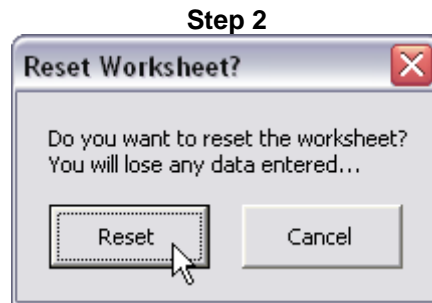
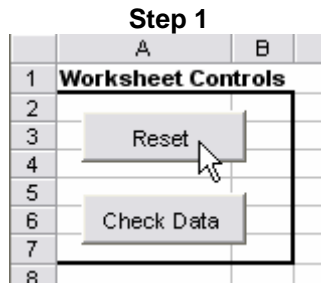


Directions For the Vendor Upload spreadsheet

Through the **Conversion from ASCII-File** module, OGWIN gives users the ability to import vendor data from a text file. The Vendor Upload macro is designed to assist with the preparation of the necessary text file.

Steps to follow:

- If necessary, reset the spreadsheet:



- Populate columns B through Q with the appropriate data:

Vendor Code

Vendor Name

Address 1

Address 2

City

State

ZIP Code

Phone #

Comment

Federal ID

Send 1099

Payment Terms – This is a two-digit number followed by M or D, indicating months or days respectively.

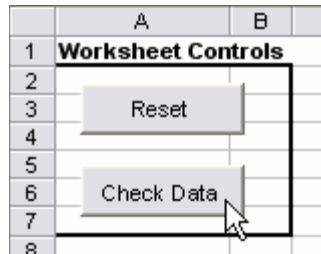
Key Sort

Minimum Check Amount

Contact

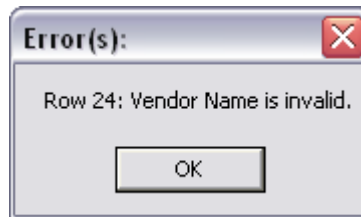
Fax #

- Click the **Check Data** button:



The data you have entered will be checked for errors. If a large number of rows have been entered, this may take some time. Please be patient.

If errors are discovered in the data, you will see a notification that lists the row number and the error detected:



Errors will be marked on the spreadsheet in red:

101	ACCOUNTemps	3317 CHERRY LANE
105	ACTION OILFIELD SERVICES	200 VIOLA ST
101	ADVANCED OFFICE PRODUCTS 4450554	7235 BAKER
101	AMERICAN GAS ASSOCIATION	8622 HIGHWAY
04	A P H SERVICE COMPANY	2737 EAST 12

If you hover over the cell with your mouse, you will see a comment with more detailed information on the error:

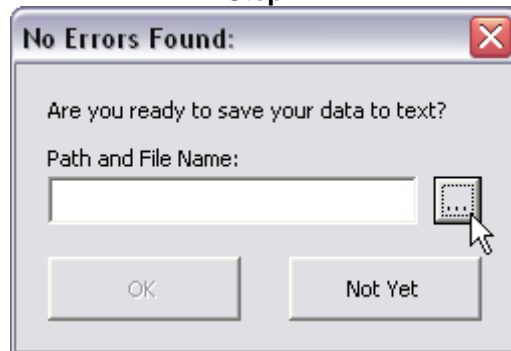
11	ACCOUNTemps	3317 CHERRY LANE
15	ACTION OILFIELD SERVICES	200 VIOLA ST
11	ADVANCED OFFICE PRODUCTS 4450554	7235 BAKER
01	AMERICAN GAS ASSOCIATION	8622 HIGHWAY
11	A P H SERVICE COMPANY	2737 EAST 12

A yellow tooltip box is visible over the red cell, containing the text: 'Please provide a valid Vendor Name between 0 and 30 characters long.'

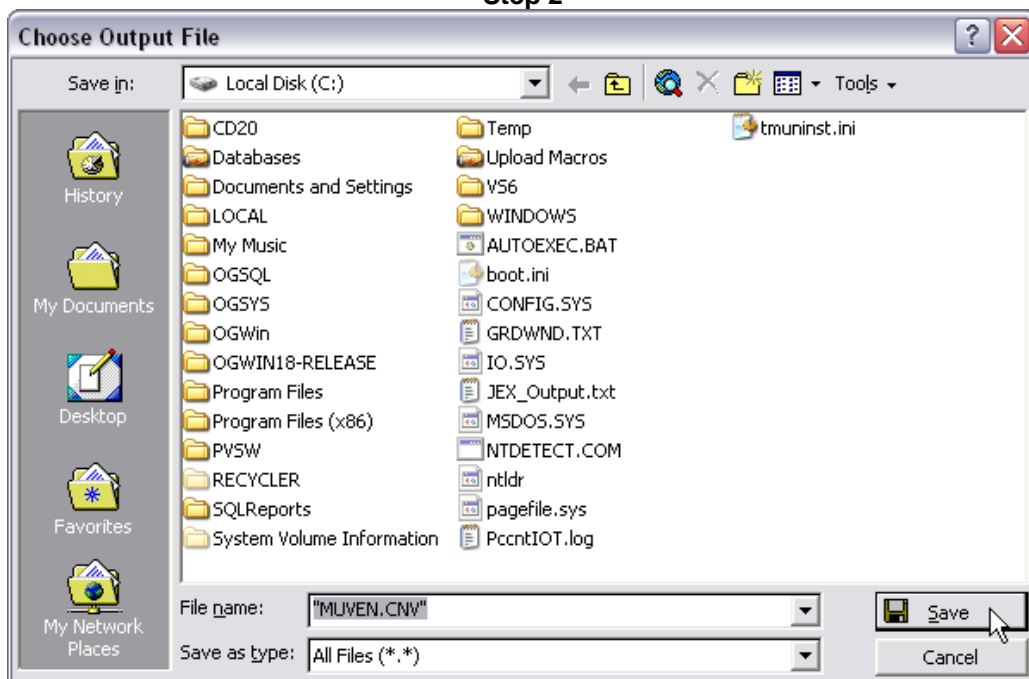
- Correct any errors and click the **Check Data** button again. Repeat as necessary until all errors have been corrected.

- When no errors are detected, you will see a dialog box that allows you to save the text file. Click the button next to the file name and navigate to the directory where you would like to save the file:

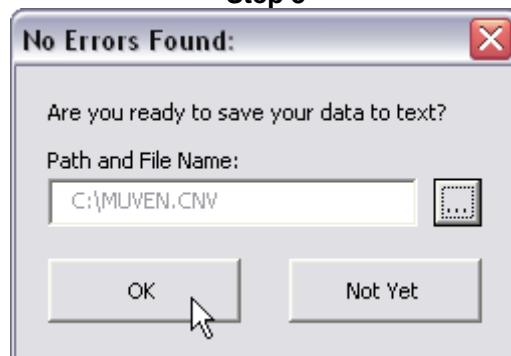
Step 1



Step 2



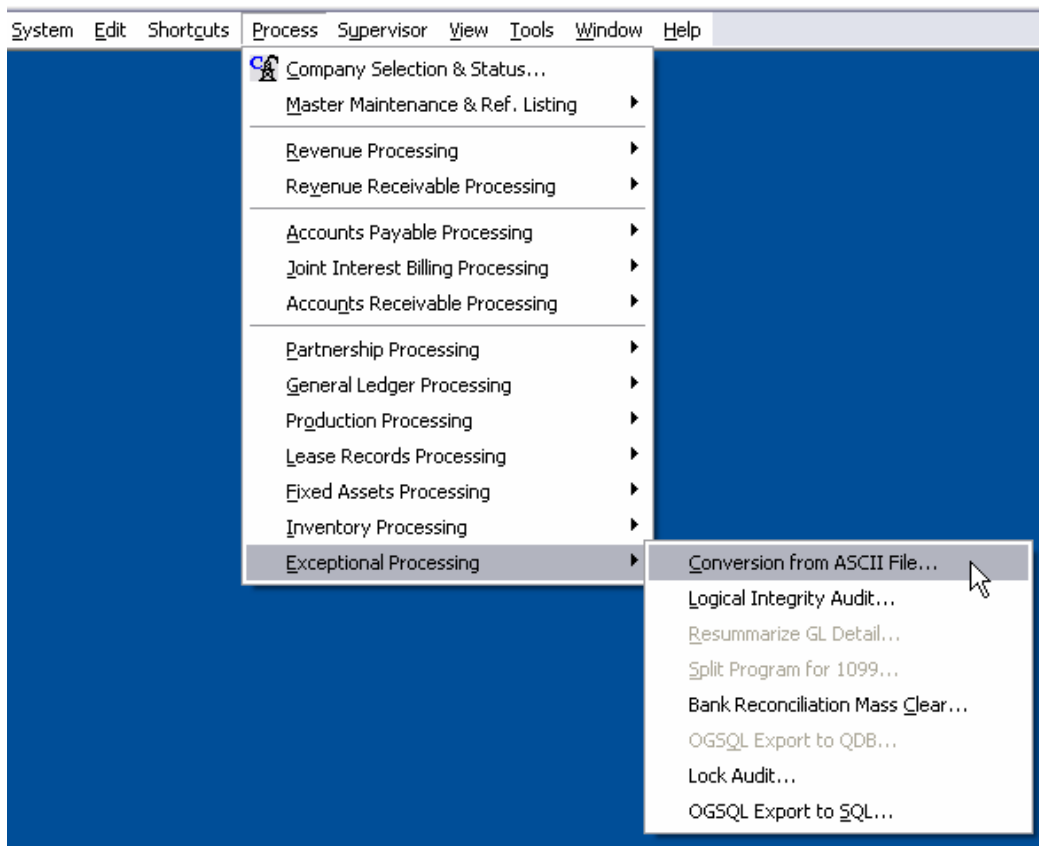
Step 3



- **Back up your data folder.**
- Log in to OGWIN with **Exclusive Log On**.



- Navigate to **Process – Exceptional Processing – Conversion from ASCII File...**



- Select **Vendor Master**, verify the path and file name of the upload file, and click on **Convert**.



<input type="checkbox"/>	Well Reserve History	C:\OGWIN\OGWin20\Dem
<input type="checkbox"/>	Vendor History	C:\OGWIN\OGWin20\Dem
<input checked="" type="checkbox"/>	Vendor Master	C:\MUVEN.CNV
<input type="checkbox"/>	Well Extension #2 Fields	C:\OGWIN\OGWin20\Dem
<input type="checkbox"/>	Well Allocation Detail	C:\OGWIN\OGWin20\Dem

- Review the OGWIN report that is generated for any errors.