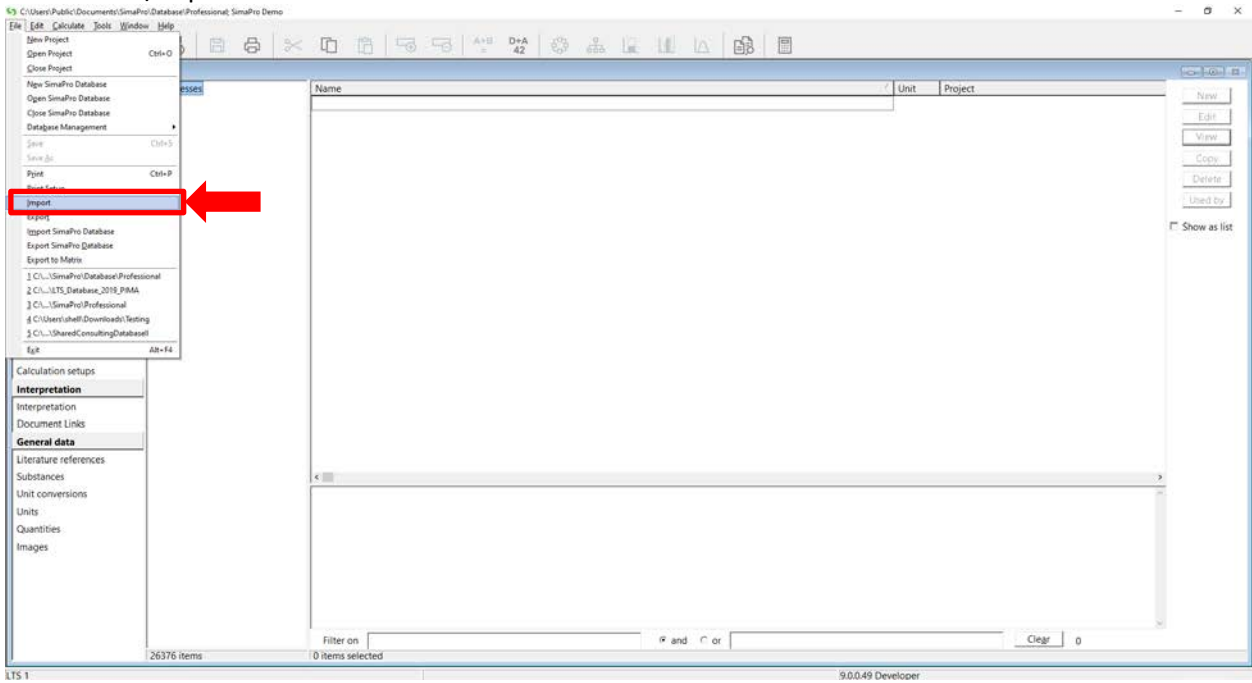# Importing a SimaPro CSV file

NOTE: DO NOT open the SimaPro CSV file in Excel before importing. It will corrupt the file!

1. To import a SimaPro CSV file into your SimaPro project, open SimaPro and the project you would like it in.
   - NOTE: For multi-user versions, you may need to be logged on as the Manager user.
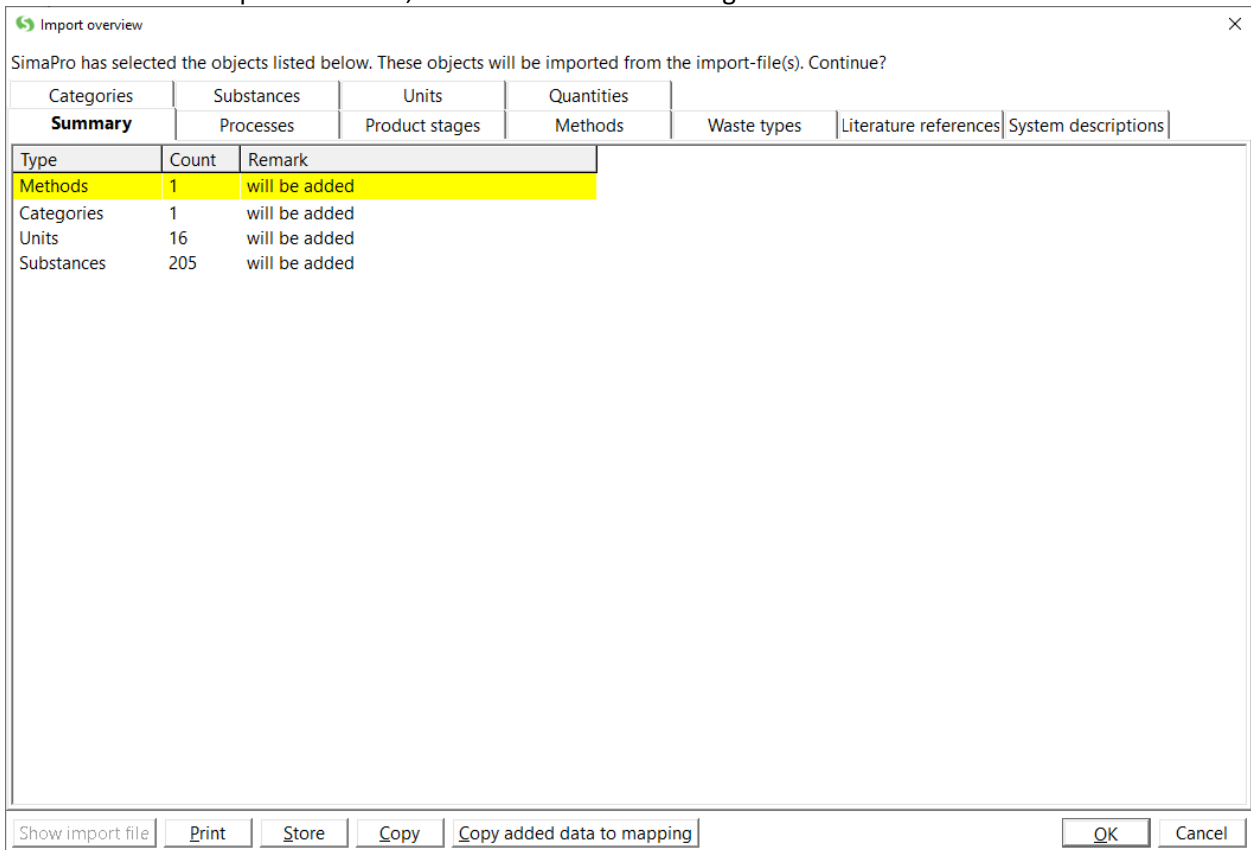
2. Click on File/Import.

3. In the 'Import files' window, choose 'SimaPro CSV' for file format, click "Add" and browse for the CSV file and click 'Open,' choose 'try to link imported objects to other imported objects first,' choose 'Semicolon' for the CSV format separator and keep all other options unchecked.

4. Click 'OK' to the 'Import overview,' which will look something like this:

5. And then your import will be complete!

6. If you receive import errors, try the other two object link methods.

   NOTE: Import errors can occur for many reasons including and most commonly if you are using a different database version than the person who exported the SimaPro CSV file used.

   Duplicate identifier errors can occur if you already have processes in the SimaPro CSV file in your project. If the SimaPro CSV has more up-to-date or the same processes, you can select 'Replace existing processes with equal identifiers or product names.'