1. General Information
   1. The data must be in the first worksheet in the workbook
   2. The top row (column headings) must be deleted before uploading the data
   3. All data cells must be formatted as ‘Text’ before entering data
2. Inventory Extra Description
   1. Enter part, rev (if applicable, leave blank if not), and the extra description for the part in columns A, B, C
   2. Part number: can be up to 17 characters
   3. Rev: can be up to 3 characters
3. Purchase Order Header/Footer Comments
   1. Enter the PO number, type, and header/footer text
   2. PO type
      1. Enter 1 for the comments to print on the footer and leave the field blank for the comments to print on the header
   3. PO number: needs to be 7 digits
4. Purchase Order Line Comments
   1. Enter PO number, PO line, and comment
   2. PO number: needs to be 7 digits
   3. PO line: needs to 4 digits
5. Router Sequence Comments
   1. Enter router, revision (if applicable, leave blank if not), sequence, and comment
   2. Router number: can be up to 17 characters
   3. Rev: can be up to 3 characters
   4. Sequence: must be 6 digits
6. Sales Order Header/Footer Comments
   1. Enter sales order number, type, flags for print options, and text
   2. Sales order number: must be 7 digits
   3. Type: use 1 for the comments to print on the footer and leave blank to print on the header
   4. For the print flags, use 1 to print on the associated form and leave blank to not print on the associated form
7. Sales Order Line Comments
   1. Enter sales order number, order line text
   2. Sales order number: must be 7 digits
   3. Sales order line: must be 4 digits
8. Work Order Sequence Comments
   1. Enter the work order number, suffix, sequence, and the text
   2. Work order number: must enter 6 digits but NOT the suffix
   3. Work order suffix: enter the 3 digit suffix
   4. Sequence: enter 6 digits for the sequence
9. Text Code Comments
   1. Enter number, can be alpha-numeric and length up to 5 chars
10. Quote Header/Footer Comments
    1. Enter quote number (7 digits), type, flags for print options, and text
    2. Type: use 1 for the comments to print on the footer and leave blank to print on the header
    3. For the print flags, use 1 to print on the associated form and leave blank to not print on the associated form
11. Quote Line Comments
    1. Enter quote number, quote line and text
    2. Quote number: must be 7 digits
    3. Quote line: must be 4 digits (ex: 0010 for line 1)