

**ESUPPLIER OVERALL VIEW EXPORT – IMPORT PROCESS
CONFIGURATION INSTRUCTIONS
VERSION 0 - JUNE 2022**

The portal offers the possibility to download the entire Overall View grid in a CSV format that allows you to open it on Excel and fill it out offline, then that completed Excel file can be imported into the portal all at once.

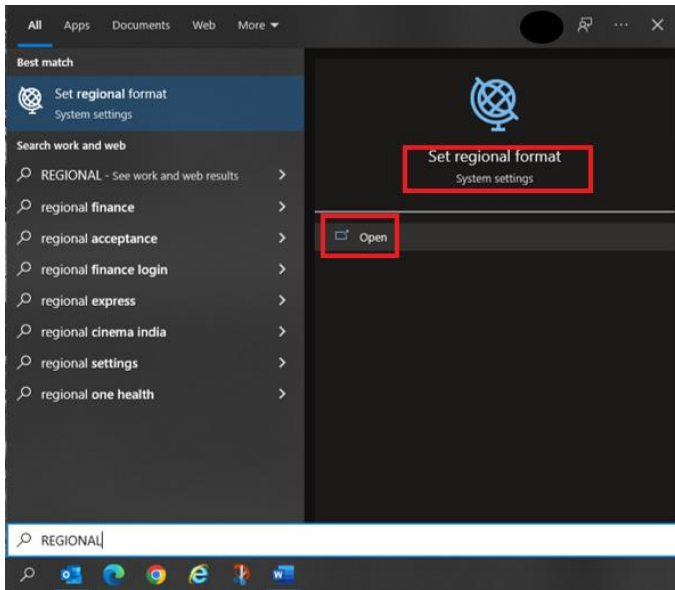
This is a functionality that TR will be constantly improving to make it faster and easier to use.

In order to use it and avoid compatibility problems we recommend you do the export-import process in the English regional format. In the future this won't be necessary. In order to configure said format we need to make a small change in your operating system (Windows) regional format, on your internet browser's language selection, and to verify that Excel is using the regional format we have chosen.

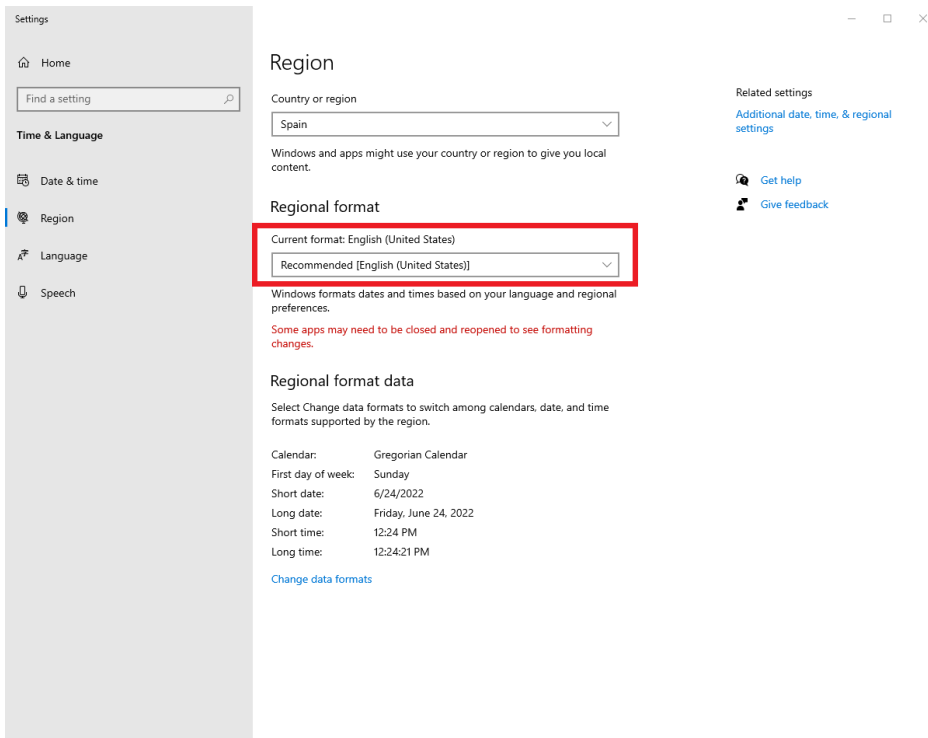
If changes are necessary, they can be reverted right after the import-export process is completed.

1. Regional format for your operating system.

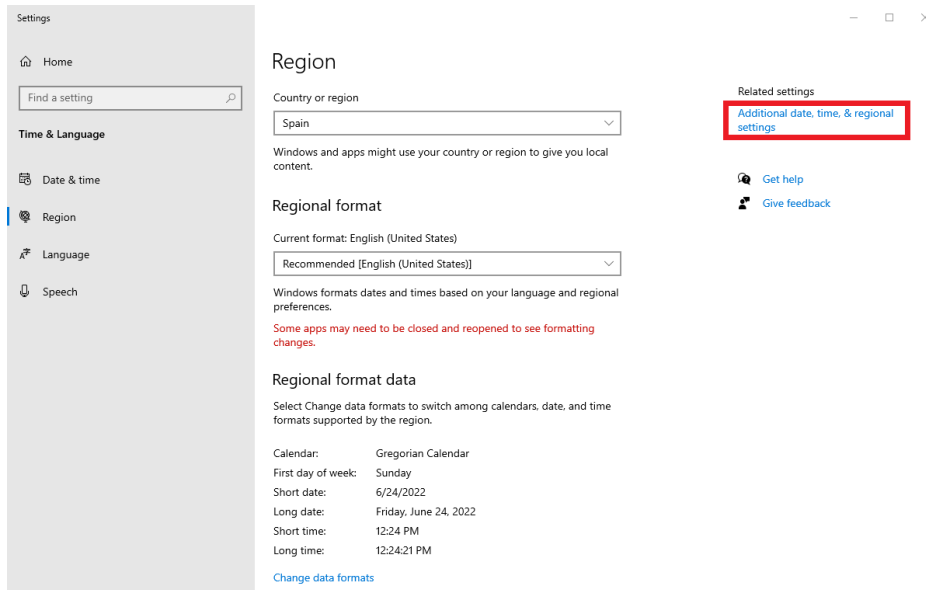
On your computer Search bar, look for “Regional”, or equivalent in your language:



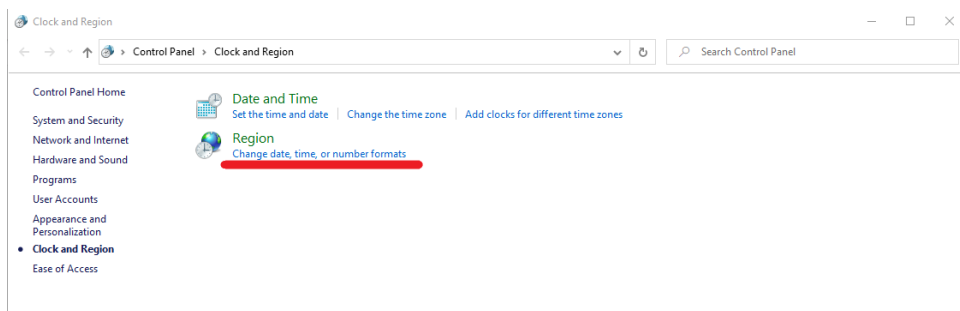
In this screen change this value to **English (United States)**. This change is reversible at any time after you complete the export-import process and will not change the computer language, only the formatting. Save changes if necessary.



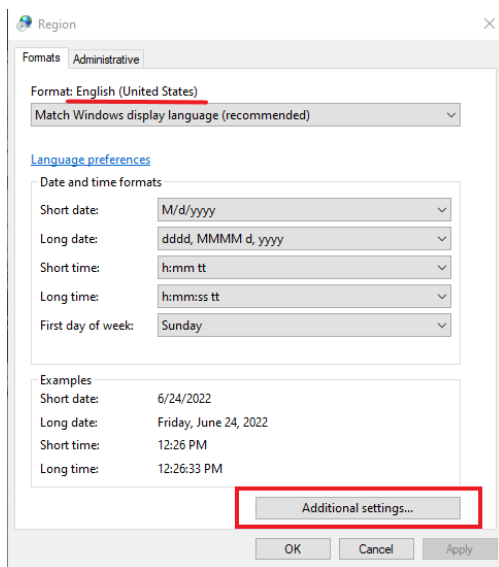
Click here:



This screen will open, click here:

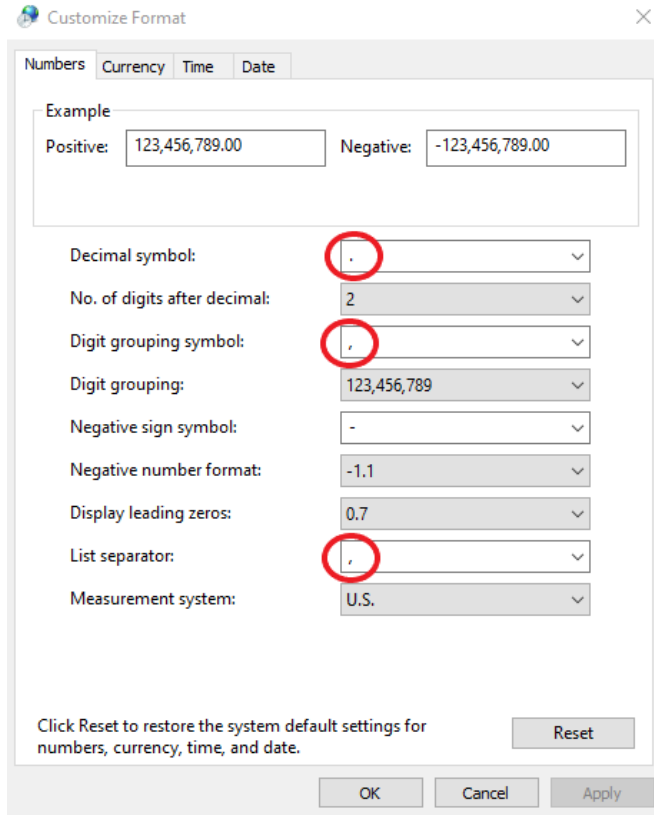


Afterwards, this window will open, make sure that format on top says English (United States), then click on the button below:



In this final window, make sure that these three items are configured as follows:

- Decimal symbol, a dot (.)
- Digit grouping symbol (the thousands separator), a comma (,)
- List separator, a comma (,)



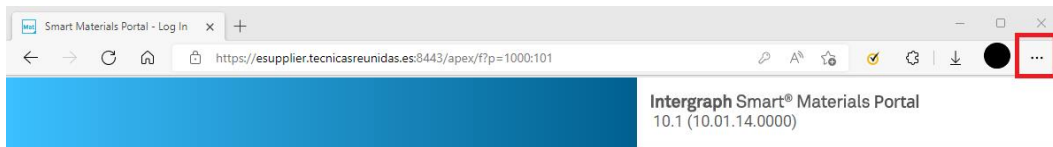
Apply changes, if any and close the windows.

2. Regional format for your internet browser.

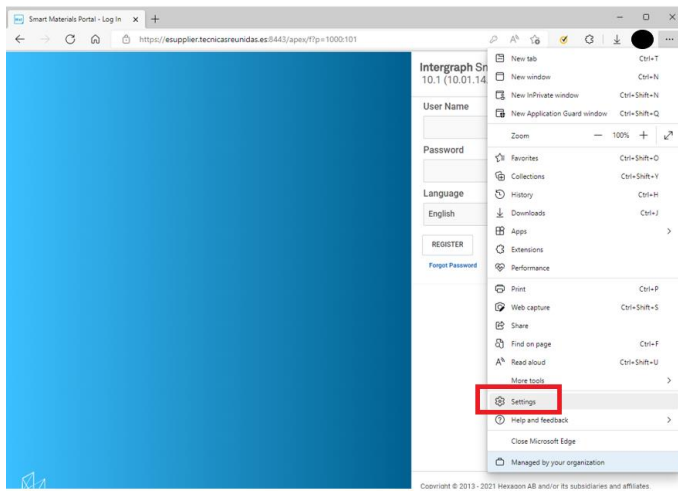
Our portal is compatible with both Microsoft Edge and Google Chrome browsers. We recommend changing the language to English (United States) in the one you use for the portal. In order to make this process as easier as possible, make the change in the browser that you use less, that way your main working browser will be unchanged.

In order to change the regional format in Microsoft Edge, do the following:

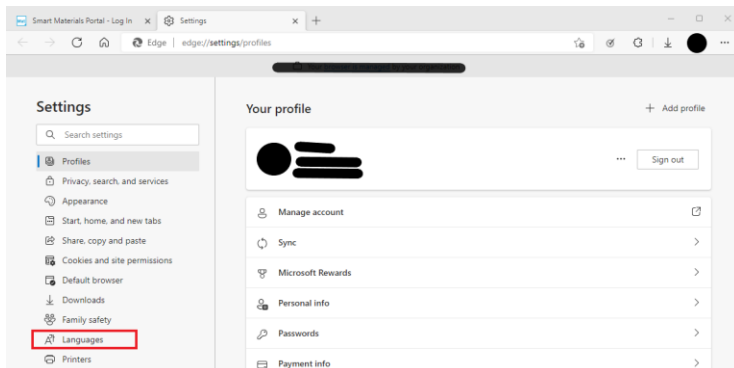
Click on the top right corner, on the three dots:



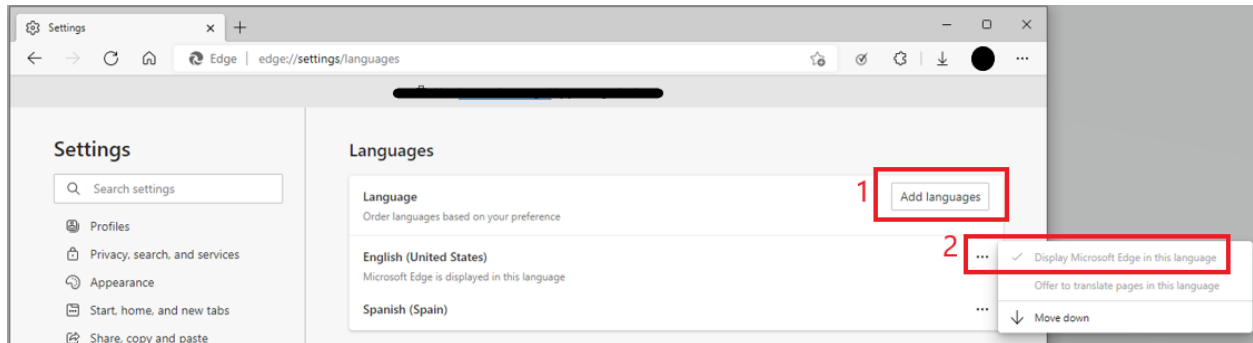
In the drop-down menu, select the Settings menu:



In the settings page, click on Languages in the left-side menu:



In the languages menu you may add English (United States) from the Add languages button (option 1), or if already visible, click on the three dots and select “*Display Microsoft Edge in this language*” (option 2).



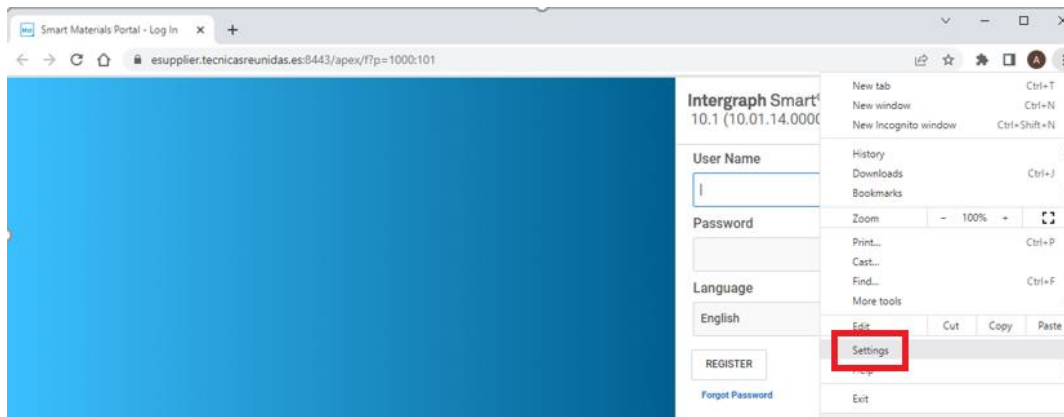
Close the browser and open it again.

In order to change the regional format in Google Chrome, do the following:

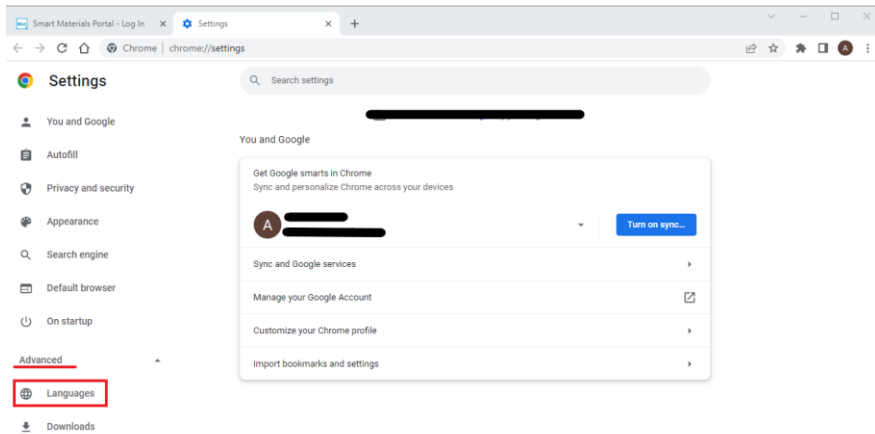
Click on the top right corner, on the three dots:



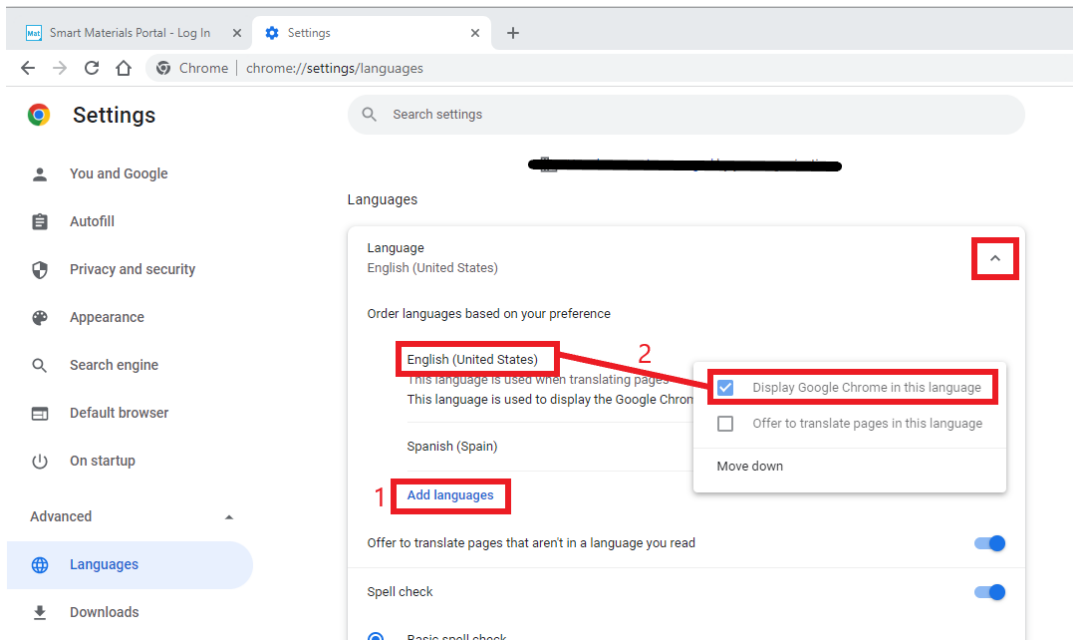
In the drop-down menu, select the Settings menu:



In the settings page, click on Advanced in the left-side menu, and then on Languages:



In the languages menu you may add English (United States) from the Add languages button (option 1), or if already visible, click on the three dots and select “Display Google Chrome in this language” (option 2).

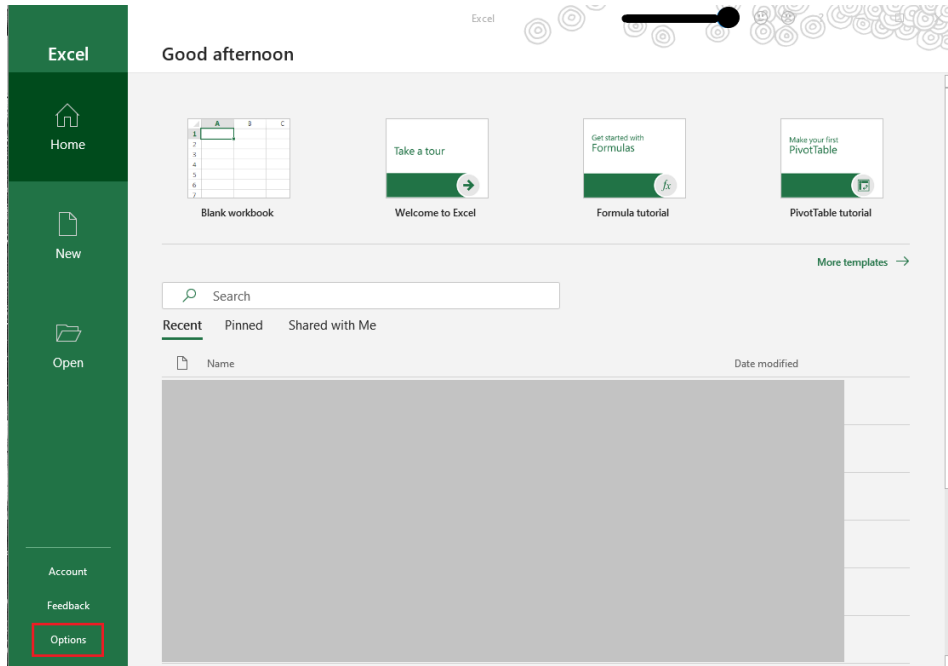


Close the browser and open it again.

3. Regional format for your Excel application.

The last verification you need to run is in your Microsoft Excel application, to ensure that it is using the operating system's regional formatting.

Open Excel, and click on Options:



The Excel Options window will open, you need to click on Advance, on the left-side menu, and then make sure that the highlighted option is clicked:

