

Import Data Into Projects	2
Pre-Conditions	2
Reference Numbers	2
Manufacturer Part Numbers	2
Supported File Types	2
Alternates	2
Role Permissions	2
Initiating Import	3
Column Mapping	4
Import Summary and Metrics	7
Edit History	10
Edit History	12
Project Edit History	12
Line Item Edit History	14
Go To Page	16
Password Reset Improvements	17

## **Import Data Into Projects**

Users will now be able to mass import data from an external excel spreadsheet into selected fields in specific line items within a project. This may be particularly useful when updating line items with information from a vendor quote.

#### **Pre-Conditions**

#### Reference Numbers

Users must ensure that the excel file selected for import contains a reference number column. These reference numbers must match with the reference numbers of the selected line items within the chosen project in order to import correctly.

#### Manufacturer Part Numbers

The import data process is, in effect, the same thing as updating multiple parts at the same time using the 'Create & Update' feature in Group Edit.

As a result, a requirement of this feature is that an MPN must exist in the line items that have been selected for Import Data, or if selected lines do not currently have an MPN specified for the line, a part number must be imported into the MPN column during the Import Data process.

If MPN does not exist for a selected line item, or is not mapped in during the import process, import cannot be completed for these lines.

#### Supported File Types

The Import Data feature will only allow users to import data from excel (.xlsx) documents. Other file types, such as PDF, are not supported.

#### **Alternates**

Importing data into alterates is not supported at this time.

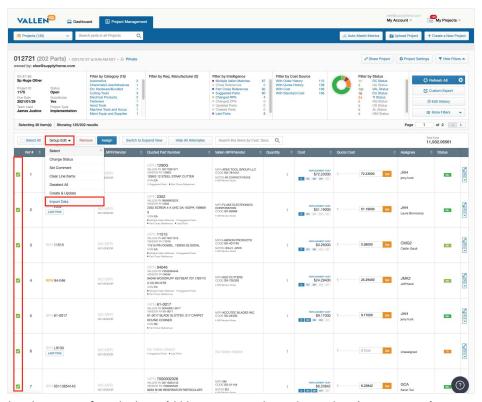
#### **Role Permissions**

All users should be able to use the Import Data feature in VallenIQ:

- Specialists
- Admins
- Super Admins

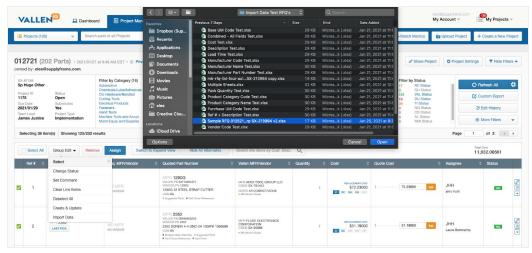
## **Initiating Import**

To start the import process, first select all line items that you'd like to import data into in your project.



1.1 Select line items for which you'd like to import data, then select 'Import Data' in Group Edit

After all required lines are selected, the system will allow you to choose the excel file for your import. Select the appropriate file and select 'Open.'

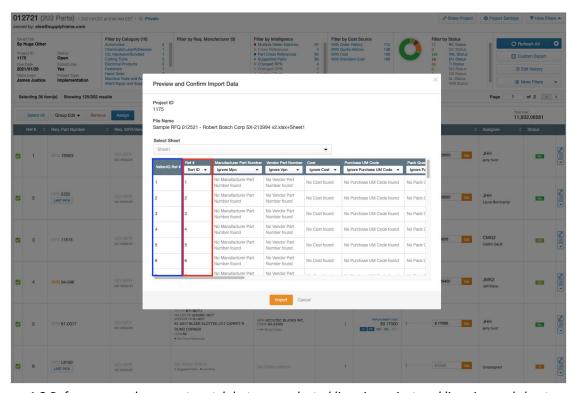


1.2 Select the file you will use for import

### Column Mapping

The system will then take users to the 'Preview and Confirm Import Data' modal. This modal will display the project ID, file name, and allow users to choose the sheet that contains the data that will be imported if multiple sheets exist in the selected excel file.

When users first arrive to the 'Preview and Confirm Import Data' modal, the 'VallenIQ Ref #' column will be pre-populated with the reference numbers of the selected line items from the project (blue highlight below).



1.3 Reference numbers must match between selected lines in project and lines in excel sheet

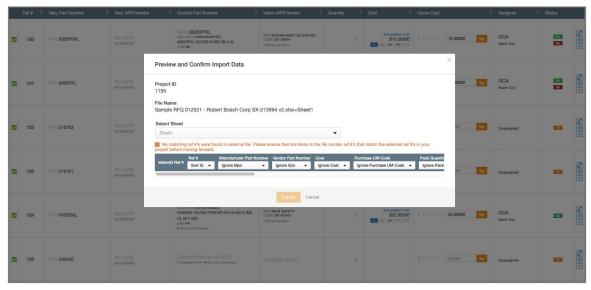
To start the import process, it is required that the reference number column in the external excel file is mapped into the 'Ref #' column in this modal (red highlight in screenshot above).

The system will only import data from lines that have a matching reference numbers between 'VallenIQ Ref #' (selected line items in your project) and 'Ref #' column (reference numbers from excel file).

In the import process, the system will essentially pull data that exists in the mapped columns for the reference numbers you specified in the file, and import them into the appropriate fields in the line items in your project.

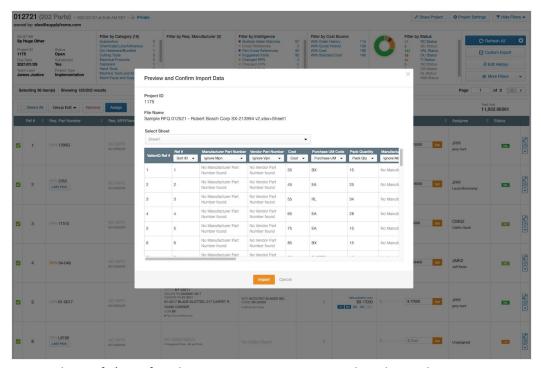
Once reference numbers from the excel file are mapped into the 'Ref #' column in this modal, the system will only display line items that match with the values in the 'VallenIQ Ref #' column.

This means that if the reference numbers in the excel file do not match to those that were selected in the project, no matching line items will show in the table. In this scenario, the system will display the message below that tells the user that matching reference numbers were not found:



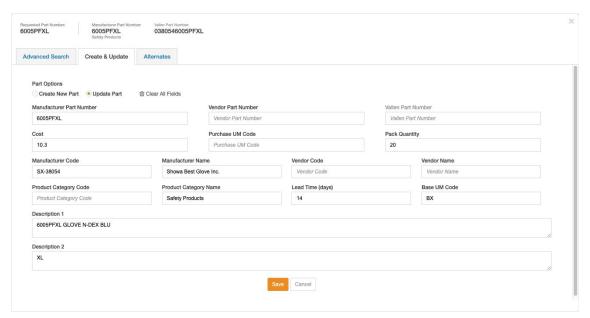
1.4 Error message when matching reference numbers are not found

If the system is able to find matching reference numbers, VallenIQ will show the rows that match, and allow users to map the rest of the columns on the right.



1.5 Matching ref #'s are found, users can continue mapping the columns they want to import Company Confidential

Note that the columns that are available for mapping are the same fields that exist in the Create & Update modal:



1.6 Columns in Import Data are the same fields in Create & Update modal

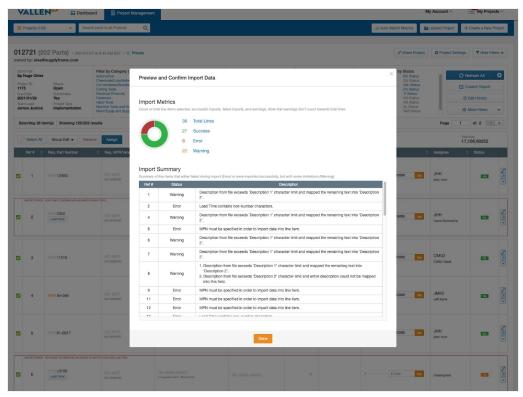
In the example above (screenshot 1.5), the following fields from the excel file have been mapped for import:

- Cost
- Purchase UM Code
- Pack Quantity
- Lead Time
- Description

When mapping has concluded, select the orange 'Import' button on the bottom of the modal to start the import process.

### **Import Summary and Metrics**

After the import process is completed, users will be taken to modal in which they will see a summary of their import.



1.7 'Import Metrics' and 'Import Summary'

The first section, 'Import Metrics' will show a high level summary of import metrics. This table will contain the following:

- **Total Lines:** Total line items chosen for export
- Success: Number of lines where import was successful
- Error: Number of lines where import failed
- Warning: Number of lines where import was successful, but with some limitations

Note: Warnings do not count towards the count of Total Lines

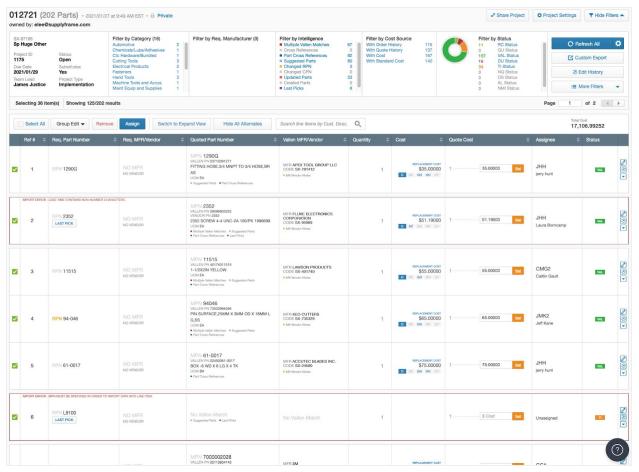
The next section 'Import Summary' will describe the reference numbers in which errors or warnings were identified. A detailed description is provided for users to utilize in the troubleshooting process. Using the Ref #, Status, and Descriptions, users can fix relevant issues in their excel file, and re-import the line items that failed or displayed warnings.

The following is a summary of the errors that users might encounter in the import process:

Affected Column	Status	Description	Explanation
Ref #	Error	"Ref # contains non-number characters."	Ensure the ref #'s in the excel file do not contain any characters other than numbers (eg. letters, special characters)
Manufacturer Part Number	Error	"MPN must be specified in order to import data into line item."	Ensure selected line in the project has an MPN, or the MPN field is mapped in the Preview and Confirm Import Data modal and this field contains an MPN in the file
Manufacturer Name	Error	"Manufacturer Name is greater than 100 characters."	Ensure this field has < or = 100 characters
Manufacturer Code	Error	"Manufacturer Code is greater than 16 characters."	Ensure this field has < or = 16 characters
Vendor Name	Error	"Vendor Name is greater than 100 characters."	Ensure this field has < or = 100 characters
Vendor Code	Error	"Vendor Code is greater than 15 characters."	Ensure this field has < or = 15 characters
Pack Quantity	Error	"Pack quantity contains non-number characters."	Ensure this field only contains numbers and does not contain other types of characters (eg. letters, special characters)
Cost	Error	"Cost contains non-number characters."	Ensure this field only contains numbers and does not contain other types of characters (eg. letters, special characters)
Lead Time	Error	"Lead time contains non-number characters."	Ensure this field only contains numbers and does not contain other types of characters (eg. letters, special characters)
Purchase UM Code	Error	"Purchase UM Code is greater than 15 characters."	Ensure this field has < or = 15 characters
Base UM Code	Error	"Base UM Code is greater than 15 characters."	Ensure this field has < or = 15 characters
Product Category Code	Error	"Product Category Code contains non-number characters."	Ensure this field only contains numbers and does not contain other types of characters (eg. letters, special characters)
Product Category Code	Warning	"Category code is greater than 20 characters."	Ensure this field has < or = 20 characters
Description	Warning	"Description from file exceeds 'Description 1' character limit and mapped the remaining text into 'Description 2.'"	Value in field is > 24 characters. All remaining characters were mapped into 'Description 2'
Description	Warning	"Description from file exceeds 'Description 2' character limit and entire description could not be mapped into this field."	System mapped as much of value into 'Description 1,' and attempted to map the rest of the characters into 'Description 2,' but entire description could not fit. Remaining characters in description were cut off

To supplement the errors and warnings shown in the 'Import Summary' section, the system will also call out line items in which errors occurred in the project itself (warnings will not be identified).

Note that these error call outs will only display temporarily, and will no longer show if the page is refreshed.

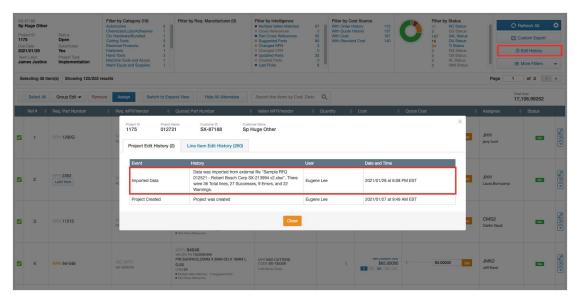


1.8 Error call outs within line items in project

## **Edit History**

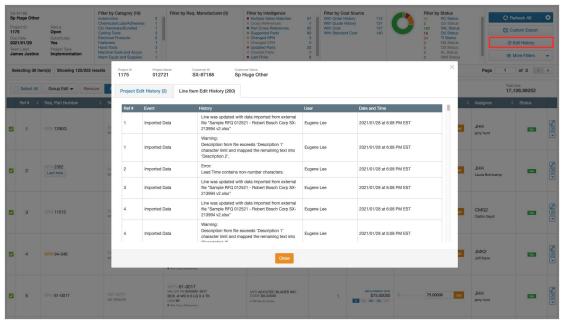
After the import process has concluded, VallenIQ will display the following edit history events:

1. Project Edit History



1.9 Project Edit History Import Data event

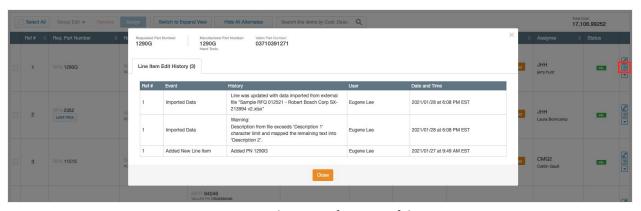
2. Line Item Edit History Tab in Project Edit History Modal (both warnings and errors are shown)



1.10 Line Item Edit History Import Data events

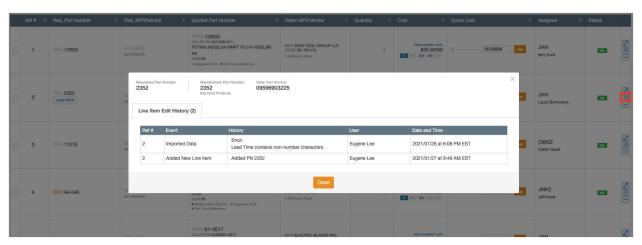
- 3. Line Item Edit History Tab (both warnings and errors are shown)
  - Only line items that were imported successfully will show the first 'Imported Data' event in the table below.

"Line was updated with data imported from external file "Sample RFQ 012521 - Robert Bosch Corp SX-213994 v2.xlsx""



1.11 Line Item Edit History for successful import

• Line items that contain errors will only show the related error message in the 'Imported Data' edit history event and will not show the message above because import was unsuccessful



1.12 Line Item Edit History for unsuccessful import

## **Edit History**

This feature will allow users to see an edit history for their projects within VallenIQ. Most edits that are made to project details or line items will be captured as an Edit History event.

Having visibility into what changes were made, by who, and when, will allow both admins and specialists to clearly see how their projects change over time. Additionally, correcting mistakes and troubleshooting issues will become a much simpler process moving forward.

Note that existing projects will not contain edit history events, but all projects created in VallenIQ moving forward will track edits.

There are two components to the Edit History feature - project edit history and line item edit history.

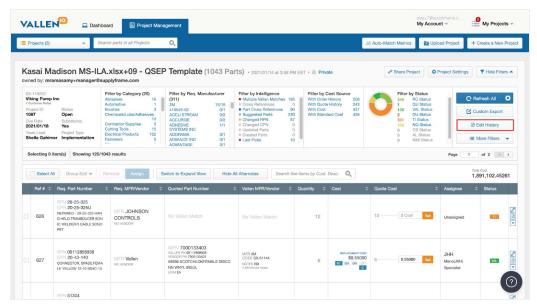
### **Project Edit History**

Project Edit History gives users an understanding of what changes were made at the project level. All events in Project Edit History will be sorted chronologically from newest to oldest.

Some examples of events that qualify for Project Edit History include:

- Project creation
- Any changes made to Customer Information
- Project Status updates
- Merged projects
- Changes to Last Pick setting
- Transfer of ownership
- Project refresh
- Custom Export
- Etc.

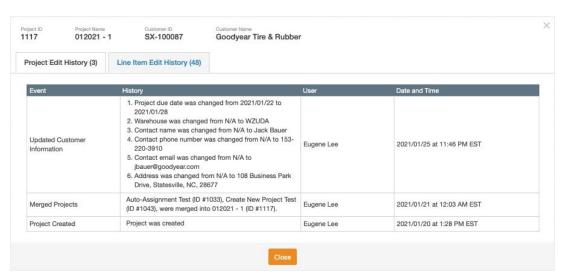
Project Edit History can be accessed by selecting the 'Edit History' button located under Custom Export at the right of the Filter Toolbar:



2.1 Location of Project Edit History button

When the Edit History modal is opened, users will first see the 'Project Edit History' tab. The columns in this tab will show:

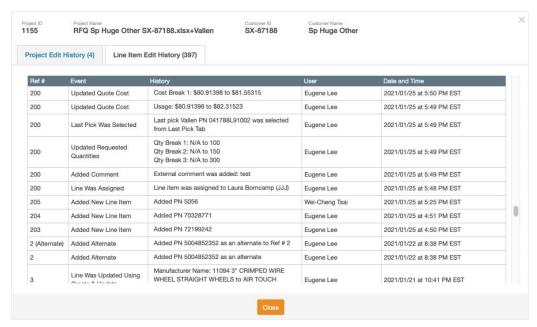
- **Event:** Short summary of history event
- **History:** Description that covers what changes were made
- User: User that made the change
- Date and Time: When the change was made



2.2 Project Edit History tab

The 'Line Item Edit History' tab will be a running list of all edits made to all line items within a project. These events should align with the edit history events shown in each individual line and all events in this tab will be sorted chronologically from newest to oldest.

For this reason, along with the columns described in the previous section, we've included 'Ref #' to the left of the 'Event' column.



2.3 Line Item Edit History tab

### Line Item Edit History

Line Item Edit History gives users an understanding of what changes were made at the line item level. All events in Line Item Edit History will be sorted chronologically from newest to oldest.

Some examples of events that qualify for Line Item Edit History include:

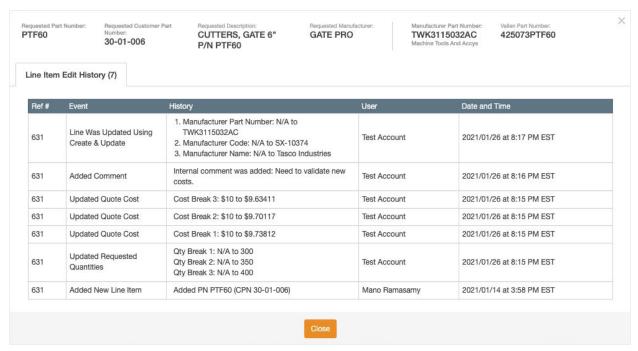
- Line Was Assigned
- Changed Status
- Line Was Updated Using Create & Update
- New Part Was Created Using Create & Update
- Accepted Multiple Vallen Match Suggestion
- Accepted Did You Mean Suggestion
- Added/Removed Alternate
- Added Comment
- Etc.

Line Item Edit History can be accessed by clicking the new Edit History logo located in the rightmost column of every line item:



2.4 Edit History button at the line item level

Once opened, the Edit History table will look the same as the tables covered above:



2.5 Line Item Edit History modal

# Go To Page

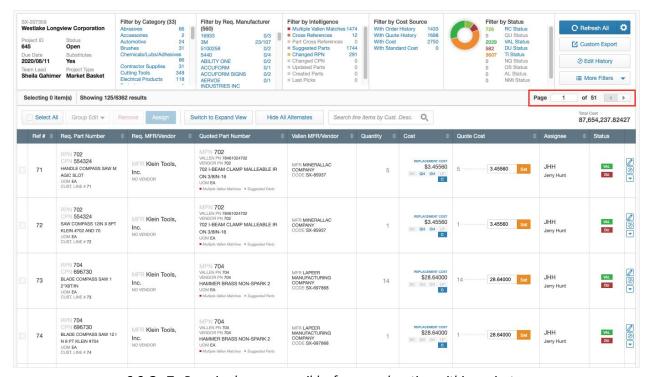
We've introduced a new Go To Page feature that will allow users to navigate the pages in larger projects much more efficiently.

This feature is located underneath 'More Filters' on the bottom right side of the Filter Toolbar.



3.1 Location of new Go To Page feature

Because Go To Page is included in the Filter Toolbar, it will always be accessible from any location on the page, as long as the filters are shown.



3.2 Go To Page is always accessible, from any location within projects

This should help reduce the time it takes to find specific reference numbers on specific pages. This process could previously take multiple minutes, especially in larger projects, because of the scrolling involved as well as the limitations of the page picker on the bottom of each project.

# Password Reset Improvements

We've made improvements to the password reset process. Users can find the 'Forgot Password?' button underneath the password field in the VallenIQ Sign In page:



4.1 'Forgot Password?' button in Sign In page

When this button is selected, the system will take the user to the 'Forgot Your Password?' page where they can enter their email address.

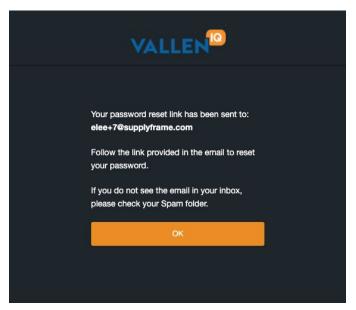


4.2 Enter your email address and select 'Submit'

**Company Confidential** 

61 S Fair Oaks Ave, Suite 200, Pasadena, CA 91105 p: 626.793.7732 | f: 626.793.7914 | w: www.supplyframe.com

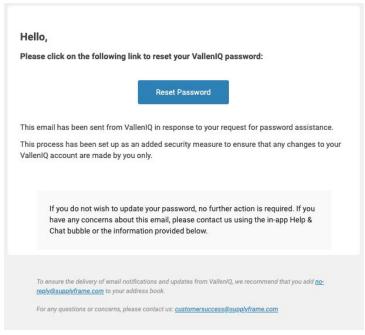
Once submitted, the system will first show confirmation that a password reset link has been sent to the provided email address.



4.3 Confirmation that password reset link has been sent to provided email

Users can expect to receive an email from 'no-reply@supplyframe.com' with the email title 'Information to Reset VallenIQ Password.'

Within the email, a 'Reset Password' button can be found. When selected, the system will open another tab and take the user to the temporary password reset page.



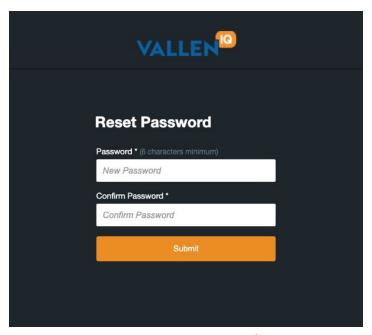
4.4 Password Reset email

**Company Confidential** 

61 S Fair Oaks Ave, Suite 200, Pasadena, CA 91105 p: 626.793.7732 | f: 626.793.7914 | w: www.supplyframe.com

This temporary password reset link will only be available for 10 minutes. If the password is not reset within this timeframe, users must go back to the Sign In page, select 'Forgot Password?' and repeat the steps above.

Users must enter their new password, confirm their password in the field below (passwords must match), and click 'Submit.'



4.5 Temporary Reset Password page

If password reset is successful, the system will take the user back to the Sign In page, where they can enter their email address, their new password, and sign into the application.