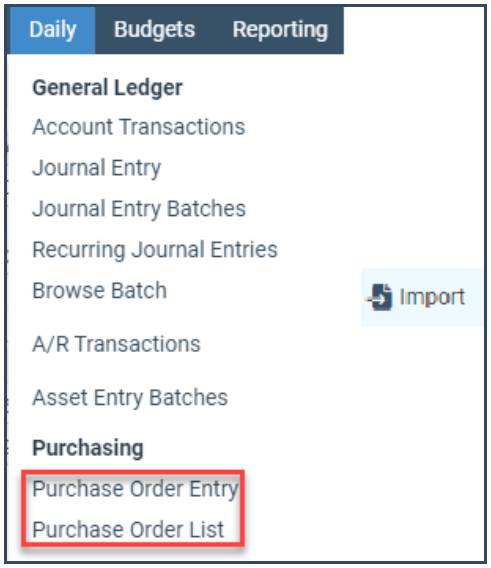
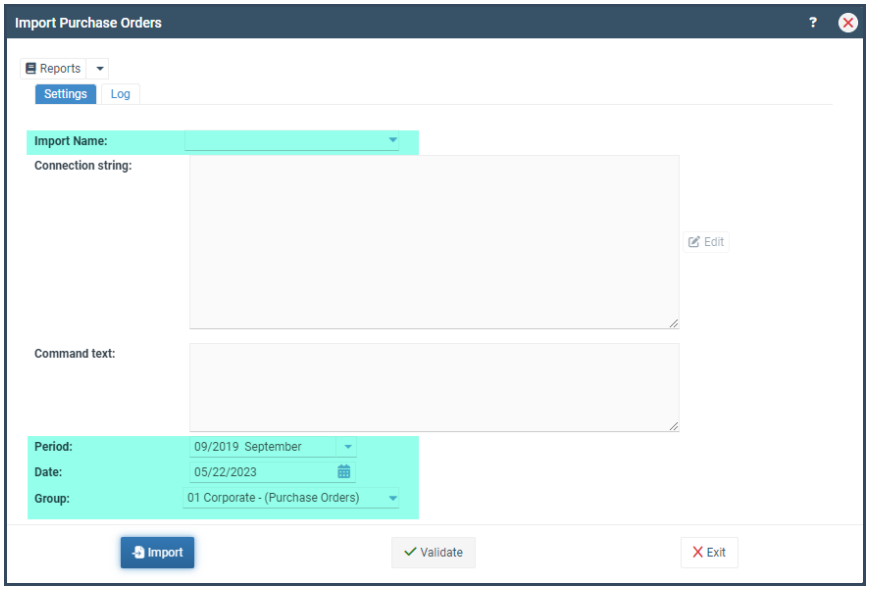
Last Modified on 09/28/2026 2:58 pm EDT

How to - Purchase Order Import

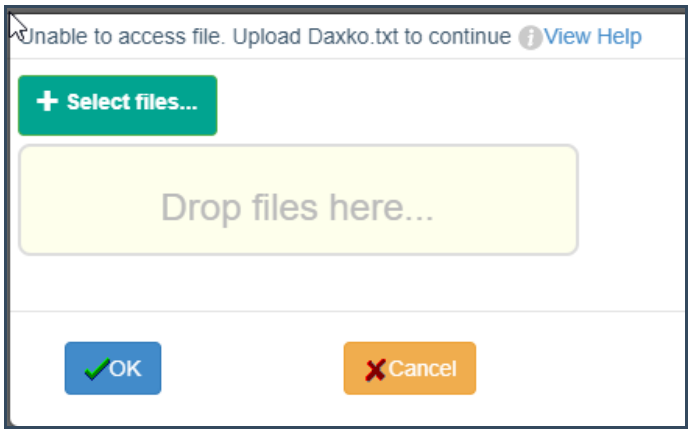
Daily > Purchase Order Entry > Import



Choose your **Import Name. Period, Date, and Group:** Click Import from the drop-down menu options**.** A PO Import setup must be active to display in the selection dropdown.



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 in 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.

