Batch Printing Part Drawings

How to batch print Machined Part drawings to be able to send with order to suppliers.

🏁 Difficulty	Easy		🕐 Duration	2 minute(s)

Contents

Step 1 - Open Relevant P.O in Sage Accounts

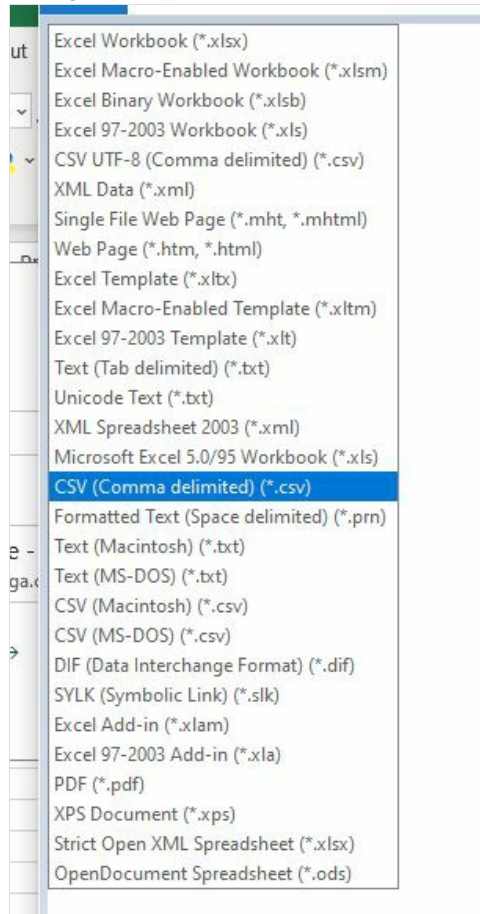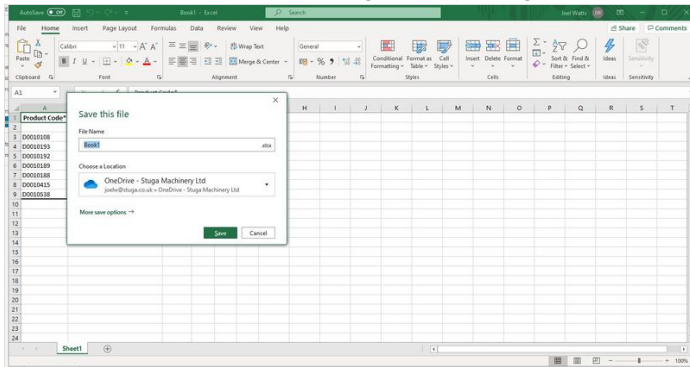Double click on the P.O the drawings are required to be batch printed for.

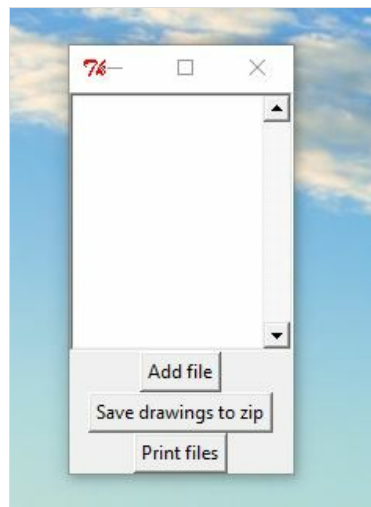| No.	Date	Name	A
81337	11/11/2019	SprintXpress	
81336	11/11/2019	STM Engineering Ltd	
81335	11/11/2019	RS Components	
81334	11/11/2019	Parker Hydraulics & Pneumatics Ltd	
81333	11/11/2019	Matara UK Ltd	
81332	11/11/2019	K&C Engineering Ltd.	
81331	11/11/2019	Igus (UK) Ltd	
81330	11/11/2019	Quickgrind Ltd.	
81329	11/11/2019	Hayley Group PLC	
81328	11/11/2019	Farnell Electronic Components Ltd	
81327	11/11/2019	Ernest Bennett (Sheffield) Ltd	
81326	11/11/2019	DC Developments (Engineering) Ltd	
81325	11/11/2019	Cromwell Tools	
81324	11/11/2019	Control Components Anglia Ltd	
81323	11/11/2019	BRT Bearings	
81322	08/11/2019	Netmatters Ltd	
81321	08/11/2019	Applied Automation (UK) Ltd	
81320	08/11/2019	Balluff Ltd.	
81319	07/11/2019	KMDS	
81318	07/11/2019	Hayley Group PLC	
81317	07/11/2019	DC Developments (Engineering) Ltd	
81316	07/11/2019	Stowen Group Ltd	
81315	07/11/2019	STM Engineering Ltd	
81314	07/11/2019	RS Components	
81313	07/11/2019	BRT Bearings	
81312	07/11/2019	DC Developments (Engineering) Ltd	
81311	07/11/2019	RS Components	
81310	07/11/2019	K&C Engineering Ltd.	
81309	07/11/2019	Hayley Group PLC	
81308	07/11/2019	FlameSkill	
81307	07/11/2019	Control Components Anglia Ltd	
81306	06/11/2019	RS Components	
81305	06/11/2019	Balluff Ltd.	
81304	06/11/2019	Beckhoff Automation Ltd	
81303	06/11/2019	Premier Plastics (Thetford) Ltd	
81302	06/11/2019	K&C Engineering Ltd.	
81301	06/11/2019	Aalco	

Step 2 - Click 'Send to excel'

Step 3 - Save Excel file as 'CSV comma delimited'

Save to a location easy to access (E.g Desktop) and give a filename easy to recognize (Supplier name and P.O number)
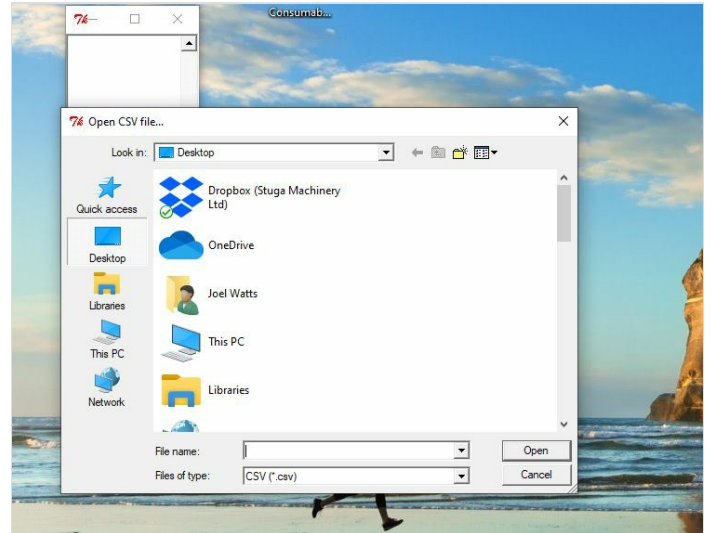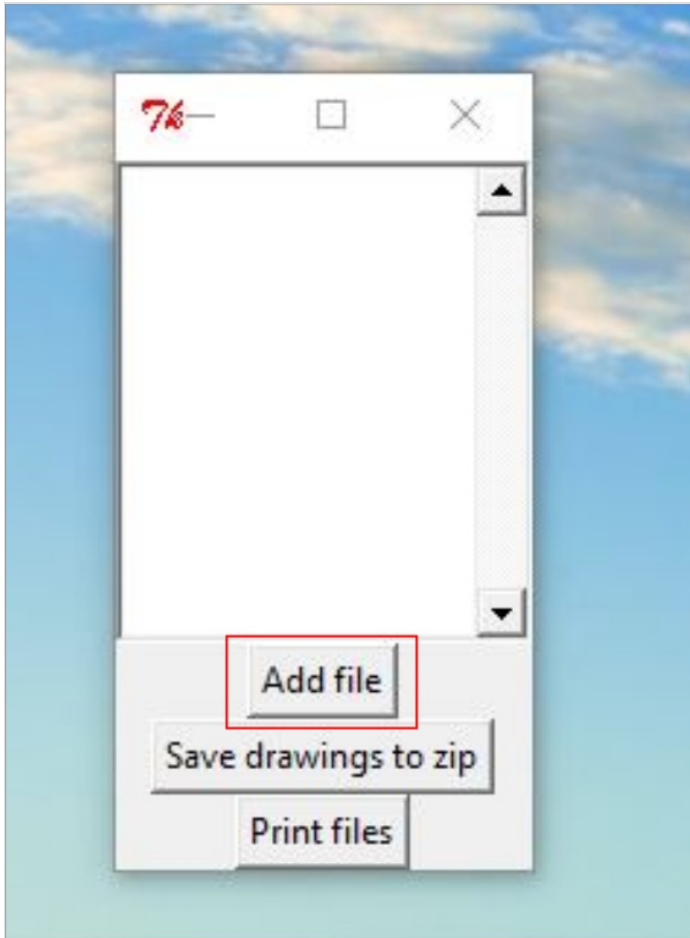

Excel Workbook (*.xlsx)
Excel Macro-Enabled Workbook (*.xlsm)
Excel Binary Workbook (*.xlsb)
Excel 97-2003 Workbook (*.xls)
CSV UTF-8 (Comma delimited) (*.csv)
XML Data (*.xml)
Single File Web Page (*.mht, *.mhtml)
Web Page (*.htm, *.html)
Excel Template (*.xltx)
Excel Macro-Enabled Template (*.xltm)
Excel 97-2003 Template (*.xlt)
Text (Tab delimited) (*.txt)
Unicode Text (*.txt)
XML Spreadsheet 2003 (*.xml)
Microsoft Excel 5.0/95 Workbook (*.xls)
CSV (Comma delimited) (*.csv)
Formatted Text (Space delimited) (*.prn)
Text (Macintosh) (*.txt)
Text (MS-DOS) (*.txt)
CSV (Macintosh) (*.csv)
CSV (MS-DOS) (*.csv)
DIF (Data Interchange Format) (*.dif)
SYLK (Symbolic Link) (*.slk)
Excel Add-in (*.xlam)
Excel 97-2003 Add-in (*.xla)
PDF (*.pdf)
XPS Document (*.xps)
Strict Open XML Spreadsheet (*.xlsx)
OpenDocument Spreadsheet (*.ods)

Step 4 - Open 'Order PDF Zip and Print' Program
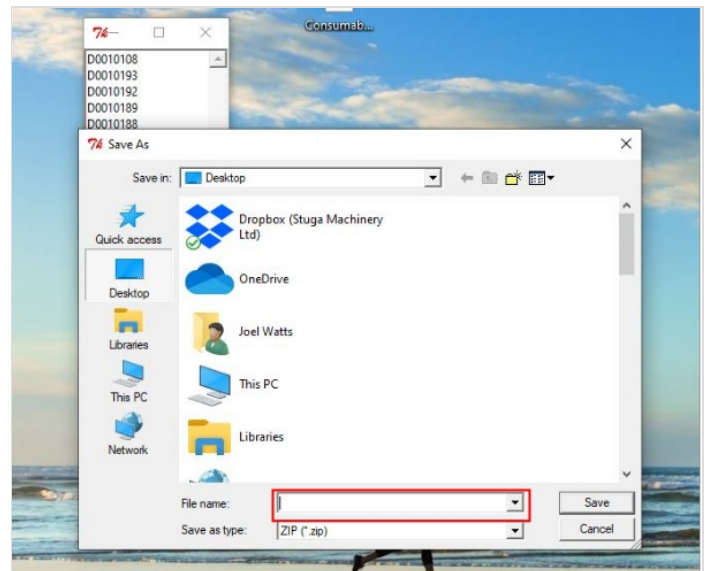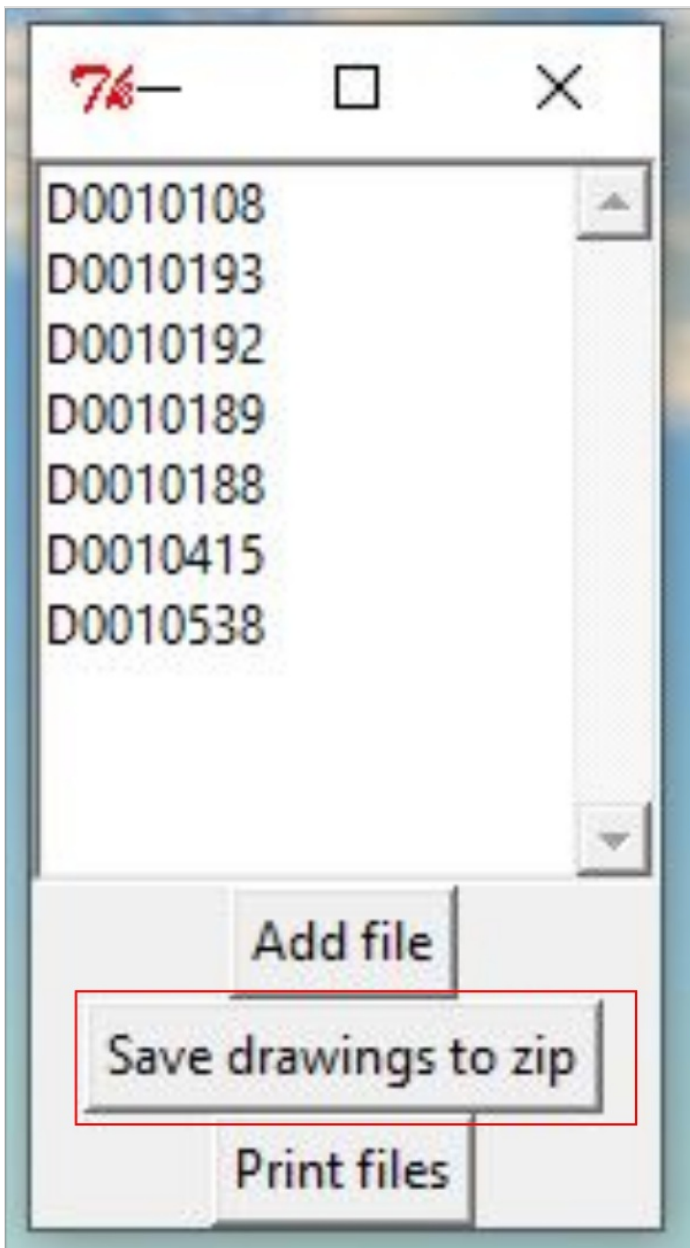
Step 5 - Add file

Open the CSV file you have saved. from Excel.
This will add the drawings from this order to the list on the program .

Step 6 - Click 'Save drawings to zip'

Save Filename again as something recognizable.

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D0010108
D0010193
D0010192
D0010189
D0010188
D0010415
D0010538

Add file

Save drawings to zip

Print files

Consumab...

7% — □ ✕

D0010108
D0010193
D0010192
D0010189
D0010188

7% Save As ✕

Save in: Desktop

Quick access

Desktop

Libraries

This PC

Network

Dropbox (Stuga Machinery Ltd)

OneDrive

Joel Watts

This PC

Libraries

File name:

Save as type: ZIP (*.zip)

Save

Cancel

Step 7 - Attach the zip file to email

Attach the zip file saved to the email order to be sent to the supplier (along with the P.O)
After this has been completed & sent the files saved can be deleted.

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