



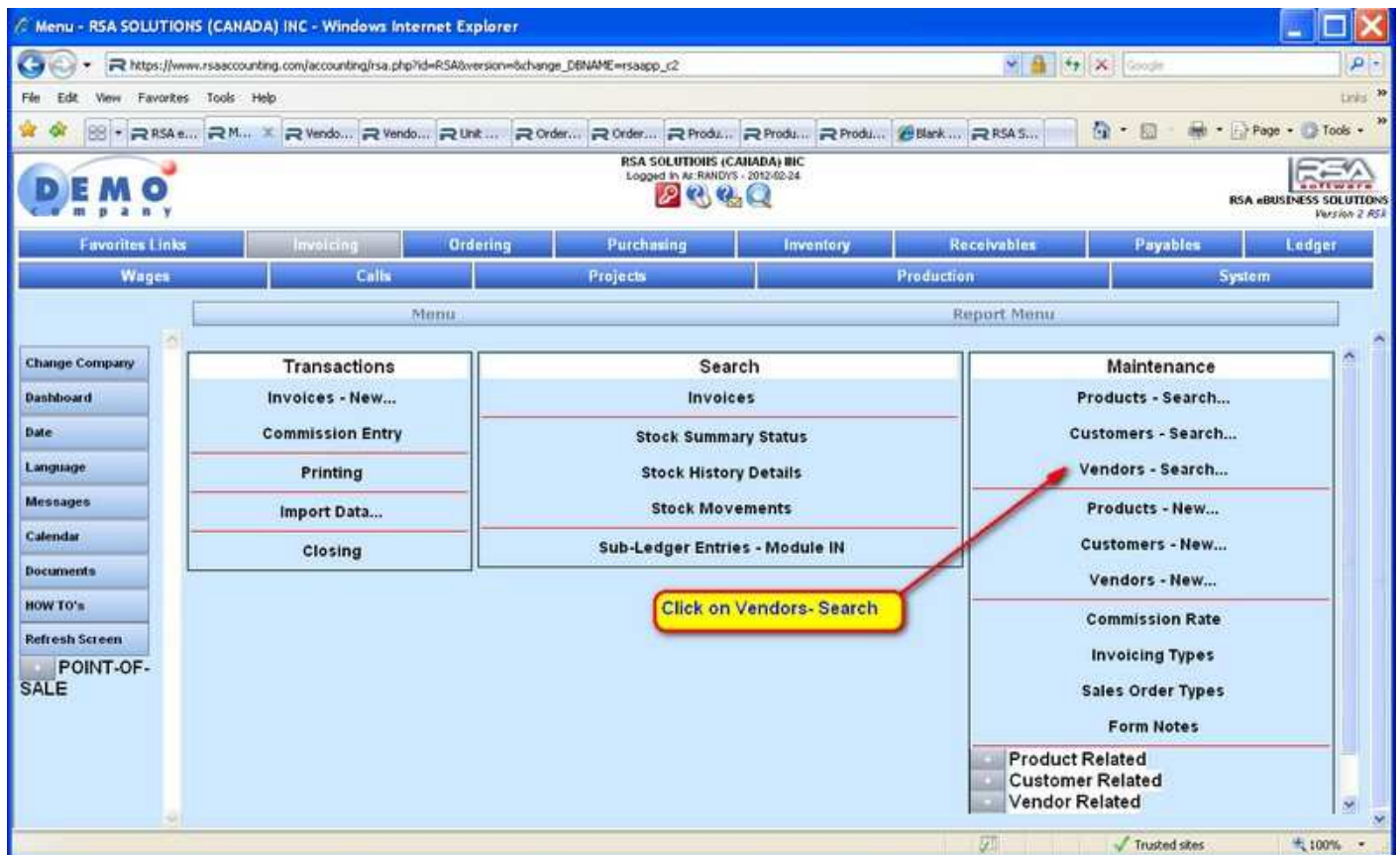
## IMPORTING VENDORS INTO RSA

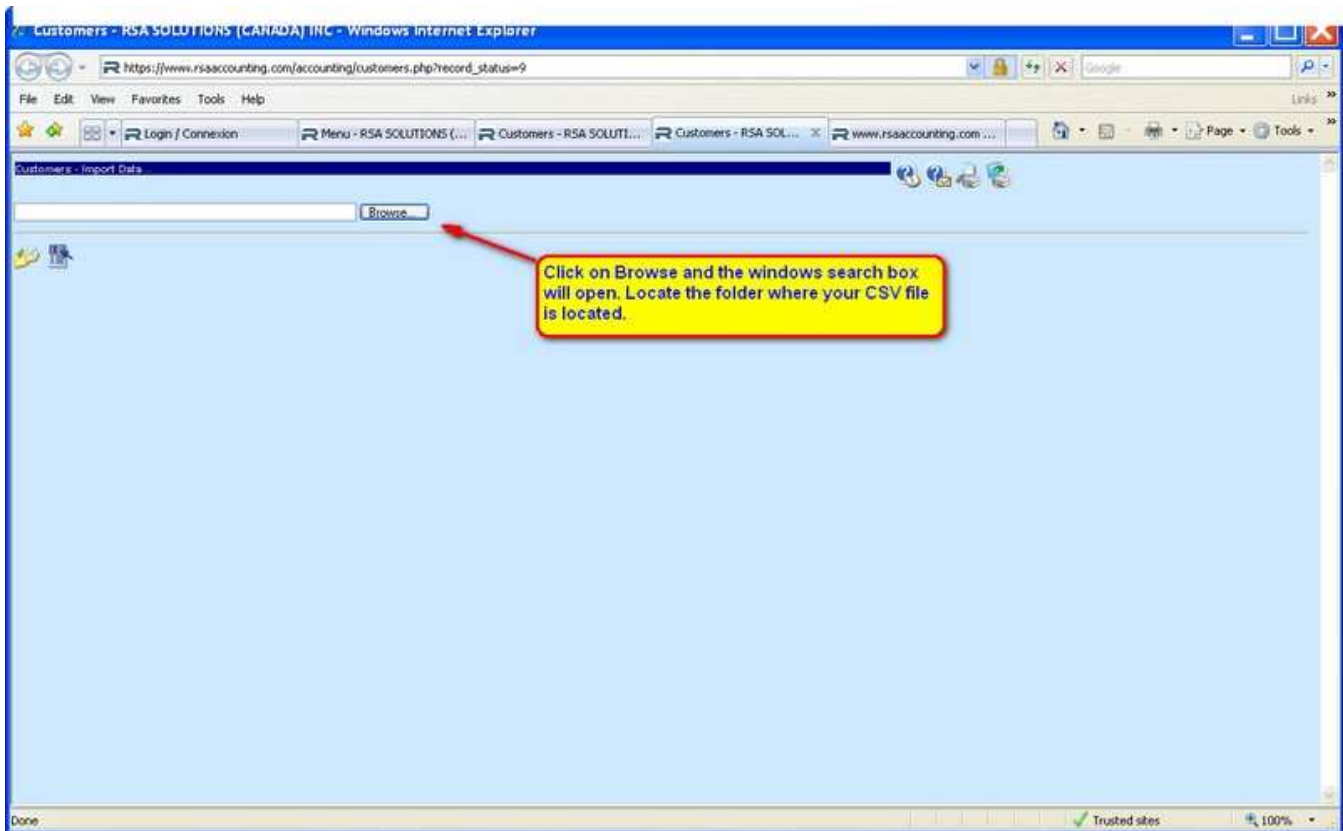
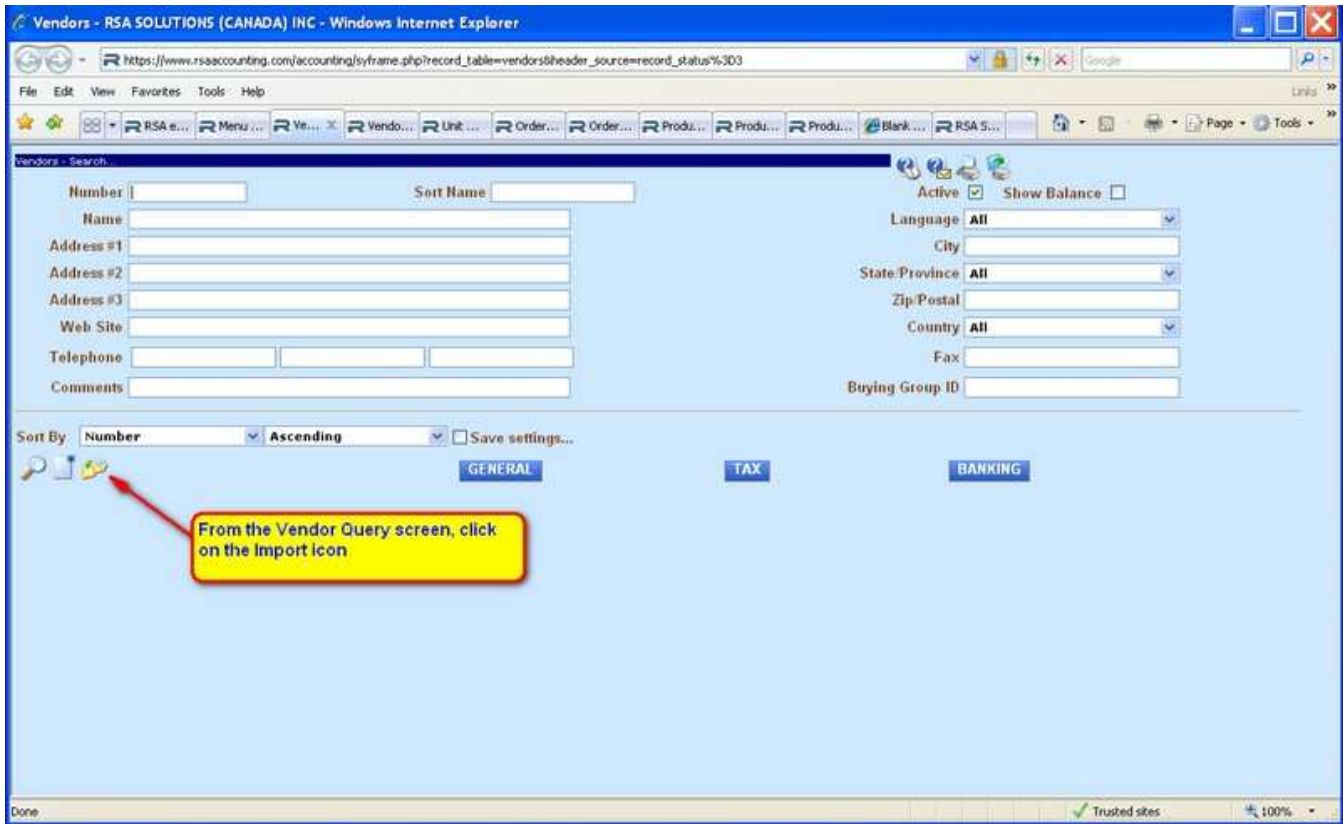
To import vendors into RSA please download the RSA\_VENDOR\_IMPORT.csv

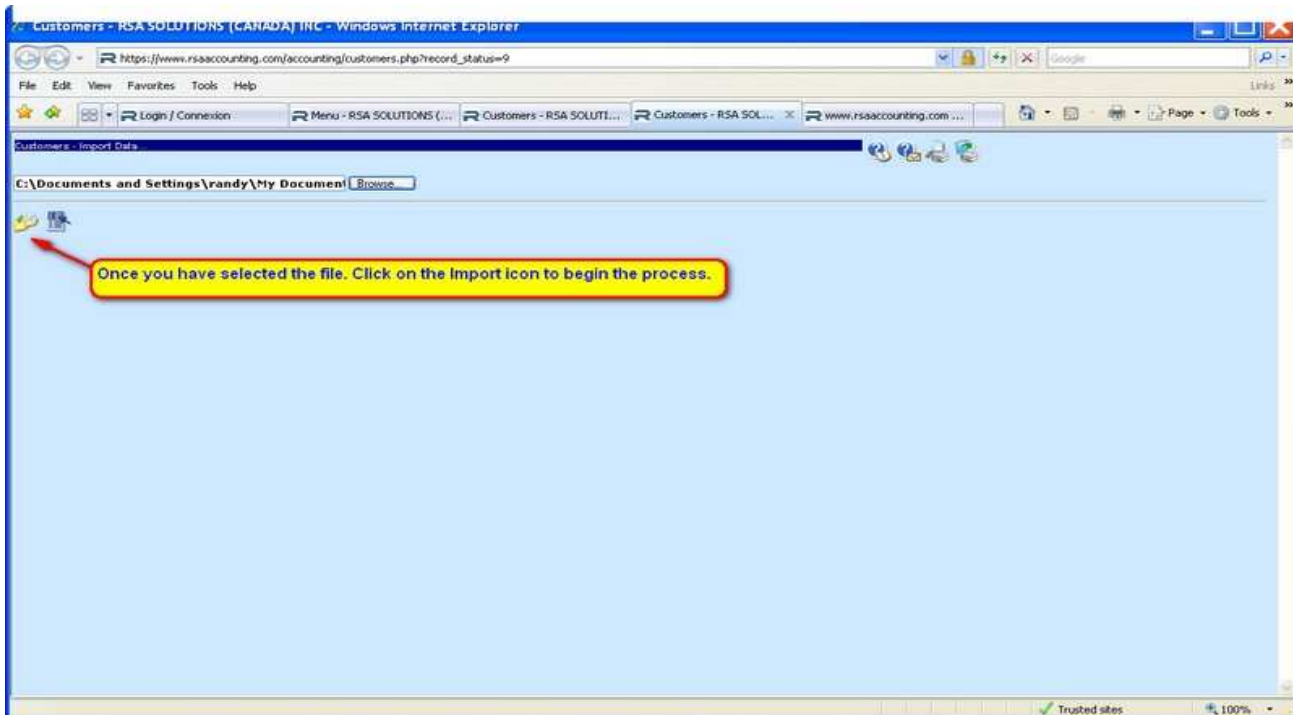
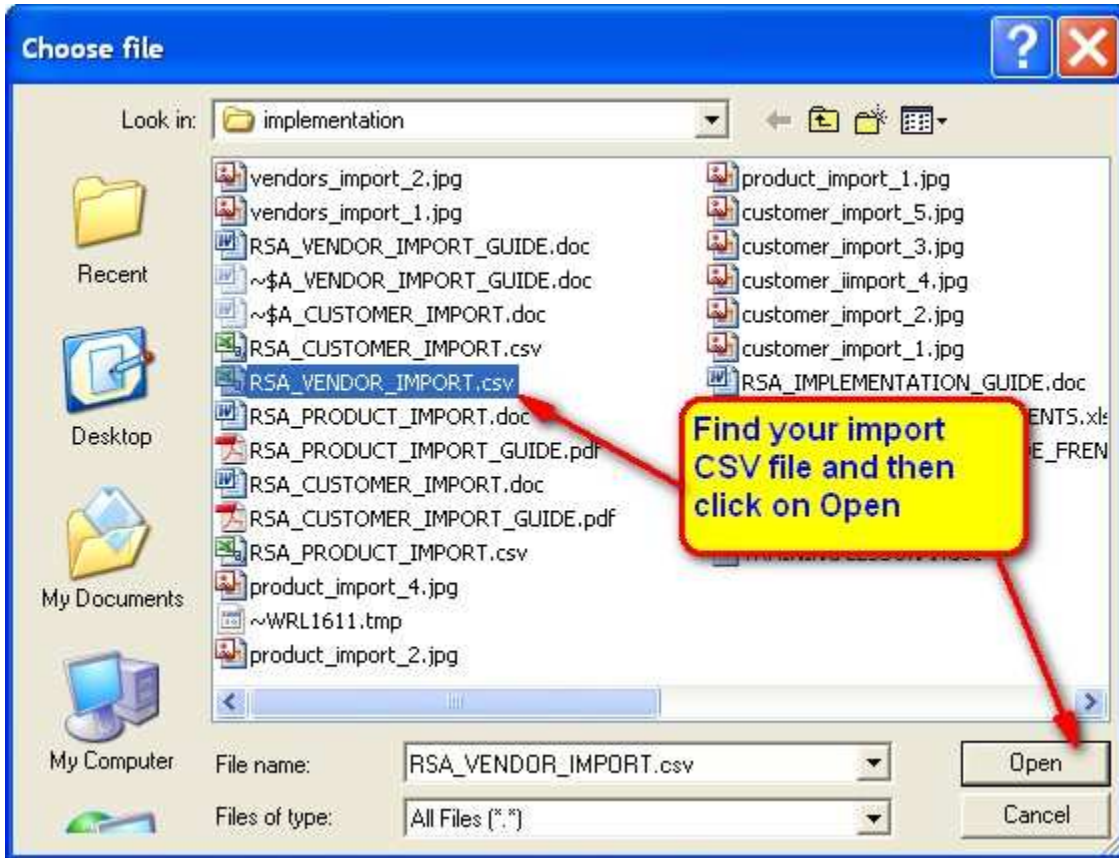
You can open the file in Excel.

There are some sample records, remove them before entering your necessary information.

Once you are ready, complete the following steps.







**Once completed RSA will display the number of records imported**

**Transaction [IMPORT DATA...] Accepted, Value [7]**

## COLUMN DESCRIPTIONS

### VENDORNO

- Alpha/numeric must be unique.
- Cannot be blank.
- The acceptable characters are :  
A-Z          0-9          - (hyphen)          \_ (underscore)          . (dot)
- Any lower case characters will be replaced with UPPER case.
- `~!@#\$%^&\*()+=[{}]\|'";?/><, or blank space will be replaced with a - (hyphen).

### PROVINCENO (\*)

- The province/state must be a valid 2 digit code.
- For countries outside USA/Canada, enter a period and enter the complete province/state name in address 2 or 3.
- BC,AB,SK,MB,ON,QC,NB,NS,NL,PE

### COUNTRYNO (\*)

- The countrycode must be a 2 digit code for Canada/US.
- For countries outside USA/Canada, , enter a period and enter the complete country name in address 2 or 3.
- Options :      US                      CA

### LANGUAGE (\*)

- Language that all documents will print for this vendor.
- Options :      1 = English              2 = French

### TAXCODE1,TAXCODE2 (\*)

- The taxcode needs to setup properly based on vendor location.
- GST,QST,HSTON, HSTNS, HSTBC, HSTNB, HSTNL, XMT for exempt  
US customer = XMT,XMT              Quebec = GST,QST  
Ontario = HSTON,XMT              Alberta = GST,XMT

### CURRENCYNO (\*)

- You will need to identify the correct currency code.
- Options :      0 = CAD                      1 = USD

### GROUPNO (\*)

- If you want to setup vendor groups, example RETAIL, WHOLESALE, CHAIN.
- If there is a value it first must be added in RSA under VENDOR RELATED – VENDOR GROUPS.
- If left blank OR the value entered is NOT found in RSA, the DEFAULT vendor value will be used.

### TERMSNO (\*)

- The vendor's payment terms.
- If there is a value it first must be added in RSA under VENDOR RELATED – PAYMENT TERMS.
- If left blank OR the value entered is NOT found in RSA, the DEFAULT vendor value will be used
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## **NOTES**

(\*) Any fields not in spreadsheet, left blank OR the value entered is NOT found in RSA, RSA will use the values from the DEFAULT vendor during the import process.

Prior to beginning the import process, please make sure that :

- DEFAULT vendor in RSA is properly configured

- All records necessary records in the VENDOR RELATED tables have been added.

The order of the columns does not matter EXCEPT for vendorno, which must be the first column.

You can re-import at anytime and RSA will automatically update all fields.