1. In the "Data" sheet of the vehicle import spreadsheet, add details for each vehicle in its own row. Do not add new columns, or rename columns.

2. Use the table below as a reference for accepted values for each column.

3. Once all vehicles have been entered in the "Data" sheet, save this spreadsheet and use the Vehicle Import feature in the website to upload the vehicles to your account.

Column	Description
Vehicle Name/Unit Number – Text *Required	This column should contain the name you will use to identify the vehicle in the website. • Ex) Pickup Truck #4
Vehicle Code – Text (Optional)	This column should contain any internal Vehicle Code, if applicable. If you do not use any internal vehicle codes, this column can be left blank. • Ex) N11B
Vehicle Tax Exemptions *Required	This column should contain the tax exemption status for the vehicle. Accepted values (must be lower case): none, fed, state, fed_state • none = This vehicle's fuel has no tax exemptions • fed = This vehicles fuel is exempt from federal taxes • state = This vehicle's fuel is exempt from state taxes fed_state = This vehicle's fuel is exempt from federal and state taxes
Vehicle Tank Capacity – Number (Optional)	This column should contain the volume of the vehicle's engine fuel tank in Gallons/ Liters depending on your Company Settings (not slip tanks or compartments, if it's a fuel delivery vehicle). • Ex) 40
Product Category *Required	This column should contain the category of fuel this vehicle burns. Accepted values (must be lower case): gasoline, diesel, special • gasoline = This vehicle burns gasoline • diesel = This vehicle burns diesel • special = This vehicle burns a special category of fuel (propane, jet fuel, etc)
Vehicle Custom Data Field 1 – Text (Optional)	This column should contain the value that should be saved for the first Vehicle Custom Data Field (as configured in the company settings in the website). This column will only appear if you have Custom Data Fields configured in the company settings. • Ex) If the first Vehicle Custom Data field is "Department", enter the department associated with this vehicle in this column.
Vehicle Custom Data Field 2 – Text (Optional)	This column should contain the value that should be saved for the second Vehicle Custom Data Field (as configured in the company settings in the website). This column will only appear if you have Custom Data Fields configured in the company settings.
Vehicle Custom Data Field 3 – Text (Optional)	This column should contain the value that should be saved for the third Vehicle Custom Data Field (as configured in the company settings in the website). This column will only appear if you have Custom Data Fields configured in the company settings.