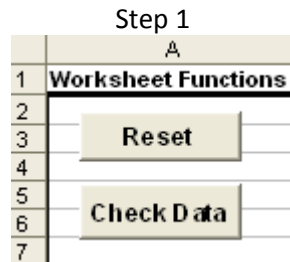


## Directions for the Vendor Upload Spreadsheet

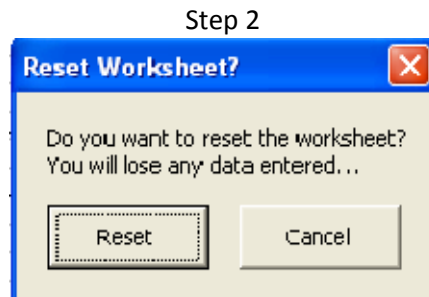
The Vendor Upload Spreadsheet is used to enter master records data for vendors and addresses to the OGSQL system. This spreadsheet is designed to assist in creating the necessary text file needed for the Import Data from ASCII file option on the Exceptional Processing Menu.

Steps to follow:

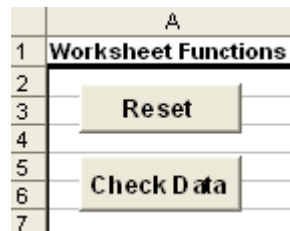
- If necessary, reset the spreadsheet:



- Click Reset

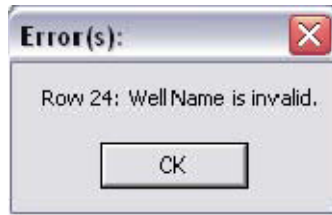


- Click Reset again
- Populate columns B through AE with the appropriate data (field definitions will be shown at the end of the directions)
- Click the Check Data button:



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

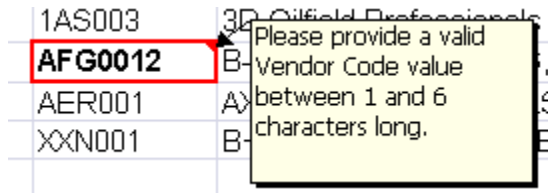
- If errors are discovered in the data, a notification that lists the row number and the error detected will be displayed. If there are a large number of errors, they may not all appear in the message:



- Errors will be marked on the spreadsheet in red:

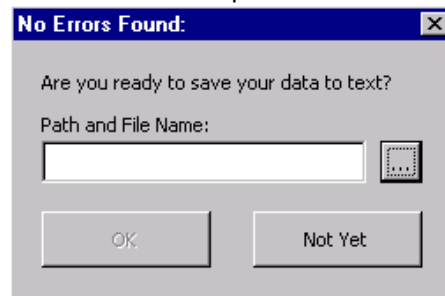
1AS003	3D Oilfield Pr
<b>AFG0012</b>	B-2 SIGN EN
AER001	AXIS TECHN
XXN001	B+ REPI YIN

- Hover over the cell with the mouse and a comment with more detailed information on the error will be shown:

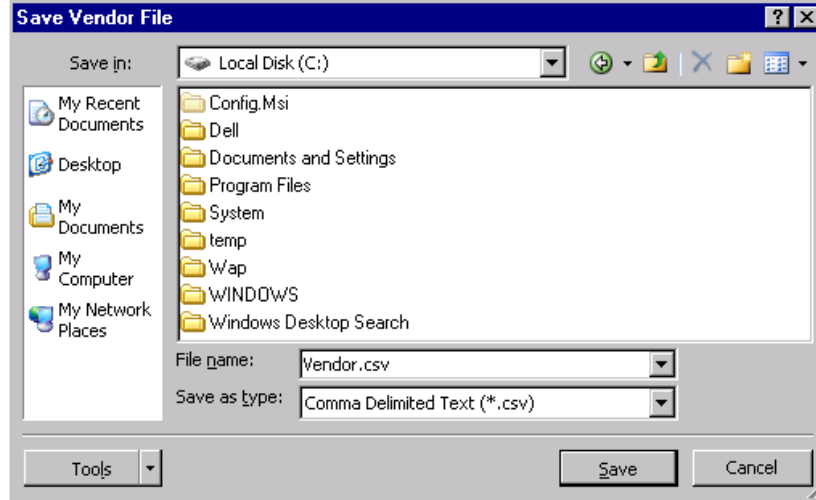


- Correct any errors and click the Check Data button again. Repeat as necessary until all errors have been corrected.
- When no errors are detected, a dialog box displays to save the text file. Click the button next to the file name and navigate to the location of the directory to save the file:

Step 1

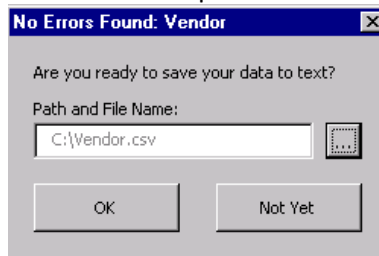


### Step 2



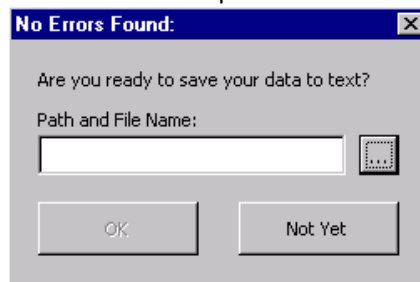
- The required name of the file will automatically appear in the File name field. When the Save In shows the desired folder, click Save.

### Step 3

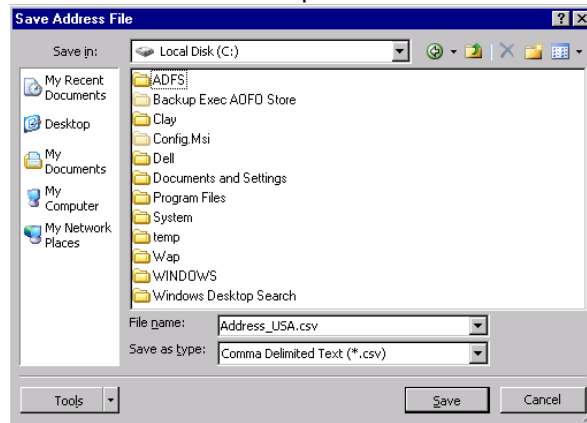


- Click OK
- A second dialog box will appear for the Addresses

### Step 4

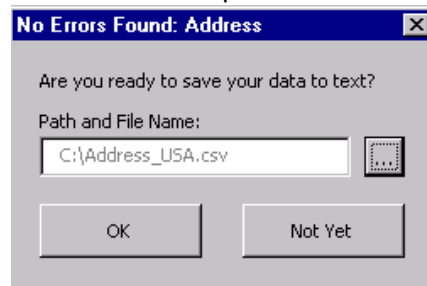


## Step 5

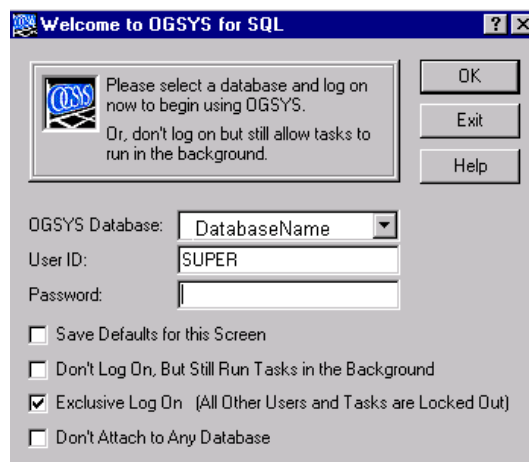


- The required name of the file will automatically appear in the File name field. When the Save In shows the desired folder, click Save.

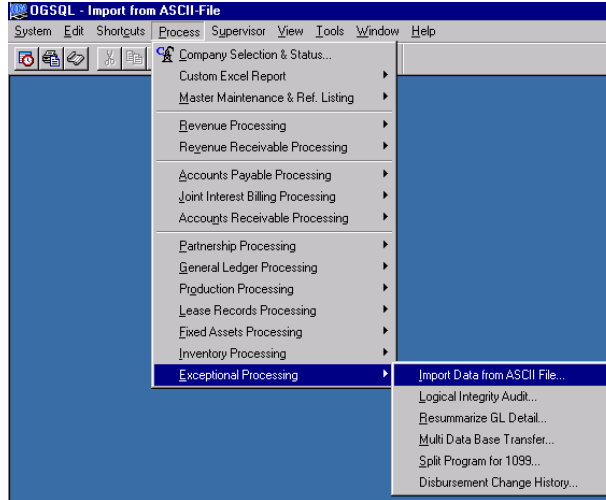
## Step 6



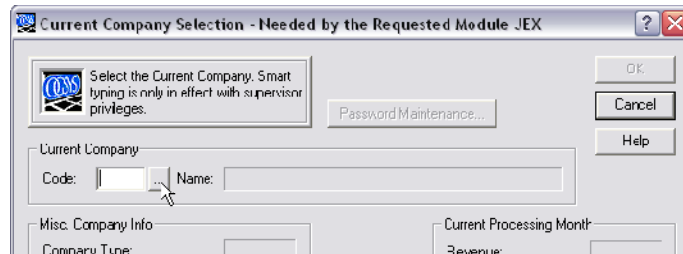
- Click OK
- **Back up the SQL database.**
- Log into OGSqI



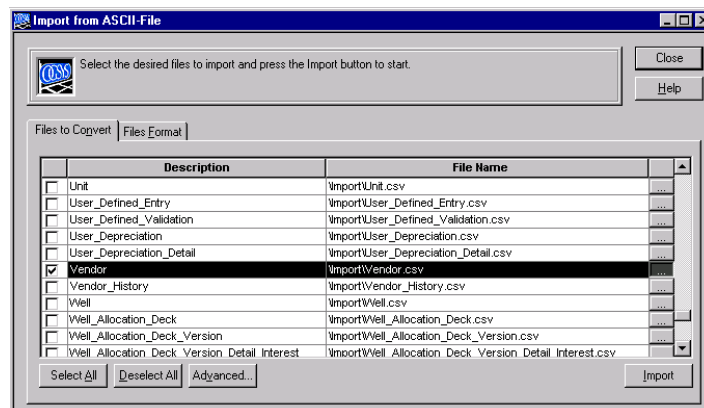
- Navigate to Process – Exceptional Processing – Import Data from ASCII File.



- Select your company code if necessary and click OK.



- Select Vendor and Address USA. Verify the path and file name of the upload file of each file and click Import.



- Review the OGS SQL report that is generated for any errors.

## Field Definitions

All fields are optional unless noted as required. On the spreadsheet, required fields are designated with blue text.

- Code – Enter up to a 6 character Vendor code. Required
- Name – Enter the Name of Vendor up to 30 characters.
- Address 1 – Enter the Street Address Suite, Apt, etc. up to 30 characters
- Address 2 – If needed, enter a 2<sup>nd</sup> address line up to 30 characters
- City – Enter up to a 16 character City
- State Code – Enter the 2 character State
- ZIP – This field allows up to a 10 character Zip Code (zip+4)
- Phone – Phone Number for this physical address with delimiters
- Fax – Fax Number for this physical address with delimiters
- Email – Enter the E-Mail Address up to 40 characters. This field must include an @ symbol
- DBA Name – Enter up to a 30 character Doing Business As name, for 1099's.
- FID – Enter the 11 digit Federal ID number
- Contact – Enter up to a 15 character Contact for this vendor
- Comment – Enter up to a 40 character miscellaneous Comment(s).
- Key Sort – Enter up to a 15 character User-defined category code that may be used for searching. No spaces are allowed in this field between characters.
- Minimum AP Check – Enter the Minimum A/P Check Amount to print if not 0. This field allows 15 digits of which 2 may be to the right of the decimal.
- Minimum Currency Code – Enter the Currency Code that applies to the value entered in Minimum AP Check. This code must be previously set up in Currency Code Maintenance. If this is not a multi-currency database, enter USD.
- Default AP Currency Code – Enter the Default Currency Code. This code must be previously set up in Currency Code Maintenance. If this is not a multi-currency database, enter USD.
- Default AP Exchange Rate Code – Enter the Exchange Rate Code. This code must be previously set up in Exchange Rate Code Maintenance
- Default AP Payment Exchange Rate Code – Enter the AP Payment Exchange Rate Code. This code must be previously set up in Exchange Rate Code Maintenance.
- Terms – Enter the Normal Terms for this vendor. Terms must be in the ##x format where # = 1-99 and x = D (days) or M (months). Net 30 days would be 30D or 1M.
- Take All Discounts – Enter a Y or N to indicate if all discounts should be taken even if past Discount Days
- Default Expense Main Account – Enter the Default Main Account for invoice expenses

- Default Expense Sub Account – Enter the Default Sub Account for invoice expenses
- Default Discount Category – Enter A, B or C to indicate which extra discount category, if any, to be used in invoicing as a default prompt. Leave Blank if none.
- Federal Withholding – Enter a Y or N to indicate if this vendor is subject to federal withholding.
- State Withholding – Enter a Y or N to indicate if this vendor is subject to state withholding.
- Print 1099 – Enter a Y or N to indicate if this vendor should receive a 1099.
- Payment Type – Enter the 1099 Box to report payments in. Choose from RENTS, ROYALTIES, OTHER INCOME, MEDICAL PAYMENTS, NONEMPLOYEE, GROSS ATTORNEY FEES or leave blank.
- Hold AP Checks - Enter a Y or N to indicate whether to Hold all A/P Checks