## **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 Produ	cts Products On Back-Order Order Info Bill Info				
Login Info						
1st Vegetable	1st Vegetable World Street Vegetable City Canada					
Add New	Copy Shipping	2ND Vegetable World Street Vegetable City Canada				
Bill To Add	ress Primary Address	1st Vegetable World Street Vegetable City Canada				
Name		Name				
Company	World of Vegetable Association	Company World of Vegetable Association				
Address	1st Vegetable World Street	Address 1st Vegetable World Street				
City State	Vegetable City           N/A         State Other         VG	City Vegetable City State N/A  State Other VG				
Zip Code	VVV991 Country Canada	Zip Code VVV991 Country Canada				
Phone	999-444441 Fax	Phone 999-444441 Fax				
Cell Phone		Cell Phone				
Email	Optimus@vegetableworld.cor	Email Optimus@vegetableworld.cor				
- EDI	Store ID	Store ID				
	DCID	DCID				
Store	e Name	Store Name				
	Update Delete	UpdateDelete				
Next Close						

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

AdvancePro 11.00.0.1100\* - admin

Advance Pro My Workspace	Admin Customers Vendors Products Warehouse Returns Reports Sales Reps QuickBooks Web MFG MCR	0
Customers  New Order POS View Customers Add Customers Add Customer View Orders View Vendors  Products Add Product Add Product Add Product Add Product Customeron View Products C Quick Search Select tem	Import Assending         Import Assending	
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Note: COMPANY\_NAME is already checked

To enable box for **Multiple Adress** you can click on all options **<u>EXCEPT</u>** the following:

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

Vendors Export					
Create Schema Ready To Export					
Create Schema					
✓ COMPANY_NAME       ^         △ ACCOUNT_NO       FIRST_NAME         ✓ FIRST_NAME       FIRST_NAME         ✓ LAST_NAME       ✓         ✓ PHONE       STREET_1         ► FAX       STREET_1         ✓ STREET_2       ✓         ✓ CONTRY       ADDRESS_NAME         ✓ SHIPPING_FIRST_NAME       SHIPPING_FIRST_NAME         ✓ SHIPPING_LAST_NAME       SHIPPING_FAX					
SchemaSelect Schema V File Ext 🛛 🕶					
Name Multiple VENDORS Address Export Type Vendors					
I With Multi-Address					
Create Custom Formula					
Column Name					
Formula					
Verify and Add Delete Formula					
Add New Delete Save	Next	Close			

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.

## Note: Make sure that Export Type is VENDORS

Select **File Folder** location Create **File Name** Select **Schema** created to export customers that would include all addresses for each You may also select **Search Filter** according to what order the list will be placed If everything is set, click on **Export** 

Vendors Export		- • ×			
Create Schema Ready To Export					
Export Type Vendors Select Location File Folder C:\Users\Use File Folder Vendors	Include inactive	Browse			
File Name  Sample Vendo	File Name Sample Vendor Export				
Select Schema Select schema for export Multiple VENDORS Address Export					
Product Options Select Warehouse Warehouse	Search Filter Search Value				
Customer Options	Search Filter Search Value				
Vendor Options	Search Filter Search Value				
	Ex	port Close			

## SAMPLE RESULT:

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F	ile Home Insert Page La	yout Formul	as Data	Review View	w QuickBooks				
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	A1 • (*	fx COMPAN	Y_NAME						
	А	В	С	D	E	F	G	Н	I.
1	COMPANY_NAME	FIRST_NAME	LAST_NAME	PHONE	STREET_1	CITY	STATE	ZIP	
2	Beauty Care	Jeniffer	Jill	999-8888881	1st Fashion Street	Fashio City	FN	FSN993	
З	National Beef Corporation	Jett	Beefed	999-2222222	1st National Beef Street	Beef City	BF	BBB992	
4	National Chicken Corporation	Harold	Chicklet	999-1111112	1st National Chicken Street	Chicken City	CN	CCC992	
5	National Fruit Corporation	Moe	Fruitless	999-5555552	1st National Fruit Street	Fruit City	FT	FFF992	
6	National Pork Corporation	Jack	Perky	999-3333332	1st National Pork Street	Pork City	PK	PPP992	
7	National Vegetable Corporation	Jed	Green	999-4444442	1st National Vegetable Street	Vegetable City	VG	VVV992	
8	We Ride Boards	Joe	Show	999-6666661	1st WRB Street	Board City	BD	BRD993	
9	We Wear Out	Michelle	Lovely	999-7777771	1st Shirt Street	Shirt City	ST	SRT993	
10	World of Beef Association	Primus	Beefed	999-2222221	1st Beef World Street	Beef City	BF	BBB991	
11	World of Chicken Association	Maximus	Chicklet	999-1111111	1st Chicken World Street	Chicken City	CN	CCC991	
12	World of Fruit Association	Dafamous	Fruitless	999-5555551	1st Fruit World Street	Fruit City	FT	FFF991	
13	World of Pork Association	Octavius	Perky	999-3333331	1st Pork World Street	Pork City	PK	PPP991	
14	World of Vegetable Association	Optimus	Green	999-4444441	1st Vegetable World Street	Vegetable City	VG	VVV991	
15	World of Vegetable Association	Optimus	Green	999-4444441	2ND Vegetable World Street	Vegetable City		VVV992	
16	World of Vegetable Association	Optimus	Green	999-4444441	3RD Vegetable World Street	Vegetable City		VVV993	
17									
18									
10									