

Uploading a Purchase Order CSV (ASN alternative)

CSV Upload (recommended)

A CSV example directly from Helm can be downloaded from the [Import/Export Purchase Order](#) page accessed through Imports/Export->Purchase Orders

This consists of the following (but may alter, so I recommend checking the CSV download from Helm on occasion).

Name	Description	Expected Value
*Purchase Order ID	A Unique ID for the Purchase Order	
*Supplier Email	The email address of the supplier (can be own email)	
*Location ID	The location this item will be stocked to (Warehouse is 6, so choose 6)	6
Expected Delivery Date	When it should be getting to the warehouse	
*Product SKU	The SKU for the product on this line	PDT-123, etc
*Product Quantity	The amount of this product getting delivered	120
Product Name	The name of the product	
Product Line Total Discount		0
Product Expected Delivery Date		
PO Notes		
Payment Currency		GBP , etc
Product Notes		

Name	Description	Expected Value
Product Delivered Quantity		
Product Unit Price		
Custom Fields	Any custom field data for the product(s)	

Uploading/Importing

Once the PO is completed

Go to [Imports/Export->Purchase Orders](#)

Upload the file

Check the mappings are correct (if you use the template they should be, but double check for safety)

Press Submit Mapped Data

Final Part

Once the PO is added and looks good/has been sent wherever it needs to be sent this needs to be set as Submitted.

To do so, select the dropdown at the top-right and choose Submitted.

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