

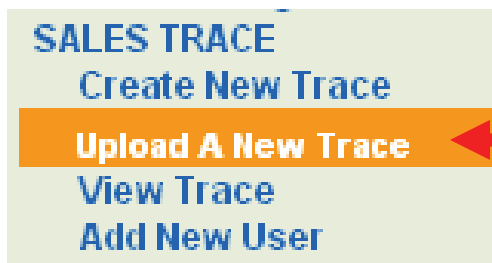


e-Abbott Distributor User Guide



How to Upload a Sales Trace

To upload a Sales Trace, click on “Upload A New Trace” in the “Sales Trace” section of the menu on the left side of the screen.



Select the correct Wholesaler Ship To Number you would like to use. You also need to enter a Sales Trace ID. This represents the Wholesaler’s Sales Trace Number.

Sales Trace Process:

S.T. Header > Select File > Process File > Confirm Sales Trace

Please choose a Ship To Address

Ship To:

Please enter a Sales Trace ID.

Sales Trace Information

Sales Trace ID: **←**

Sales Trace Date: 10/31/2009

Legal | Privacy

Click “Continue” when you have entered all required data on this screen.

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How to Upload a Sales Trace

Create the file you would like to upload in Excel. Below is an example of how to format the file. **There cannot be any column headings in the file.**

	A	B	C	D	E	F
1	7	10/1/2009	63636	50460	15	CA
2	7	10/1/2009	63636	50462	10	CA
3	7	10/1/2009	63636	50464	2	EA
4	7	10/1/2009	63636	51972	30	CA
5	7	10/1/2009	63636	50240	5	EA
6	7	10/1/2009	63636	50248	8	CA

Column A: End User ID Number

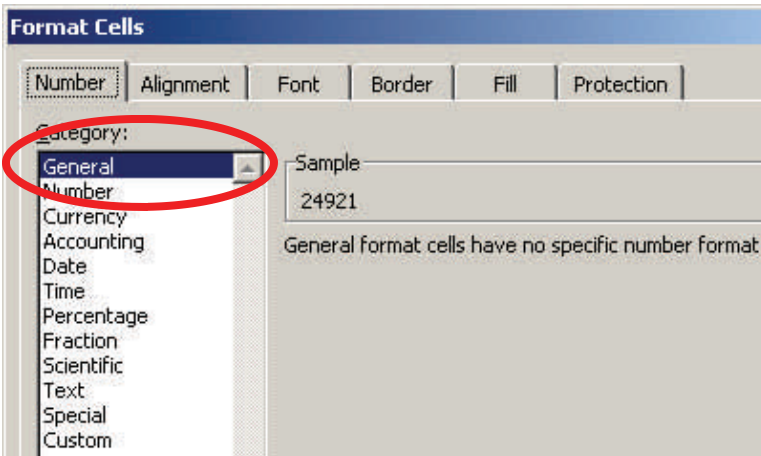
Column C: Invoice Number

Column E: Quantity

Column B: Invoice Date

Column D: Item Number

Column F: Unit of Measure



***NOTE:**
 -All cells must be formatted as "General."
 -The file cannot contain commas or formulas.



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How to Upload a Sales Trace

Sales Trace Process:

S.T. Header → **Select File** → Process File → Confirm Sales Trace

Sales Trace Information

Ship To: 50765122
Sales Trace ID: 443444
Sales Trace Date: 10/31/2009

Enter a Filename

Filename: C:\Documents and Settings\... Browse...

Cancel Clear **Continue**

Click the "Browse" button and find the file that contains the claim information. Then click Continue.

The system will notify you if there are errors on the sales trace.

! Errors on claim!

Row #	Error Description
0	Ship to record not available!

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

Sales Trace Process:

S.T. Header → Select File → **Process File** → Confirm Sales Trace

The validation on your sales trace file was successful.
Press save to work on the sales trace later or submit to transmit sales trace now.

Sales Trace Information

Ship To: 50765122
Sales Trace ID ID: 43453
Sales Trace Date: 10/31/2009

File Information

Filename: C:\Documents and Settings\...

Cancel Save **SUBMIT**

You must click "Submit" when you are finished.