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## External Order Import - Add On

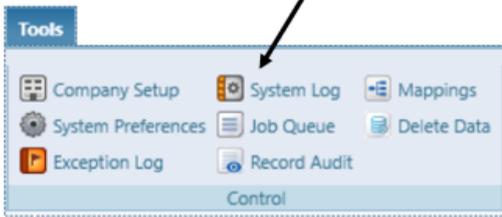
Angie K - 2022-07-26 - in ASI SmartBooks Knowledgebase

**External Order Import** allows you to import an order or to import products into a new or existing order. This allows orders to be created in ASI SmartBooks quickly and easily without potential keying errors.

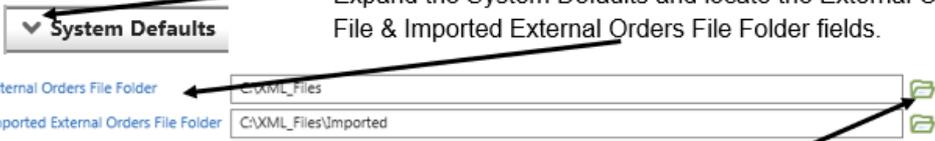
### Accessing External Order Import

#### Default Folder Setup

Go to the Tools tab and open Company Setup



Expand the System Defaults and locate the External Orders File & Imported External Orders File Folder fields.



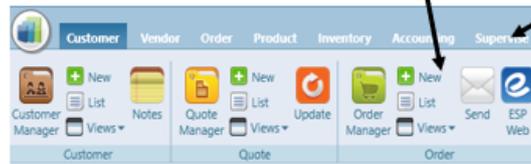
Enter the path and folder name or use the browse button, navigate to the folder that you wish to use for the External Order File Folder. Repeat this process for the Imported External Orders File Folder.

**External Orders File Folder**—This is the file folder that will default into the ASI SmartBooks External Order import window. Any import files in this folder will appear in the import display for importing. This location can be changed at the time of importing.

**Imported External Orders File Folder**—This is the file folder that will default into the ASI SmartBooks External Order import window. Once a file is imported and the order is saved in ASI SmartBooks, the import file will be moved to this folder for reference. This can be changed at the time of importing.

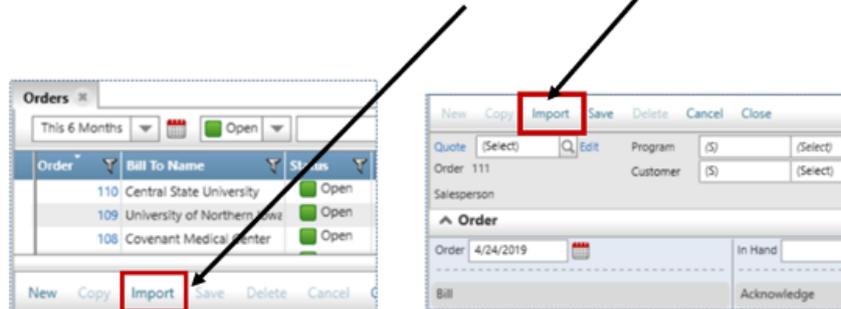
### Accessing the External Order Import

The External Order Import is accessed through an Order Manager or Order-New function

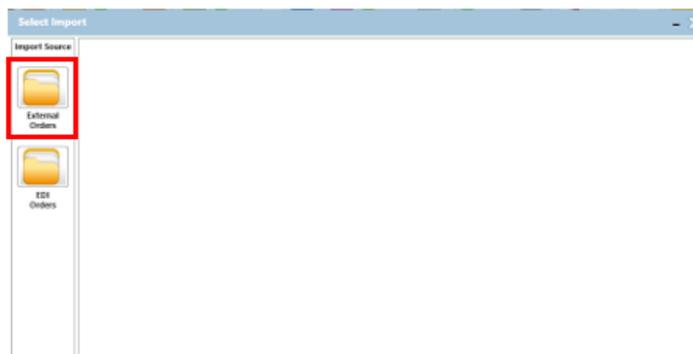


### Creating an Order through the External Order Import

Select Import from the toolbar from the Order List or Order - New.

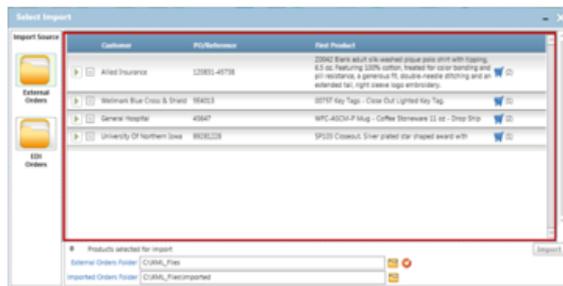


Select External Orders in the window that opens.



The XML files located in your External Order Folder will appear in the import display.

The XML file's Customer Name, PO/Reference, Description (from the first product in the file) and the total number of products contained in the file will be displayed.



Click an XML file's icon to view the product information from the file.

The Product's Code, Description, Vendor, Vendor SKU, Category, Quantity, Price and Cost, the XML file's location and name will be displayed in the expander's footer.



**Selecting to import**— Select an XML file to be imported by either checking the box for an XML file or expanding the XML file section and checking the box next to the products that you want to import.

**Browse**— You can use the Browse icon to change the location for the External Order files.

**Refresh**— Click the Refresh icon to update the list of XML files displayed for importing.

**Import**—The selected information will be imported, creating an ASI SmartBooks order. At this point the order can be changed, saved or cancelled.