

MULTIPLE ADDRESS EXPORT FOR CUSTOMERS

To use this feature you need to create a schema for exporting customers and all of the addresses for each.

Customer: All Fresh Vegetables

Company Info | Address Info | Additional Info | Custom Fields | Payment Info | Reserved Products | Products On Back-Order

Order Info | Invoice Info | Sales Goal | CRM | Login Info

5th Vegetable Street Vegetable City Canada | 7th Vegetable Street Vegetable City Canada

Add New | Copy Shipping

Bill To Address ☒ Primary Address

Name | Company | All Fresh Vegetables | Address | 7th Vegetable Street | City | Vegetable City | State | N/A | State Other | VG | Zip Code | WV117 | Country | Canada | Phone | 444-1111117 | Fax | | Cell Phone | | Email | Edrick@vegetable.com | EDI | Store ID | | DCID | | Store Name | | Update | Delete

Shipping Address ☐ Primary Address

Name | Company | All Fresh Vegetables | Address | 7th Vegetable Street | City | Vegetable City | State | | State Other | VG | Zip Code | WV117 | Country | Canada | Phone | 444-1111117 | Fax | | Cell Phone | | Email | Edrick@vegetable.com | EDI | Store ID | | DCID | | Store Name | | Update | Delete

Next | Close

First go to **Admin Switchboard >> Excel Import/Export tab >> Click Export Customers**

AdvancePro 11.00.0.1100* - admin

Admin | Customers | Vendors | Products | Warehouse | Returns | Reports | Sales Reps | QuickBooks | Web | MFG | MCR

Customers

- New Order
- POS
- View Orders
- View Customers
- Add Customer

Vendors

- New Order
- View Orders
- View Vendors

Products

- Add Product
- Manage Inventory
- View Products

Quick Search

---Select Item---

Open Windows

Utilities

Log Out

Utilities

About | Upgrades | Database | **Excel Import/Export** | Payment Processor | MPL | *Order Import

*Mult. Companies | *Lot/Serial # | *Bar Coding | *Freight | *Catch Weights | *EDI | *Advanced Shipping

*UPS/Fedex/USPS | *AdvanceEDI Sales Rep. | *Order Matrix | *Additional Entity | *Product Builder | *Ffo/Lfo

*APIntelligence | *AP Mobile | *AP Manufacture | *AP ActiSales | *AP Labels | *POS | *Resource Management

MS Dynamics | *AP API

Import data from an existing Excel spreadsheet
NOTE: Please see the help menu for important information on preparing your Excel Spreadsheet BEFORE doing your import.

Import/Export Products

Import Products | Export Products

Import/Export Customers

Import Customers | **Export Customers**

Import/Export Vendors

Import Vendors | Export Vendors

Import Customer Pricing

Import Customer Pricing

Import Assemblies

Import Assemblies

Other

- Product Unit Management
- Carriers
- Utilities**

Next, **Customers Export** screen will show.
Select **Create Schema**

Note: *COMPANY_NAME* is already checked

To enable box for **Multiple Address** you can click on all options **EXCEPT** the following:

ACCOUNT_NO
FEDERAL_TAX_ID
RESELLER_NUMBER
CUSTOMER_FIELD_1
CUSTOMER_FIELD_2
CUSTOMER_FIELD_3

The screenshot shows the 'Customers Export' window with the 'Create Schema' tab selected. The window has a title bar with standard Windows controls. Below the title bar is a tabbed interface with 'Create Schema' and 'Ready To Export'. The 'Create Schema' tab is active, showing a list of fields on the left, a preview of the schema on the right, and options for schema name, file extension, and type. The 'With Multi-Address' checkbox is highlighted with a red box.

Create Schema

☒ COMPANY_NAME
☒ ACCOUNT_NO
☒ FIRST_NAME
☒ LAST_NAME
☒ PHONE
☐ FAX
☐ EMAIL
☒ STREET_1
☐ STREET_2
☒ CITY
☒ STATE
☒ ZIP
☒ COUNTRY
☐ ADDRESS_NAME
☐ SHIPPING_FIRST_NAME
☐ SHIPPING_LAST_NAME
☐ SHIPPING_ADDRESS_NAME
☐ SHIPPING_PHONE
☐ SHIPPING_FAX

Up Down

COMPANY_NAME
FIRST_NAME
LAST_NAME
ACCOUNT_NO
PHONE
STREET_1
CITY
STATE
ZIP
COUNTRY

Schema: Multiple Customer Address Export File Ext: xls
Name: Multiple Customer Address Export Type: Customers
☒ With Multi-Address

Create Custom Formula

Column Name:
Formula:
Verify and Add Delete Formula

Add New Delete Save Next Close

Next, create **Name** for schema
Select **File Extension**
Type should be **Customers**
Check the box for **Multi-Address**
Click on **Save**

Now that you have created a schema, you are now ready to export.

Note: Make sure that Export Type is CUSTOMERS

To export, on **Ready To Export** tab:

Select **File Folder** location

Create **File Name**

Select **Schema** created to export customers that would include all addresses for each

You may also select **Search Filter** according to what order the list will be placed

If everything is set, click on **Export**

Customers Export

Create Schema | Ready To Export

Export Type: Customers ☐ Include inactive

Select Location

File Folder: C:\Users\User\Desktop

File Name: Sample Customer Export

Select Schema

Select schema for export: Multiple Customer Address Export

Product Options

Select Warehouse: Warehouse Search Filter: ---Select Item--- Search Value:

Customer Options

Search Filter: COMPANY_NAME Search Value:

Vendor Options

Search Filter: ---Select Item--- Search Value:

SAMPLE RESULT:

Sample Multiple Address Export.xls - Microsoft Excel

COMPANY_NAME										
	A	B	C	D	E	F	G	H	I	J
1	COMPANY_NAME	FIRST_NAME	LAST_NAME	ACCOUNT_NO	PHONE	STREET_1	CITY	STATE	ZIP	COUNTRY
2	All Fresh Vegetables	Edrick	Green	4000 0000 4444 4445	444-1111115	5th Vegetable Street	Vegetable City	VG	VVV115	Canada
3	All Fresh Vegetables	Edrick	Green	4000 0000 4444 4445	444-1111115	6TH Vegetable Street	Vegetable City	VG	VVV116	Canada
4	All Fresh Vegetables	Edrick	Green	4000 0000 4444 4445	444-1111115	7TH Vegetable Street	Vegetable City	VG	VVV117	Canada
5	All Steak Buffet	Gerry	Beefed	2000 0000 2222 2224	222-1111114	4th Beef Street	Beef City	BF	BBB114	Canada
6	Apparel Wear	George	Giggles	7000 0000 7777 7771	777-1111111	1st Shirt Street	Shirt City	ST	SRT111	Canada
7	Beautify	Jean	Grace	8000 0000 8888 8881	888-1111111	1st Fashion Street	Fashion City	FN	FSN111	Canada
8	Beefy Grills	Darry	Beefed	2000 0000 2222 2221	222-1111111	1st Beef Street	Beef City	BF	BBB111	Canada
9	Beefy-Q	Bern	Beefed	2000 0000 2222 2223	222-1111113	3rd Beef Street	Beef City	BF	BBB113	Canada
10	Boardz	Brod	Trickle	6000 0000 6666 6661	666-1111111	1st Board Street	Board City	BD	BRD111	Canada
11	Chicken Deli	RC	Chicklet	1000 0000 1111 1113	111-1111113	3rd Chicken Street	Chicken City	CN	CCC113	Canada
12	Chicken House	Mister	Chicklet	1000 0000 1111 1115	111-1111115	5th Chicken Street	Chicken City	CN	CCC115	Canada