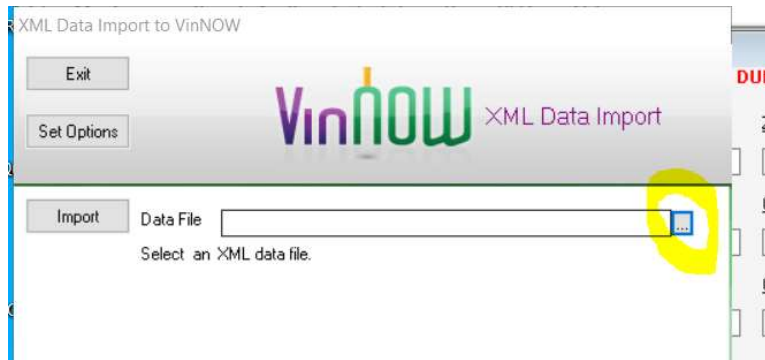
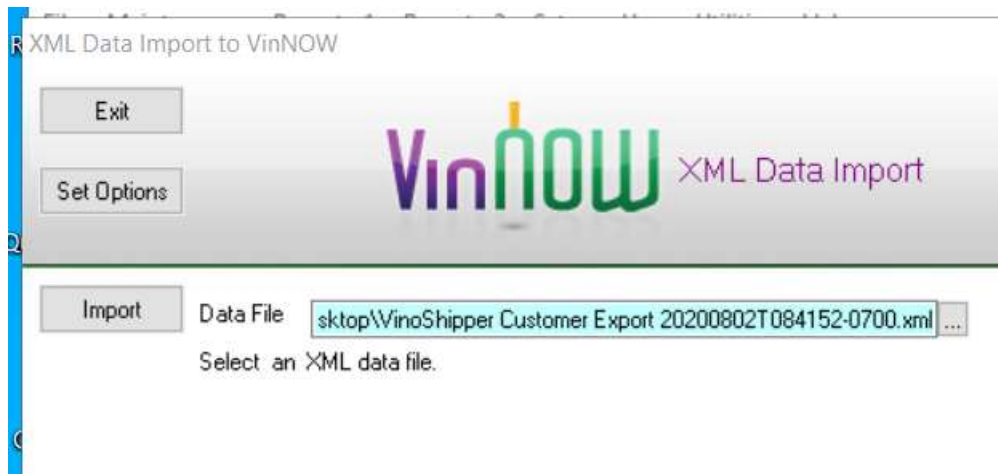


VinoShipper Use

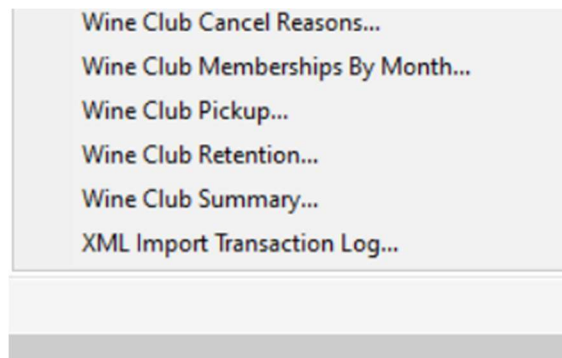
Once you have downloaded the file from VinoShipper to your computer, to import the VinoShipper file go into VinNOW, File, Import XML Data



Once you have the data file selected click **Import**



Once the orders have been imported, they will appear on the XML Import Transaction Log report





Please Note –

In VinNOW:

- If the customer does not exist it will be created.
- Orders will be created under the customer.
- Orders should be downloaded daily so the order date is the same in both systems.

In the order:

- Internal Note will contain the Web order Date
- The order status will be To Be Shipped
- Order Type will be Web Order
- Sales Person will be VinoShipper
- Payment type will be VinoShipper

VinNOW does not have any control over what information is on the file that you export from VinoShipper. If the information on the file is not correct or complete, please contact VinoShipper support.