

# MULTIPLE ADDRESS EXPORT FOR VENDORS

To use this feature you need to create a schema for exporting vendors and all of the addresses for each.

Vendor: World of Vegetable Association

Company Info | Address Info | Additional Info | Assign Products | Products On Back-Order | Order Info | Bill Info

Login Info

1st Vegetable World Street Vegetable City Canada

Add New | Copy Shipping

Bill To Address  Primary Address

Name: [ ]  
Company: World of Vegetable Association  
Address: 1st Vegetable World Street  
City: Vegetable City  
State: N/A | State Other: VG  
Zip Code: VVV991 | Country: Canada  
Phone: 999-4444441 | Fax: [ ]  
Cell Phone: [ ]  
Email: Optimus@vegetableworld.cor

EDI: Store ID [ ]  
DCID [ ]  
Store Name [ ]

Update | Delete

2ND Vegetable World Street Vegetable City Canada  
3RD Vegetable World Street Vegetable City Canada  
1st Vegetable World Street Vegetable City Canada

Name: [ ]  
Company: World of Vegetable Association  
Address: 1st Vegetable World Street  
City: Vegetable City  
State: N/A | State Other: VG  
Zip Code: VVV991 | Country: Canada  
Phone: 999-4444441 | Fax: [ ]  
Cell Phone: [ ]  
Email: Optimus@vegetableworld.cor

EDI: Store ID [ ]  
DCID [ ]  
Store Name [ ]

Update | Delete

Next | Close

First go to **Admin Switchboard >> Excel Import/Export tab >> Click Export Vendors**

AdvancePro 11.00.0.1100\* - admin

Admin | Customers | Vendors | Products | Warehouse | Returns | Reports | Sales Reps | QuickBooks | Web | MFG | MCR

Customers  
New Order  
POS  
View Orders  
View Customers  
Add Customer

Vendors  
New Order  
View Orders  
View Vendors

Products  
Add Product  
Manage Inventory  
View Products

Quick Search  
--Select Item--

Open Windows  
Utilities

Log Out

Utilities

About | Upgrades | Database | Excel Import/Export | Payment Processor | MPL | \*Order Import

\*Mult. Companies | \*Lot/Serial # | \*Bar Coding | \*Freight | \*Catch Weights | \*EDI | \*Advanced Shipping

\*UPS/Fedex/USPS | \*AdvanceEDI Sales Rep. | \*Order Matrix | \*Additional Entity | \*Product Builder | \*Pfo/Lfo

\*APIntelligence | \*AP Mobile | \*AP Manufacture | \*AP ActSales | \*AP Labels | \*POS | \*Resource Management

MS Dynamics | \*AP API

Import data from an existing Excel spreadsheet  
NOTE: Please see the help menu for important information on preparing your Excel Spreadsheet BEFORE doing your import.

Import/Export Products  
Import Products | Export Products

Import/Export Customers  
Import Customers | Export Customers

Import/Export Vendors  
Import Vendors | Export Vendors

Import Customer Pricing  
Import Customer Pricing

Import Assemblies  
Import Assemblies

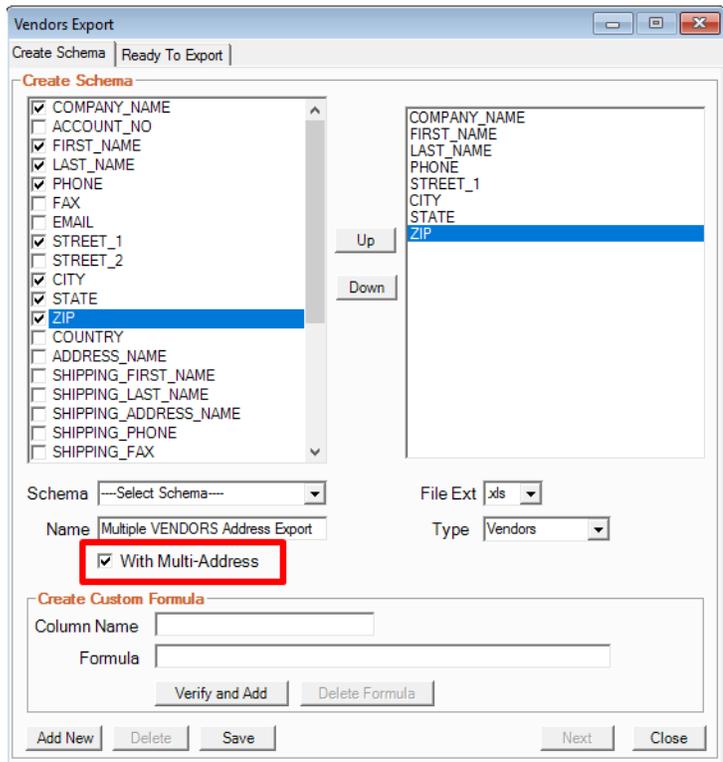
Other  
Product Unit Management  
Carriers  
Utilities

Next, **Vendors Export** screen will show.  
Select **Create Schema**

**Note:** *COMPANY\_NAME* is already checked

To enable box for **Multiple Address** you can click on all options **EXCEPT** the following:

ACCOUNT\_NO  
FEDERAL\_TAX\_ID  
CUSTOMER\_FIELD\_1  
CUSTOMER\_FIELD\_2  
CUSTOMER\_FIELD\_3



Next, create **Name** for schema  
Select **File Extension**  
Type should be **Vendors**  
Check the box for **Multi-Address**  
Click on **Save**

Now that you have created a schema, you are now ready to export.

