# Introduction

Uploading in bulk is the best approach if you have many records. This however requires strict following defined structure and files and data

# Upload Sales in Bulk

This is the only option to get sales into the tool. The following is the schema:

File format(s): .xlsx

Columns/headers:

|  |  |  |
| --- | --- | --- |
|  | **Description** | **Format** |
| **TRANS DATE** | Transaction date | DD-MM-YYYY |
| **CUSTOMER** | Customer name | Max 50 characters |
| **DELIVERY NOTE** | The delivery note ref | Max 20 characters |
| **VEH#** | Vehicler registration number | Max 20 characters |
| **TAX INVOICE** | Tax invoice number | Max 20 characters |
| **SO#** | Sales order number | Max 20 characters |
| **PRODUCT** | Product name | Max 20 characters |
| **QTY9TONS** | Quantity in tons | Max 20 characters |
| **VALUE** | Total value | Max 20 characters |
| **DESTINATION** | Destination country name/code | Max 20 characters |
| **AGENT** | Agent code | Max 20 characters |

# Upload Export Documents in Bulk

This is the second option to attach documents to the tool. The other option is to use a form on selecting a specific sale on the portal as agent. The following is the schema:

File format(s): .zip

The zip file will have files arranged in the following structure:

1. There will be only one EXCEL file in the root directory. The excel file will have the following schema:

|  |  |  |
| --- | --- | --- |
|  | **Description** | **Format** |
| **SO#** | Sales order number | Max 20 characters |
| **QTY9TONS** | Quantity in tons | Max 20 characters |
| **VALUE** | Total value | Max 20 characters |

1. For each sales order in the above excel file, create a folder with sales order number as the name of the folder. Inside the folder add exactly 3 documents
2. The 3 documents should be in PDF format as A4 scan of the document. The file name of each document MUST be prefixed by a letter indicating the type of the document and a space separating type letter and file name as follows:
   1. Assessment: prefixed with **A**
   2. Exit document: prefixed with **E**
   3. C2 document prefixed with **C**
3. Structure image:

