

# Creating a CIF file from the Excel template

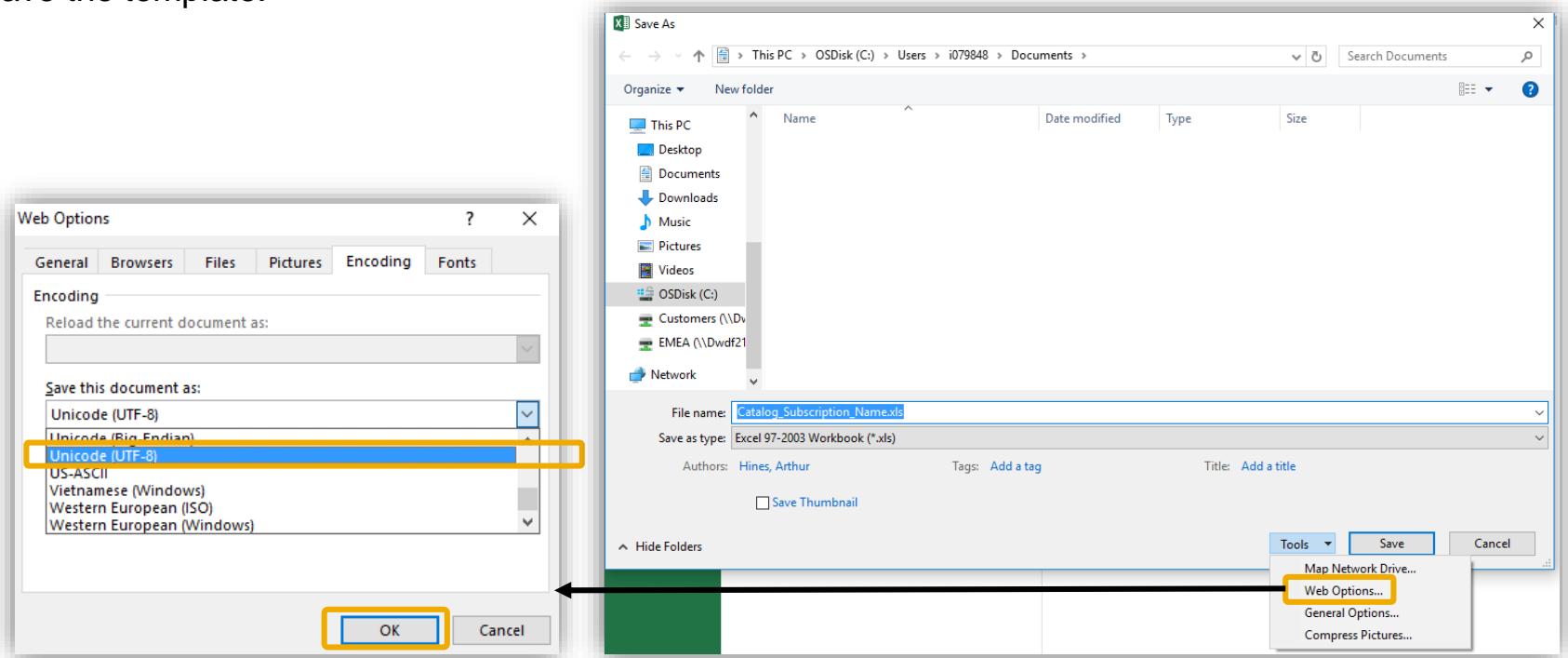
Catalogue Enablement

PUBLIC

# Convert your Excel file into .csv file

To upload a CIF catalogue into APC/P2x you might need to manually convert the excel file into a CIF file, as this is the only supported format.

- First, convert the Excel file into .csv format : Open your template, select Save As option. On the pop up window click on **Tools** and select **Web Options**. In the Web Options window, click on the **Encoding** tab and select **Unicode (UTF-8)**. Save the file as **CSV file** then click OK.
- Save the template.



# Convert your .csv file into .cif file

- Once your template is a CSV file, open it with Notepad and delete all the commas and quotation marks from the header, before and after DATA/END OF DATA lines and quotation marks in the FIELDNAMES line but **do not modify data lines**, save it once it is done.
- Then **rename the file with the extension .cif** (instead of .csv): Ex. Catalogue\_Vendor01.cif

**DO NOT change the DATA lines**

```
CIF_Template_v32.csv - Notepad
File Edit Format View Help
CIF_I_V3.0,,,,,,,,,,,,,,,,,,,,,
CHARSET:,UTF-8,,,,,,,,,,,,,,,,,,,,,
LOADMODE:,F,,,,,,,,,,,,,,,,,,,,,
CODEFORMAT:,UNSPSC_V13.5,,,,,,,,,,,,,,,,,,,,,
CURRENCY:,USD,,,,,,,,,,,,,,,,,,,,,
SUPPLIERID_DOMAIN:,NetworkID,,,,,,,,,,,,,,,,,,,,,
ITEMCOUNT:,5,,,,,,,,,,,,,,,,,,,,,
TIMESTAMP:,19/02/2013,,,,,,,,,,,,,,,,,,,,,
UNUOM:,TRUE,,,,,,,,,,,,,,,,,,,,,
COMMENTS:,Any comments can go here,,,,,,,,,,,,,,,,,,,,,
FIELDNAMES: Supplier ID,Supplier Part ID,Manufacturer Part ID,Item Description,SPSC Code,Unit Price,Unit of Measure,Lead Time,Manufacturer Name,Supplier URL,Manufacturer URL,
DATA,
AN09067477712,2772882,TTSIBM412CID,4-Line System Phone with Headset and Caller ID,43191504,45.24,EA,1,Intellidata,http://www.idg.com/2772967,,50.24,,en_US,USD,4-Line Phone,ht
AN09067477712,2772967,IDG076450049X,Excel 97 for Dummies Quick Reference Book,55101509,19.99,EA,1,IDG Books Worldwide,http://www.idg.com/2772967,,22.00,,en_US,USD,Excel 97 fo
AN09067477712,2772276,IDG076458722,"Blue Ballpoint Pens, Disposable",44121704,5.45,DZN,1,Bic,http://www.idg.com/2772967,,7.00,,en_US,USD,Blue Ballpoint Pens,http://www.idg.co
AN09067477712,2772981,IDG076450052X,"Manilla Folders, Tabbed 3 Position",44122011,19.99,GRO,1,Mead,http://www.idg.com/2772981,,22.00,,en_US,USD,Manilla Folders,http://www.idg
AN09067477712,2772985,IDG07645762,"Stapler, Swingline 405, Black",44121615,4.95,EA,1,Swingline,http://www.idg.com/2772981,,6.29,,en_US,USD,Standard Stapler,http://www.idg.com
ENDOFDATA,,,,,,,,,,,,,,,,,,,,,
```

```
CIF_Template_v3.csv - Notepad
File Edit Format View Help
CIF_I_V3.0
CHARSET:UTF-8
LOADMODE:F
CODEFORMAT:UNSPSC_V13.5
CURRENCY:USD
SUPPLIERID_DOMAIN:NetworkID
ITEMCOUNT:5
TIMESTAMP:19/02/2013
UNUOM:TRUE
COMMENTS:Any comments can go here.
FIELDNAMES: Supplier ID,Supplier Part ID,Manufacturer Part ID,Item Description,SPSC Code,Unit Price,Unit of Measure,Lead Time,Manufacturer Name,Supplier URL,Manufacturer UR
DATA
AN09067477712,2772882,TTSIBM412CID,4-Line System Phone with Headset and Caller ID,43191504,45.24,EA,1,Intellidata,http://www.idg.com/2772967,,50.24,,en_US,USD,4-Line Phone,l
AN09067477712,2772967,IDG076450049X,Excel 97 for Dummies Quick Reference Book,55101509,19.99,EA,1,IDG Books Worldwide,http://www.idg.com/2772967,,22.00,,en_US,USD,Excel 97
AN09067477712,2772276,IDG076458722,"Blue Ballpoint Pens, Disposable",44121704,5.45,DZN,1,Bic,http://www.idg.com/2772967,,7.00,,en_US,USD,Blue Ballpoint Pens,http://www.idg.
AN09067477712,2772981,IDG076450052X,"Manilla Folders, Tabbed 3 Position",44122011,19.99,GRO,1,Mead,http://www.idg.com/2772981,,22.00,,en_US,USD,Manilla Folders,http://www.i
AN09067477712,2772985,IDG07645762,"Stapler, Swingline 405, Black",44121615,4.95,EA,1,Swingline,http://www.idg.com/2772981,,6.29,,en_US,USD,Standard Stapler,http://www.idg.c
ENDOFDATA
```

# Thank you.