

Importing - Purchase Order Line

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Purpose:

This import is designed to add lines or update existing lines on a Purchase Order. For this to work the Purchase Order MUST already exist so that the Purchase order number can be added as a field on the import template.

Required Fields:

- New lines: No., Tran Type, Item
- Existing Lines: Line Item ID -- Follow the ID Method: [Video - Updating the Items List with Imports](#)

Mapping Tips:

- ID = Line Item ID
- No. = Transaction number