

NOTEPADS IMPORT FILE SPECIFICATION

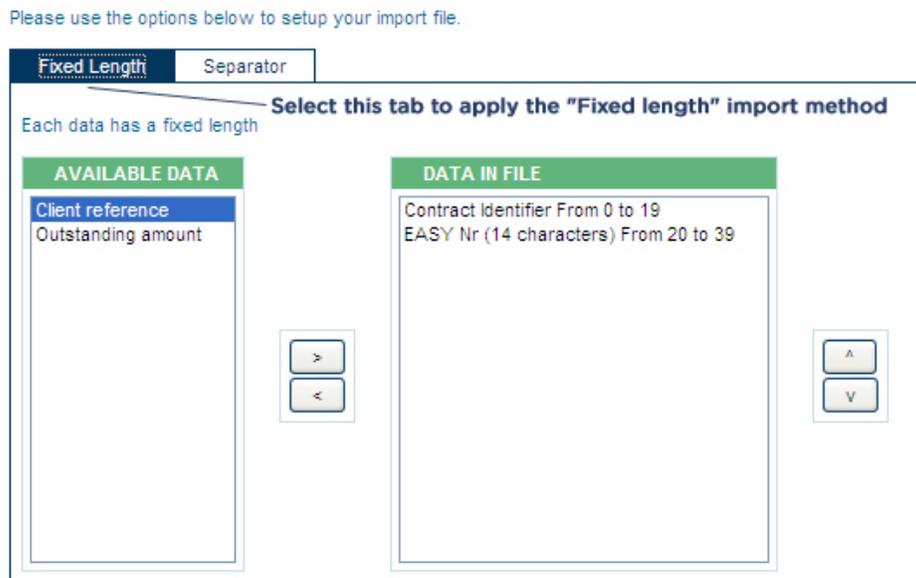
To import a notepad file, select the file using the “Browse...” button then click on the “Automatic import” link:



When the user clicks on the “Automatic Import” link, the notepad import screen is displayed (see below). The file selected can have two different structures depending on the import method used. Notepads can be imported using two different methods: “fixed length file” or “separator file”.

1. Fixed length file

When the user selects this method, the tab “Fixed length” is selected on the notepad import screen:



Each line represents the notepads for a company and each notepad is coded with a length of 20 characters. To enable an export **one field is mandatory**: the Easy number. The user has to select the notepads to export, including the Easy number. Each notepad must be padded to 20 chars with blanks to respect the import format.

EXAMPLE 1

For example, we have the contract number, the Easy number, the customer reference and the outstanding amount, each data element needs to contain 20 characters. The file content will look like as follows:

```
65857      00004598745984      R4598      10000
65857      00009894654546      R8975      200000
```

If we replace, on each line, the blanks with “.”, we have the following result:

```
65857 .....00004598745984 .....R4598 .....10000 .....
65857 .....00009894654546 .....R8975 .....200000 .....
```

We see that each line is padded with blanks to complete each field to 20 characters:

```
65857 .....00004598745984 .....R4598 .....10000 .....
65857 .....00009894654546 .....R8975 .....200000 .....
20 chars      20 chars      20 chars      20 chars
```

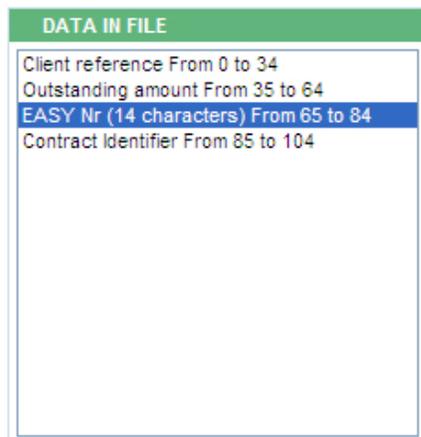
If one line is not padded to 20, the result can be false or the line can be rejected.

EXAMPLE 2

In the example above, the user has selected the EASY number, the customer reference and the outstanding amount (in this order). But the user can change the columns order and define another order using the up and down buttons as illustrated below.



For example;



In this selection, the customer reference is the first notepad to import, the outstanding amount is the second one, the Easy number is the third one and the contract number is the last one.

The import file must reflect this order and becomes:

```
R4598 10000 00004598745984 65857
R8975 200000 00009894654546 65857
```

With the padding visible:

```
R4598 .....|0000 .....00004598745984 .....65857 .....
R8975 .....200000 .....00009894654546 .....65857 .....
```

We see again that each line is padded with blanks to complete each field to 20 characters:

```
R4598 .....|0000 ..... 00004598745984 .....65857 .....
R8975 .....200000 .....00009894654546 .....65857 .....
20 chars      20 chars      20 chars      20 chars
```

2. Separator file

With this method, each line still represents the notepads for a company, but this time each notepad is separated with a separator character. This separator can be chosen by the user (for example the “;”).

When this method is selected, the tab “Separator” is this time selected:

Please use the options below to setup your import file.

The screenshot shows a software interface with two tabs: "Fixed Length" and "Separator". The "Separator" tab is selected. Below the tabs, there is a text box that says "The data is split up by a separator" followed by a dropdown menu containing a semicolon (;). Below this, there are two main panels. The left panel is titled "AVAILABLE DATA" and contains two lines of text: "Client reference Column 3" and "Outstanding amount Column 4". The right panel is titled "DATA IN FILE" and contains two lines of text: "Contract Identifier Column 1" and "EASY Nr (14 characters) Column 2". Between the two panels, there are two sets of navigation buttons: a right arrow (>) and a left arrow (<) in the middle, and a top arrow (^) and a bottom arrow (v) on the right side of the right panel.

Each line represents the notepads for a company and each notepad is separated by a separator.

To be able to import a file, **2 fields are mandatory**: the contract number and the Easy number. The user has to select the notepads to import, including the Easy number.

A notepad must have a length of 20 chars maximum. The line will be rejected if the notepad exceeds this size.

EXAMPLE 3

We have a file with our 4 fields: the contract identifier (mandatory), the Easy number (mandatory), the customer reference, the outstanding amount.

In the file, each field is separated with a “;”.

In this example, we are going to import the customer reference and the outstanding amount. The selected data are as follows:

DATA IN FILE
Contract Identifier Column 1
EASY Nr (14 characters) Column 2
Client reference Column 3
Outstanding amount Column 4

The separator is defined in the field just below the “Separator” tab:

The data is split up by a separator

The file content will look like as follows:

```
65857;00004598745984;R4598;10000  
65857;00009894654546;R8975;200000
```

There is no separator after the last field. The content structure is then as follows:

```
65857;00004598745984;R4598;10000  
65857;00009894654546;R8975;200000
```



Please follow these rules very carefully:

- You must select one strategy and the import file structure must be compliant with this strategy (fixed length or separator).
- Each line must contain the contract number and the Easy number.
- The order of the notepads imported must correspond to the order of the notepads selected in the list “Data in file” in the Cofanet interface
- If you import a field containing a date, it should be formatted as follow: **yyyy-mm-dd**, where ‘yyy’ is the year, ‘mm’ is the month and ‘dd’ is the day. For example: 2007-10-31.