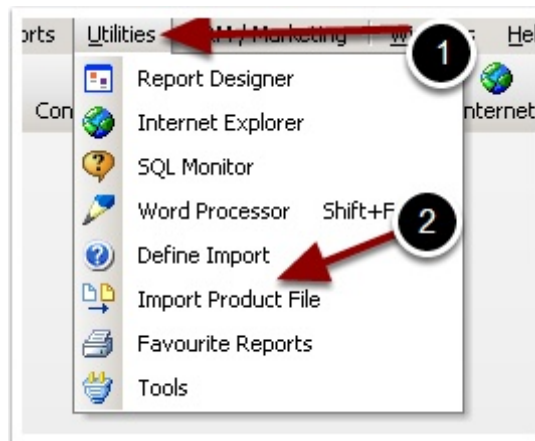


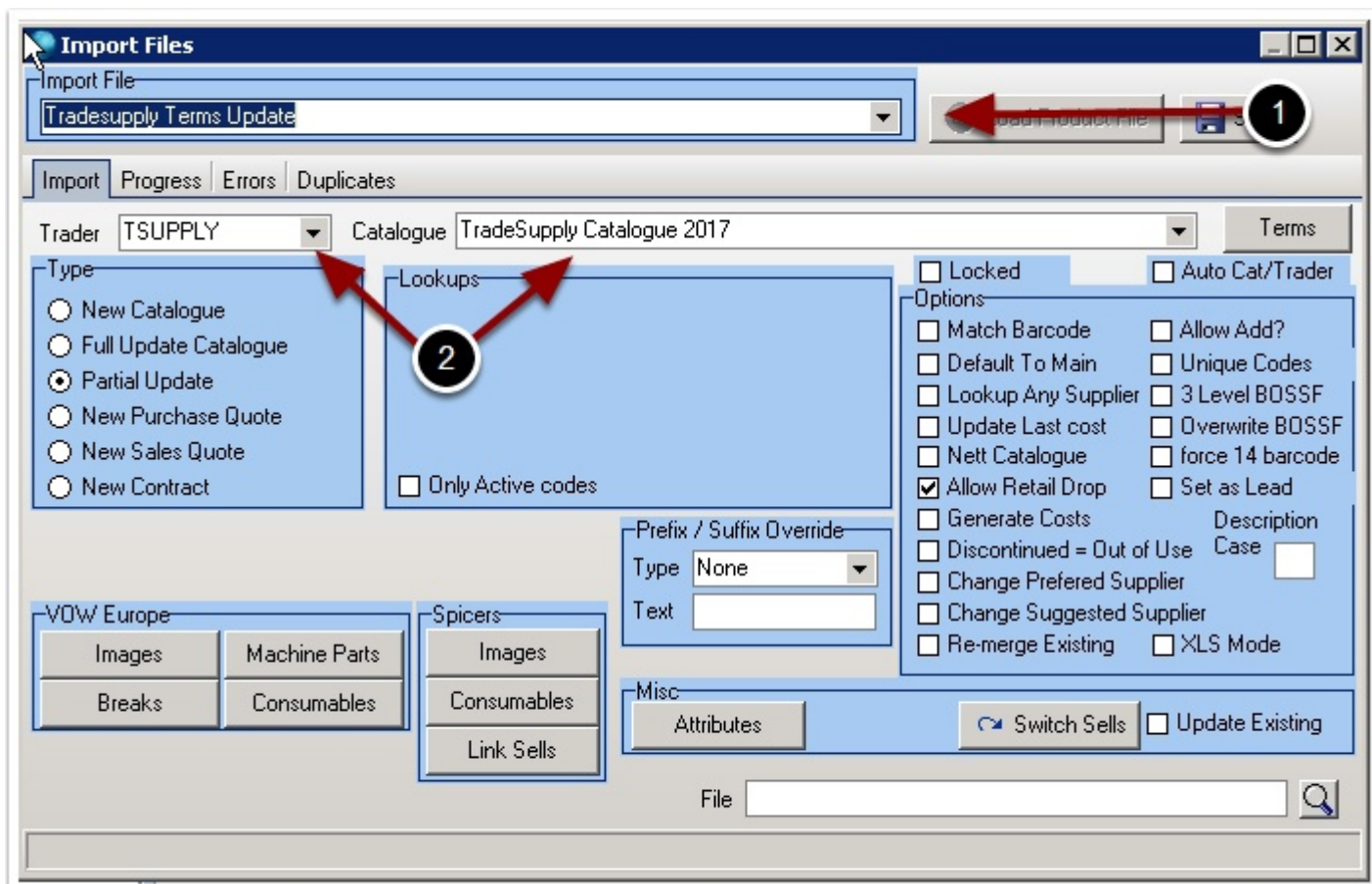
## Importing Terms file

1. Select Utilities from Main Menu
2. Select Import Product File



## Select Import Routine

1. Select TradeSupply Terms Update option
2. Select your Tradesupply account code and your Tradesupply catalogue



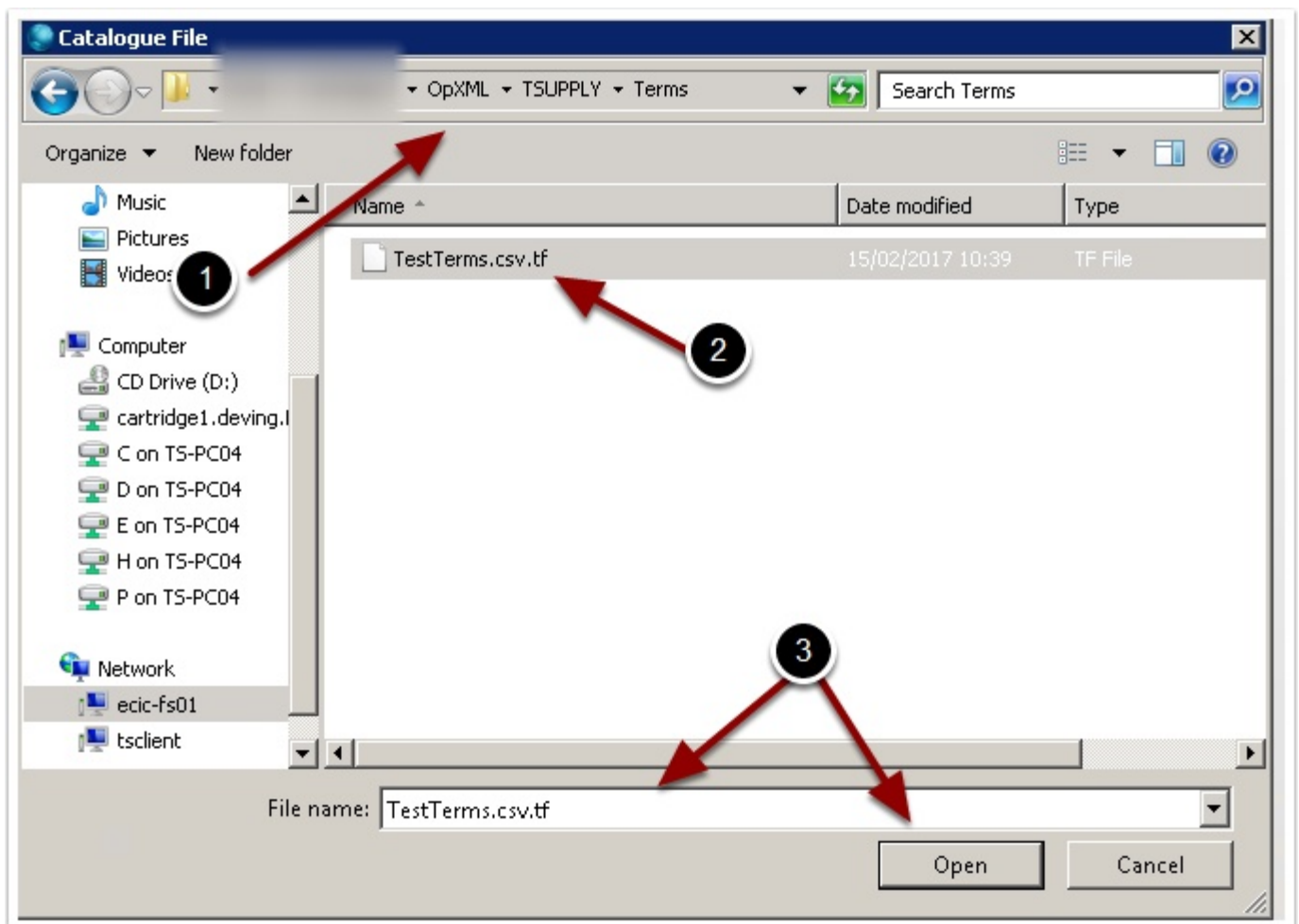
## Navigate to location of terms file

1. If the location does not populate it will follow the following format, please contact us if you have issues locating this location

Format: \\ecic-fs01\<server>\<yourcompany>\OpXML\TSUPPLY\Terms e.g. \\ecic-fs01\Ire\$\tradesupply\OpXML\TSUPPLY\Terms

2. Select the Terms file

3. Select Open



## Import File

1. File location should be populated
- 2, Select Load Product File

