

# Importing Files into Merlin

There are several different types of files that can be imported into Merlin. Note that all import files must be in 'ASCII Comma Delimited' Format (**CSV**) when ready to import into Merlin.

To save the files in this format choose Save As... from the File Menu in Microsoft Excel. In this window you can name the file and choose in which format the file is saved. Click on the down arrow next to the Save As Type box. From the list that appears select 'CSV (Comma delimited) (\*.csv)'.

When saving your Import files in the csv format Merlin requires a specific terminology for naming the files. Each different type of file has to have a special prefix.

| <b>Import Type</b> | <b>Prefix</b> | <b>Example</b>    |
|--------------------|---------------|-------------------|
| Stock              | St            | StStock1.csv      |
| Suppliers          | Su            | SuSuppliers.csv   |
| Customers          | Cu            | CuCustomerRec.csv |
| Stock Quantities   | Sq            | SqStockQtys.csv   |
| External Sales     | Es            | EsSales1.csv      |
| News               | Ns            | NsNewsStock.csv   |

When changing your files into the specified csv format in Microsoft Excel there are certain things that you must do for the files to be imported correctly. When you are happy that your data matches the required layout and all the data is correct then to save into csv format you must delete the row containing the column headers. **Important:** if you leave them on, the file will read them as a record and therefore cause the import routine to show errors.

## Note: Using Excel

A quick "word of warning" about Excel and its behavior with regard to \*.csv files. It has been noticed that some users have had problems with importing fields, especially Barcodes that have changed during the creating process. It seems that Excel guesses at what type the fields are when data is entered or a \*.csv is opened (with Excel). Barcodes for example are always numerical characters, i.e. 0 to 9 (not floating point numbers or alphanumerical characters). Excel interprets them (by default) as general numbers and converts them, i.e.:

| <b>Original Value</b> | <b>Excel Interpretation</b> |
|-----------------------|-----------------------------|
| 0002673               | 2673                        |
| 1234567890123         | 1.23457E+12                 |

So please avoid reloading \*.csv imports into Excel as you may suffer from the above problem.

## Importing Stock Files

**Note :** Filename must start with 'st'.

The table below shows the fields required by the Import routine to import Stock. If the file is not set out like this, when you come to import the file you will get errors.

### Key

|         |   |
|---------|---|
| C       | Compulsory Fields (must have valid data at all times) |
| U       | Uppercase (must only contain Uppercase letters)       |
| E       | EPOS Characters Only (0..9, A..Z, '-')                |
| N       | Numerical Characters Only                             |
| Default | Default Value (if none given)                         |

### 'Type' Field Key

|              |                             |
|--------------|-----------------------------|
| Alphanumeric | Any Character or Number     |
| Numeric      | Numbers 0 to 9 only         |
| Short        | Any Number from 0 to 65,535 |

The Numbers in the Size field relates to how many characters can be stored in that field for the specific field description. e.g. Location = BAR.

| Column | Field Description   | Type         | Size | C | U | E | N | Default | See Footnote |
|--------|---------------------|--------------|------|---|---|---|---|---------|--------------|
| A      | Product Code        | Alphanumeric | 20   | X | X | X |   |         |              |
| B      | Product Description | Alphanumeric | 40   | X |   |   |   |         |              |
| C      | EPOS Description    | Alphanumeric | 20   |   |   |   |   |         |              |
| D      | Stock Category 1    | Alphanumeric | 20   | X |   |   |   |         |              |
| E      | Stock Category 2    | Alphanumeric | 20   |   |   |   |   |         |              |
| F      | Brand               | Alphanumeric | 10   |   |   |   |   |         |              |
| G      | Stock Type          | Alphanumeric | 1    | X |   |   |   |         | 1            |
| H      | Pack Type           | Alphanumeric | 1    | X |   |   |   |         | 2            |
| I      | Custom 1            | Alphanumeric | 100  |   |   |   |   |         | 3            |
| J      | Custom 2            | Alphanumeric | 100  |   |   |   |   |         |              |
| K      | Custom 3            | Alphanumeric | 100  |   |   |   |   |         |              |
| L      | Custom 4            | Alphanumeric | 100  |   |   |   |   |         |              |
| M      | Custom 5            | Alphanumeric | 100  |   |   |   |   |         |              |
| N      | Product Comments    | Alphanumeric | 100  |   |   |   |   |         | 4            |
| O      | Non Popup Comments  | Alphanumeric | 100  |   |   |   |   |         | 5            |
| P      | Location            | Alphanumeric | 3    | X | X |   |   |         | 6            |
| Q      | PackSize            | Numeric      | 15.3 | X |   |   |   |         |              |
| R      | Price Break Size    | Numeric      | 15.3 |   |   |   |   |         | 7            |
| S      | Last Cost Price     | Numeric      | 15.3 |   |   |   |   | 0.00    |              |
| T      | Set Price Margin    | Alphanumeric | 1    |   |   |   |   | P       |              |
| U      | Price               | Numeric      | 15.3 |   |   |   |   | 0.00    | 8            |
| V      | Margin              | Numeric      | 15.3 |   |   |   |   | 0.00    | 9            |

|    |                       |              |      |   |   |   |   |  |    |
|----|-----------------------|--------------|------|---|---|---|---|--|----|
| W  | Price Last Changed    | DateTime     | 19   |   |   |   |   |  |    |
| X  | Bin Reference         | Alphanumeric | 8    |   |   |   |   |  |    |
| Y  | Shelf Reference       | Alphanumeric | 8    |   |   |   |   |  |    |
| Z  | Manufacturer Code     | Alphanumeric | 15   |   |   |   |   |  |    |
| AA | VAT Code              | Short        | 1    | X |   |   |   |  | 10 |
| AB | Discount 1            | Numeric      | 15.3 |   |   |   |   |  | 11 |
| AC | Discount 2            | Numeric      | 15.3 |   |   |   |   |  |    |
| AD | Discount 3            | Numeric      | 15.3 |   |   |   |   |  |    |
| AE | Discount 4            | Numeric      | 15.3 |   |   |   |   |  |    |
| AF | Discount 5            | Numeric      | 15.3 |   |   |   |   |  |    |
| AG | Re-Order Packsize     | Numeric      | 15.3 |   |   |   |   |  |    |
| AH | Re-Order Quantity     | Numeric      | 15.3 |   |   |   |   |  |    |
| AI | Re-Order Level        | Numeric      | 15.3 |   |   |   |   |  |    |
| AJ | Supplier Location     | Alphanumeric | 3    |   | X | X |   |  | 12 |
| AK | Supplier Code         | Alphanumeric | 10   |   | X | X |   |  |    |
| AL | Barcode               | Alphanumeric | 18   |   |   |   | X |  |    |
| AM | Gift Aid              | Boolean      | 1    |   |   |   |   |  |    |
| AN | Next Cost Price       | Numeric      | 15.3 |   |   |   |   |  |    |
| AO | Nominal Sales Account | Numeric      | 5    |   |   |   |   |  |    |
| AP | Nominal Cost Account  | Numeric      | 5    |   |   |   |   |  |    |
| AQ | Nominal Stock Account | Numeric      | 5    |   |   |   |   |  |    |
| AR | Web stock             | Boolean      | 1    |   |   |   | X |  | 13 |
| AS | Product Status        | Alphanumeric | 16   |   | X |   |   |  | 14 |
| AT | Loyalty Voucher       | Boolean      | 1    |   |   |   |   |  |    |

## Footnotes

1) Use this field to identify the type of stock of the Product:

|   |                      |
|---|----------------------|
| R | Regular Item         |
| S | Serial Numbered      |
| P | Promotional Item     |
| N | Non-Stock            |
| X | Part Exchange Master |
| I | Part Exchange Item   |

Non-Stock is a classification used for items such as carriage charges, labour charges, repair charges, etc. These are items that you might want to track in terms of sales, but you do not have to worry about the actual items being on hand.

2) Use this field to specify the way that you intend to sell this Product by using the following code structure below:

|   |                                       |
|---|---------------------------------------|
| U | Units                                 |
| W | Weight (g - grams)                    |
| V | Volume (l - litres)                   |
| L | Length (m - metres)                   |
| A | Area (m <sup>2</sup> - square metres) |

- 3) Custom fields are fields that can be entered by you. This can be used to store any extra information about the product that you may require such as RRP, etc.
- 4) The Products Comments field allows you to enter a comment for a product that will then appear in the Point of Sale when that product is sold. This for example could mention that you run a developing service if someone buys a photo film.
- 5) Non Popup Comments are comments that appear in BackOffice. These can be things such as Supplier Details, RRP, etc. Products that have a Non Popup Comment appear with a yellow background in the Product Code box in Stock Maintain when they have been selected.
- 6) This is where you enter a three-letter code referring to your location. At this point the only entry here MUST be ###.
- 7) The Price Break field allows you to offer better prices to customers who buy larger quantities of a particular product. For example, you may sell cans of lager individually for £0.85 each. By setting up a Price Break of 5 you could offer the cans at £0.79 each. Please note there should always be a Price Break of 1.
- 8) When setting a price for your products you can base it on one of the following methods:
  - P Set a fixed selling price
  - M Set a gross margin % and calculate a selling price based on the last cost

Which ever way you choose to sell the products Merlin will automatically work out the either the selling price if you are selling by gross margin or the gross margin percentage if you are selling with a fixed price.

Type the code letter that you require in the field.

- 9) This is where the gross margin value is inputted. If you have chosen to sell by margin then enter the percentage that you want to sell the item at. If you selected to sell with a fixed selling price then you can leave this field with its default value of 0.00.
- 10) This is where you set your VAT rates for a product. There are 5 VAT codes available by default in BackOffice. These are:

- 1 Standard Rate (17.5%)
- 2 Zero Rated (Non Vat)
- 3 Exempt Rated (Non Vat)
- 4 Fuel VAT (5%)
- 5 Reserved

Just input the relevant number into the field.

11) This field is used when you do an account sale. Customers that you have on your system can have a specific discount level set to them.

12) This is where you enter a three-letter code referring to your location. This will be used when ordering stock, etc and links to your supplier.

13) For future use.

14) This is the status setting for what cannot be done with that item:

|  |   |
|--|---|
| Disallow stock search in BackOffice:   | A |
| Disallow stock search in EPOS:         | B |
| Disallow sale in BackOffice:           | C |
| Disallow sale in EPOS:                 | D |
| Disallow purchase order in BackOffice: | E |

eg. Disallowing stock search and sale in EPOS, but allowing stock search, sale and purchase order in BackOffice would be have a status of BD.

## Importing Customer Files

**Note :** Filename must start with `cu`.

The table below shows the fields required by the Import routine to import Customers onto your system. If the file is not set out like this, when you come to import the file you will get errors.

### Key

- C Compulsory Fields (must have valid data at all times)
- U Uppercase (must only contain Uppercase letters)
- E EPOS Characters Only (0..9, A..Z, '-')
- N Numerical Characters Only

### 'Type' Field Key

- Alphanumeric Any Character or Number
- Numeric Numbers 0 to 9 only
- Short Any Number from 0 to 65,535

The Numbers in the Size field relates to how many characters can be stored in that field for the specific field description. e.g. Location = BAR.

| Column | Field Description | Type         | Size | C | U | E | N | See Footnote |
|--------|-------------------|--------------|------|---|---|---|---|--------------|
| A      | Location          | Alphanumeric | 3    | X | X | X |   | 1            |
| B      | Customer Code     | Alphanumeric | 10   | X | X | X |   |              |
| C      | Account Type      | Alphanumeric | 1    |   |   |   |   | 2            |
| D      | Address Line 1    | Alphanumeric | 30   |   |   |   |   |              |
| E      | Address Line 2    | Alphanumeric | 30   |   |   |   |   |              |
| F      | City              | Alphanumeric | 30   |   |   |   |   |              |
| G      | County            | Alphanumeric | 20   |   |   |   |   |              |
| H      | Country           | Alphanumeric | 20   |   |   |   |   |              |
| I      | Postcode          | Alphanumeric | 10   |   |   |   |   |              |
| J      | Telephone         | Alphanumeric | 20   |   |   |   |   |              |
| K      | Fax               | Alphanumeric | 20   |   |   |   |   |              |
| L      | Contact Name      | Alphanumeric | 25   |   |   |   |   |              |
| M      | Credit Limit      | Numeric      | 15.3 |   |   |   |   |              |
| N      | Discount Level    | Short        | 1    |   |   |   |   | 3            |
| O      | VAT No            | Alphanumeric | 15   |   |   |   |   |              |
| P      | Email Address     | Alphanumeric | 100  |   |   |   |   |              |
| Q      | Comments          | Alphanumeric | 100  |   |   |   |   |              |
| R      | Surname           | Alphanumeric | 30   | X |   |   |   |              |
| S      | First Names       | Alphanumeric | 20   |   |   |   |   |              |
| T      | Title             | Alphanumeric | 10   |   |   |   |   |              |
| U      | Salutation        | Alphanumeric | 10   |   |   |   |   |              |

|    |                    |              |     |  |  |  |  |  |   |
|----|--------------------|--------------|-----|--|--|--|--|--|---|
| V  | Category           | Alphanumeric | 15  |  |  |  |  |  | 4 |
| W  | Custom 1           | Alphanumeric | 100 |  |  |  |  |  | 5 |
| X  | Custom 2           | Alphanumeric | 100 |  |  |  |  |  |   |
| Y  | Custom 3           | Alphanumeric | 100 |  |  |  |  |  |   |
| Z  | Custom 4           | Alphanumeric | 100 |  |  |  |  |  |   |
| AA | Custom 5           | Alphanumeric | 100 |  |  |  |  |  |   |
| AB | Taxable            | Alphanumeric |     |  |  |  |  |  | 6 |
| AC | Statement Required | Alphanumeric |     |  |  |  |  |  | 7 |

## Footnotes

- 1) The Location field is used to show where the Customer was originally created. You would generally use the same location code that you set up for your Merlin BackOffice. If you have a one location system this will normally be ###.
- 2) When setting up a new Customer you must select an Account Type. The ones in Merlin are:
  - A Cash Account
  - C Credit Account
  - S Savings Account
  - D Cash on Delivery Account
- 3) To allocate an Account Type to a Customer type the appropriate letter in the Account Type field.
- 4) The Discount field is where the discount level for a Customer should be specified. The discount level is between 1 and 5. If this is left to 0 (zero) then no discount is offered to the Customer.

The discount levels are set up for each product in Stock Maintain.
- 5) The Category field allows you to divide your customers into different categories such as Retail, Wholesale, etc. It is entirely up to you what you enter in this field. Please note that this field has restriction of 15 characters.
- 6) This is a Custom field and can be used to store any additional information that you may require such as Work Address, Mobile phone Number, etc.
- 7) The Taxable field is where you specify whether the Customer pays you VAT for goods. If they do enter the word 'True' into the field. If you don't charge them VAT then type in 'False'.
- 8) The Statement Required field is another field that has to contain 'True' or 'False'. If you want to print statements for Customers invoices then type in 'True'.

## Importing Supplier Files

**Note :** Filename must start with `su`.

The table below shows the fields required by the Import routine to import Suppliers onto your system. If the file is not set out like this, when you come to import the file you will get errors.

### Key

- C Compulsory Fields (must have valid data at all times)
- U Uppercase (must only contain Uppercase letters)
- E EPOS Characters Only (0..9, A..Z, '-')
- N Numerical Characters Only

### 'Type' Field Key

- Alphanumeric Any Character or Number
- Numeric Numbers 0 to 9 only
- Short Any Number from 0 to 65,535

The Numbers in the Size field relates to how many characters can be stored in that field for the specific field description. e.g. Location = BAR.

| Column | Field Description | Type         | Size | C | U | E | N | See Footnote |
|--------|-------------------|--------------|------|---|---|---|---|--------------|
| A      | Location          | Alphanumeric | 3    | X | X | X |   | 1            |
| B      | Supplier Code     | Alphanumeric | 10   | X | X | X |   |              |
| C      | Supplier Name     | Alphanumeric | 30   | X |   |   |   |              |
| D      | Supplier Type     | Alphanumeric | 1    |   |   |   |   | 2            |
| E      | Address Line 1    | Alphanumeric | 30   |   |   |   |   |              |
| F      | Address Line 2    | Alphanumeric | 30   |   |   |   |   |              |
| G      | City              | Alphanumeric | 30   |   |   |   |   |              |
| H      | County            | Alphanumeric | 20   |   |   |   |   |              |
| I      | Country           | Alphanumeric | 20   |   |   |   |   |              |
| J      | Postcode          | Alphanumeric | 10   |   |   |   |   |              |
| K      | Telephone         | Alphanumeric | 20   |   |   |   |   |              |
| L      | Fax               | Alphanumeric | 20   |   |   |   |   |              |
| M      | Contact Name      | Alphanumeric | 25   |   |   |   |   |              |
| N      | Credit Limit      | Numeric      | 15.3 |   |   |   |   |              |
| O      | VAT No            | Alphanumeric | 15   |   |   |   |   |              |
| P      | Email Address     | Alphanumeric | 100  |   |   |   |   |              |
| Q      | Comments          | Alphanumeric | 100  |   |   |   |   |              |
| R      | Account Number    | Alphanumeric | 20   |   |   |   |   |              |
| S      | Custom 1          | Alphanumeric | 100  |   |   |   |   | 3            |
| T      | Custom 2          | Alphanumeric | 100  |   |   |   |   |              |
| U      | Custom 3          | Alphanumeric | 100  |   |   |   |   |              |
| V      | Custom 4          | Alphanumeric | 100  |   |   |   |   |              |
| W      | Custom 5          | Alphanumeric | 100  |   |   |   |   |              |



|   |         |              |  |  |  |  |   |
|---|---------|--------------|--|--|--|--|---|
| X | Taxable | Alphanumeric |  |  |  |  | 4 |
|---|---------|--------------|--|--|--|--|---|

**Footnotes**

- 1) The Location field is used to show where the Supplier was originally created on your system. You will generally use the same location that you set up for your Merlin BackOffice. If you have a one location system this will normally be ###.
- 2) The Supplier Type field is where you specify what type the supplier is, e.g Retail, Trade, Wholesale, etc. To enter you selection use the following number codes:

|   |                   |
|---|-------------------|
| 0 | Other             |
| 1 | Retail            |
| 2 | Trade             |
| 3 | Wholesale         |
| 4 | Staff             |
| 5 | Special Code      |
| 6 | Cash on Delivery  |
| 7 | Cash Account Sale |

To enter your choice, enter the appropriate number in the Supplier Type field.

- 3) This is a Custom field and can be used to store any additional information that you may require such as a Head Office address, etc.
- 4) The Taxable field is where you specify whether the Supplier charges you VAT for goods. If they do enter the word 'True' into the field. If you don't get charged VAT then type in 'False'.

## Importing External Sales (into SOP)

**Note :** Filename must start with 'es'.

The table below shows the fields required by the Import routine to import External Sales into the SOP system. The table must conform to this criteria below the import process is allowed to commence. Note: this criteria discriminates the field type, the validity of the actual value is the User's responsible, remember the old adage "Garbage in, garbage out".

**Key:**

- B Blank field (must be blank).
- C Compulsory field (must have valid data at all times).
- E EPOS Characters Only (0..9, A..Z, '-').
- H Header applicable only (Rule only applies to a Header (RecordStatus = "H") record).
- P Product Code valid (must exist).
- RP Restricted PackType (Units|Weight|Volumes|Lengths).
- RS Restricted StockType (Regular|Non-Stock|Part-Exchange(I)|Special-Offer).
- U Uppercase Only.
- (-> x) Defaults to the value x if blank.

| Column               | Field Description   | Type         | Size | Rule        | See Footnote |
|----------------------|---|--------------|------|-------------|--------------|
| A-N<br>O-BE<br>BF-BS | Sales (Line) Info.<br>Sale (Header) Info*<br>Sale (Payment) Info* |              |      |             | 1*           |
| A                    | OrderNo   | Alphanumeric | 30   | C H         | (Line) 2     |
| B                    | ProductCode   | Alphanumeric | 20   | C P U       |              |
| C                    | Packsize  | Numerical    | 15.3 | (->1)       |              |
| D                    | PackType  | Alphanumeric | 1    | RP (->U)    |              |
| E                    | Description   | Alphanumeric | 40   | C           |              |
| F                    | VATCode   | Numerical    | 1    | C           |              |
| G                    | VATRate   | Numerical    | 9.9  | C           |              |
| H                    | QtyOrdered  | Numerical    | 15.3 | C           |              |
| I                    | LastDeliveryDate  | DateTime     | 19   |             | 3            |
| J                    | UnitPrice   | Numerical    | 15.3 | C           |              |
| K                    | Discount  | Numerical    | 9.9  | (->0)       |              |
| L                    | DiscountPrice   | Numerical    | 15.3 | (->0)       |              |
| M                    | LineComments  | Alphanumeric | 100  |             |              |
| N                    | PriceBreakDiscValue   | Numerical    | 15.3 |             |              |
| O                    | OrderDate   | DateTime     | 19   | C H         | (Header) 3   |
| P                    | OrderType   | Alphanumeric | 1    | H (->S)     |              |
| Q                    | OrderDesc   | Alphanumeric | 30   | B           |              |
| R                    | OrderStatus   | Alphanumeric | 1    | H (->N)     | 4            |
| S                    | Printed   | Boolean      | 1    | H (->False) | 4            |
| T                    | Taxable   | Boolean      | 1    | C H         |              |
| U                    | ExVAT   | Boolean      | 1    | C H         |              |
| V                    | Terms   | Alphanumeric | 15   | C H         |              |
| W                    | Salesperson   | Alphanumeric | 3    | C H         |              |
| X                    | PORef   | Alphanumeric | 20   |             |              |

|    |                     |              |      |         |             |
|----|---------------------|--------------|------|---------|-------------|
| Y  | ShipVia             | Alphanumeric | 20   |         |             |
| Z  | ExpectedDelivery    | DateTime     | 19   | C H     | 3           |
| AA | ActualDelivery      | DateTime     | 19   |         | 3           |
| AB | Who                 | Alphanumeric | 3    |         |             |
| AC | MessageRef          | Alphanumeric | 100  |         |             |
| AD | Discount            | Numerical    | 15.3 | (->0)   |             |
| AE | CustomerCode        | Alphanumeric | 10   | E U     |             |
| AF | CustomerLocation    | Alphanumeric | 3    | E U     |             |
| AG | CustomerName        | Alphanumeric | 60   | C H     |             |
| AH | CustomerCategory    | Alphanumeric | 15   |         |             |
| AI | AddressLine1        | Alphanumeric | 30   | C H     |             |
| AJ | AddressLine2        | Alphanumeric | 30   |         |             |
| AK | AddressCity         | Alphanumeric | 30   |         |             |
| AL | AddressCounty       | Alphanumeric | 20   |         |             |
| AM | AddressCountry      | Alphanumeric | 20   |         |             |
| AN | AddressPostcode     | Alphanumeric | 10   | C H     |             |
| AO | EmailAddress        | Alphanumeric | 100  |         |             |
| AP | DeliveryCode        | Alphanumeric | 10   |         |             |
| AQ | DeliveryName        | Alphanumeric | 30   |         |             |
| AR | DeliveryLine1       | Alphanumeric | 30   |         |             |
| AS | DeliveryLine2       | Alphanumeric | 30   |         |             |
| AT | DeliveryCity        | Alphanumeric | 30   |         |             |
| AU | DeliveryCounty      | Alphanumeric | 20   |         |             |
| AV | DeliveryCountry     | Alphanumeric | 20   |         |             |
| AW | DeliveryPostcode    | Alphanumeric | 10   |         |             |
| AX | CustomerContact     | Alphanumeric | 25   |         |             |
| AY | CustomerSurname     | Alphanumeric | 30   | C H     |             |
| AZ | CustomerFirstnames  | Alphanumeric | 20   |         |             |
| BA | CustomerTitle       | Alphanumeric | 10   |         |             |
| BB | CustomerTelephone   | Alphanumeric | 20   |         |             |
| BC | CustomerFax         | Alphanumeric | 20   |         |             |
| BD | CustomerAccountType | Alphanumeric | 1    | H (->A) | 5           |
| BE | OrderComments       | Alphanumeric | 100  |         |             |
| BF | PaymentType         | Alphanumeric | 1    | C H     | (Payment) 6 |
| BG | PaymentValue        | Numerical    | 15.3 | C H     | 7           |
| BH | CurrType            | Alphanumeric | 3    |         |             |
| BI | CurrRate            | Numerical    | 9.9  |         |             |
| BJ | CurrValue           | Numerical    | 15.3 |         |             |
| BK | CCScheme            | Alphanumeric | 20   |         |             |
| BL | CCCardNo            | Alphanumeric | 20   |         |             |
| BM | CCStartDate         | Alphanumeric | 10   |         |             |
| BN | CCEndDate           | Alphanumeric | 10   |         |             |
| BO | CCAuth              | Alphanumeric | 20   |         |             |
| BP | CCIssue             | Numeric      | 15.3 |         |             |
| BQ | Status              | Alphanumeric | 1    | B       |             |
| BR | InvoiceLocation     | Alphanumeric | 3    | B       |             |
| BS | InvoiceTransNo      | Numeric      | 9    | B       |             |
| BT | CarriagePrice       | Numeric      | 15.3 | H       | 8           |

### Footnotes:

- 1) Used to identify Header records, records that contain Header and Payment information. 'H' represent a header record, blank a normal sales line. Note: there can only be one header (which includes the payment line) per sale, regardless how many lines a particular sale has.

- 2) The *OrderNo* will be transferred to *OrderDesc* field, as Merlin will allocate its own numbers at the time of importing. Thus the *OrderDesc* will maintain a link to the original external order number.
- 3) In the format dd/mm/yyyy hh:mm:ss.
- 4) Leave to default (as the only valid option at this time).
- 5) Customer accounts default to 'A'-Cash, valid types are:  
A-Cash, C-Credit, S-Savings, D-Cash on delivery.
- 6) Valid Payment types:  
A-Cash, B-Cheque, C-C.Card, D-Voucher, E-CreditNote, V-Void (no payment).
- 7) Set to 0 (zero) when [AZ] (PaymentType) is V (void).
- 8) If carriage is not a product line then its value must be here. The import will create an extra line on the sales order for a product code WEBCARRAGE (which MUST exist in the stock file before importing any orders with a value in this field).

## Importing News Stock Files

**Note :** Filename must start with 'ns'.

The table below shows the fields required by the Import routine to import News Stock. If the file is not set out like this, when you come to import the file you will get errors.

### Key

|         |   |
|---------|---|
| C       | Compulsory Fields (must have valid data at all times) |
| U       | Uppercase (must only contain Uppercase letters)       |
| E       | EPOS Characters Only (0..9, A..Z, '-')                |
| N       | Numerical Characters Only                             |
| Default | Default Value (if none given)                         |

### 'Type' Field Key

|              |                             |
|--------------|-----------------------------|
| Alphanumeric | Any Character or Number     |
| Numeric      | Numbers 0 to 9 only         |
| Short        | Any Number from 0 to 65,535 |
| Boolean Str  | The strings True or False   |

The Numbers in the Size field relates to how many characters can be stored in that field for the specific field description. e.g. Location = BAR.

| Col | Field Description           | Type         | Size | C | U | E | N | Default | Footnote |
|-----|-----------------------------|--------------|------|---|---|---|---|---------|----------|
| A   | Product Code                | Alphanumeric | 20   | X | X | X |   |         |          |
| B   | Product Description         | Alphanumeric | 20   | X |   |   |   |         |          |
| C   | EPOS Description            | Alphanumeric | 20   |   |   |   |   |         |          |
| D   | Stock Category 1            | Alphanumeric | 20   |   |   |   |   |         |          |
| E   | Stock Category 2            | Alphanumeric | 20   |   |   |   |   |         |          |
| F   | Frequency                   | Alphanumeric | 20   | X |   |   |   |         | 1        |
| G   | Stock Type                  | Alphanumeric | 1    |   |   |   |   | P       | 2        |
| H   | Pack Type                   | Alphanumeric | 1    |   |   |   |   | U       |          |
| I   | Location                    | Alphanumeric | 3    | X | X |   |   |         |          |
| J   | Pack Size                   | Numeric      | 15.3 |   |   |   |   | 1       |          |
| K   | Supplement Handling Charges | Numeric      | 15.3 |   |   |   |   | 0.00    |          |
| L   | Price Type                  | Alphanumeric | 1    | X |   |   |   |         | 3        |
| M   | Price                       | Numeric      | 15.3 | X |   |   |   | 0.00    |          |
| N   | Monday Price                | Numeric      | 15.3 |   |   |   |   |         |          |
| O   | Tuesday Price               | Numeric      | 15.3 |   |   |   |   |         |          |
| P   | Wednesday Price             | Numeric      | 15.3 |   |   |   |   |         |          |
| Q   | Thursday Price              | Numeric      | 15.3 |   |   |   |   |         |          |
| R   | Friday Price                | Numeric      | 15.3 |   |   |   |   |         |          |
| S   | Saturday Price              | Numeric      | 15.3 |   |   |   |   |         |          |
| T   | VAT Code                    | Short        | 1    |   |   |   |   | 2       | 4        |

|    |                          |              |      |   |   |   |   |      |    |
|----|--------------------------|--------------|------|---|---|---|---|------|----|
| U  | Supplier Location        | Alphanumeric | 3    | X | X | X |   |      |    |
| V  | Supplier Code            | Alphanumeric | 10   | X | X | X |   |      | 5  |
| W  | Supplier Discount Term   | Numeric      | 15.3 | X |   |   |   |      | 6  |
| X  | Barcode                  | Alphanumeric | 18   |   |   |   | X |      | 7  |
| Y  | Next Expected Issue No   | Numeric      | 15.3 |   |   |   |   |      | 8  |
| Z  | Next Expected Issue Date | Char         | 19   |   |   |   |   |      | 9  |
| AA | Single Order             | Boolean Str  | 10   |   |   |   |   | True | 10 |
| AB | Monday Order             | Short        | 1    |   |   |   | X | 0    | 11 |
| AC | Tuesday Order            | Short        | 1    |   |   |   | X |      | 12 |
| AD | Wednesday Order          | Short        | 1    |   |   |   | X |      | 12 |
| AF | Thursday Order           | Short        | 1    |   |   |   | X |      | 12 |
| AG | Friday Order             | Short        | 1    |   |   |   | X |      | 12 |
| AH | Saturday Order           | Short        | 1    |   |   |   | X |      | 12 |
| AI | Shelf Life               | Short        | 1    |   |   |   | X |      | 13 |
| AJ | Is Allowance Qty         | Boolean Str  | 10   |   |   |   |   |      | 14 |
| AK | Return Allowance         | Numeric      | 15.3 |   |   |   | X |      | 14 |
| AL | Reorder Packsize         | Numeric      | 15.3 |   |   |   |   |      |    |

## Foot notes

1) Use this field to identify the frequency of the publication

|     | Frequency   |
|-----|---|
| 0   | Morning – Everyday except Sunday.                       |
| 100 | Evening – Everyday except Sunday.                       |
| 200 | Weekly – Day of the week.                               |
| 300 | Monthly – Date of the month.                            |
| 400 | Fortnightly – Day of the week -> Weekly Skip 1          |
| 500 | Day Skipping - Day of the Week, Starting Date, Skip     |
| 600 | Week Skipping - Day of the Week, Starting Date, Skip    |
| 700 | Month Skipping - Date of the Month, Starting Date, Skip |

2) The Stock Type for Publications is 'P'. This field must have this value.

3) Use this field to specify if the price is single or different for each day of the week

|   |                              |
|---|------------------------------|
| S | Single Price                 |
| D | Different Price for each day |

4) This is where you set your VAT rates for a product. There are 5 VAT codes available by default in BackOffice. These are:

|   |                        |
|---|------------------------|
| 1 | Standard Rate (17.5%)  |
| 2 | Zero Rated (Non Vat)   |
| 3 | Exempt Rated (Non Vat) |
| 4 | Fuel VAT (5%)          |
| 5 | Reserved               |

Just input the relevant number into the field.

- 5) Use this field to specify an Existing Supplier code, if the supplier entered does not exist you will get an error, so make sure that the supplier exists in back office before setting this field.
- 6) Use this Field to specify the supplier discount term that will apply to the publication when calculating costs. The discount term must exist Prior to import.
- 7) Use this field to specify a bar code for the publication. Publication barcodes are a 10 digit number that must Start with the prefix 977.
- 8) Issue Numbers are between 0 and 53.
- 9) The next Expected Issue Date must be in the format dd/mm/yyyy hh:mm:ss
- 10) This field should have the word True if the order to supplier is the same for every day, or false if there is a different quantity for every day (Monday to Saturday).
- 11) This field will contain the quantity to be ordered to supplier every day if the previous field single order value is true, or the Monday quantity if single order is false.
- 12) This fields will contain the quantity to order to a supplier for each day of week if the field Single order is False.
- 13) This field contains the number of self-life days for the publication.
- 14) The field Is allowance Qty will contain the word True if the return allowance is a quantity or false if it is a percentage.
- 15) The Return Allowance Field will contain a number that will represent a quantity if the field Is allowance Qty is true or a percentage if the value is