Importing - Receiver Line

Last Modified on 10/27/2026 4:38 pm EDT

Importing - Receiver Line

Purpose:

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

Required Fields:

- New Records: No., Tran Type, Item, Qty (If linking lines to Open PO also add Linked Tran Type and Linked Promise Date, Linked Line No and Linked Doc Number)
- Existing Records: Line Item ID -- Follow the ID Method: Video - Updating the Items List with Imports