

## Excel Orders – Format Specification for Version 2.1

A sample order file for this format is available on our website at [www.coastalpet.com/edi/edi.php](http://www.coastalpet.com/edi/edi.php)

There are 6 specific line types used in this order type and each of these line types is required. Each line type should be present only once in an order, except for the order detail lines. The information in every line type must begin in the first cell of the row. Bold fonts are typically used to make the order easier to read, but it is not necessary to use a bold font. Formatting the cells as text or numeric is not necessary. The .XLS or .XLSX formats are acceptable.

- 1. Order Type Identifier:** This line is required and should be present only one time in the order. It must be the first row in the spreadsheet and is placed in column A. The contents should be:

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- 2. Header Row:** The second row is required and should be provided as listed. Quotes are not included in the data file. Use of a bold font is not required.

Column A: "Customer#"  
Column B: "PO#"  
Column C: "Date"

- 3. Information Line:** The third row is required, but not all of the data in the line is required. The customer number is required. The PO# is not required. The date field is not used by the electronic PO process but can occasionally be useful information and should be included.

- 4. Header Row:** The fourth row is a required header row and should be provided exactly as listed. Quotes should not be included in the data file. Use of a bold font is not required.

Column A: "UPC"  
Column B: "Description"  
Column C: "Qty"

- 5. Order Detail Lines:** The fifth line is the first of the detail lines for the purchase order. Each line represents an item to be ordered and the quantity requested. One line is included for each item to be ordered.

Column A: This field is required and indicates the UPC number for the requested item. A leading zero can be included and displayed by formatting the field as text, but the leading zero is not required. The check digit should be included.

Column B: This field contains a description of the item. It is not required, but if omitted then column B must be left blank.

Column C: The quantity is a required field. Formatting the cells as numeric is not a necessity.

- 6. End Marker:** The end of file marker is a required field and is placed in column A. The use of a bold font is not required.