

EXPORT / IMPORT CUSTOMER SPECIFIC PART NUMBERS

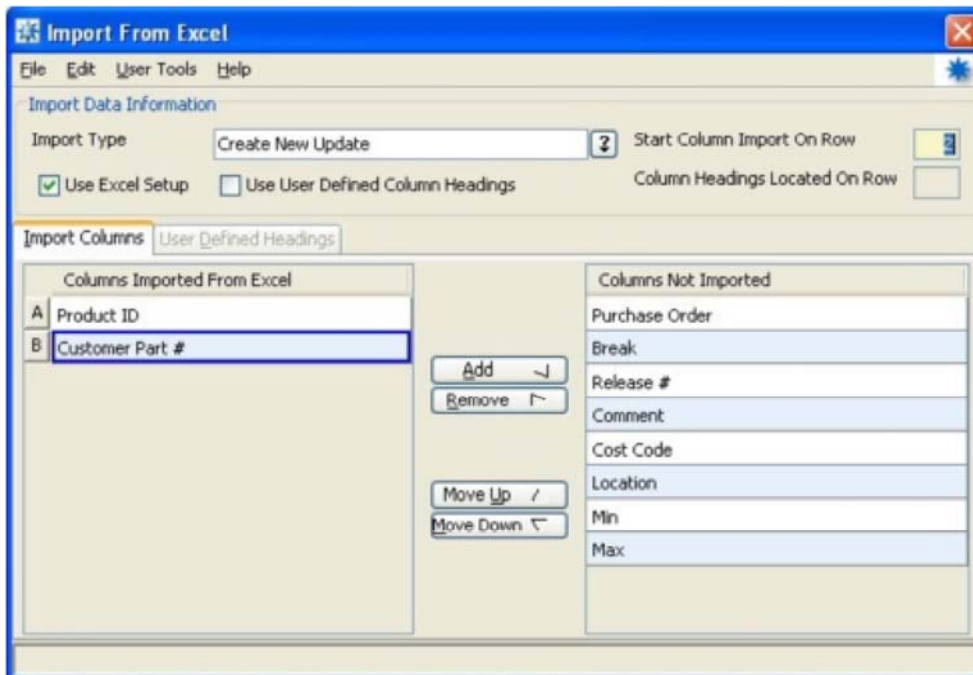
To Export: From *Customer Maintenance* go to **File>Customer Part #**, or from the *Body* tab of a sales order for the customer, go to **Maintenance>Customer Part #**

1. In the *Customer Specific Part Numbers* window press **Ctrl+A** on your keyboard to select everything
2. Press **Ctrl+C** to copy
3. Open Microsoft Excel and open a new blank worksheet.
4. Right click and select **Paste** to paste the list into Excel.

To Import: The first row of the import file should be column headers. The first column must be the Eclipse Product ID, and the header for the first column must have the text "Product ID". Make a note of which column has what data.

Save the worksheet as **Text (tab delimited)**.

From *Customer Maintenance* go to **File>Customer Specific Part Numbers**



From *Customer Specific Part Numbers* go to **Edit>Import from Excel**

Import Type: Create New Update

Check the **Use Excel Setup** checkbox

Select **Start Column Import on Row: 2**

Under **Import Columns** remove any columns that do not exist in your spreadsheet

Use the **Move Up** and **Move Down** buttons to

arrange the import columns to match your spreadsheet.

Go to **File>Import**



In the *Excel Import Preview* window click the first cell in the **Select**

column and select **H - Header Row**

Click the second cell in the **Select** column and select **D - Data Start Row**

Click on each cell in the Header row and select the correct column from the dropdown list

Click **OK**

Click **Yes** to Do you want to save changes?