Instructions for uploading requisition lists

You can create a requisition list in a text or spreadsheet editor and upload the requisition list to the store. The file that you upload:

- Must be a plain text file that contains data in a specific format
- Must have the file extension `.csv`. A CSV (comma-separated values) file is a text file that stores tabular data separated by commas.

Follow these instructions:

1. Copy the following sample data for a requisition list into a spreadsheet editor like Microsoft Excel, or into a text editor like Notepad:

```
shared: N
FSC039_3907012,1
FSC039_3906025,3
FSC039_390503,10
FNU040_4010012,25
```

The result should look like this:

Sample format in a spreadsheet editor

1	shared: N	
2	FSC039_3907012	1
	FSC039_3906025	3
	FSC039_390503	10
	FNU040_4010012	25

Sample format in a text editor

```
1  shared: N
2  FSC039_3907012,1
   FSC039_3906025,3
   FSC039_390503,10
   FNU040_4010012,25
```

The row labeled 1 indicates whether the requisition list is shared or private. A shared requisition list can be viewed and used by other people in your organization. A private requisition list can be viewed and used only by you.

- For a shared list, type **shared: Y**
- For a private list, type **shared: N**

If you do not include the row labeled 1, your list will be private.

The rows labeled 2 specify the SKU (product code) and then the quantity:

- If you are using a spreadsheet editor, put the SKU and quantity in separate columns.

- If you are using a text editor, separate the SKU and quantity with a comma.

2. Update your file with data for your own requisition list.

3. Save the sample file as a `.csv` file using a file name that makes sense for your requisition list, for example:
   `ProjectARequisitionList.csv`

   - If you are using a spreadsheet editor, click the **Save As** option, and then select `.csv` as the file type.
   - If you are using a text editor, you can manually change the file extension from `.txt` to `.csv` after you save the file.

   If your file has another extension, such as `.xls` or `.txt`, you cannot upload it.

4. In the Requisition Lists page on the store, upload your file:

   a. Click the **Upload List** tab.
   b. Click **Browse** to find the file that you just created.
   c. Click **Upload**.

   Uploading might take a few minutes. During this time, you can continue to use the store.

5. In the **File upload status** section on the Requisition Lists page, check the results of your upload:

   - If the status is **Uploaded**, you can view your new requisition list by clicking the list name on the Requisition Lists page. The list name is the name of the `.csv` file that you uploaded.

   - If the status is **Partially uploaded**:

     a. Click **View Log** to learn what might be wrong with your file.
     b. Correct the errors in your file.
     c. Delete the requisition list that was only partially uploaded from the Requisition Lists page so that you do not create a duplicate file in the next step.
     d. Try uploading the entire file again (repeat steps 4 and 5).

   - If the status is **Upload failed**:

     a. Click **View Log** to learn what might be wrong with your file.
     b. Correct the errors in your file.
     c. Try uploading the entire file again (repeat steps 4 and 5).