

## Exporting Lely Stock Orders

The Lely Dealer Order Portal has changed from LEC to an in-house website.

### Set Up

(System Management / Parts Control / Stock Order Transmission Details)

### Key Entry Fields

|                      |  |
|----------------------|--|
| Prefix Code          | Enter the supplier prefix code used for Lely. E.g. LE  |
| Supplier Account     | Enter the Gold Purchase Ledger account for Lely (if omitted a prompt is given at the time of order creation).                |
| Supplier Export Code | x – sparex/csv Prt, Qty<br><b>Note</b> – this is lower case x  |
| Save to DOS-PC       | Set to – “Yes – Save to Designated PC”   |
| File Transfer ID     | Select a File Transfer ID. This can be any transfer ID but should be set to save the file to a specific directory on the PC. |

**Export Orders from Gold**

(Communications, Export Stock Orders, Export Supplier Stock Orders)

When creating stock orders in either the **Stock Order Entry/Amend** program or the **Print Final Stock Order** program in the Parts Control menu, set the option for Export Order to 'Yes'.

Orders can then be exported through the **Export Supplier Stock Orders** program.

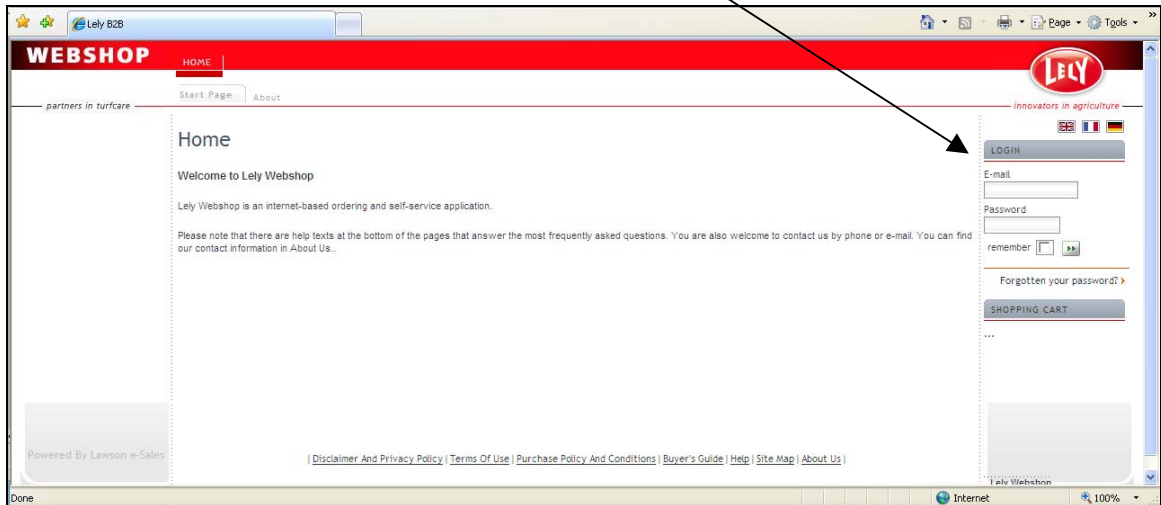
**Key Entry Fields**

|                |   |
|----------------|---|
| Supplier Code  | Enter the supplier prefix code used for Lely. E.g. LE                     |
| Order Number   | Enter the order number to be exported or leave blank for ALL Lely orders. |
| File Extension | Select "csv".   |

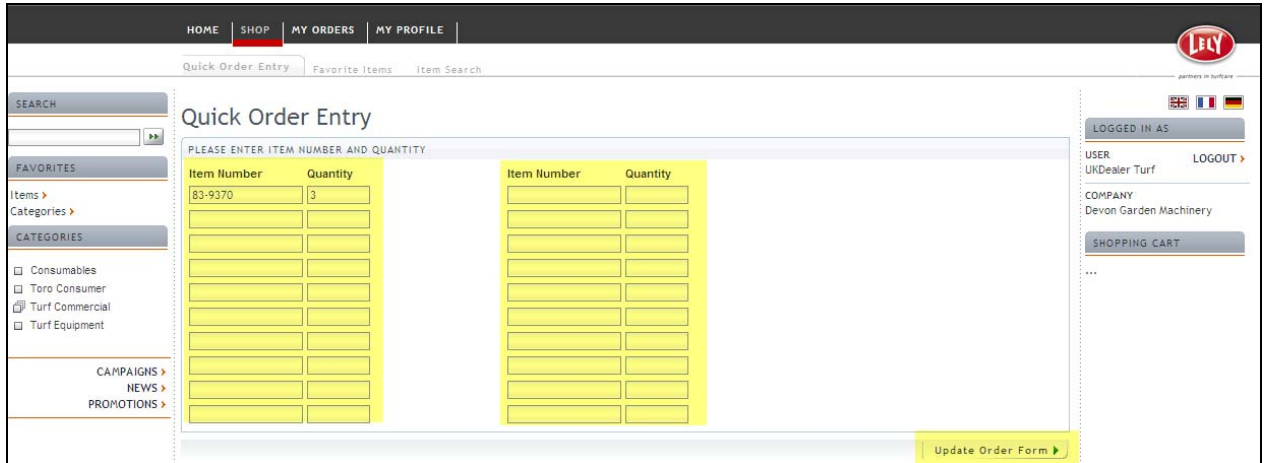
The orders will be sent to a file in the designated directory. The file name will be displayed on-screen as it is prepared. Make a note of the file name, e.g. 1999.csv

**Lely Webshop**

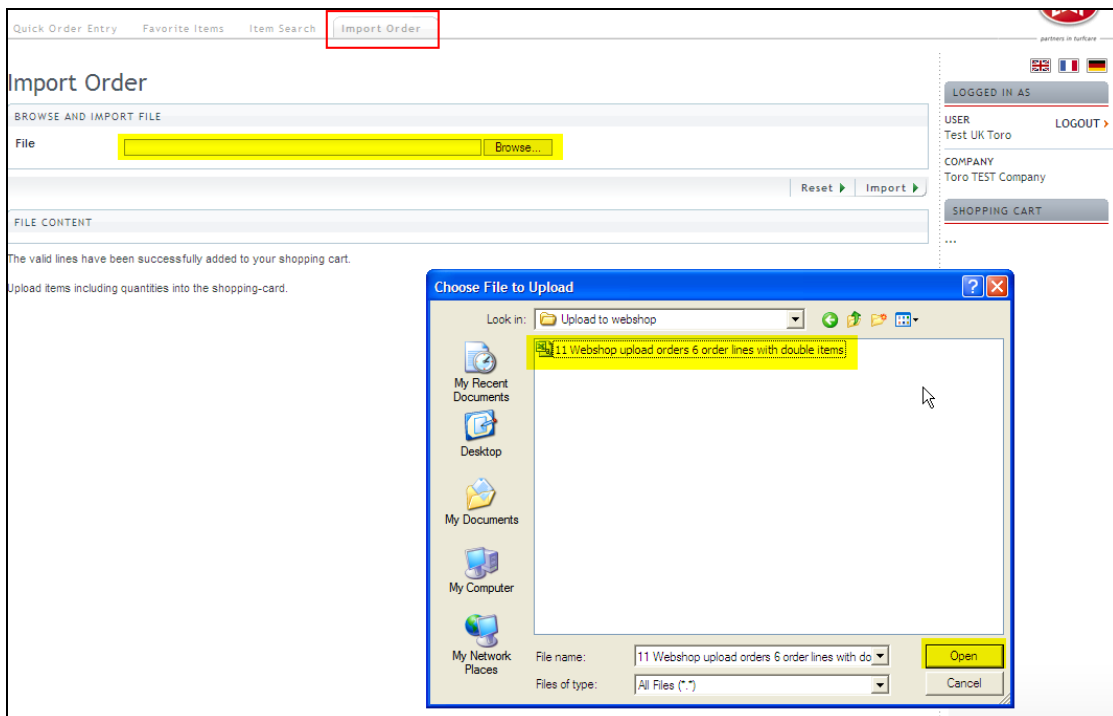
- Go to [www.lelywebshop.com](http://www.lelywebshop.com)
- Log on to the dealer Lely Account using the "Login" option. Contact Lely if these details are not known.



- **Select Shop**  
Four submenus are displayed - Quick Order Entry, Favourite Items, Item Search and Import Order.



- **Import Order – CSV File**  
From the “Import Order” tab select the CSV file created earlier.



- Select the “Import” button
- Locate the file to import / Upload from PC file menu.
- Open file to select file to order.
- The selected file is shown in the webshop browse window.
- Select “Import Order”.

**Import Order**

BROWSE AND IMPORT FILE

File

FILE CONTENT

The valid lines have been successfully added to your shopping cart.  
 Upload items including quantities into the shopping-card.

- Check the items, option to change the quantity then add items to order form by selecting "Update Order Form"

**Import Order**

BROWSE AND IMPORT FILE

File

FILE CONTENT

| Quantity                       | Item     | Item description       |
|--------------------------------|----------|------------------------|
| <input type="text" value="1"/> | 321-52   | .250-20X1.625 HH SCREW |
| <input type="text" value="2"/> | 100-5396 | BEARING                |
| <input type="text" value="3"/> | 100-5396 | BEARING                |
| <input type="text" value="4"/> | 57-4910  | SCREW                  |
| <input type="text" value="5"/> | 54-0110  | FILTER                 |
| <input type="text" value="6"/> | 21-6410  | BEARING                |

Upload items including quantities into the shopping-card.

- The orders are added to the Shopping Cart.

**Import Order**

BROWSE AND IMPORT FILE

File

FILE CONTENT

The valid lines have been successfully added to your shopping cart.  
 Upload items including quantities into the shopping-card.

LOGGED IN AS

USER Test UK Toro

COMPANY Toro TEST Company

**SHOPPING CART**

|                        |   |
|------------------------|---|
| 321-52                 | 1 |
| .250-20X1.625 HH SCREW |   |
| 100-5396               | 5 |
| BEARING                |   |
| 57-4910                | 4 |
| SCREW                  |   |
| 54-0110                | 5 |
| FILTER                 |   |

**Important Note:**

It is possible to import more than one CSV-file into the shopping cart but if the item already exists the quantity will be overwritten. (E.g. first upload for item 57-4910: quantity = 4, second upload for item 57-4910: quantity = 3 => the total quantity is 3!)

If the same item is repeated in the same CSV file, quantities are accumulated.