

# Upload, List, & Submit



1. On your MYAAD Data Dashboard, under COMPANY & SERVICE, click the "UPLOAD" selection of your choice (Inventory, OEM Parts, PMA, GSE, or Repair Capability).

2. Select the "Upload" button.

## How to Upload

Uploading your data is simple and quick.

The screenshot shows the AADDesk dashboard. On the left, the 'COMPANY & SERVICE' menu is expanded, and 'Upload Inventory List' is circled with a blue circle and a '1' in a blue hexagon. In the main area, the 'Inventory List' table is displayed with columns: Part Number (Model), Alt Part Number, Description, Cond, Qty, UOM, Net Price, List Price, Cert, L/T, Warehouse#, and Action. The 'Upload' button in the top right of the table is highlighted with a blue box and a '2' in a blue hexagon. Below the table, there are buttons for 'Export', 'Upload', and 'Add', with 'Updated: Results: 1' displayed below them.

3. Click "Download Template" to download the AADDesk template to upload your data list.

**\*\*\* Note: The AADDesk template must be used.\*\*\***

For parts, be sure to include item number and condition.

4. Enter last item's row number on your Excel template list.

5. Click "Choose File", select file, then click "Upload".

The screenshot shows the 'Inventory List Upload File(s)' dialog box. The 'My Library' dropdown is set to 'Inventory List'. The 'File Type' dropdown is set to 'Microsoft Excel 97-2007 (\*.xls;\*.xlsx)'. The 'Download Template' button is highlighted with a blue box and a '3' in a blue hexagon. Below this, the 'Files Rows Total' is 6155. The 'File' dropdown is set to 'Choose File'. The 'Upload' button is highlighted with a blue box and a '4' in a blue hexagon. Below the dialog box, a table of data is shown with columns for Part Number (Model), Alt Part Number, Description, Cond, Qty, UOM, Net Price, List Price, Cert, L/T, Warehouse#, and Action. The last row, '6155 Y-1265-2-1', is circled with a blue circle and a '5' in a blue hexagon. The 'Upload' button is highlighted with a blue box and a '5' in a blue hexagon.

For further assistance, please contact:  
Phone: 1-909-396-1818 or E-mail: America8@aaddesk.com  
Please be sure to reference the State or Country you are calling from.