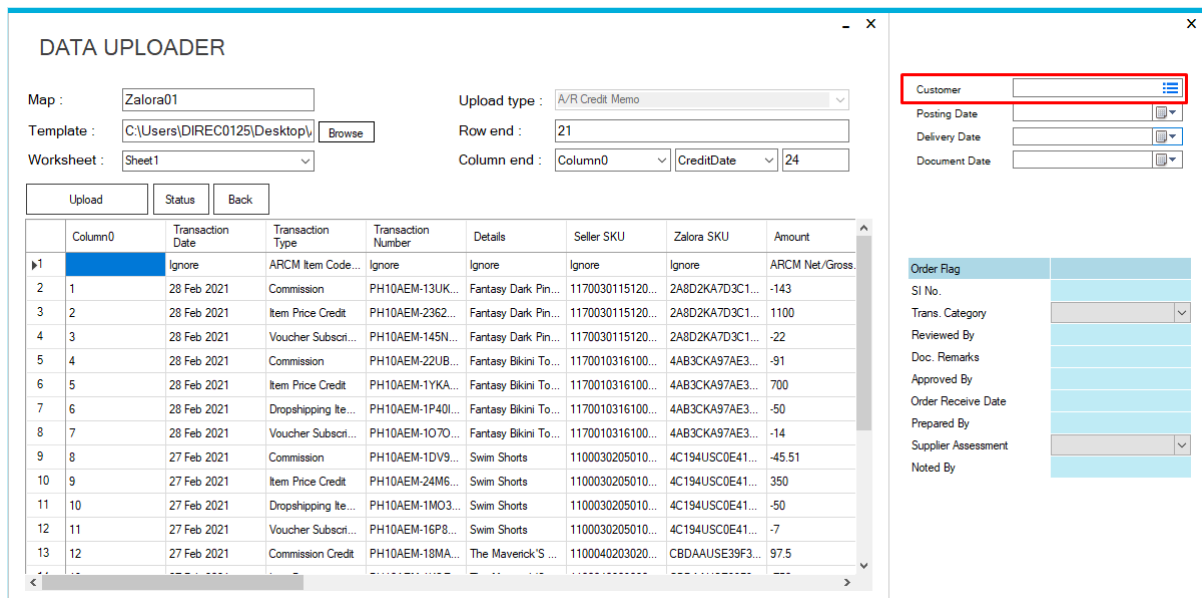
Prepared By :

Supplier Assessment :

Noted By :

Figure 3.4 Browse Worksheet

Step 5: Fill in others details as needed



DATA UPLOADER

Map : Upload type :

Template : Browse Row end :

Worksheet : Column end :

Customer :

Posting Date :

Delivery Date :

Document Date :

Order Flag :

SI No. :

Trans. Category :

Reviewed By :

Doc. Remarks :

Approved By :

Order Receive Date :

Prepared By :

Supplier Assessment :

Noted By :

	Column0	Transaction Date	Transaction Type	Transaction Number	Details	Seller SKU	Zalora SKU	Amount
1		Ignore	ARCM Item Code...	Ignore	Ignore	Ignore	Ignore	ARCM Net/Gross
2	1	28 Feb 2021	Commission	PH10AEM-13UK...	Fantasy Dark Pin...	1170030115120...	2A8D2KA7D3C1...	-143
3	2	28 Feb 2021	Item Price Credit	PH10AEM-2362...	Fantasy Dark Pin...	1170030115120...	2A8D2KA7D3C1...	1100
4	3	28 Feb 2021	Voucher Subscri...	PH10AEM-145N...	Fantasy Dark Pin...	1170030115120...	2A8D2KA7D3C1...	-22
5	4	28 Feb 2021	Commission	PH10AEM-22UB...	Fantasy Bikini To...	1170010316100...	4AB3CKA97AE3...	-91
6	5	28 Feb 2021	Item Price Credit	PH10AEM-1YKA...	Fantasy Bikini To...	1170010316100...	4AB3CKA97AE3...	700
7	6	28 Feb 2021	Droshipping Ite...	PH10AEM-1P40I...	Fantasy Bikini To...	1170010316100...	4AB3CKA97AE3...	-50
8	7	28 Feb 2021	Voucher Subscri...	PH10AEM-1070...	Fantasy Bikini To...	1170010316100...	4AB3CKA97AE3...	-14
9	8	27 Feb 2021	Commission	PH10AEM-1DV9...	Swim Shorts	1100030205010...	4C194USC0E41...	-45.51
10	9	27 Feb 2021	Item Price Credit	PH10AEM-24M6...	Swim Shorts	1100030205010...	4C194USC0E41...	350
11	10	27 Feb 2021	Droshipping Ite...	PH10AEM-1MO3...	Swim Shorts	1100030205010...	4C194USC0E41...	-50
12	11	27 Feb 2021	Voucher Subscri...	PH10AEM-16P8...	Swim Shorts	1100030205010...	4C194USC0E41...	-7
13	12	27 Feb 2021	Commission Credit	PH10AEM-18MA...	The Maverick'S ...	1100040203020...	CBDAAUSE39F3...	97.5

Figure 3.5 Transaction Details

Step 6: Press Upload Button

DATA UPLOADER

Map : Upload type :

Template : Browse Row end :

Worksheet : Column end :

Upload Status Back

	Column0	Transaction Date	Transaction Type	Transaction Number	Details	Seller SKU	Zalora SKU	Amount
1		Ignore	ARCM Item Code...	Ignore	Ignore	Ignore	Ignore	ARCM Net/Gross...
2	1	28 Feb 2021	Commission	PH10AEM-13UK...	Fantasy Dark Pin...	1170030115120...	2A8D2KA7D3C1...	-143
3	2	28 Feb 2021	Item Price Credit	PH10AEM-2362...	Fantasy Dark Pin...	1170030115120...	2A8D2KA7D3C1...	1100
4	3	28 Feb 2021	Voucher Subscri...	PH10AEM-145N...	Fantasy Dark Pin...	1170030115120...	2A8D2KA7D3C1...	-22
5	4	28 Feb 2021	Commission	PH10AEM-22UB...	Fantasy Bikini To...	1170010316100...	4AB3CKA97AE3...	-91
6	5	28 Feb 2021	Item Price Credit	PH10AEM-1YKA...	Fantasy Bikini To...	1170010316100...	4AB3CKA97AE3...	700
7	6	28 Feb 2021	Dropshipping It...	PH10AEM-1P40L...	Fantasy Bikini To...	1170010316100...	4AB3CKA97AE3...	-50
8	7	28 Feb 2021	Voucher Subscri...	PH10AEM-1070...	Fantasy Bikini To...	1170010316100...	4AB3CKA97AE3...	-14
9	8	27 Feb 2021	Commission	PH10AEM-1DV9...	Swim Shorts	1100030205010...	4C194USC0E41...	-45.51
10	9	27 Feb 2021	Item Price Credit	PH10AEM-24M6...	Swim Shorts	1100030205010...	4C194USC0E41...	350
11	10	27 Feb 2021	Dropshipping It...	PH10AEM-1MO3...	Swim Shorts	1100030205010...	4C194USC0E41...	-50
12	11	27 Feb 2021	Voucher Subscri...	PH10AEM-16P8...	Swim Shorts	1100030205010...	4C194USC0E41...	-7
13	12	27 Feb 2021	Commission Credit	PH10AEM-18MA...	The Maverick'S ...	1100040203020...	CBDAAUSE39F3...	97.5

Customer:

Posting Date:

Delivery Date:

Document Date:

Order Flag:

SI No.:

Trans. Category:

Reviewed By:

Doc. Remarks:

Approved By:

Order Receive Date:

Prepared By:

Supplier Assessment:

Noted By:

Figure 3.6 Upload

Step 7: Select "Yes" upon message prompt

EasySAP

Do you want to proceed to uploading?

Yes No Cancel

Step 8: Wait until program is finished uploading until "Transaction Complete" message is shown

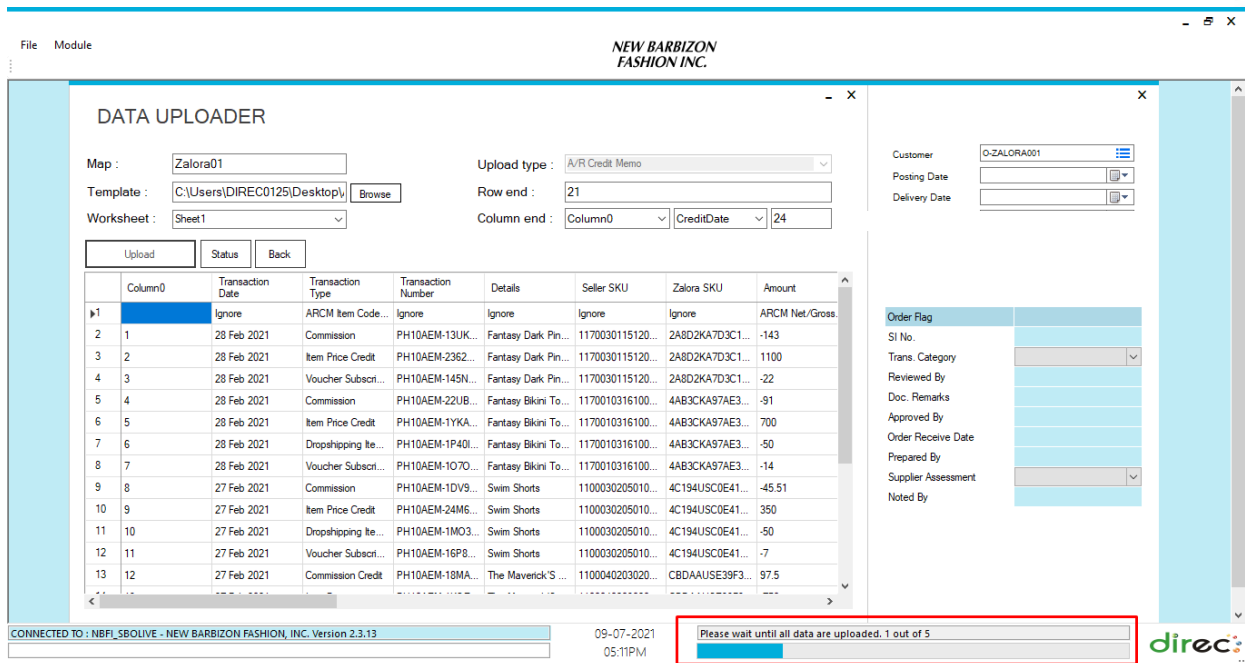


Figure 3.7 Data Uploading Progress

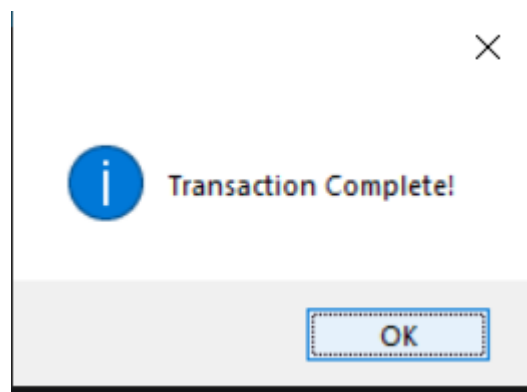
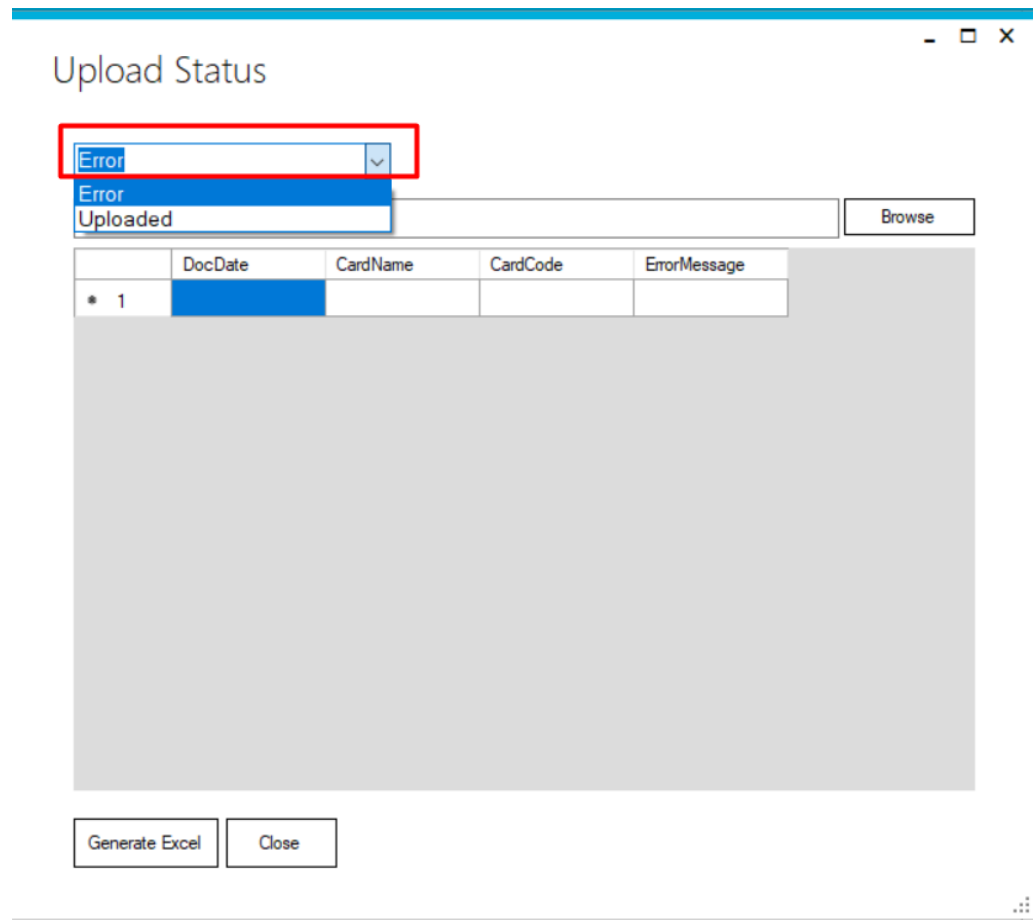


Figure 3.8 Transaction Complete Prompt

Step 8: Click "Status" button to show if document was successfully uploaded



Upload Status

Error

Error

Uploaded

Browse

	DocDate	CardName	CardCode	ErrorMessage
* 1				

Generate Excel

Close

Upload Status

Uploaded

Browse

	DocDate	CardName	U_BillingPeriod	U_OrderNo	DocDate1	ErrorMessage
▶ 1		Zalora Market Pl...				Operation completed successfully
2	2021/06/29	Zalora Market Pl...	01 Feb 2021 - 28...	231838486	2021/06/29	Operation completed successfully
3	2021/06/29	Zalora Market Pl...	01 Feb 2021 - 28...	251768196	2021/06/29	Operation completed successfully
4	2021/06/29	Zalora Market Pl...	01 Feb 2021 - 28...	275616396	2021/06/29	Operation completed successfully
5	2021/06/29	Zalora Market Pl...	01 Feb 2021 - 28...	292592486	2021/06/29	Operation completed successfully
* 6						

Generate Excel

Close

Figure 3.9 Upload Status

Note: The user can also generate an excel file of the status for reference. Simply indicate a file path in the browse option and press "Generate Excel" button.