



e-Abbott Distributor User Guide



How to Upload Multiple Sales Trace End Users

If you would like to add multiple End Users, click the “Upload Multiple Customers” link at the top of the screen.

| Upload Multiple Customers |

Wholesaler Information **Request Date: 10/31/2009**

Wholesaler #: 0050765122
 Wholesaler: CUST SVC WEB TEST
 Contact Name: *
 Phone: *

The system will prompt you to locate the file you would like to upload.

Enter a Filename

Filename:

Below is an example of how to format the Excel file.

	A	B	C	D	E	F
1	54321	Joe's Nursing Home	123 Main Street	Columbus	OH	43207
2	45678	Joe's Hospital	321 First Street	Dayton	OH	45323
3	88833	ABC Homecare	675 High Street	Cleveland	OH	43332
4	39393	New Account	323 State Street	Columbus	OH	43233

Column A: End User ID Number

Column C: End User Address

Column E: End User State

Column B: End User Name

Column D: End User City

Column F: End User Zip Code



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After you have identified the file to upload, click “Continue.”.

Upload Multiple Customers

Enter a Filename

Filename:

The system will display a message indicating that your file was uploaded successfully.

The file has been successfully uploaded!

The system will display a message if there are errors in the upload.

No record is saved from the file!

 **Error(s) encountered!**

Row #	Error Description
1	Column: A1, End User [54321] Already Exists.
2	Column: A1, End User [45678] Already Exists.

File Upload Tips:

1. Cells must be formatted as “General”
2. There cannot be any commas or formulas in the file
3. States can only contain 2 characters
4. The system will accept 5-digit and 9-digit zip codes