

## **DESCRIPTION IMPORT FORMAT**

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

**Column A** should contain the letters YD, 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** 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 E** should contain text listing the description of the container. There is a 250-character limit for each line. Multiple lines can be used by designating the same box number in column B. There is not limit to the number of lines that can be used for each container.