# Import Lot & Serial Numbers Onto Receiver Line Items

Last Modified on 02/07/2021 9:59 am EST

Duickh	v populat	e vour rece	iver li	ne item	าร เ	ising th	nis me	thod
( anony	populat							cirio d
ou can im	nport Serial & L	ot numbers insid	de the rec	eiver using	g the	button —		
			IMPORT	CSV				
Nic	oto: This is not a	line item import	this is an	import of B	in / S	orial / Lot	t into EVIS	
INC.		i inte item intport,	uns 15 an	import of B	, iii / J	CIIdi / LUL		orning line
ite	ems.							
					<b>6</b>			
n order to	o add/delete d	columns you wa	ητ το ροι	bulate you	TIRS	t need to (	ealt the l	receiver iin
em and a	add all the col	lumns vou want	to nonu	late from	tho i	mnort scr	een	
em anu a	auu all the col	iunnis you want	ιο μομα	late ii oiii	uie i	inport sei	een —	
inchasing > Receivers > Re	reiver					Crea	ed Rv Admin 1/13/2020 8-26.4	M. Modified By Admin 1/13/2020 8:4
eceiver . 85 Epr	ADD COST. Create PDF							Statur Descerie
General		Pill Addross				Summary Business		Flocessin
No. 85		CHINESE VENDOR				Subtotal		0.00
Vendor Chinese V Date 1/13/202	Vendor 20					Charges		0.00
Expected Date 1/13/2020 PO No.	20					Total Amount		0.00
Items Details	Memo & Instructions Custom	Attachments Open Activities Activi	ity History					
Name/Number	<ul> <li>Search Item</li> </ul>	🗆 scan 🔯						
ITEM DI	escription	QUANTITY	LINKED FILLED		UOM	COST	EXT.	ACTIONS
P90 Cr	ESCRIPTION ryssalline Test item	QUANTITY 0.00	LINKED FILLED	-1-1-	UOM EA	<b>COST</b> 65.00	EXT.	
1 <b>TEM D</b> 1990 Cr	<b>ESCRIPTION</b>	QUANTITY 0.00	LINKED FILLED	click o	иом EA n the edit	cost 65.00 action button for the	EXT. 0.00 receiver line item	
ITEM DI P90 Cr	<b>ESCRIPTION</b>	QUANTITY 0.00	LINKED FILLED	click or	иом EA n the edit	cost 65.00 action button for the	EXT. 0.00 receiver line item	ACTIONS
17EM Di P90 Cr	ESCRIPTION rystalline Test izem	QUANTITY 0.00	LINKED FILLED	click or	иом EA n the edit	cost 65.00 action button for the	EXT. 0.00 receiver line item	
P90 Cr	ESCRIPTION rystalline Test izem	QUANTITY 0.00	LINKED FILLED	click o	иом EA n the edit	cost 65.00 action button for the	EXT. 0.00 receiver line item	
ITEM D P90 Cr	ESCRIPTION	QUANTITY 0.00	LINKED FILLED	click o	иом EA n the edit	cost 65.00 action button for the	EXT. 0.00 receiver line item	
нтем р Р90 С.	ESCRIPTION	QUANTITY 0.00	LINKED FILLED	click o	иом EA n the edit	cost 65.00 action button for the	EXT. 0.00 receiver line item	
rext you s	escentrion rystalline Test Rem	QUANTITY 0.00 / Serial tab —	LINKED FILLED	click o	UOM EA n the edit	cost 65.00 action button for the	EXT. 0.00 receiver line item	
rem o poo c	escription rystalline Test Rem	QUANTITY 0.00 / Serial tab —	LINKED FILLED	click o	UOM EA n the edit	cost 65.00 action button for the	DXT. 0.00 receiver line item	
итем р роо с ext you s	escription rystalline Test Rem	QUANTITY 0.00 / Serial tab —	LINKED FILLED	click o	иом EA n the edit	cost e5:00 action button for the	DXT. 0.00 receiver line item	
17EM 0 P90 C	escription rystalline Test Rem	QUANTITY 0.00 / Serial tab —	LINKED FILLED	click o	иом EA n the edit	cost e5:00 action button for the	DXT. 0.00 receiver line item	
rext you s	rescription rystalline Test Rem	QUANTITY 0.00 / Serial tab —	LINKED FILLED	click o	uom EA <b>n the edit</b>	cost e5.00 action button for the	EXT. 0.00 receiver line item	
rrem po poo co	escription rystalline Test Rem Select the Lot	QUANITY 0.00	LINKED FILLED 0.00	click o	UOM EA	cost e5.00 action button for the	EXT. 0.00 receiver line item	
ITEM D P90 C Iext you s urchasing > Receivers > Rec ine item for Receivers	escription rystalline Test Rem Select the Lot celver Line r 85	QUANITY 0.00	LINKED FILLED	click or	UOM EA	cost e5.00 action button for the	EXT. 0.00 Trecelver line item	ACTONS
ITEM D P90 C Iext you s Iext you s urchasing > Receivers > Rec ine item for Receiver Item P90	escription rystalline Test Rem Select the Lot ceiver Line r 85	QUANTITY 0.00 / Serial tab —	LINKED FILLED 0.00	click or	UOM EA n the edit	cost e5.00 action button for the	EXT. 0.00 Trecectiver line item	ACTORS
ITEM D P90 C IEXT YOU S IEXT YOU S IEXT P00 IEXT P00 General Custom	escription rystalline Test Rem Select the Lot ceiver Line r 85 Lot / Serial #5	QUANTITY 0.00 / Serial tab — select the Lot / Serial #s tab	LINKED FILLED 0.00	click or	uom EA n the edit	cost e5.00 action button for the	EXT. 0.00 Trecectiver line item	ACTONS
ITEM D P90 C P90 C IEXT YOU S IEXT YOU S IEXT YOU S IEXT P00 General Custom Description	escription rystalline Test Rem Select the Lot celver Line r 85 Lot / Serial #5 Crystalline Test Rem	QUANTITY 0.00 / Serial tab — select the Lot / Serial #s tab	LINKED FILLED 0.00	click or	uom EA n the edit	cost e5.00 action button for the	EXT. 0.00 Trecectiver line item	ACTONS 2 0 5 Sove Res
Itext you s lext you s ine item for Receivers + Rec ine item for Receiver Item P90 General Custom Description	escription rystalline Test Rem Select the Lot celver Line r 85 Lot / Serial #5 Crystalline Test Item	QUANTITY 0.00 / Serial tab — select the Lot / Serial #s tab	LINKED FILLED	click or	uoM EA n the edit	cost e5.00 action button for the	EXT. 0.00 Troccelver line item	ACTONS 2 0 Sove Res
IEXT YOU S IEXT YOU S	escription rystalline Test Item select the Lot celver Line r 85 Lot / Serial #3 Crystalline Test Item 0.00	QUANTITY 0.00  / Serial tab — select the Lot / Serial #s tab	LINKED FILLED	click or	uom EA n the edit	cost e5.00 action button for the	EXT. 0.00 Treceeliver line item	ACTIONS 2 0 Save Rec
IEXT YOU S IEXT YOU S	escription rystalline Test Item select the Lot celver Line r 85 Lot / Serial #3 Crystalline Test Item 0.00 65.00	UUANITIY 0.00  / Serial tab — select the Lot / Serial #s tab	LINKE FILLE	click or	uom EA n the edit	cost es.ou action button for the	EXT. 0.00 Trecectiver line item	ACTIONS 2 0 Save Rec
IEXT YOU S IEXT YOU S IEXT YOU S IEXT YOU S IEXT YOU S IEXT PO General Custom Description Quantity Cost UON	ESCRIPTION Prystalline Test Item  Celver Line r 85  Crystalline Test Item  0.00 ES.00 EA	ULANITY 0.00	LINKED FILLED	click or	uom EA n the edit	cost 65.00 action button for the	EXT. 0.00 Trecectiver line item	ACTIONS 2 0 Sove Rec
Item P90 General Custom Quantity Cost UOM Cost UOM	ESCRIPTION Prystalline Test Item	QUANTITY 0.00  / Serial tab — select the Lot / Serial #s tab	LINKED FILLED	click or	uom EA n the edit	cost 65.00 action button for the	EXT. 0.00 Trecelver line item	ACTIONS 2 0 Sove Rec
ITEM D P90 C P90 C IEXT YOU S IEXT YOU S IEXT YOU S IN CONT IEXT P0 General Custom Custom Quantity Cost UOM Par No Class Line Instructions	ESCRIPTION Prystalline Test Item    celver Line r 85	QUANTITY 0.00  / Serial tab —  select the Lot / Serial #s tab	LINKED FILLED	click or	uom EA n the edit	cost 65.00 action button for the	EXT. 0.00 Trecelver line item	
ITEM DU P90 C	ESCRIPTION ippetalline Test Item   Select the Lot  celver Line r 85  Crystalline Test Item  Coystalline Test Item  Coo0 ES.00 EA	ULANITY 0.00  / Serial tab —  select the Lot / Serial #s tab	LINKED FILLED	click or	uom EA n the edit	cost e.s.o action button for the	EXT. 0.00 EXTCOLORING ITEM INCOLORING INCOLORINA INCOLORING INCOLORINA INCOLORINA INCOLORINA INCOLORINA	
ITEM D P90 C P90 C EXEL YOU S ICAN	ESCRIPTION  rystalline Test Item  Coystalline Test Item  Coystalline Test Item  Coo  Soo  EA  Lot / Serial #S  Coystalline Test Item  Coo  Soo  EA  Lot / Serial #S  Coystalline Test Item  Coo  Soo  EA  Coo  Soo  EA  Coo  Soo  EA  Coo  Soo  Soo  Soo  Soo  Soo  Soo  So	ULANITY 0.00  / Serial tab —  select the Lot / Serial #s tab	LINKED FILLED	click or	uom EA n the edit	cost e5.00 action button for the	DXT. 0.00 TRECEIVER HINE ITEM	

# Next you click on the gear icon to select the columns you want to populate using the "import csv" function —

Purchasing + Receivers + Receiver Line					
Line item for Receiver 85					Save
Item P90		Line No. 1			
General Custom Lot / Serial #s					
9 0 <b>0</b>					• Add
NO. BIN LOT / SERIAL NUMBER ~	QUANTITY	DESCRIPTION	ITEM	SOURCE	ACTIONS
click on the gear icon					

#### Next click on the columns tab —

em for Receiver 85						Save
Item P90			Line No. 1			
eral Custom Lot / Serial #	ts					
8		select the Columns tab				
BIN LO	List Options			- ×	SOURCE	ACTIONS
	Filters Columns Oth	her				
	Field	Operator	Criteria			
	None	• None	•			
	None	• None	•			
	None	• - None	¥			
	None	• None	T			
	None	• None	¥			

Next select the data element you want from the "Available columns" box and then click the "Add" icon. Conversely if you want to remove a data element you click on the data element in the "Selected columns" box and then click the "Remove" icon. Once this is done then click the "Save" button on the bottom right —

n Full List 🗸	Line item for Receiver 85					Save
nt Records	Item P90		Lin	e No. 1		
	General Custom Lot / Seria	l #s				
I2SUBA	* 🖶 🖻					0
las	NO. BIN I	List Options	click the data element you want and then cli	ck the add column.	SOURCE	ACTIONS
		Filters Columns Other				
		Available columns	Selected columns			
		Date	Add No.	<ul> <li>Тор</li> </ul>		
		Expiration Date	Bin	<b>x</b>		
		Lot / Serial Number	Remove Lot / Serial Number	Up		
		Record Info Modified Date/Time	Quantity	•		
		Tran Type	Description	Down		
		Value Amount	Source	Bottom		
		Warranty				
		Warranty Days				
			v			

## Next click the green "Save" button on the upper right of the next screen

### Next click twice on the quantity column —

Purchasing + Receiver + Receiver			Created By Admin 1/13/2020 8:26 AM	Addified By Admin 1/13/2020 9:00 AM
Receiver - 85 CDT ADD COST Create PDF V				Status Processing *
General	Bill Address	Summary Revision	a	h
No. 85	CHINESE VENDOR	Subtotal		0.00
Vendor Chinese Vendor		Charges		0.00
Experted Date 1/13/2020		Total Amount		0.00
PO No.				
Items Details Memo & Instructions Custom Attachments Op	ben Activities Activity History			
Name/Number	Scan 🔅			
ITEM DESCRIPTION Q	UANTITY LINKED FILLED	UOM COST	EXT.	ACTIONS
P90 Crystalline Test item 0	00 0.00	EA 65.00	0.00	80
click twice to open the dialog box				

### Next click the orange "IMPORT CSV" button and then select the CSV file to import.

Make sure your CSV is set up correctly. The Lot / Serial Number header must be displayed as: LotOrSerialNo or the import will not pick it up

	А	В	С	D	E
1	Bin	LotOrSerialNo	Quantity		
2	Default	MC11AA00001	1		
3					

#### The output will look like this —

					Dill Address								
eneral					Bill Address Sumr				mmary Revision : 1				
No. 85 Vendor Chinese Vendor					CHINESE VER	NDOR				Sub	total		0.00
Date 1/	13/2020									Tota	al Amount		0.00
Expected Date 1/ PO No.	13/2020												
		Edit											
Items Details	Memo & Instruct	Luit									_		
No Ale						and all a farmer	Res Translation						
Name/Number	•		Item	1 990	U	escription Crysta	lline Test item	Lo	ocation HQ				
ITEM	DESCRIPTION	Enter	or scan Lot	/							COST	EXT.	ACTIONS
P90	Crystalline Test item	Se	erial number	r in the second s							65.00	0.00	80
		IMPO	DRT CSV										
		NO.	BIN	LOT / SERIAL NUMBER	-	QUANTITY	DESCRIPTION	ITEM	SOURCE	ACTIONS			
		85	V-8	16		900.00	WIDGET 1	P90	Foreign	0	This is what	at vou should see aft	er vou select the CSV
		85	Floor	17		1,000.00	WIDGET 1	P90	Domestic	0	file		
		85	Floor	19		500.00	WIDGET 1	P90	Domestic	0			
		85	Floor	15		800.00	WIDGET 1	P90	Domestic	0			
		85	V-8	20		700.00	WIDGET 1	P90	Foreign	٥			
		85	V-8	18		1,100.00	WIDGET 1	P90	Foreign	0			
											-		
										Close			

NOTE: this is just an example and does not (nor does it need to) contain all the available columns.

Now click on the green "Close" button on the lower right of the dialog box and you should be back to the receiver line item showing FULL QUANTITY and LINK FILLED of the same quantity.