## **16.11. Importing requisitions**

This is a way to import standard customer requisitions (response). Requisitions created by this import are not connected to any internal order. You cannot import internal orders (request requisitions), customer stock history requisitions or imprest requisitions.

## Import spreadsheet format

The first row of the spreadsheet is for the column headers and is **not** imported.

There must be 6 columns in the spreadsheet, in the order detailed in the table below. They must all be present but some of the columns (the optional ones) are for your reference only and can be empty (the whole column is ignored during the import so it doesn't matter whether some or all the cells of the column are empty):

Column number	Column letter	Field	Description
1	A	Customer code	<b>Mandatory</b> . 20 alphanumeric characters. The code of the customer the requisition is for.
2	В	Customer name	Optional. The name of the customer the requisition is for.
3	С	Item code	255 alphanumeric characters
4	D	Item name	255 alphanumeric characters
5	E	Customer current stock on hand	Integer.
6	F	Quantity requested	Integer

Here is an example spreadsheet you can use (contains no property columns, only the standard mSupply columns):

asset\_import\_blank\_template.xlsx



When entering dates in the spreadsheet, make sure they are counted as text in their cells. Sometimes Excel will autoconvert dates to *date* or *numerical* format and then they will import into mSupply as blank dates. You can make sure that dates will import correctly by using the row preview functionality (see below) - if the dates look correct here then they will import correctly.

## Doing the import

Go to the *File > Import > Import assets* menu and you will be asked to select the import file from a file window. After you have selected the file (if it is valid) you will be shown this window:

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	Previous	Next	Record number 1		
f duplicate codes are detected	Field		Value		
Import as new Asset	Code		C1234		
Skip the duplicate without asking	Description		Car		
Skip the ouplease without asking	Make		Vauxhall		
Stop the import	Model		Corsa		
Update existing asset	Serial number		SR094576		
	Supplier name		Supplier name		
	Purchase order no.		po num 123456		
	Purchase order date	1	10/02/2020	1	
	Acquisition date		02/03/2021		
	Next maintenance due date		20/04/2031		
	Disposal date		01/03/2021		
	Last verification date		10/03/2021		
	Location code		assloc02		
	User name				
	User phone numbe	r			
	User email				
	Custodian location		B6E56C130175294B8A9B241E8FF41638		
	Custodian name				
	Custodian phone n	umber			
	Custodian email				
			1		

mSupply uses the **code** field to determine whether the asset being imported is a duplicate; an asset with the same code as one already in the database is determined to be a duplicate. Any assets with no code are ignored during duplicate checking i.e. an asset with no code can *never* be a duplicate and will always be imported as a new asset. In the *If duplicate codes are detected* section you tell mSupply what to do if it encounters a duplicate asset during the import:

- Import as new asset: this option will import the duplicate as a new asset
- Skip the duplicate without asking: the duplicate will not be imported and that row of the spreadsheet will be ignored
- **Stop the import:** as soon as a duplicate is encountered, the import will stop and all assets imported so far will be removed so that nothing is imported.
- Update the existing asset: the asset that already exists with the code in the database will be updated with the information contained in the spreadsheet row. A new asset will not be created. BE CAREFUL WITH THIS OPTION: if a cell is blank in the spreadsheet then the corresponding value is removed from the asset (if it had a value set for it), not left as it is.

The *Field* column of the table shows you all the columns that mSupply has detected in your import file, the *Value* column shows the values it has found in the cells for that row of the spreadsheet. You can move through the rows of the spreadsheet using the **Previous** and **Next** buttons. If you try to go beyond the first or last row of the spreadsheet mSupply will let you know.

You can carry out the import by clicking on the **Import now** button or cancel it by clicking on the **Cancel** button.

When the import has finished you will be shown a message telling you how many assets were imported and how many rows of the spreadsheet were skipped, ignored or failed.



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