How to - Purchase Order Import
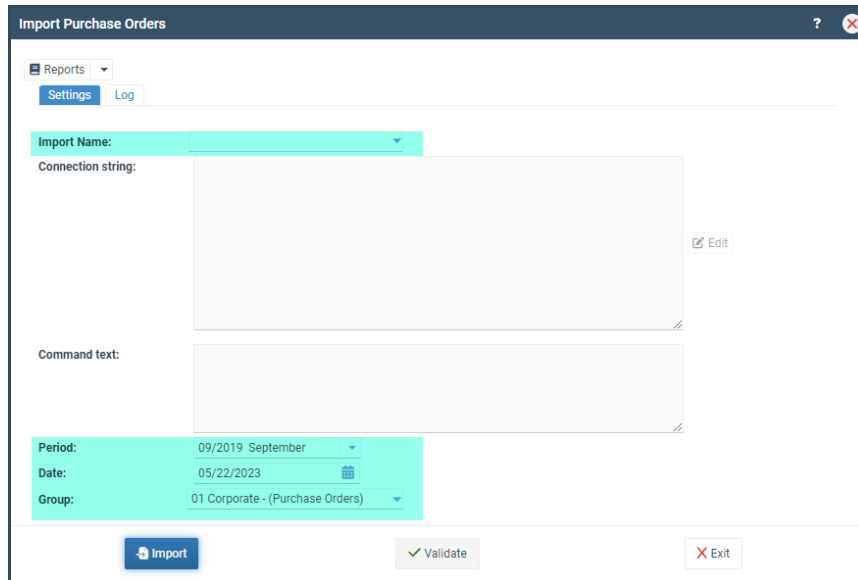
Daily > Purchase Order Entry > Import
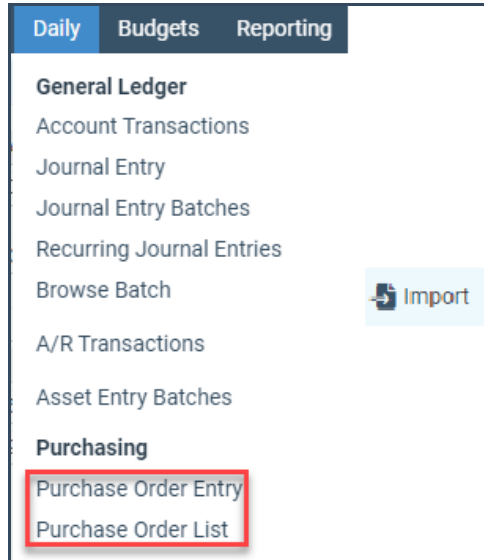
Choose your **Import Name. Period, Date, and Group:** Click Import from the drop-down menu options**.**

You will be prompted to **select** your file or **drag and drop** it into the yellow box. There is no longer a need with the Web for the computer to look to the **\\tsclient folder** to get your imports. It will look directly at the computer you are working on. Once your file is selected, go ahead and click **OK**.
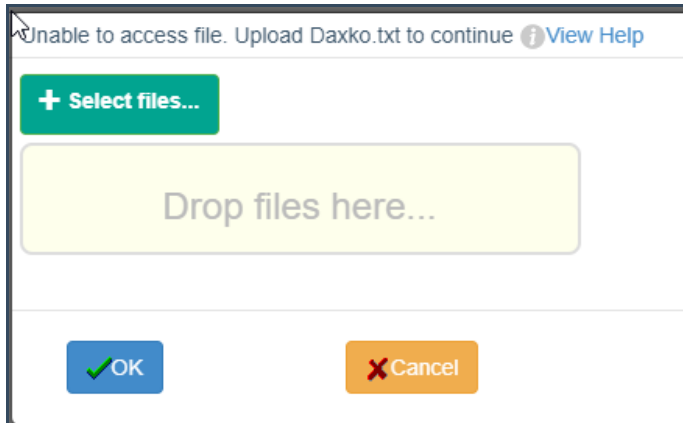
You will then be asked, **"Would you like to select a schema."**

NOTE: *An import schema defines each item's name and type. A schema is only needed in some cases;*

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 select **NO,** and then the import will be imported at that time.