### 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)

G Stock Order Transmission Details	X
Details Instructions	
Prefix Code: LE	Depot: 1
Export Dealer Depot:	
Supplier Account:	
Dealer Account:	
Supplier Export Code:	x - Sparex/csv/Ms(P,Q)
Warranty Dealer:	
Desp Method:	
Password:	
NH Order Type:	
Transport:	
Test Run:	No 🔻
Save to DOS-PC:	Yes - Save to Designated PC
File Transfer ID:	
Powercom Manufacturer:	Not Applicable
DOS-PC File Path:	
Warranty DOS-PC File Path:	
OK Cancel	
OK Cancel	

#### Key Entry Fields

Rey LIIII y LIEIUS	
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 <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 <u>www.lelywebshop.com</u>
- Log on to the dealer Lely Account using the "Login" option.
  Contact Lely if these details are not known.

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WEBSHOP	номе	
partners in turfcare	Start Page About	innovators in agriculture
parmers in turnare	Home	
	nome	LOGIN
	Welcome to Lely Webshop	E-mail
	Lely Webshop is an internet-based ordering and self-service application.	Password
	Please note that there are help texts at the bottom of the pages that answer the most frequently asked questions. You are also welcome to contact us by phone or e-mail. You can find our contact information in About Us	remember
		Forgotten your password? >
		SHOPPING CART
Powered By Lawson e-Sales	Discialmer And Privacy Policy   Terms Of Use   Purchase Policy And Conditions   Buyer's Guide   Help   Site Map   About Us	
		l elv Webshon
Done	😜 Inter	net 🔍 100% 🔹 🛒

#### Select Shop

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

		MY ORDERS MY PROFI	ILE			<b>I</b>
SEARCH (	Quick Ord	er Entry				LOGGED IN AS
EAVODUTE:	Item Number	Quantity	Item Number	Quantity		USER LOGOUT > UKDealer Turf
Items > Categories > CATEGORIES Consumables Toro Consumer Turf Commercial Turf Equipment	83-9370					COMPANY Devon Garden Machinery SHOPPING CART
CAMPAIGNS > NEWS > PROMOTIONS >						
					Update Order Form 🕨	

#### Import Order – CSV File

From the "Import Order" tab select the CSV file created earlier.

		1							
Quick Order Entry Favorite Items Item 5	iearch Import Order								partners in turfcare
Import Order									## II <b>=</b>
								LOGGED IN .	AS
BROWSE AND IMPORT FILE								USER Test UK Toro	LOGOUT >
File		Browse	ə					COMPANY	
					Res	et 🕨 🛛 Impo	rt 🕨	Toro TEST Con	ipany
FILE CONTENT								SHOPPING C	ART
The valid lines have been successfully added to your s		Channe 17/1- 4-1	11-11						
Upload items including quantities into the shopping-card	1.	Choose File to					_	? 🔀	
		Look in:	1 - 1			3 🦻 🖻			
		Ì	11 Webshop	upload orders 6 order line	es with double it	ems			
		My Recent Documents					L,		
								,	
		Desktop							
		My Documents							
		My Documents							
		My Computer							
		<b>(</b>							
		My Network	File name:	11 Webshop upload o	orders 6 order line	es with do 💌	Γ	Open	
		Places	Files of type:	All Files (*.*)		•	Ī	Cancel	
	L						-		

- 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 IMP	PORT FILE				
File	C:\Documents and Settings\nbenzer.LELYONLINE\Desktop\Upload t				
		Reset 🕨	Import 🕨 तीम		
FILE CONTENT			U		
The valid lines have	been successfully added to your shopping cart.				
Upload items includir	ing 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 Or	der		
BROWSE AND IMPO	ORT FILE		
File		Browse	
			Reset 🕨 Import 🕨
FILE CONTENT			
1      321-52        2      100-539        3      100-539        4      57-4910        5      54-0110	Item description .250-20X1.625 HH SCREW 66 BEARING 66 BEARING 9 SCREW 9 FILTER 9 BEARING		
			Update Order Form 👂

• The orders are added to the Shopping Cart.

Import Order	
import order	LOGGED IN AS
BROWSE AND IMPORT FILE	USER LOGOUT >
File Browse	Test UK Toro
	COMPANY
Reset 🕨 Import 🕨	Toro TEST Company
FILE CONTENT	SHOPPING CART
The valid lines have been successfully added to your shopping cart.	321-52 1 2 .250-20X1.625 HH SCREW
Upload items including quantities into the shopping-card.	
	100-5396 5 🖬
	BEARING
	57-4910 4 🔀
	SCREW
	54-0110 5 🖬
	- FILTER
	ORDER FORM >
•	

#### 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.