How to Open a CSV File

MBUSI is able to send PrePayment data (containing information like that in the ANSI EDI 820) in CSV ("Comma Separated Variable") format – although we use a semicolon, rather than a comma, to separate the variables.

Most CSV files sent automatically from our system are encrypted to protect them from prying eyes, hackers, etc., during transit. So you must first decrypt the file. Once you have done this, save the file with a suffix of ".txt" into a temporary location.

- 1. Start Microsoft Excel; under the File menu, select Open, and navigate to the temporary location where you have stored your decrypted file.
- 2. You may have to change the "Files of Type" filter in the Open dialog so that the file you want will be displayed.



3. Select "Delimited" as the file type; click the "Next" button.

Text Import Wizard - Step 1 of 3	<u>?</u> ×							
The Text Wizard has determined that your data is Fixed Width. If this is correct, choose Next, or choose the data type that best describes your data.								
Choose the file type that best describes your data: Choose the file type that best describes your data: Characters such as commas or tabs separate each field. Fields are aligned in columns with spaces between each field.								
Start import at <u>r</u> ow: 1 🗲 File <u>o</u> rigin: 437 : OEM United States	•							
Preview of file C:\temp_1\DEMO.txt.								
1 MERCEDES-BENZ U.S. INTERNATIONAL., INC. 2 PrePayment Advice for Supplier ;DELPHI VISTEON INC 3 Supplier Number:0215304732								
4 ASN;InvoiceDate;MB Invoice#;SAP Doc#;SAP PO#;SAP PO Line;RAN/SE 5 ;20060606;5150481341								
Cancel < Back <u>N</u> ext > <u>F</u> inish	n							

4. Select "Semicolon" as the delimiter, and click Next, and then the "Finish" button.

Fext Import Wizard - Step 2 of 3	<u>?</u> ×
This screen lets you set the delimiters your data contains. You can see how your text is affected in the preview below.	
Delimiters Image: Treat consecutive delimiters as one Image: Treat consecutive delimiters as one <	
Data preview	
MERCEDES-BENZ U.S. INTERNATIONAL., INC.	
Supplier Number 021530	
ASN Invoid 200606	•
Cancel < <u>B</u> ack <u>N</u> ext > <u>F</u> inish	<u> </u>

- all the same (too narrow) width, so you can't see certain things like the invoice number. You can click and drag the column headers to be wider. You can also
- 5. At this point the file will open, but you will probably notice that the columns are

select the cells of interest (click and drag to highlight the compressed columns), and then select from the menu Format -> Column -> AutoFit Selection. The system will automatically set column widths to reflect the widest data in the selection.

6. Now you should have a display that looks much like the spreadsheet you used to get from Finance, e.g.

500 110	//// I ////u	nee, e.g.	,									
MERCEDES-B	ENZ U.S. IN	ITERNATION	AL., INC.									
PrePayment A	DELPHI VIS	TEON INC										
Supplier Numł	215304732											
ASN	InvoiceDate	MB Invoice#	SAP Doc#	SAP PO#	SAP PO Line	RAN/SEQ#	Material	ASN Qty	Receipt Qty	C/D	UOM	Basis of Unit
	20060606	5150481341	5000337401	5500027172	20	2135309	A1649864801		1	Credit	EA	
	20060606	5150481341	5000337401	5500027172	30	1032650	A1649864801		1	Credit	EA	
	20060606	5150481341	5000337401	5500027172	30	2136859	A1649864801		1	Credit	EA	
	20060606	5150481341	5000337401	5500027172	30	2136867	A1649864801		1	Credit	EA	
	20060606	5150481341	5000337401	5500027172	30	2136894	A1649864801		1	Credit	EA	
	20060606	5150481341	5000337401	5500027173	30	1032585	PU675032002		1	Credit	EA	
	20060606	5150481341	5000337401	5500027173	30	1032596	PU675032002		1	Credit	EA	
	20060606	5150481341	5000337401	5500027173	30	1032676	PU675032002		1	Credit	EA	
	20060606	5150481341	5000337401	5500027173	30	2136857	PU675032002		1	Credit	EA	
Invoice Total	1368 7											

7. Note that Debit memos (deducted from your payment) are not shown as negative or with parentheses around them (like you might see in a Finance application or manual system); neither are they shown in red. You will know that an item is a Debit memo because "Debit" (instead of "Credit") shows up in the "C/D" column (column K). You must subtract these numbers from your totals to get a match with the bank's data! We do not attempt to include logic to handle this because every company does it differently.

- 8. Dollar values are not formatted, but are correct to the penny, so \$1,368.70 shows up simply as "1368.7" in the respective dollar column.
- 9. The report will be different for Sequence parts than it is for RAN parts. Much of the data matches the description of comparable fields in the ANSI EDI 820; see the specification at <u>http://www.mbusi.com/supplieredi</u>.