Vendor Item Import

Overview

The Vendor Item Data Import is the process used to import all the required data about vendor items that will be used in the InFORM system. The process requires data to be imported into the InFORM system via an excel spreadsheet.

The data file for import must be a CSV file.

Instructions

When creating a file to import, the following rules must be followed:

- If DETAIL information is required, the import file MUST be in CSV format
- A Vendor Item record can have:
    - Data fields can be supplied in any order, provided the first row is a header row.
    - The header row must be a delimited in the same way as the detail records.
    - The header row must contain the field names as in the column 'Field'.
- If any validation rule fails, the record will be skipped. Processing will continue with the next record.
- If the VendorItemCode for the given ItemCode exists in InFORM, the record will be updated
- If theVendorItemCode for the given ItemCode and VendorCode does not exist in InFORM, the record will be added
- If the Mandatory field is not supplied, the record will be rejected
- If the Operation field is included with the value of "D" then the VendorItem will be deleted. If there are VendorEntityItems existing for this VendorItem then those will be deleted as well.
- In the case where a VendorItem and it's associated VendorEntityItems are to be deleted and there is an error deleting one of the VendorEntityItems, then none of the VendorEntityItems
- If any field value does not pass the field validation described above, the record will be rejected

Required Fields -

The **Required** column indicates whether a field is *mandatory*, *optional* or *conditionally optional*.

If a field is *mandatory*, then the import of that record will **fail** when the field is not provided.

If a field is *conditionally optional*, then the import of a record will **fail** when the field is not provided **AND** the field's value cannot be successfully resolved during the import process.

Required Legend

Mandatory	Optional	Conditionally Optional	Deprecated
M	O	C	D

Delimited File Import Source Rules

For imports that support a delimited file as import source,
• Data fields MUST be supplied in the same order as defined for the given import (sorted by the Field column)

OR

• Data fields MAY be supplied in any order, provided that the 1st row is a header row

AND

- the header row is delimited in the same way as the import records
- the header row contains the field names (as given by the Field Name column for the given import)

Field Validation Rules

Field validation rules are described in the Field Validation column for each field in a given import.

- A record is considered rejected if any one of its field validation rules fails.
- A rejected record will be skipped and processing will continue with the next record.
- Any mandatory field **MUST** be validated such that the record will be rejected when the field is not supplied

File Format

Order	Field	Description	Data Type	Length/Format	Required	Field Validation
1	VendorCode	A unique code that identifies the vendor.	TEXT	50	**M**	Must match the 'Vendor Code' field in the 'Accounting Information' section of the 'Vendor Management' Page. Must exist in InFORM. (InFORM: This is the field tbVendor.InternalVendorCode)
2	ItemCode	Your Unique Item Code	TEXT	50	**M**	Must match the 'Item Code' field in the 'Code and Unit' Section of the 'Base Information' step on the 'Inventory Wizard' Must exist in InFORM.
3	**{InsertVendorEntityItem}** VendorItemCode [(1,2)]	The code by which the vendor identifies the item	TEXT	50	**M**	Must match a value 'Vendor Code' column in the 'Set Vendors' step for the given vendor on the 'Inventory Wizard' **1** If the VendorItemCode for the given ItemCode and VendorCode exists in InFORM, the record will be updated **2** If the VendorItemCode for the given ItemCode and VendorCode does not exist in InFORM, the record will be added
4	VendorDescription	The vendors description of the item	TEXT	50	**M**	
5	**{UpdateVendorEntityItem}** **{DefaultToReportingUnit}{UpdateFromItem}** **{AddUOMMapping}** PurchaseUnit	Default Purchasing Unit of Measure	TEXT	50	**M**	Must match a value in the 'Unit Name' field on the 'Units of Measure' tab on the 'Units of Measure' Page Must exist in InFORM If provided, must match a value in the 'Unit Name' field on the 'Units of Measure' tab on the 'Units of Measure' page. If not provided, and the vendor item exists, then that vendor purchase unit of measure is used. If not provided, and the vendor item does not exist, it is an error. If provided, and the unit of measure does not match the vendor item's purchase unit of measure, a warning is logged. If there is no conversion from the purchase unit of measure to the inventory item's base unit of measure, it is an error. If the Import file does not provide the Purchase UOM, and this item DOES exist in in InFORM at the Vendor level, this item is successfully assigned to the designated store or zone, utilizing the Purchase Unit from the item at the Vendor level. (2015.3) If the Import file does not provide the Purchase UOM, and this item DOES NOT exist in in InFORM at the Vendor level, this item cannot be assigned via import and is logged as an error. (2015.3) If the Import file does provide the Purchase UOM, and this Purchase UOM is DIFFERENT from the Purchase UOM stored at the Vendor Item level, the item is successfully assigned to the designated store or zone, using the Purchase UOM provided in the file. A warning is logged indicating that the Purchase UOM assigned to the item at this store is different from the vendor-level Purchase UOM. (If the Import file does provide the Purchase UOM, and this Purchase UOM is the same as the Purchase UOM stored at the Vendor Item level, the item is successfully assigned to the designated store or zone, using the UOM provided in the file. No warning is logged in this scenario. If the Purchase UOM provided in the Vendor Entity Item import file does not exist in InFORM, then this item cannot be assigned and is logged as an error. If the Purchase UOM provided in the Vendor Entity Item import file does exist in InFORM, but there is not a valid conversion rate between the Purchase UOM and the inventory item's base UOM, then this item cannot be assigned and is logged as an error.

6	VendorPrice	Default price of the Item from the vendor expressed in terms of the PurchaseUnit	DE CIM AL		**M**	Must be greater then or equal to Zero. If the prices is set to zero then the existing price will not be overwritten with zero.
7	IntroductionDate	Date vendor item is available from	DA TE		**O**	Defaults to ImportDate
8	**{UpdateVendorEntityItem}** DiscontinueDate	Date vendor item is no longer available from	DA TE		**O**	Defaults to NULL If the validation directive **{UpdateVendorEntityItem}** is specified, then the discontinue date will be updated on associated vendor entity items.
9	AutoUpdateEntityPrice	Flag - if true updates vendor entity item with VendorPrice	TE XT		**O**	Default to "Y". If the prices is set to zero then the existing price will not be overwritten with zero.
10	AutoUpdateEntityUnit	Flag - if true updates vendor entity item with purchase unit	TE XT		**O**	Default to "Y"
11	Operation [(3)]	If the desired action is to DELETE the VendorItem then the single character "D" must be entered in this field. For all other ADD or UPDATE functions leave this field blank.	TE XT	1	**O**	No validation is performed on this field. If the value is "D" then the VendorItem will be deleted. If it is any other value then the VendorItem will either be UPDATED if it already exists or ADDED if it does not currently exist. **3** If the Operation field is included with the value of "D" then the vendor item will be deleted. If there are vendor entity items existing for this vendor item then those will be deleted as well.
12	VendorDistributionCenterCode	The code for the distribution center from which the vendor provides this item	TE XT	50	**O**	No validation is performed on this field. If left blank, all vendor entity items are updated. If specified, only vendor entity items for stores associated with the distribution center are updated.
13	EntityDiscontinueDateOverrideEnabled	Flag - if set updates vendor entity item DiscontinueDateOverrideEnabled	TE XT		**O**	If specified, must be "Y" or "N". The default is blank. When specified, updates vendor entity item DiscontinueDateOverrideEnabled with the specified value.
14	EntityDiscontinueDateOverridden	Updates vendor entity item DiscontinueDateOverridden	SH ORT		**C**	Must be specified if EntityDiscontinueDateOverrideEnabled field is specified. Valid values are any one of the DiscontinueDateOverridden enum values. When specified, updates vendor entity item DiscontinueDateOverridden with the specified value.
15	PurchaseUnitTranslation	A 'Unit Translation' field which will translate what that item is referred to by the vendor.	TE XT	100	**O**	No validation is performed on this field. If the field is left blank, then it will keep the existing PurchaseUnitTranslation.
16	BillingVendorCode	A unique code that identifies the billing vendor.	TE XT	50	**O**	Must match the 'Vendor No.' field in the 'Accounting Information' section of the 'Vendor Management' Page. If the field is left blank, then it will keep the existing Billing Vendor. Must exist in InFORM. (InFORM: This is the field tbVendor.InternalVendorCode)
17	MinOrderQty [(4)]	Minimum order quantity.	FL OAT		**O**	Leave blank to keep the existing value, supply a dash '-' instead of a value to set the existing value to "no value". **4** MinOrderQty must be less than or equal to MaxOrderQty
18	MaxOrderQty [(4)]	Max order quantity.	FL OAT		**O**	Leave blank to keep the existing value, supply a dash '-' instead of a value to set the existing value to "no value".
19	**{UpdateVendorEntityItem}** PerformStockCount	Indicates whether this item will be included in stock counts by default	TE XT	1	**O**	Y = Yes, N = No, or A = Auto Default is N when the item is being added. On update, the value is *only* updated if provided. If set to Auto, the item will be configured to be counted *only* if the purchase unit of measure (pack size) is *different* than the inventory item base unit of measure. *Added 2019R1*
20	**{UpdateVendorEntityItem}** StockTakeInner	Default Stocktake Inner Unit of Measure	TE XT	50	**O**	Must match a value in the 'Unit Name' field on the 'Units of Measure' tab on the 'Units of Measure' page. If there is no conversion from the stock take inner unit of measure to the inventory item's base unit of measure, it is an error. *Added 2019R1*
21	**{UpdateVendorEntityItem}** SetCostToLastPurchasePrice	Set Cost To Last PurchasePrice	TE XT	1	**O**	Y = Yes, N = No Default is N *Added 2019R1*
22	**{UpdateVendorEntityItem}** ReplacedVendorItemCode	Set to replace existing vendor item code with new	TE XT		**O**	*Added 2019R1*
23	**{UpdateVendorEntityItem}** StockTake4		TE XT		**O**	*Added 2019R2*

References/ Notes

1 If the VendorItemCode for the given ItemCode and VendorCode exists in InFORM, the record will be updated
2 If the VendorItemCode for the given ItemCode and VendorCode does not exist in InFORM, the record will be added
3 If the Operation field is included with the value of "D" then the vendor item will be deleted. If there are vendor entity items existing for this vendor item then those will be deleted as well.
4 MinOrderQty must be less than or equal to MaxOrderQty

- In the case where a vendor item and its associated vendor entity items are to be deleted and there is an error deleting one of the vendor entity items, then none of the vendor entity items for that vendor item will be deleted. The vendor item itself will also not be deleted and all deletion errors will be audit logged.

Sample CSV File
VendorCode|ItemCode|VendorItemCode|VendorDescription|{UpdateVendorEntityItem}{DefaultToReportingUnit}{UpdateFromItem}{AddUOMMapping}PurchaseUnit|VendorPrice|IntroductionDate|DiscontinueDate|AutoUpdateEntityPrice|AutoUpdateEntityUnit|{UpdateVendorEntityItem}PerformStockCount|{UpdateVendorEntityItem}StockTakeInner|{UpdateVendorEntityItem}SetCostToLastPurchasePrice|{UpdateVendorEntityItem}ReplacedVendorItemCode 184774|11561|100063|BACON, FULL STRIP|20/500 Ct Case|0|2012/11/27 00:00:00|4712/12/31 00:00:00|N|N|N|500 Ct Case|Y|