

### **ALTERNATIVE SAMPLE TRANSFER FILES BY CSV METHOD:**

This file holds sample layouts in transposed format for the most important data.

In Formwise you will need to edit or set up the following:-

- 1 Exporter records for each company in whose name trade is conducted
- 2 Forwarders
- 3 Miscellaneous records for:-
  - a the country of destination
  - b the signatory name
  - c the terms of delivery as this will include shipping instructions etc
  - d currency codes - to include variations of bank details and a nominal base exchange rate
- 4 Sample output from Formwise, Converted to an order, to be saved as a CSV and then read into Formwise

The Product File is not required if all data is coming from the sop system, but it is usual to store hazard and recipe codes in the static file of Formwise which are merged into a job when reading a consignment transfer file.

The Buyers (or Invoice to) data needs to be in place before reading the Consignee file as it will be merged into and held within the consignee record

The Consignee CSV file will then merge in the exporter, buyer, forwarder and miscellaneous codes

If you have special requirements for the csv layout please talk to us on the Support line - 0870-333-2885

c:\my documents\sample csv file layouts.xls

**SAMPLE STATIC CSV PRODUCT FILE**

Fields:

<b>Product Code</b>	PC1	PC2	PC3	PC4
<b>Customs Commodity Code</b>	82011000	82012000	82021000	82031000
<b>Unit Gross Weight</b>	1.1		0.7	0.6
<b>Unit Nett Weight</b>	1		0.65	0.55
<b>Unit Cube</b>				
<b>Unit Pricing</b>	each	each	each	Dozen
<b>Unit of Quantity</b>		each	Dozen	each
<b>Selling Price</b>				
<b>Conversion Factor (* /)</b>			*	/
<b>Conversion Factor</b>			12	12
<b>CAP Recipe Code</b>				
<b>Hazard Code</b>				
<b>Cost Price</b>				
<b>Description 1</b>	Garden spades	Garden forks	Tenon Saw - 12inch blade	Hand file, woodworking, medium
<b>Description 2</b>				10inch blade
<b>Description 3</b>				
<b>Description 4</b>				

Up to 30 fields

**SAMPLE TRANSFER FILE OF BUYERS:**

**FIELDS:**

**DATA:**

<b>BUYER CODE (ACCOUNT NUMBER)</b>	FENNER-ACCNUM
<b>Buyer Name</b>	Fenner Elektronik AG
<b>Buyer Address 1</b>	Data Systems
<b>Buyer Address 1</b>	8125 Zollikerberg
<b>Buyer Address 1</b>	Berlin
<b>Buyer Address 1</b>	Germany
<b>Customs Country Code</b>	DE
<b>Country</b>	GERMANY
<b>VAT Number</b>	BUYER VAT NUMBR
<b>Currency of Invoice</b>	EUR
<b>Terms of Payment</b>	30 DAYS DATE OF INVOICE
<b>Export Company</b>	EXPORT COMPANY

**SAMPLE CONSIGNEE TRANSFER FILE**

**FIELDS:**

1	CONSIGNEE CODE	FENNER	FENNER - BERLIN	FENNER - LEIPZIG
2	EXPORTER CODE	FORMWISE	MIKSTU	FORMWISE
3	FORWARDER CODE	GEOLOGISTICS	GEOLOGISTICS	DHL
4	BUYER CODE	FENNER-ACCNUM	FENNER-ACCNUM	FENNER-ACCNUM
5	CONSIGNEE NAME	Fenner Electronic AG	Fenner	Fenner Leipzig
6	CONSIGNEE ADDRESS 1	Data Systems	Messerstrasse	Data Systems
7	CONSIGNEE ADDRESS 2	Gewerbestrasse	Berlin	Konigstrasse
8	CONSIGNEE ADDRESS 3	Dusseldorf 4450	Germany	Leipzig
9	CONSIGNEE ADDRESS 4	Germany		Germany
10	CUSTOMS COUNTRY CODE	DE	DE	DE
11	COUNTRY OF DESTINATION (*)	GERMANY	GERMANY	GERMANY
12	VAT NUMBER	12345678 1	12453467 2	12345678 1
13	TERMS DELIVERY (*)	CIF	CIF	CIF
14	VESSEL	Trailer	Sea freight	Air freight
15	PORT OF LOADING	Dover	SOTON	London Heathrow
16	PORT OF DISCHARGE	Calais	BREMEN	Leipzig
17	FINAL DESTINATION	Dusseldorf	BERLIN	Leipzig
18	SIGNATORY (*)	S LAW	S LAW	M D RADFORD

**Notes:**

1. set up codes for items 2 and 3
2. set up codes for items 4 in static buyers
3. set up miscellaneous codes for items 11, 13 and 18

**SAMPLE TRANSFER FILE FROM SALES ORDER PROCESSING SYSTEM:**

Fields in File:

<b>Consignment Reference</b>	CONSREF/INVOICENO	CONSREF/INVOICENO	CONSREF/INVOICENO	CONSREF/INVOICENO
<b>Consignee Code</b>	FENNER	FENNER	FENNER	FENNER
<b>Invoice Number</b>	INVOICE NUMBER../	INVOICE NUMBER../	INVOICE NUMBER../	INVOICE NUMBER../
<b>Invoice Date</b>	05-Jan-00	05-Jan-00	05-Jan-00	05-Jan-00
<b>Sellers Reference</b>	INVOICE/DESP.NOTE	INVOICE/DESP.NOTE	INVOICE/DESP.NOTE	INVOICE/DESP.NOTE
<b>Customers Purchase Order Ref</b>	PO12345 ET AL	PO12345 ET AL	PO12345 ET AL	PO12345 ET AL
<b>Consignee Name Line 1</b>	Fenner Elektronik AG	Fenner Elektronik AG	Fenner Elektronik AG	Fenner Elektronik AG
<b>Consignee Name Line 2</b>	Data Systems	Data Systems	Data Systems	Data Systems
<b>Consignee Name Line 3</b>	Gewerbestrasse	Gewerbestrasse	Gewerbestrasse	Gewerbestrasse
<b>Consignee Name Line 4</b>	Dusseldorf 4450	Dusseldorf 4450	Dusseldorf 4450	Dusseldorf 4450
<b>Consignee Name Line 5</b>	Germany	Germany	Germany	Germany
<b>Currency Code</b>	USD	USD	USD	USD
<b>Exchange Rate</b>	1.6012	1.6012	1.6012	1.6012
<b>Invoice Line Item Number</b>	1	2	3	4
<b>Product Code</b>	PC1	PC2	PC3	PC4
<b>Customs Commodity Code</b>	82011000	82012000	82021000	82031000
<b>Unit Gross Weight</b>	1.1	1	0.7	0.6
<b>Unit Nett Weight</b>	1	1	0.7	0.6
<b>Unit of Sale</b>		each	each	each
<b>Unit of Quantity</b>	each	each	each	each
<b>Unit Price</b>	16.99	15.99	9.99	35.94
<b>Quantity</b>	12	12	24	36
<b>Your Order Reference</b>	SALES ORDER 123		SO 23456789	
<b>Customers Purchase Order Ref</b>	PO 123456		PO 4567890	
<b>Product Description 1</b>	Garden spades	Garden forks	Tenon Saw - 12inch blade	Hand file, woodworking, medium
<b>Product Description 2</b>				10inch blade

**SAMPLE CSV FILE SPLIT INTO RECORD TYPES - 1-HEADER; 2-PRODUCTS; 3-CHARGES**

Fields in Record:		Header Information		Fields in Record:		Product Information	
Consignment Reference	CONSREF/INVOICENO	Consignment Reference	CONSREF/INVOICENO	Consignment Reference	CONSREF/INVOICENO	Consignment Reference	CONSREF/INVOICENO
Record Type	1	Record Type	2	Record Type	2	Record Type	2
Record Number	0	Invoice Line Item Number	1	Invoice Line Item Number	1	Invoice Line Item Number	2
Consignee Code	FENNER	Product Code	PC2	Product Code	PC2	Product Code	PC2
Invoice Number	INVOICE NUMBER../	Customs Commodity Code	82012000	Customs Commodity Code	82012000	Customs Commodity Code	82012000
Invoice Date	05-Jan-00	Unit Gross Weight	1	Unit Gross Weight	1	Unit Gross Weight	1
Sellers Reference	INVOICE/DESP.NOTE	Unit Nett Weight	1	Unit Nett Weight	1	Unit Nett Weight	1
Customers Purchase Order Ref	PO12345 ET AL	Unit of Sale	each	Unit of Sale	each	Unit of Sale	each
Consignee Name Line 1	Fenner Elektronik AG	Unit of Quantity	each	Unit of Quantity	each	Unit of Quantity	each
Consignee Name Line 2	Data Systems	Unit Price	15.99	Unit Price	15.99	Unit Price	15.99
Consignee Name Line 3	Gewerbestrasse	Quantity	12	Quantity	12	Quantity	12
Consignee Name Line 4	Dusseldorf 4450	Your Order Reference		Your Order Reference		Your Order Reference	
Consignee Name Line 5	Germany	Customers Purchase Order Ref		Customers Purchase Order Ref		Customers Purchase Order Ref	
Currency Code	USD	Product Description 1	Garden forks	Product Description 1	Garden forks	Product Description 1	Garden forks
Exchange Rate	1.6012	Product Description 2		Product Description 2		Product Description 2	

Fields in Record:		Fields in Record:		Charge Information	
Consignment Reference	CONSREF/INVOICENO	Consignment Reference	CONSREF/INVOICENO	Consignment Reference	CONSREF/INVOICENO
Record Type	2	Record Type	3	Record Type	3
Invoice Line Item Number	3	Item Number	1	Item Number	2
Product Code	PC3	Charge Code	CARRIAGE	Charge Code	PACKING
Customs Commodity Code	82021000	Description	Freight	Description	Packing Charge
Unit Gross Weight	0.7	Charge Amount	123.45	Charge Amount	45.67
Unit Nett Weight	0.7				
Unit of Sale	each				
Unit of Quantity	each				
Unit Price	9.99				
Quantity	24				
Your Order Reference	SO 23456789				
Customers Purchase Order Ref	PO 4567890				
Product Description 1	Tenon Saw - 12inch blade				
Product Description 2					

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**Fax: +44 (0) 870333288**

**Please  
complete  
order  
quantity  
in this  
column**

<b>Code</b>	<b>Description</b>	<b>Manufacturer/Packs size</b>	
11029	11029 Homeblest Milk Choc Digestive	Burtons 24x200gm	
11039	11039 Snap Jack Country	Lyons 24x300gm	
11040	11040 Snap Jack Fruit	Lyons 24x300gm	
11041	11041 Fig Rolls	Lyons 32x200gm	
11045	11045 Jammie Dodgers	Burtons 30x150gm	
11047	11047 Ginger Snaps	Burtons 24x300gm	
11048	11048 Rich Tea	Lyons 18x300gm	
11049	11049 Digestive	Burtons 24x250gm	
11052	11052 Custard Creams	Burtons 12x150gm	
11053	11053 Bourbon Creams	Burtons 12x150gm	
21670	21670 Pies - Chicken + Mushroom	Fray Bentos 12x425gm	
21691	21691 Pies Chicken & Vegetables	Fray Bentos 12x425gm	
21730	21730 Sweet & Sour Casserole Sauce	Homepride 12x390gm	
21761	21761 White Wine Casserole Sauce	Homepride 12x390gm	
21770	21770 Red Wine Casserole Sauce	Homepride 12x390gm	
21780	21780 Chicken Chasseur Casserole Sauce	Homepride 12x390gm	
21800	21800 Rogan Josh Clas Curry Sauce	Homepride 12x400gm	
21810	21810 Korma Classic Curry Sauce	Homepride 12x400gm	
21830	21830 Tikka Classic Curry Sauce	Homepride 12x400gm	

**Having completed your requirements  
please attach the file to an email to  
[stuart@formwise.co.uk](mailto:stuart@formwise.co.uk)  
Please quote your order number  
Contact name**