Arco Import

Open Spreadsheet sent in by Arco.

Populate column D with "no. of pallets/packages".

Sense check address;

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

Save as – Company drive Automated Sales order uploads Arco.

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

Change "File name" to Arco + Date + AM or PM e.g. Arco 070224 110124 AM

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 "Arco Import".

OK.

Choose the file you saved.

OK.

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

NOTE:

Estimated date should be amended to show standard delivery.

Import should automatically tick TL & PT req, if more than 10 pallets this should be changed to Moffet Mount

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

This import does not include orders for delivery to Arco's own sites, these orders are sent to Arcoorders@pe