

# Import Vendors List

Download Import Vendors List PDF

## Before You Begin

Make sure your file is ready for import by following these steps:

1. **Use the correct template** – Download and fill out the Vendor Import Template.
2. **Required fields** – Ensure the *Vendor Name* and *Main Address* fields are filled in.
3. **Avoid duplicate entries** – If duplicates exist, they will be imported separately.
4. **Check for errors** – Incorrect data can cause the import to fail.
5. **Remove column headers** – Delete the column names before importing the file into Industrack.

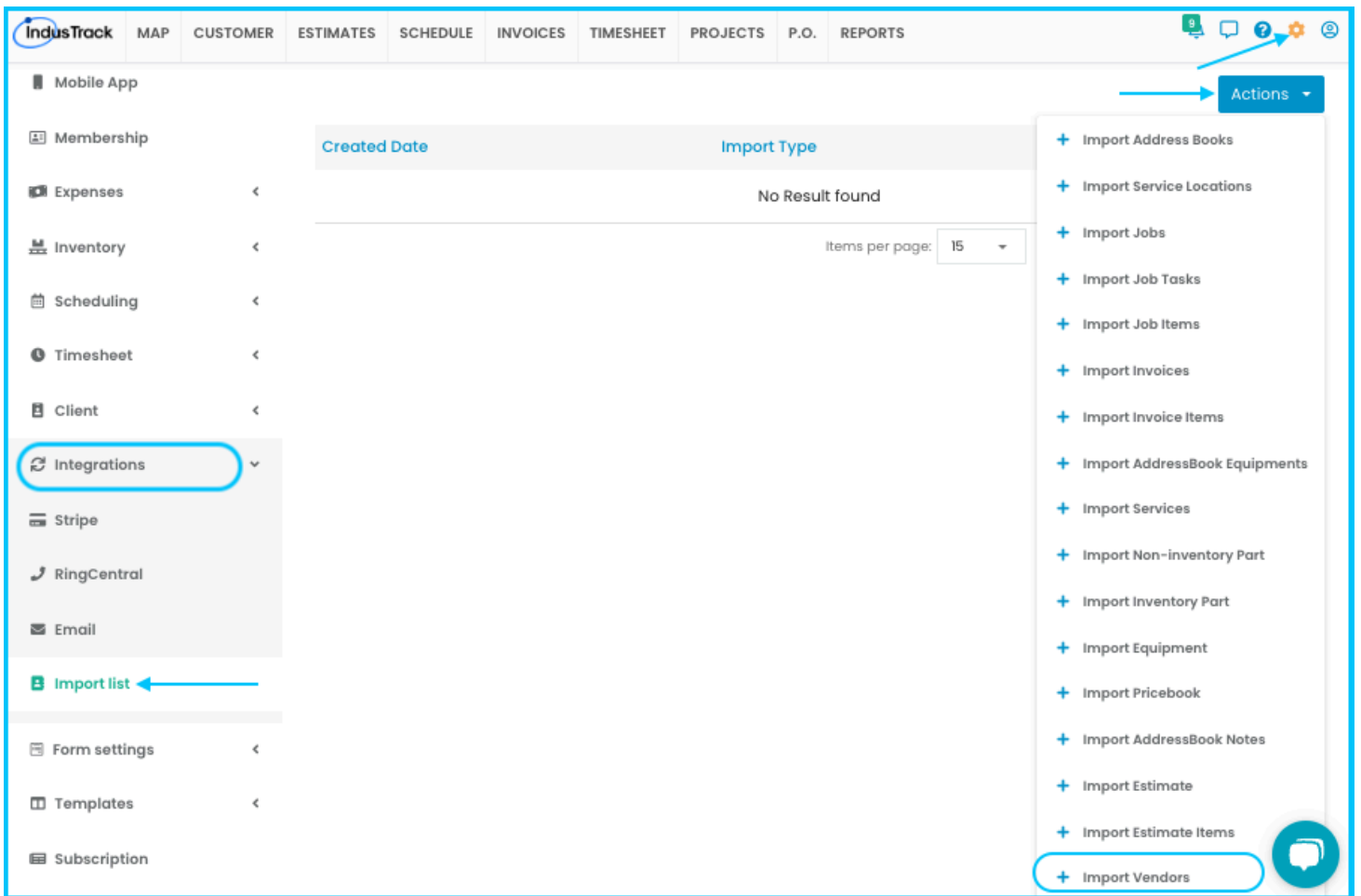
## Vendor Import Template Fields

- Item ID
- Vendor Name\* (Required)
- Main Address First Name
- Main Address Last Name
- Phone
- Mobile
- Fax
- Other Contact
- Main Address City\* (Required)
- Main Address State\* (Required)
- Main Address Zip\* (Required)
- Main Address Country
- Additional Address Street
- Additional Address City
- Additional Address State
- Additional Address Zip
- Additional Address Country

Item ID	Vendor Name*	Main Address First Name	Main Address Last Name	Phone	Mobile	Fax	Other Contact	Main Address Street*	Main Address City*	Main Address State*	Main Address Zip*	Main Address Country
2	JJ	Jorji	Williams	45669605	230033		Lila Matthews	4563 West Lawrence Ave.	Chicago	IL	60630-2588	USA

## Steps to Import Vendors

1. **Navigate to the Import Page**
  - Go to **Settings > Integrations>Import List > ACTIONS > Import Vendors.**

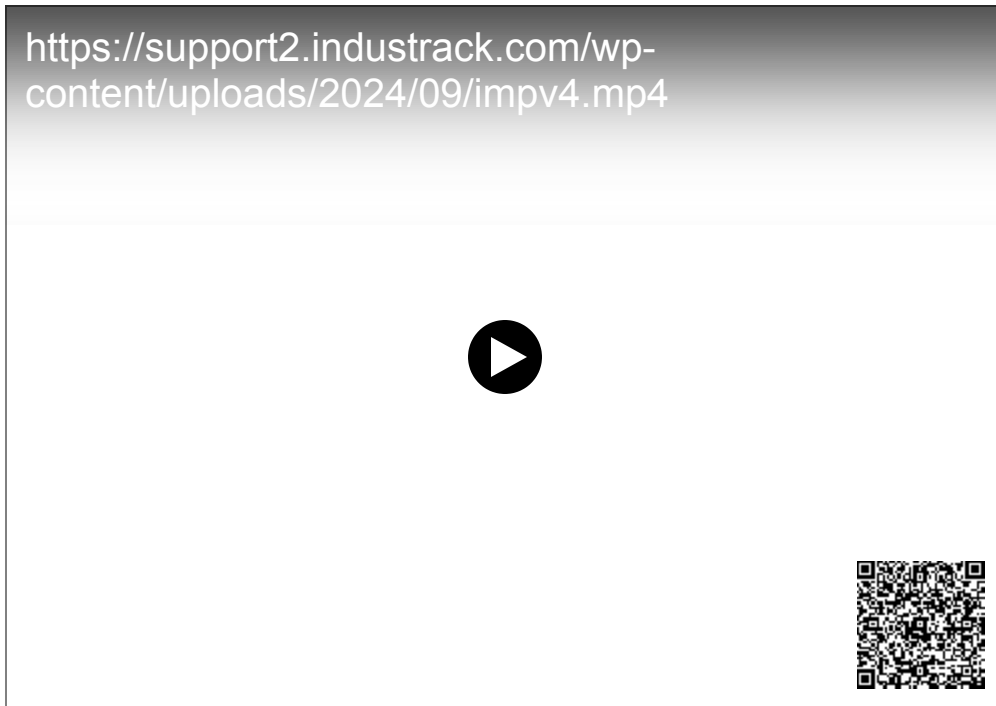


## 2. Upload Your File

- In the **Import Vendors** window, select your **Timezone**.
- Click **Upload** and choose the correct Excel file.

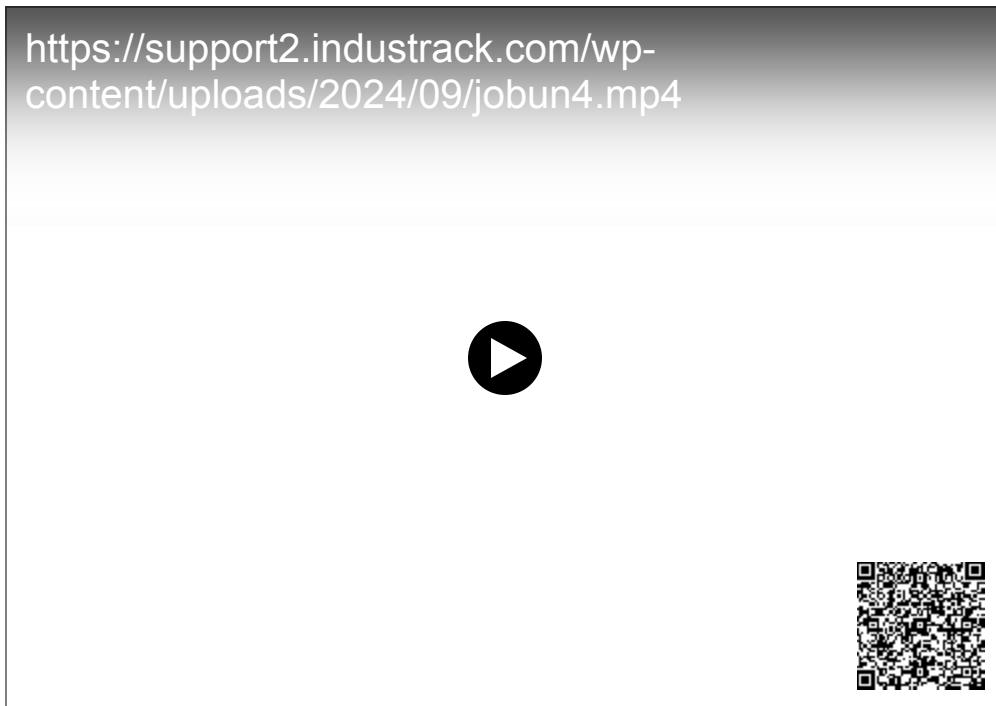
## 3. Map Columns

- Match the columns from your file to the system's fields.
- Click **Save** once all columns are mapped correctly.

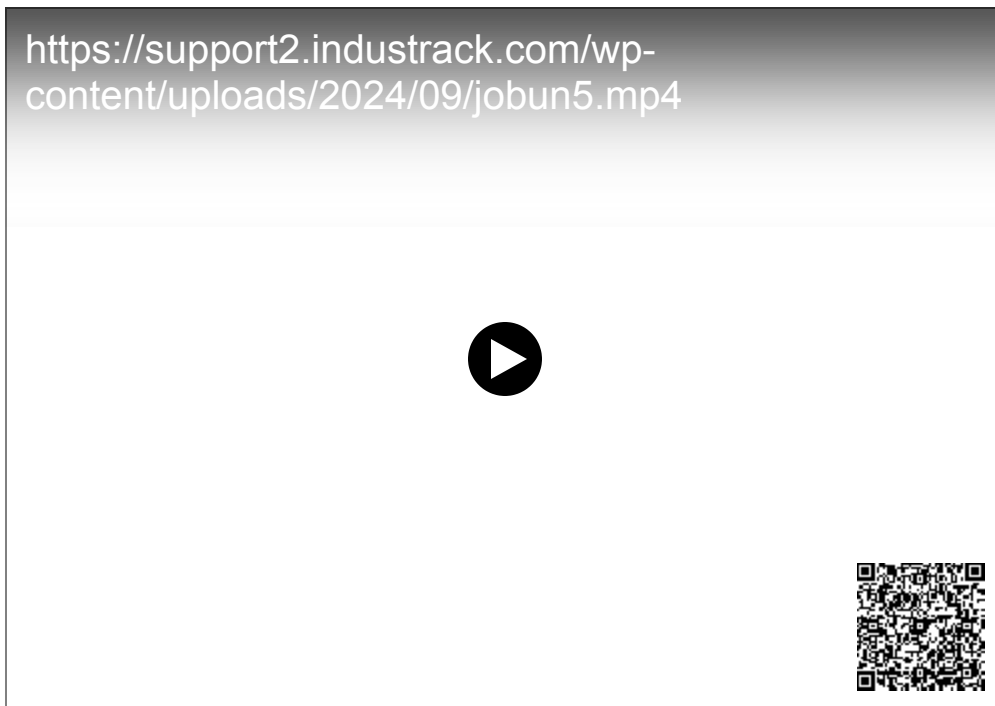


#### 4. Verify Upload Status

- The status will initially show as **New**.



- If the system starts processing, it may show **In Process**—this means your file is being analyzed.



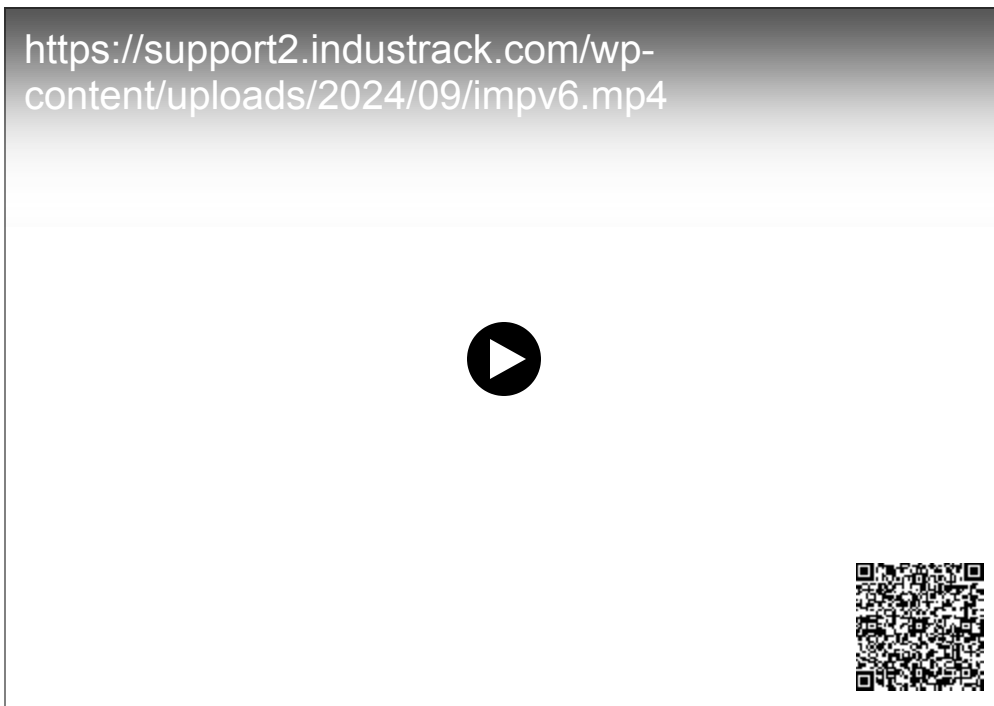
- Once finished, the status will update to **Complete** if successful.
- Note: If the file contains a large number of records, the status may take time to update. If it remains on **New** for too long, contact support.

A screenshot of the IndusTrack software interface. The top navigation bar includes 'IndusTrack', 'MAP', 'CUSTOMER', 'ESTIMATES', 'SCHEDULE', 'INVOICES', 'TIMESHEET', 'PROJECTS', 'P.O.', and 'REPORTS'. On the left, there is a sidebar menu with items like 'Company Settings', 'Office Users', 'Field Employees', 'Vehicle Tracking', 'Reports', 'Mobile App', 'Membership', 'Expenses', 'Inventory', and 'Scheduling'. The main content area shows a table with columns 'Created Date', 'Import Type', and 'Status'. The 'Status' column contains the value 'Complete', which is circled in blue. A blue arrow points from the 'Complete' status to the 'Status' column header. Below the table, there is a pagination control showing 'Items per page: 15' and '1 - 1 of 1'.

Created Date	Import Type	Status
Mar 8, 2025, 4:33:54 AM	Vendors	Complete

## 5. Confirm Successful Import

- Click the **three dots** next to the status and select **Details**.
- Ensure the **Total Rows** match the **Successful Rows**.
- Check the **Expenses** under **Settings > Vendors** to confirm data accuracy.



## 6. Handling Errors

- If there are errors, unsuccessful rows will not be imported.
- Click **Details** to view error messages and the affected row numbers.
- Export the error report to Excel to identify and fix issues.
- Correct the errors in your file and re-import it.

The screenshot shows a window titled "Import detail info" with a close button (X) in the top right corner. It contains a summary table and a list of error details.

All Rows	Number Of Successful	Number Of Errors
350	0	0

Lines with errors:

Line Number	Content	Error
90	["1416","809253","Condenser Fan Rain Protector","","Assembly","T610046","To protect a new fan motor from the elements a rain protector is recommended. The protector keeps rain and snow from getting into the inner working of the motor, extending the life of the motor. Should be quoted on all outdoor motors exposed to the weather","191","191","1"]	Nullable object must have a value.
	["1625","809256","Tune-Up & Pro Clean w/Topoff if No Leaks","","Assembly","T610037","A proper tune-up requires that the refrigerant levels be checked to ensure that the system provides proper	

EXPORT TO EXCEL

CANCEL SAVE

Following these steps ensures a smooth vendor import process in Industrack.

