Kingfisher Import

Open Spreadsheet sent in by Kingfisher.

Product code check;

If DEI0025-21 amend code and quantity.

DEI0025-40 etc with quantity 1 will automatically map to 40 bags in NAV.

Check any codes you don't recognise with Kingfisher and ask them to update to the appropriate code when

Populate column D "no. of pallets".

Sense check address;

Address in correct fields, e.g. City field is mandatory in NAV so should be populated.

Ensure character limit is not exceeded in address fields or additional comments as this could mean the impo

Delete anything populated in column L "ship to code".

Check how many orders are being uploaded by Column R "External Document No".

Save as – Company drive Automated Sales order uploads Kingfisher.

Change "Save as type" to CSV (Comma delimited).

Change "File name" to Kingfisher + Date + no. of orders e.g. Kingfisher 070224 (2 orders).

Save.

Close file (you will not be able to import the next part if you still have the file open).

In NAV search box, Search "Kingfisher Import".

OK.

Choose the file you saved.

OK – check import quantity matches number of orders.

Orders to be completed in NAV, choose location, check stock, check delivery instructions, arrange haulage.

NOTE:

If PS150P/B or CL300P/B keep note to check both spreader and attachment pull through on Nav side.