

# Business partner database import

To make it easier to get started with Ozols TMS, we recommend that you use this option to import existing business partners database by following the steps below:

1. Create an Excel table that contains business partner information, using the following example:

| Company Name | Registration number | VAT number | Address Street | Address City | Address Postal code | Address Country | Bank | SWIFT code | Account number | Name of the contact person | Surname of the contact person | Phone Number | E-mail | etc |
|--------------|---------------------|------------|----------------|--------------|---------------------|-----------------|------|------------|----------------|----------------------------|-------------------------------|--------------|--------|-----|
|              |                     |            |                |              |                     |                 |      |            |                |                            |                               |              |        |     |
|              |                     |            |                |              |                     |                 |      |            |                |                            |                               |              |        |     |

2) Send the prepared table to the OZOLS TMS technicians who will import the data into your database. E-mail: [info@clouDEX.lv](mailto:info@clouDEX.lv)

If you have any questions about these instructions, please contact the OZOLS TMS customer support team: [info@clouDEX.lv](mailto:info@clouDEX.lv) or call 003-71 **28-38-83-00**

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