

## **BOX LEVEL IMPORT FORMAT**

I hope that this will clarify any questions regarding the spreadsheet format for the import. I think it will be easiest if we go column by column.

**Column A** should contain the letters YI, for each box, both capital letters with no space between them. *This column of information is required for each container.*

**Column B** should contain the barcode number corresponding with the appropriate container. *This column of information is required for each container.*

**Column C** should contain your account number, **F00XYZ**. For items that belong to a specific sub account, you would include the sub account number as follows: **F00XYZIABC**. *This column of information is required for each container.*

**Column D** should remain blank.

**Column E** should remain blank.

**Column F** is the column for permanence. Enter **No** for any container with a destroy date. Enter **Yes** for any box that must be kept indefinitely. *This column of information is required for each container.*

**Column G** is the column for Alternate Codes. Alternate Codes are container specific and cannot be shared by multiple containers. *This column has a 12 digit alphanumeric limit.*

**Column H** should remain blank.

**Column I** is the column for Category Code. Category Codes can be used to group multiple boxes together by type (A/R, A/P, H/R, etc...). This column has an 8 digit alphanumeric limit so abbreviations may be helpful for certain categories.

**Column J & K** are the columns for sequence range. J is sequence begin and K is sequence end. *These columns have a 15 digit alphanumeric limit.*

**Column L & M** are the columns for date range. L is from date and M is to date. These columns have a 10 digit numeric limit and should be set up like: MM/DD/YYYY (01/01/2001).

**Column N** is the column for destroy date. This column has a 10 digit numeric limit and should be set up like: MM/DD/YYYY (01/01/2001).

Columns A through F, with the exception of D & E, require information for each container. The rest of the columns are optional for each item. If there is no information in an optional field for a particular box, the field should remain blank. However, the import will not take if a required field is left blank for a particular box.