

# **Companies**

Administrator

2014/01/17 13:57

# Inhaltsverzeichnis

Companies ..... 3

## Companies

The menu *System > Master Data Import > Companies* is for importing companies from external resources.

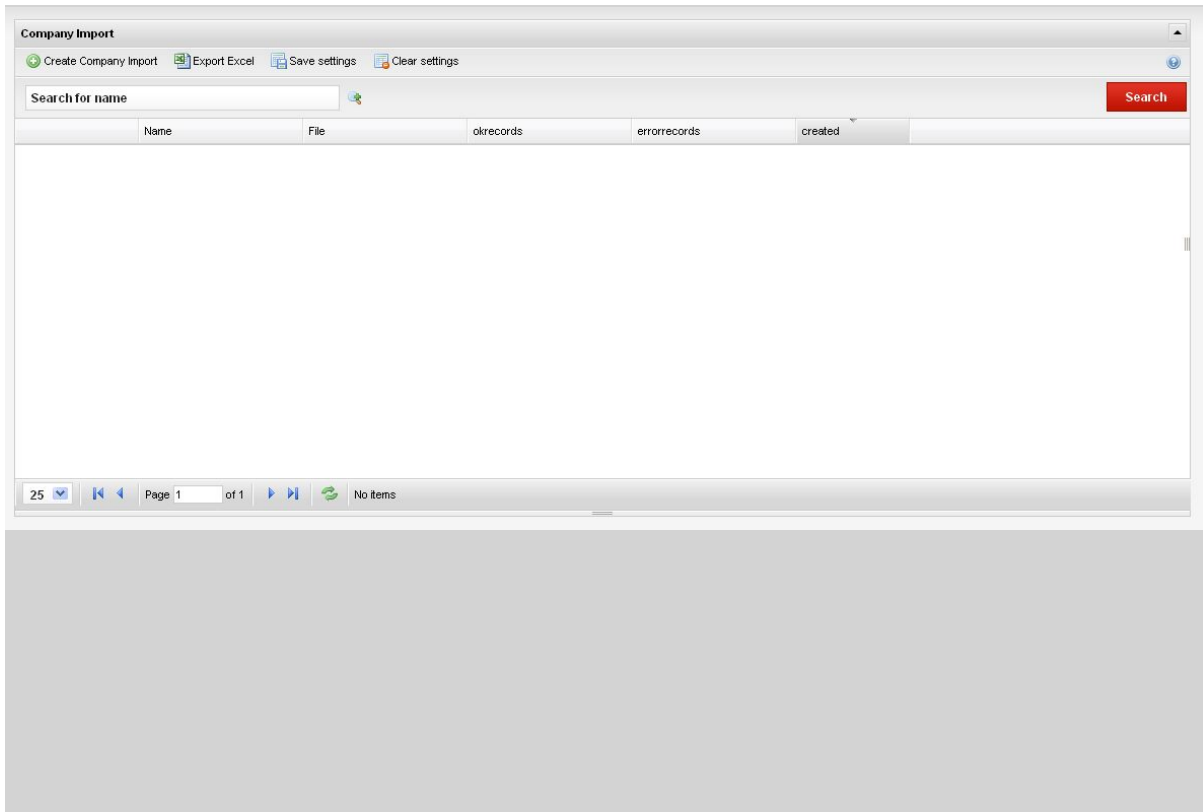


Table to manage company imports

With the button: *Create Company Import* – you get the following form:

### Upload Excel mit Firmendaten


Please provide an Excel file with the following columns:

- ✔ BIC (mandatory field)
- ✔ **Short description**
- ✔ Sector
- ✔ Type of the company
- ✔ UID Number
- ✔ Customer
- ✔ Phone
- ✔ Fax
- ✔ Email
- ✔ Address
- ✔ Area code
- ✔ City
- ✔ Country

Company Excel Upload:

File:

Create Companies:

 **Attention!** Data import, queries and updates may in some cases take up to **several minutes**. Please show patience and do not click reload or back.

Form to configurs company import

Here you can see all coloumn-titles that you need for importing.

1. A small description in the text-field companies-excel-upload for the matter of your recognition.
2. Fill in the path to the import-file.
3. If necessary take the decision if an new company from the excel-table will be created. Existing companies will be overwritten.
4. Click on save and importing can be started.

**Yet you have another question leave it on this site for the metamagix-support-team.**