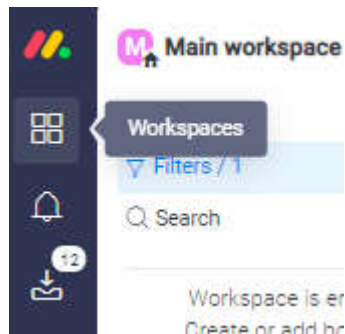


SETUP supplier workspace in MONDAY.com

Log into Monday

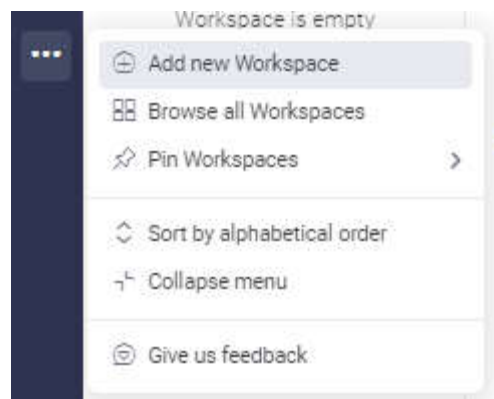
Click the Workspaces TAB




Click the 3 ...



Add New Workspace



Enter workspace name in the Format:
From Intrastats header bar



Maxtec Inc

CID4614 Opera 00011712 Type: Company Supplier

Maxtec Inc 6526 South Cottonwood Street, (300 West), Salt Lake City, USA, Salt Lake City, 84107

Tel [Log Call](#)


[Account Home](#)[Main Details](#)[Account Memos](#)[Sales History](#)[Purchase Orders](#)[Supplier Returns](#)[Stock References](#)[Customer Returns](#)[Service Visits](#)

CIDxxx Company Name Host Company Name Supplier Orders

For example above

CID4614 Maxtec Inc Viamed Supplier Orders

Create Workspace




Workspace name

Workspaces are a way to organize your boards by team or project in one place.

[Cancel](#)[Create Workspace](#)


Click Create Workspace



CID4614 Maxtec Inc Viamed Supplier Orders

Add workspace description

[Recent Boards](#)[Members](#)[Permissions](#)



You have 0 boards in this workspace

[+ Add a board](#)

Click Add a board

Template center

Recommended for you

Build Your Own

Build Your Own

Template center

Recommended for you

Build Your Own

Marketing

Content Production

Project Management

Sales & CRM

Build Your Own

Use

Preview

Start from scratch

Used by 1.6M teams

Hover over Build your own and Select Use

Create board

☒ Main

☐ Private

☐ Shareable

Visible to everyone in your account

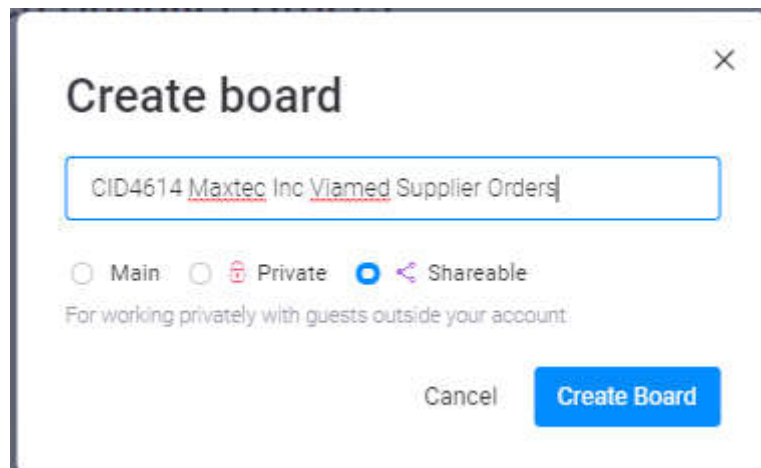
Cancel

Create Board

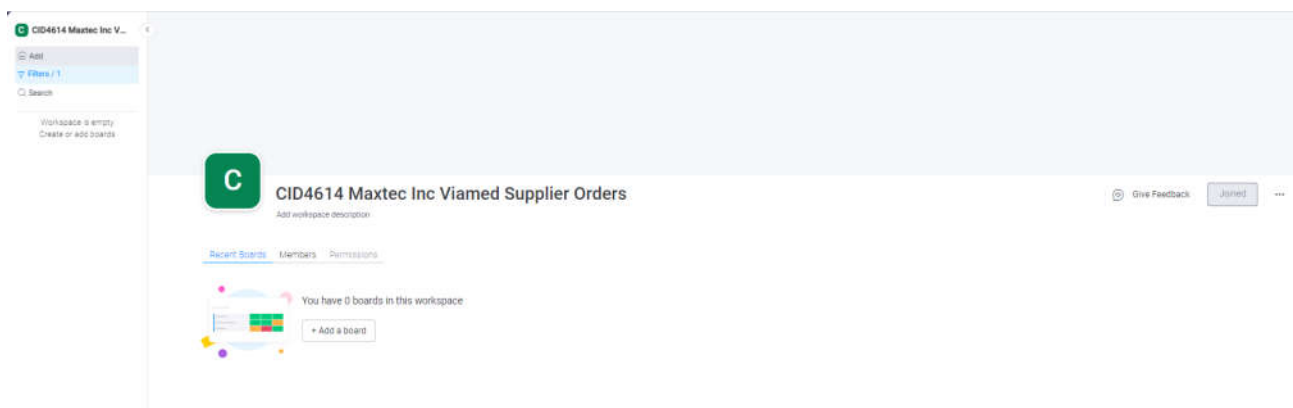
Rename to CIDxxx Company Name Host Company Name Supplier Orders
For example above

CID4614 Maxtec Inc Viamed Supplier Orders

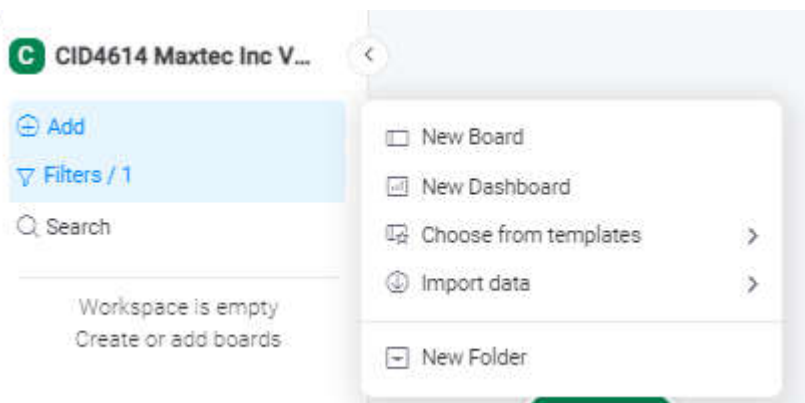
*IMPORTANT Click Shareable radio button



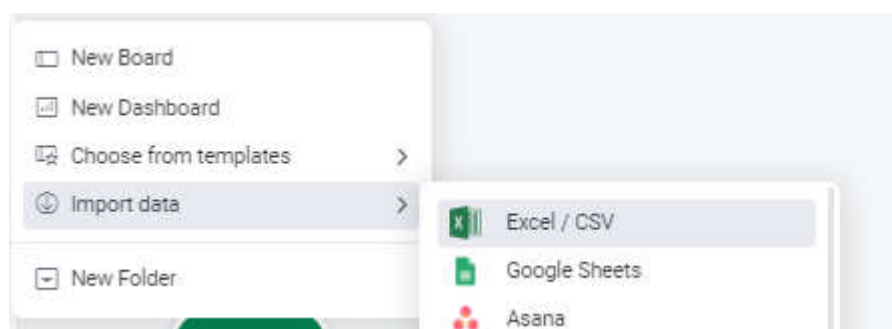
Click Create Board

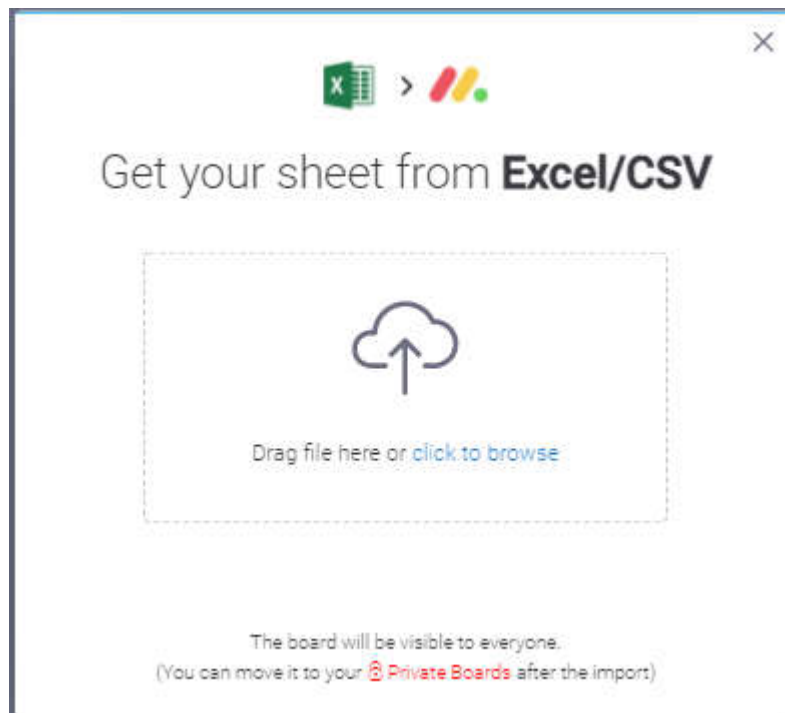


Top left Click Add

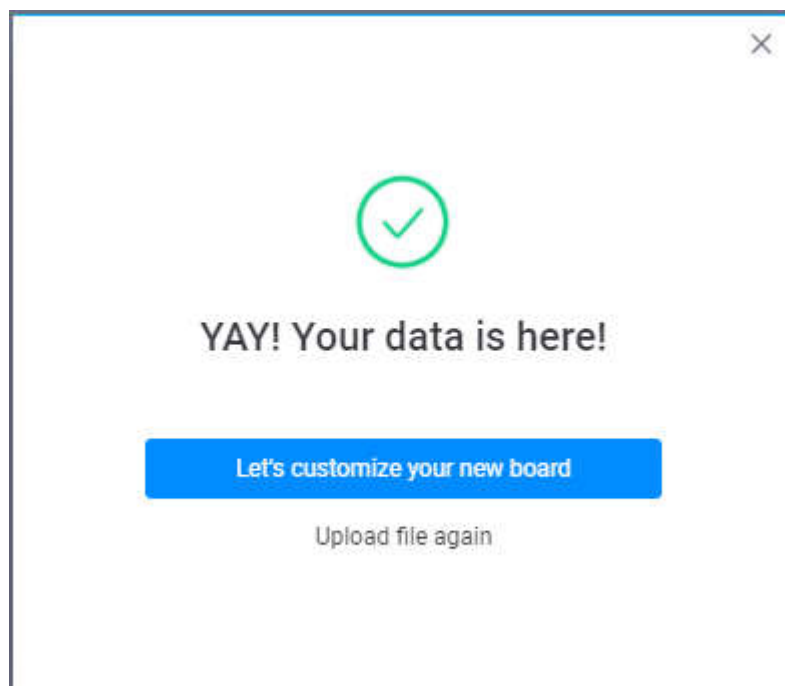


Import Data – Excel / CSV






Drag MondayTemplteFile.xlsx On top of the drag here location,



Click Customize your new board



Step 1 of 3



What is your first row?

This will become the column titles


	A	B	C	D	E	F	G	H	I	J	K
1	LinkID	Host	PO Reference	Supplier ref	Description	Date Required	Estimated Ship Date	Qty Ordered	Qty Received	Qty Outstanding	Stat

 >  MondayTemplateFile

BackNext

Click Next



Step 2 of 3



What is your first column?

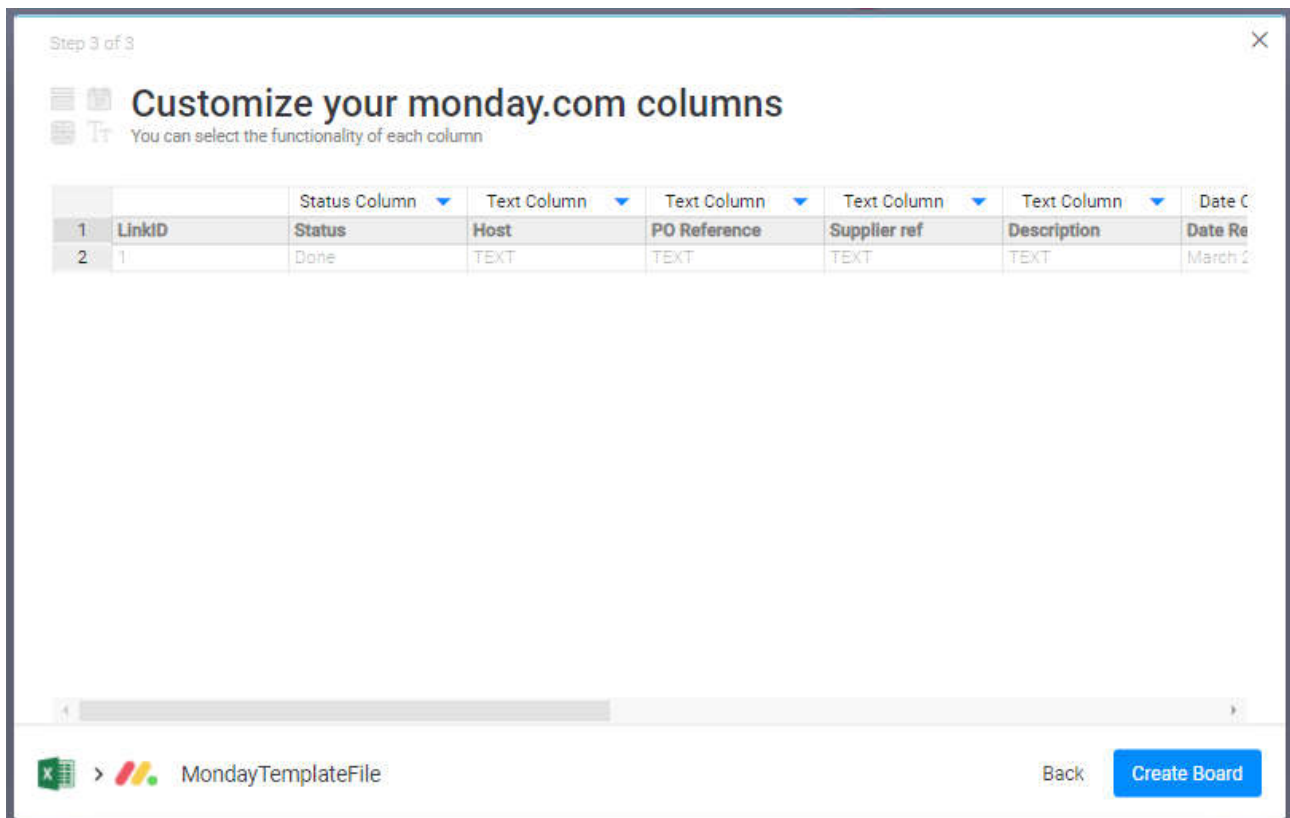
This will become the title of each row (tasks, projects etc.)

	A	B	C	D	E	F	G	H	I	J	K
1	LinkID	Host	PO Reference	Supplier ref	Description	Date Required	Estimated Ship Date	Qty Ordered	Qty Received	Qty Outstanding	Stat

 >  MondayTemplateFile

BackNext

Click Next



Update the Column Types as below

		Status Column ▾	Text Column ▾	Text Column ▾	Text Column ▾	Text Column ▾	Date Column ▾
1	LinkID	Status	Host	PO Reference	Supplier ref	Description	Date Required

Status - Status

Host – Text

Po Reference - Text

Supplier ref – Text

Description – Text

Date Required – Date

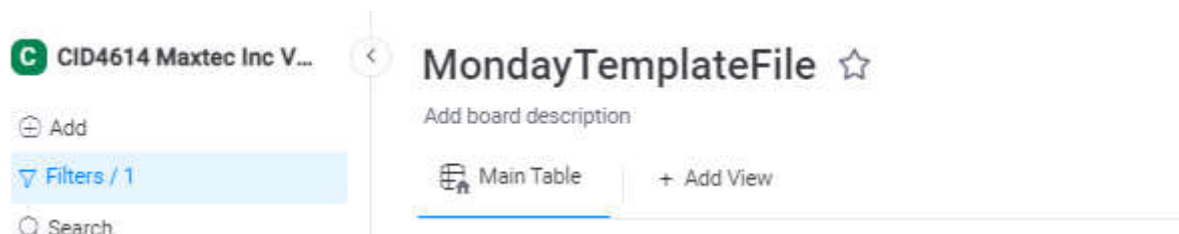
Estimate Ship Date – Date

Qty Ordered – Number

Qty Received – Number

Qty Outstanding – Number

DoNotMap – Text



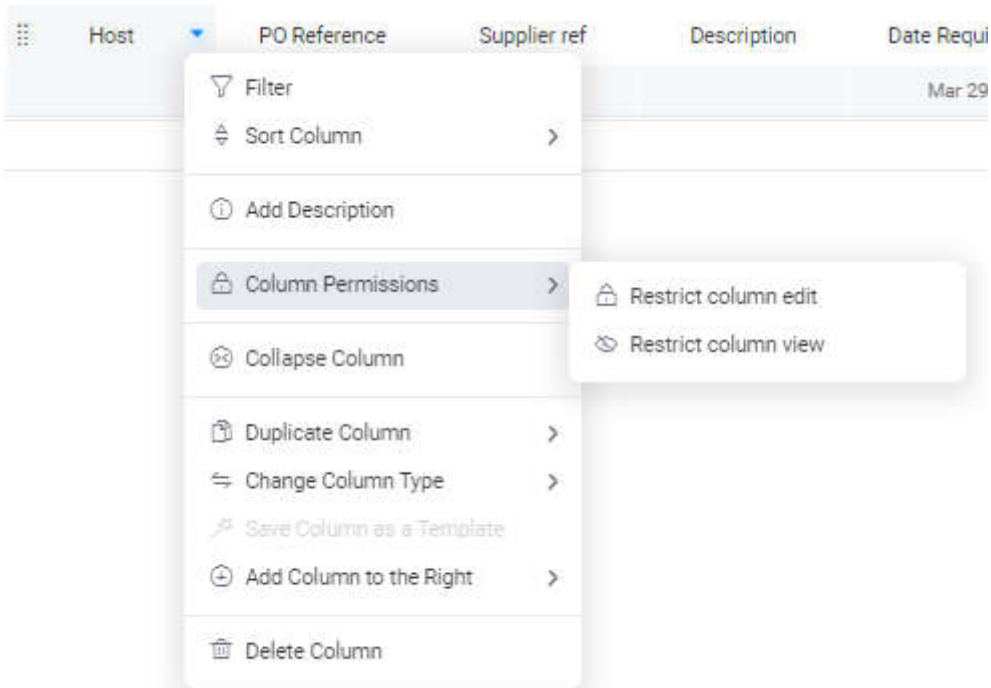
Update the MondayTemplateFile TEXT to:

CIDxxx Company Name Host Company Name Supplier Orders

For example above

CID4614 Maxtec Inc Viamed Supplier Orders

Lock the Following Columns



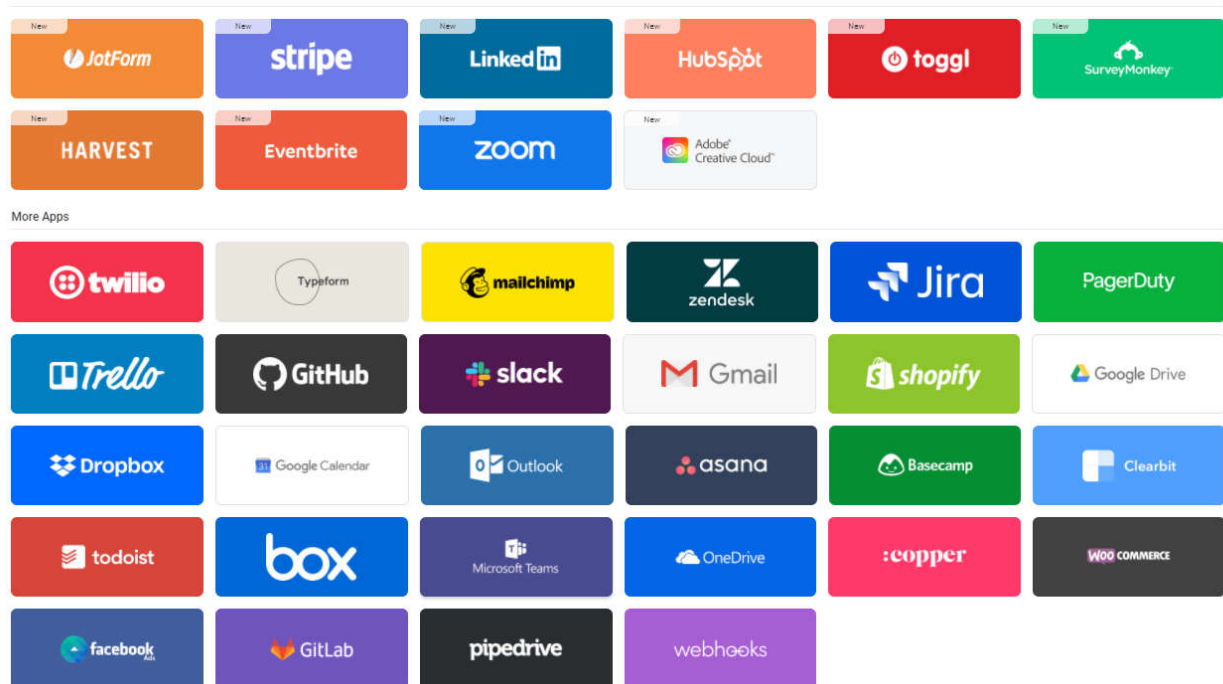
Blue down Arrow, Column Persmissions Restrict Column edit.
Lock all From Host to DONOTMAP1
DONOTMAP1/2/3 can be Restrict in View.

Only Unlocked columns should be Status and Estimate Ship Date

Integration Settings:




Click Integrate





Find the App webhooks







Listen to webhooks of changes inside monday.com [Learn more](#)

Webhooks

 Webhooks



When a new update posted, send a webhook

[Add to board](#)

 Webhooks



When any column changes, send a webhook

[Add to board](#)

 Webhooks



When an item is created, send a webhook

[Add to board](#)

 Webhooks



When **a status** changes to **something**, send a webhook

[Add to board](#)

 Webhooks

When **a column** changes, send a webhook

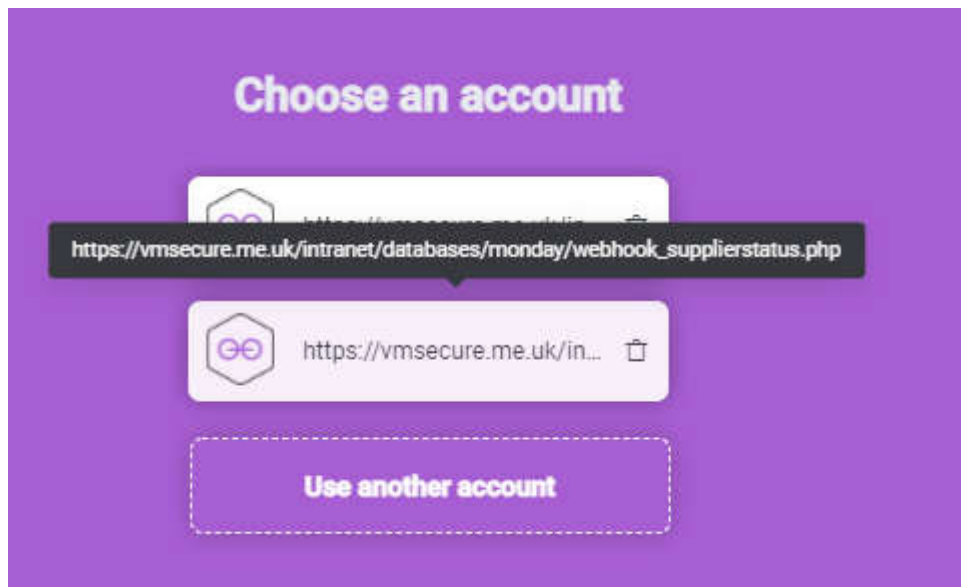
[Add to board](#)

 Webhooks

When an item name changes, send a webhook

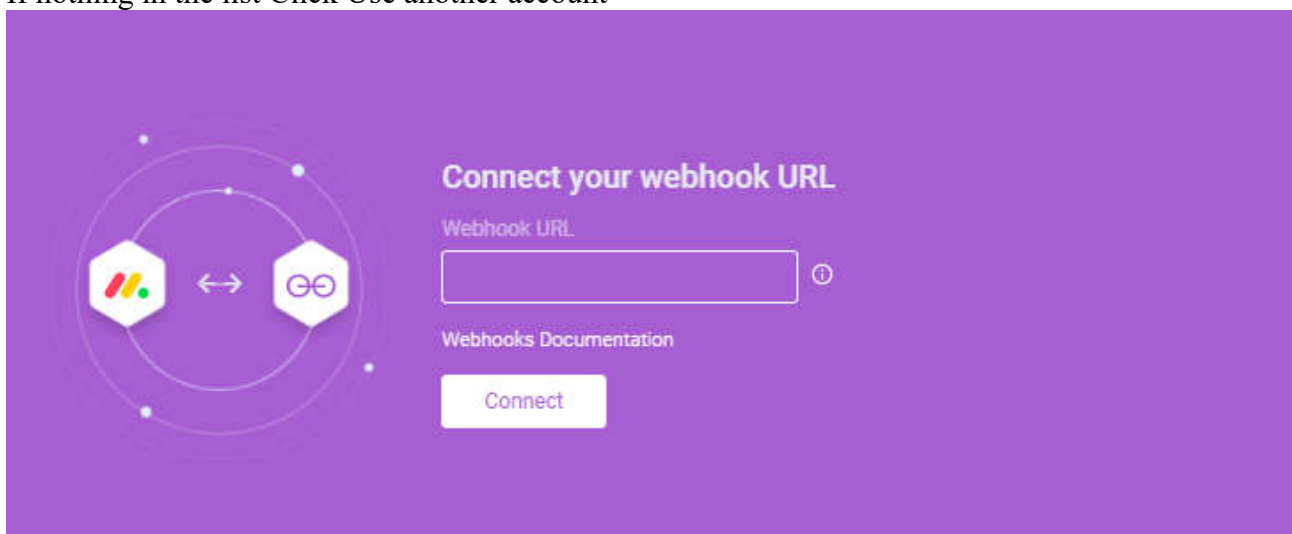
[Add to board](#)

Click When status changes something send a webhook



Hover over the links and Select the one with supplierstatus.php at the end

If nothing in the list Click Use another account

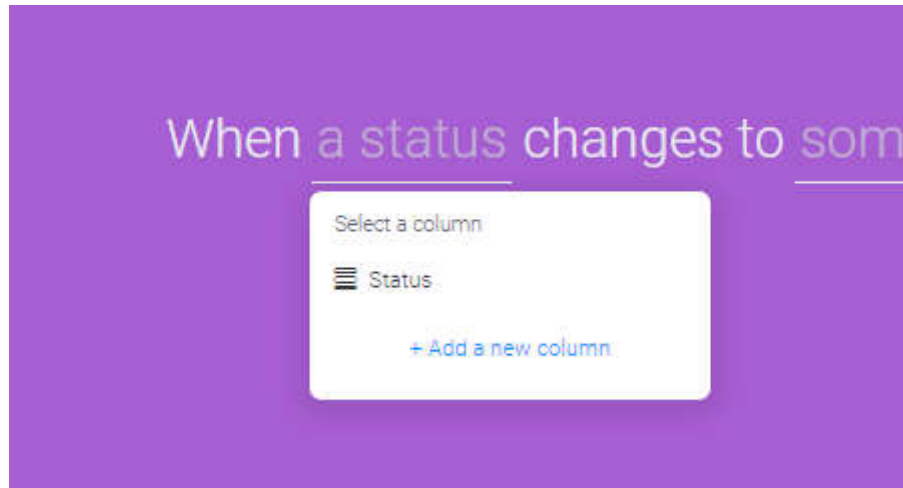


Webhook URL

https://vmsecure.me.uk/intranet/databases/monday/webhook_supplierstatus.php

When a status changes to something, send a webhook

Click the words a status



Select Status

When Status changes to something, send a webhook

Click the Words something



Select Anything

When Status changes to anything, send a webhook

Click add To Board

Add To Board


Click Add new Integration

+ Add new integration

Find webhooks

webhooks

Click the when a column changes send a webhook

 >  Webhooks

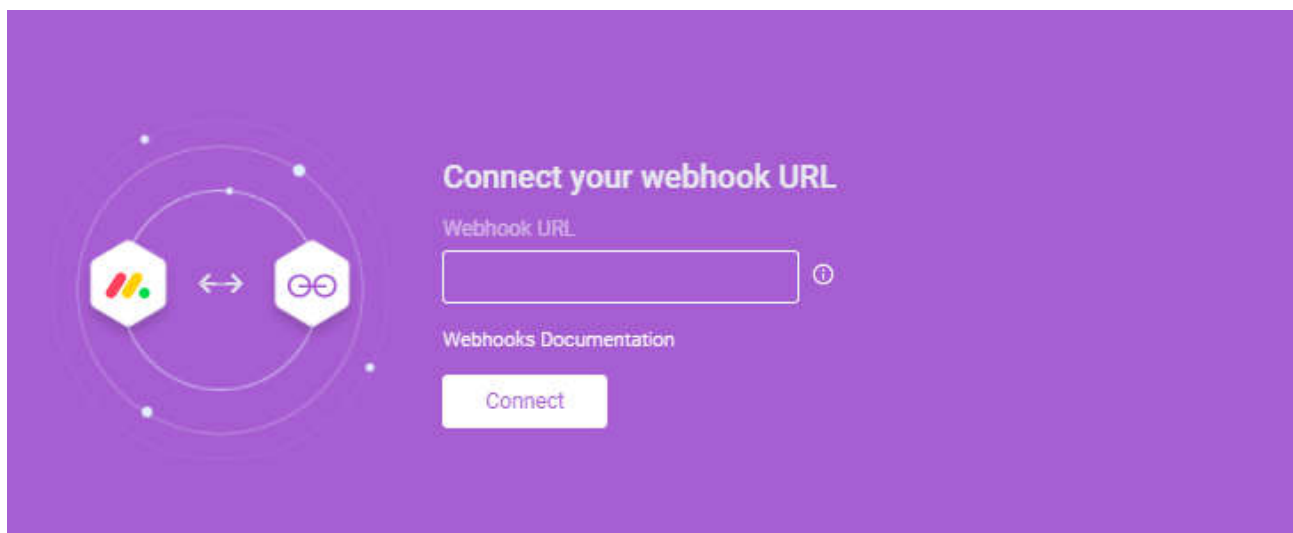
When **a column** changes, send a webhook

Add to board



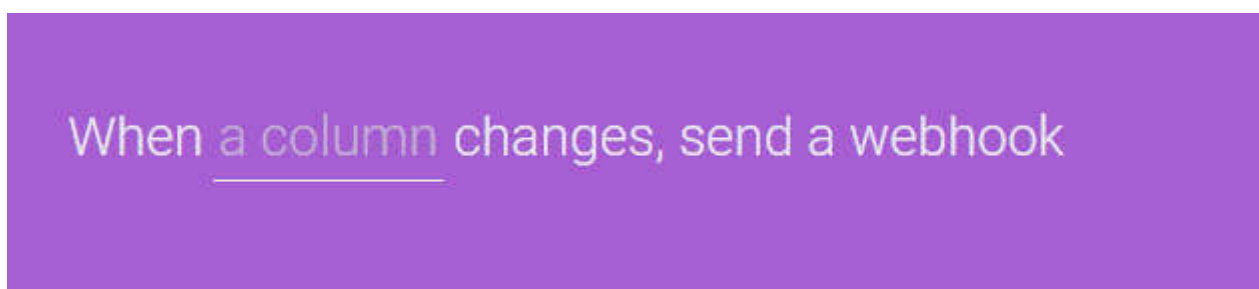
Hover over the links and pick the one ending in suppliershipdate.php

If nothing in the list use another account



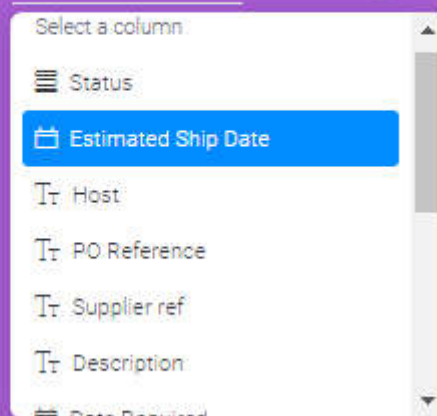
Webhook URL

https://vmsecure.me.uk/intranet/databases/monday/webhook_suppliershipdate.php
then Connect



Click the words a column

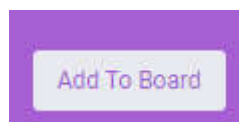
When a column changes, send a webhook



Select Estimated Ship Date

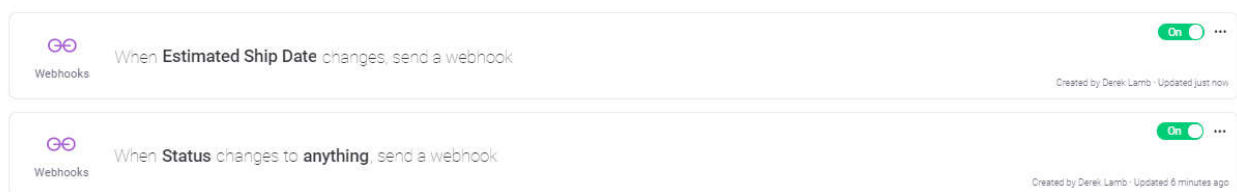
When Estimated Ship Date changes, send a webhook

Click Add To Board



2 Active integrations on this board | Search

Integrations Activity / 0 + Add new integration



Close the integration screen

You should now be able to Import this suppliers orders.