Mass Upload Instructions

1. On the mass upload page, you are asked to download these instructions along with the mass upload template
2. Click on the link 'Download csv Template' to download the .csv Mass Upload Template
   a. Once you click on the link, the file should download to your computer automatically
3. Enter your Gas Suppliers' System ID, Supplier Type and Supplier Operator Number underneath the given column name in the template
4. Once you have finished entering all of your Gas Suppliers' information to the .csv file, save the file to your computer, so it can be uploaded.
5. Go back to the Supply Chain page and click the 'Upload File' button
6. A pop-up box should appear asking you to drag and drop files
7. Either drag and drop your file or click 'Browse your device' and select your file
8. After you upload your file, you should see the file in the pop-up box
9. Click the 'Upload' button
   a. A progress bar will appear showing you the percentage of completion
10. If there were no errors in the upload, you should see a pop-up box appear confirming you are done; click the 'Finish' button
11. You will be shown a page displaying the results of your upload and asked to confirm the information is correct
    a. Select the dropdown and choose 'Yes' if the information is correct; you have now finished the mass upload process
    b. Select the dropdown and choose 'No' if the information is incorrect; you will be brought back to the beginning of the mass upload process
       i. Continue to step 4
12. If there were errors in the upload, you should be taken to a new page that lists the row number in the file and what the error was. You will need to correct the errors in the file, then select the 'Next' button to be brought back to the beginning of the mass upload process
    a. Continue to step 4