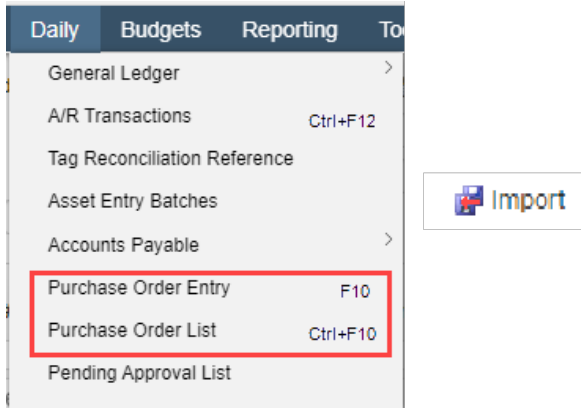


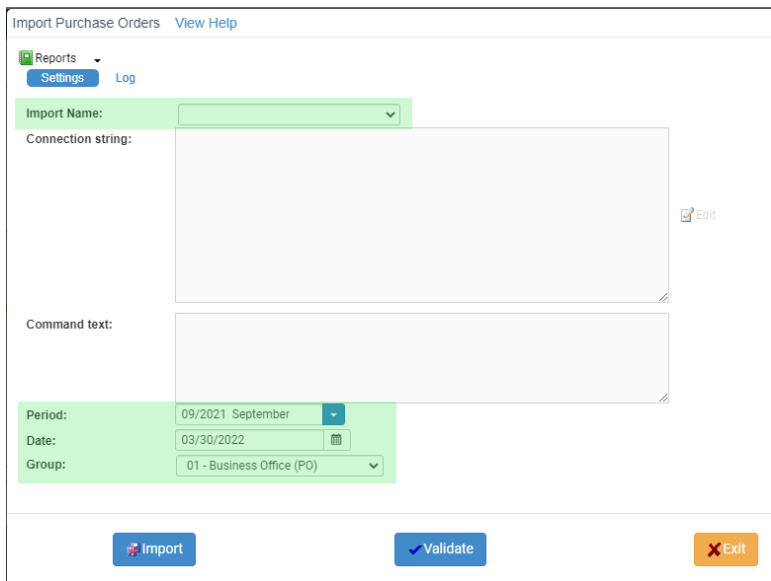
How To - Purchase Order Import

Last Modified on 03/31/2022 4:01 pm EDT

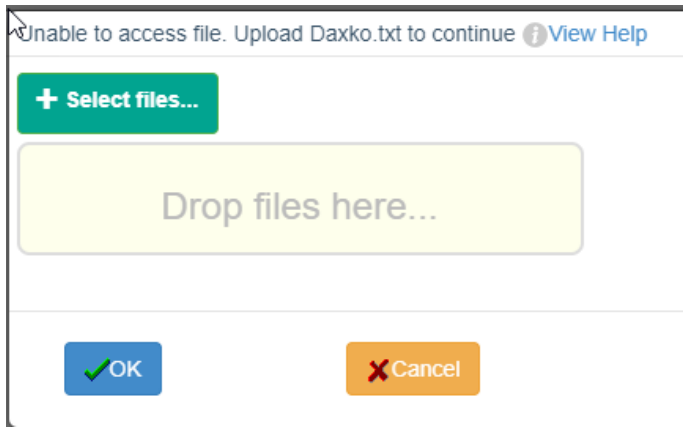
Daily > Purchase Order Entry > Import



Choose your **Import Name, Period, Date, and Group** from the drop-down menu options then click **Import**



You will be prompted to either **Select** your file or **Drag and Drop** your file into the yellow box. There is no longer a need with Web for the computer to have to look to the \\tsclient folder to get your imports. It will look directly at the computer you are working on. Once your file was selected go ahead and click **OK**.



You will then be asked, **“Would you like to select a schema.”**

An import schema is used to define the name and type of each item being imported. A schema is only needed in some cases, and SGA can assist you if that situation occurs.

If you have a Schema that SGA set up you will want to go ahead and choose **YES** and select that file and the import will then import. If you do not you will choose **NO** and then the import will then import at that time.

