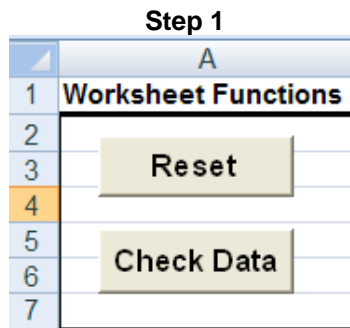


Directions for the Purchaser Upload Spreadsheet

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

Steps to follow:

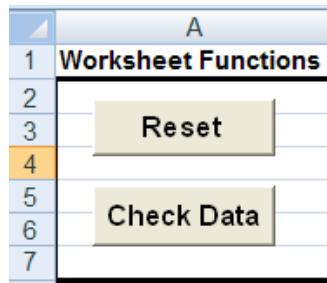
- If necessary, reset the spreadsheet:



- Populate columns B through Q with the appropriate data:

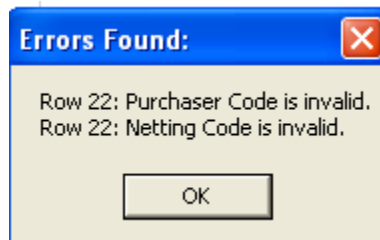
Purchaser Code
Purchaser Name
Address 1
Address 2
City
State
ZIP Code
Phone #
Fax
Email
Federal ID
Contact
Comment
Key Sort
Netting Code
CDEX_Code

- 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.

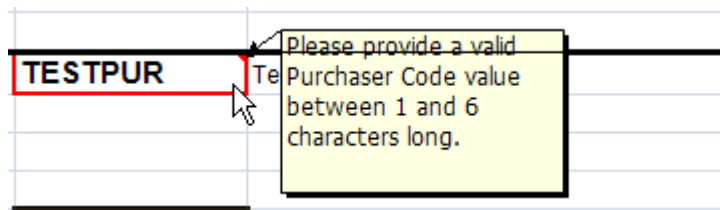
If errors are discovered in the data, you will see a notification that lists the row number and the error detected:



Errors will be marked on the spreadsheet in red:



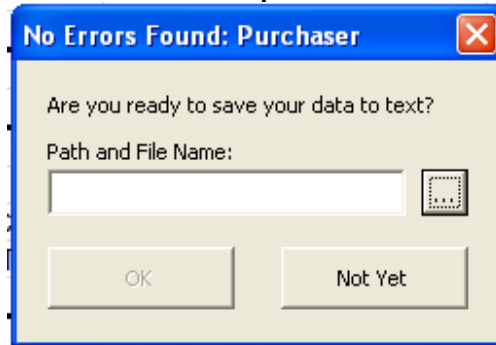
If you hover over the cell with your mouse, you will see a comment with more detailed information on the error:



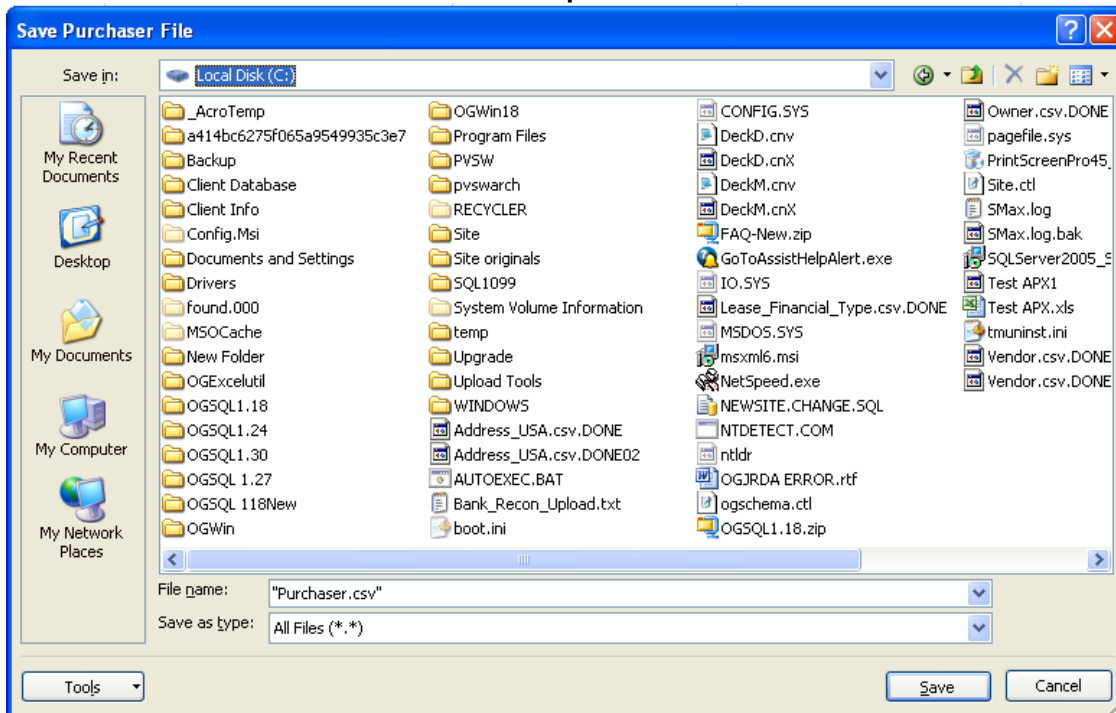
- Correct any errors and click the **Check Data** button again. Repeat as necessary until all errors have been corrected.

- 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:

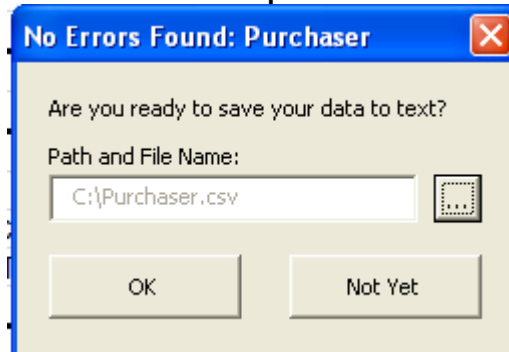
Step 1



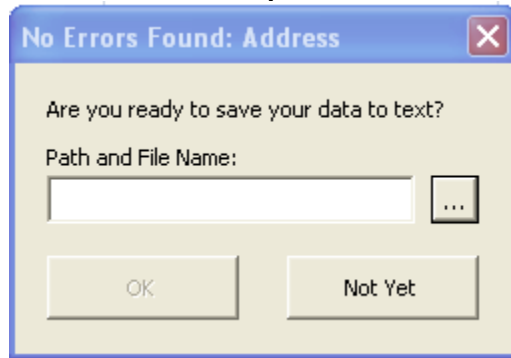
Step 2



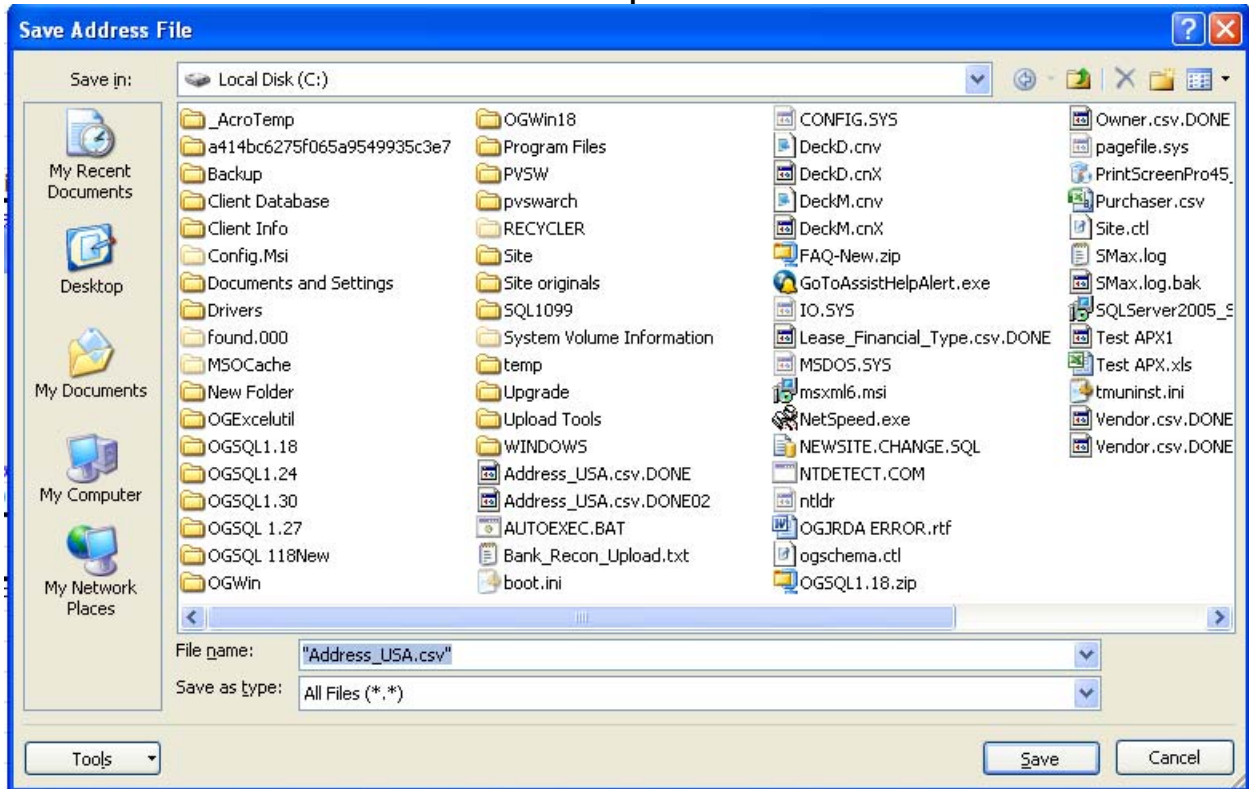
Step 3



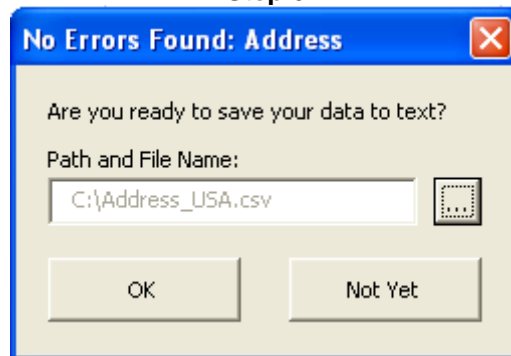
Step 4

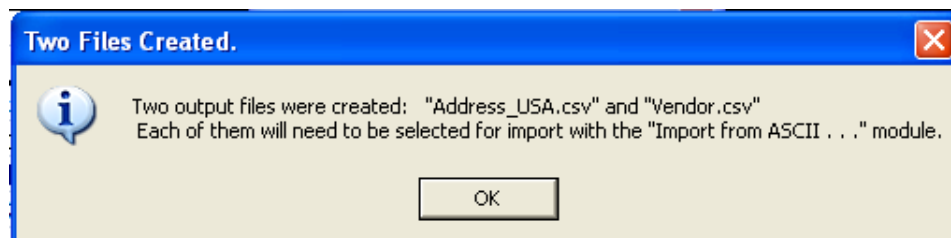
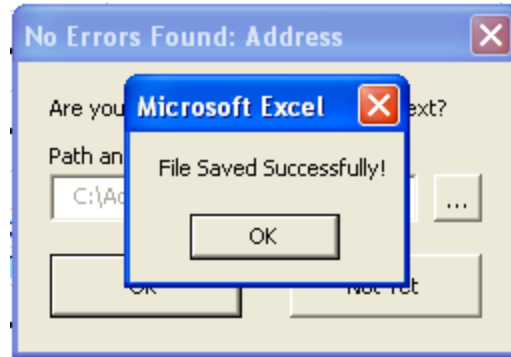


Step 5



Step 6

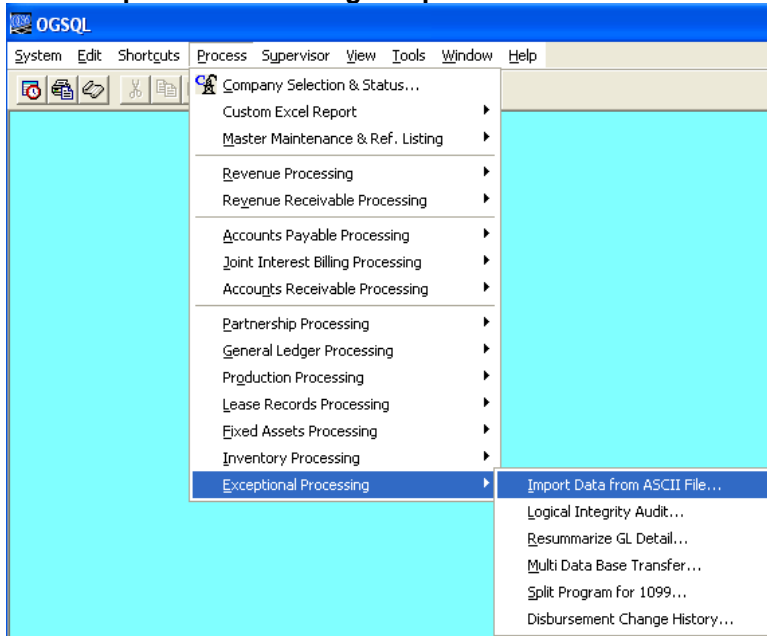




- **Back up your data folder.**
- Log in to OGSYS with **Exclusive Log On**.



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



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

<input type="checkbox"/>	Product	c:\OGSQL1.24\Output\Import\Product.csv	...
<input type="checkbox"/>	Prospect	c:\OGSQL1.24\Output\Import\Prospect.csv	...
<input checked="" type="checkbox"/>	Purchaser	C:\Purchaser.csv	...
<input type="checkbox"/>	Revenue_Deck	c:\OGSQL1.24\Output\Import\Revenue_Deck.csv	...
<input type="checkbox"/>	Revenue_Deck_Version	c:\OGSQL1.24\Output\Import\Revenue_Deck_Version.csv	...

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

<input type="checkbox"/>	Account	c:\OGSQL1.24\Output\Import\Account.csv	...
<input type="checkbox"/>	Address_Free_Form	c:\OGSQL1.24\Output\Import\Address_Free_Form.csv	...
<input checked="" type="checkbox"/>	Address_USA	C:\Address_USA.csv	...
<input type="checkbox"/>	AFE	c:\OGSQL1.24\Output\Import\AFE.csv	...
<input type="checkbox"/>	AFE_Budget	c:\OGSQL1.24\Output\Import\AFE_Budget.csv	...

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