VENDORS IMPORT

Vendors can be imported into ScheduleInterpreter using CSV file. Use Microsoft Excel or any other table editor to prepare data for import. Columns can be entered in any order. All bold fields are mandatory.

Names of the columns must be exact.

Column	Description	Type
Last name	Last name of the vendor	string
First name	First name of the vendor	string
Gender	Gender of the vendor. M=male; F=female; U=unspecified	string
Country of origin	Country of origin of the vendor	string
Vendor rating	Internal vendor rating, on scale from 1 to 10	string
Nickname	Nickname of the vendor	string
Business name	Business name used by vendor	string
Skills	Language(s) that the vendor speaks. If multiple, please separate them by comma (,).	string
Import ID	Unique, existing vendor ID that you would like imported into SI.	string
DOB	Vendor's date of birth	string
Username	Unique combination of letters and number to identify vendor in ScheduleInterpreter	string
Password	Combination of letters, numbers, and symbols, (dash "-", underscore "_", dot "."); must be between 8 and 30 characters long	string
E-mail	Vendor's email address	string
Cell phone	Vendor's cell phone number; all non numerical symbols are automatically removed	string
Home phone	Vendor's home phone number	
Tax ID	Vendor's EIN or SSN	string
Tax form	Vendor's employment status: W2 or 1099	string
Street	Street address of the vendor	string
City	City of the vendor	string
State	State or province of the vendor	string
Time zone code	Time zone of the vendor; using the attached template, enter the ID number associated with the vendor's time zone; for example: Eastern time zone=1	string

Zip	Zip or postal code of the vendor	string
Country	Country of the vendor	string
Notes	Notes for the vendor	text

Use attached vendors.xlsx template to prepare your data for import.

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