



CFESA® Global Trade

File Upload Instructions

The following information is valid as of the current date and is intended for use and distribution to Global Trade users only.

File should be created as a .xls file. Specific instructions on upload will be available on the GlobalTrade website. Each field should be a separate column of the spreadsheet and labeled as such. All columns should include the exact name in the first row of the column.

****NOTE: IF USING EXCEL, YOU MUST IMPORT THE FILE, NOT "OPEN" THE FILE.**

Name	Format	Mandatory	Description
Mfgcode	varchar(32)	yes	CFESA Manufacture Code
PartNumber	varchar(32)	yes	Manufacture Part Number
Description	varchar(150)	no	Part Description
QuantityOnHand	numeric(18,4)	yes	Quantity on Hand
UOM	varchar(12)	no	Unit of Measure (Recommend Qty of unit selling in if not each (i.e. Case of 12 = UOM of 12, case of 100 = UOM of 100. Other examples, EACH, GALLON, etc.)
Listprice	numeric(18,4)	no	List Price
NetPrice	numeric(18,4)	yes	Net Price
Location	varchar(20)	yes	Location in Global Trade (Must match the location code in the Location Maintenance in Global Trade)
Currency	varchar(4)	yes	US/CAN
Memo	varchar(400)	no	Memo (User Defined information)
ShippingZone	varchar(20)	no	Location Zip Code
PartNumberAlias	varchar(8000)	no	All Alias numbers used to tie this part to Manufacturer Part. Commas separated for multiple entries, .csv (Comma saved delimited)

Questions regarding this information should be sent to support@davisware.com or logged via *GlobalEdge Connect* at www.davisware.com/Issues

Davisware CFESA Global Trade is powered by Davis Business Solutions, Inc., provider of industry leading software solutions for CFESA members since 1997. Call today to learn more about what Davis Business Solutions, inc. can do for you.



Davis Business Solutions, Inc.

825 Village Quarter Road, Building C
West Dundee, Illinois 60118
847-426-6000 - Office 847-426-6027 - Fax
www.davisware.com

Instructions:

1. Register for global trade if you have not already done so at <http://www.davisware.com/globaltrade/DBS.GT.xbap>
2. Build your excel spreadsheet exactly as I have described above.
 - Row #1 has to be exactly as I have it. Copy and paste my row #1 to get started.
 - Then, Paste (or type in) your data in the appropriate columns as I have done in this sample.
 - Then select all cells, right click and select "format cells". Then click "text".
 - Then save file as a .csv file (comma separated values)
 - Then, log in and upload the file.

If you have the ability to export you data in excel format it is really easy. If not, you or someone should be able to type in these 50 items in an hour or two. The description does not have to be exact...only the part #'s need to be exact. The trick is....Do you know which 50 parts you want to get rid of?