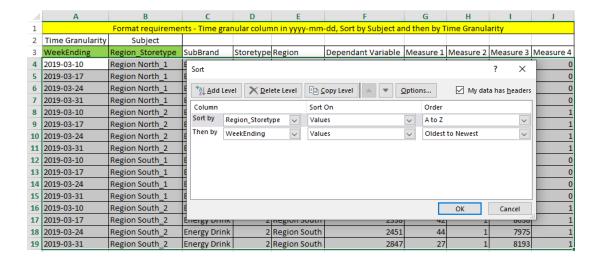
Steps to be taken before uploading the harmonized file into the DDE platform:

- 1. The file should always be in xlsx format
- 2. The file consists of only 1 sheet (No hidden sheets also allowed)
- 3. The first column of the file should be the time granular dimension with data type 'Date' and date format is recommended to be in 'YYYY-MM-DD'
- 4. The dataset should be sorted by the most granular dimension (subject) column followed by time granular column
- 5. A measure value cannot be represented as blank or '-'.
- 6. A cell cannot have a formula. All data should be saved as a value
- 7. Column names should be unique and cannot repeat
- 8. Column names should not start with numeric value
- 9. Column names and all dimension values cannot contain spaces and any special characters except underscore (" ")
- 10. Column names cannot be blank
- 11. Column names can have a maximum of 50 characters in length
- 12. Column names and all dimension values should not have two consecutive underscores ("__") or should not end with an underscore ("_")
- 13. Data harmonization is not a part of system driven process

Refer the example below:

	Α	В	С	D	F	F	G	н	1	1
1	Raw Data									
2	Time Granularity	Subject								
3	WeekEnding	Region_Storetype	SubBrand	Storetype	Region	Dependant Variable	Measure 1	Measure 2	Measure 3	Measure 4
4	03/10/2019	Region North_1	Energy Drink	1	Region North	718	41	0	2213	0
5	03/10/2019	Region North_2	Energy Drink	2	Region North	3238	41	1	2213	1
6	03/10/2019	Region South_2	Energy Drink	2	Region South	2404	23	1	2213	1
7	03/10/2019	Region South_1	Energy Drink	1	Region South	442	23	0	2213	0
8	03/17/2019	Region South_1	Energy Drink	1	Region South	414	42	0	8038	0
9	03/17/2019	Region North_1	Energy Drink	1	Region North	691	77	0	8038	0
10	03/17/2019	Region North_2	Energy Drink	2	Region North	3433	77	1	8038	1
11	03/17/2019	Region South_2	Energy Drink	2	Region South	2338	42	1	8038	1
12	03/24/2019	Region North_1	Energy Drink	1	Region North	743	104	0	7975	0
13	03/24/2019	Region South_1	Energy Drink	1	Region South	508	44	0	7975	0
14	03/24/2019	Region South_2	Energy Drink	2	Region South	2451	44	1	7975	1
15	03/24/2019	Region North_2	Energy Drink	2	Region North	3577	104	1	7975	1
16	03/31/2019	Region South_1	Energy Drink	1	Region South	450	27	0	8193	0
17	03/31/2019	Region North_2	Energy Drink	2	Region North	4366	59	1	8193	1
18	03/31/2019	Region South_2	Energy Drink	2	Region South	2847	27	1	8193	1
19	03/31/2019	Region North_1	Energy Drink	1	Region North	690	59	0	8193	0

In the above snippet, Time granular column 'WeekEnding' is in 'MM/DD/YYYY' and the sorting is based on time granular column 'WeekEnding'. We need to change the date format to 'YYYY-MM-DD' and sorting as below



After the changes, dataset format would be as below:

