



# Deliver To Addresses

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# EDI - Deliver To Addresses

## Introduction

This document describes how to add a new set of EDI Customer Deliver To Addresses.

The following are key steps:

- Request Address details in an Excel Spreadsheet from Inventory Owner.
- Insert new column A and add Title = 'RECORD\_ID', populate every row value = '0'.
- Check for a suitable unique PERSON\_ID column (max. 10 Alphanumeric) and if not available create a new column.
- Add new column called 'ADDR\_TYPE' and populate each row with value = 'DT' (Deliver To).
- Add new column called 'COMPANY\_ID' and populate each row with value of the Inventory Owner that this EDI Customer belongs to e.g. 'PSGROUP', 'INSPIRE'.
- Add new column called 'ADDR\_STATUS' and populate each row with value = 'CU' (Current).
- Add new column called 'ADDR\_EDJ\_NO' and populate each row with Customer's EDI Number e.g. 'BIGW' (The Customer's GS1 EDI number may also be supplied e.g. '9377777134179')
- Identify available columns making sure that the following are listed (Mandatory):
  - ADDR\_FIRST\_NAME e.g. 'BIGW INVERELL [116]'
  - ADDR\_LINE1 e.g. '1 VIVIAN STREET'
  - ADDR\_SUBURB e.g. 'INVERELL'
  - ADDR\_STATE e.g. 'NSW'
  - ADDR\_POST\_CODE e.g. '2360'
  - ADDR\_EDJ\_NO e.g. 'BIGW'
  - ADDR\_EDJ\_IN\_HOUSE\_NO e.g. '116'
  - ADDR\_EDJ\_LOCN\_NO e.g. 'BIGW' or '9377777134179' (IPT SYSTEMS to confirm)
- Export Excel as .CSV Data file (without Header row)
- Import into Minder's PERSON\_ADDRESS table
- Check imported data.



## Example Excel

The Excel Spreadsheet shown right is being used as an example to create Deliver To Addresses.

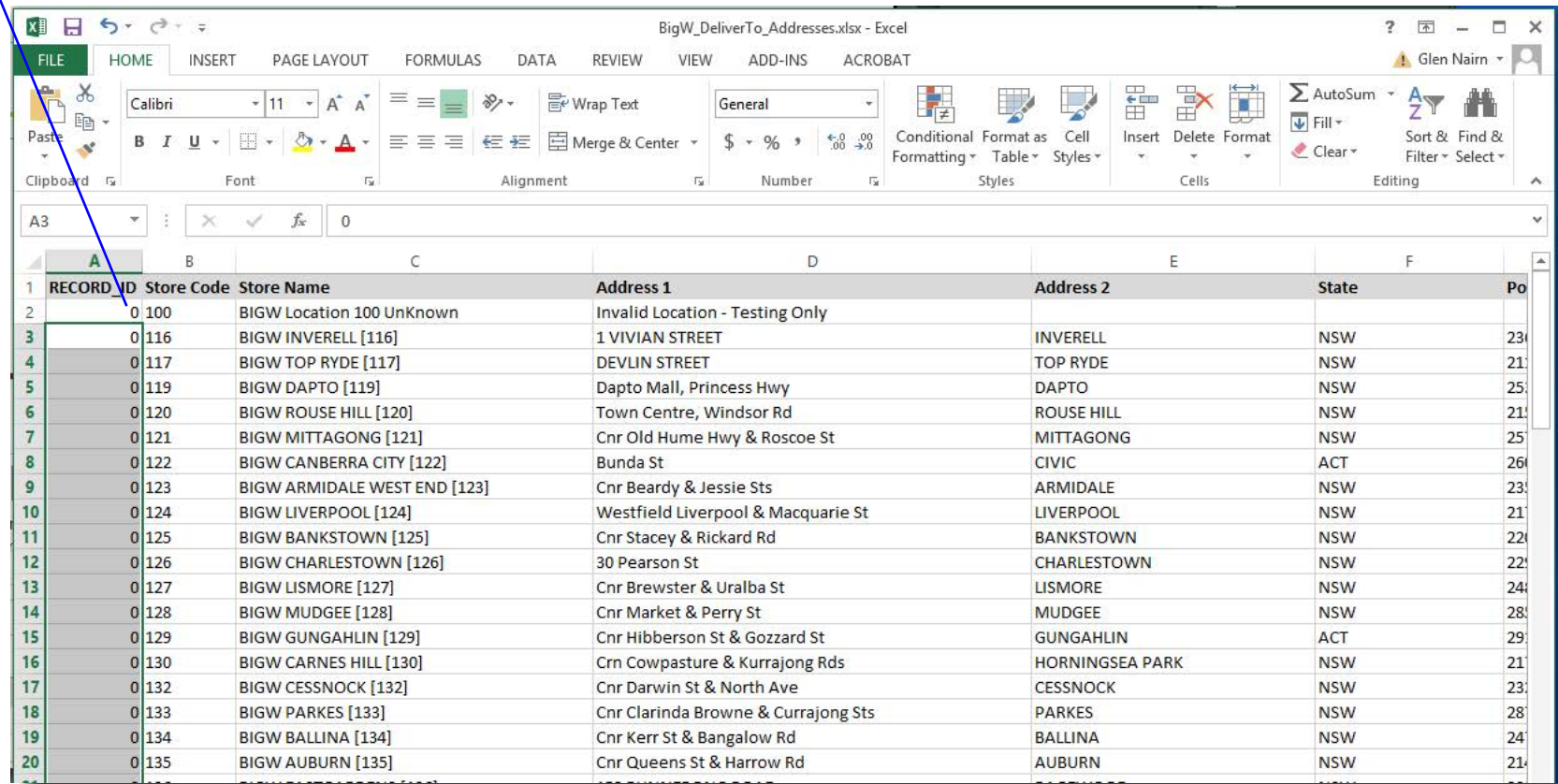
This spreadsheet is the absolute minimum that can be used and has following data columns:

- **'Store Code'** - This is the Customer's In House Store Number - **ADDR\_EDI\_IN\_HOUSE\_NO**
- **'Store Name'** - This will be used as Minder's **ADDR\_FIRST\_NAME**
- **'Address 1'** - This will be used as Minder's **ADDR\_LINE1**
- **'Address 2'** - By inspection this column actually holds the Suburb Name as will be used as Minder's **ADDR\_SUBURB**
- **'State'** - This will be used as Minder's **ADDR\_STATE**
- **'Postcode'** - This will be used as Minder's **ADDR\_POST\_CODE**

	A	B	C	D	E	F
	Store Code	Store Name	Address 1	Address 2	State	Postcode
1	100	BIGW Location 100 UnKnown	Invalid Location - Testing Only			
2	116	BIGW INVERELL [116]	1 VIVIAN STREET	INVERELL	NSW	2360
3	117	BIGW TOP RYDE [117]	DEVLIN STREET	TOP RYDE	NSW	2112
4	119	BIGW DAPTO [119]	Dapto Mall, Princess Hwy	DAPTO	NSW	2530
5	120	BIGW ROUSE HILL [120]	Town Centre, Windsor Rd	ROUSE HILL	NSW	2155
6	121	BIGW MITTAGONG [121]	Cnr Old Hume Hwy & Roscoe St	MITTAGONG	NSW	2575
7	122	BIGW CANBERRA CITY [122]	Bunda St	CIVIC	ACT	2608
8	123	BIGW ARMIDALE WEST END [123]	Cnr Beardsley & Jessie Sts	ARMIDALE	NSW	2350
9	124	BIGW LIVERPOOL [124]	Westfield Liverpool & Macquarie St	LIVERPOOL	NSW	2170
10	125	BIGW BANKSTOWN [125]	Cnr Stacey & Rickard Rd	BANKSTOWN	NSW	2200
11	126	BIGW CHARLESTOWN [126]	30 Pearson St	CHARLESTOWN	NSW	2290
12	127	BIGW LISMORE [127]	Cnr Brewster & Uralba St	LISMORE	NSW	2480
13	128	BIGW MUDGEE [128]	Cnr Market & Perry St	MUDGEE	NSW	2850
14	129	BIGW GUNGAHLIN [129]	Cnr Highberson St & Gozzard St	GUNGAHLIN	ACT	2912
15	130	BIGW CARNES HILL [130]	Cnr Cowpasture & Kurrajong Rds	HORNINGSEA PARK	NSW	2171
16	132	BIGW CESSNOCK [132]	Cnr Darwin St & North Ave	CESSNOCK	NSW	2325
17	133	BIGW PARKES [133]	Cnr Clarinda Browne & Currajong Sts	PARKES	NSW	2870
18	134	BIGW BALLINA [134]	Cnr Kerr St & Bangalow Rd	BALLINA	NSW	2478
19	135	BIGW AUBURN [135]	Cnr Queens St & Harrow Rd	AUBURN	NSW	2144
20	136	BIGW EASTGARDENS [136]	152 BUNNERONG ROAD	PAGEWOOD	NSW	2035
21	137	BIGW YOUNG [137]	267 Boorowa St	YOUNG	NSW	2594
22	138	BIGW NEETA CITY [138]	Cnr Smart St & Court Rd	FAIRFIELD	NSW	2165
23	139	BIGW GREEN HILLS [139]	Stronach Avenue	EAST MAITLAND	NSW	2323
24	140	BIGW KEMPSEY [140]	91 Smith St	KEMPSEY	NSW	2440
25	141	BIGW MUSWELLBROOK [141]	22 Sowerby St	MUSWELLBROOK	NSW	2333
26	142	BIGW NARELLAN [142]	Camden Valley Way	NARELLAN	NSW	2567
27	143	BIGW PARK BEACH [143]	Cnr Pacific Hwy & Park Beach Rd	NORTH COFFS HARBOUR	NSW	2450
28	144	BIGW RAYMOND TERRACE [144]	Port Stephens St	RAYMOND TERRACE	NSW	2324
29	145	BIGW WARRINGAH MALL [145]	Cnr Pittwater Rd & Condamine Rd	BROOKVALE	NSW	2100
30	146	BIGW ROCKDALE [146]	1 Rockdale Plaza Drive	ROCKDALE	NSW	2216
31	147	BIGW TWEED CITY [147]	Tweed City SC Pacific Hwy	SOUTH TWEED HEADS	NSW	2486
32	148	BIGW SINGLETON [148]	John St	SINGLETON	NSW	2330
33	149	BIGW GRIFFITH [149]	Cnr Banna St & Crossing St	GRIFFITH	NSW	2680
34	150	BIGW TAMWORTH [150]	Denne St	TAMWORTH	NSW	2340

## Add RECORD\_ID Column

Insert new Column A with Header = 'RECORD\_ID'  
Populate each row with value = 0.  
This ensures that when this row is imported and inserted into the PERSON\_ADDRESS table it will be given the next RECORD\_ID as generated by the Database Generator assigned to this table.



RECORD_ID	Store Code	Store Name	Address 1	Address 2	State	Postcode
0	100	BIGW Location 100 Unknown	Invalid Location - Testing Only			
0	116	BIGW INVERELL [116]	1 VIVIAN STREET	INVERELL	NSW	2300
0	117	BIGW TOP RYDE [117]	DEVLIN STREET	TOP RYDE	NSW	2127
0	119	BIGW DAPTO [119]	Dapto Mall, Princess Hwy	DAPTO	NSW	2530
0	120	BIGW ROUSE HILL [120]	Town Centre, Windsor Rd	ROUSE HILL	NSW	2125
0	121	BIGW MITTAGONG [121]	Cnr Old Hume Hwy & Roscoe St	MITTAGONG	NSW	2570
0	122	BIGW CANBERRA CITY [122]	Bunda St	CIVIC	ACT	2600
0	123	BIGW ARMIDALE WEST END [123]	Cnr Beardsley & Jessie Sts	ARMIDALE	NSW	2350
0	124	BIGW LIVERPOOL [124]	Westfield Liverpool & Macquarie St	LIVERPOOL	NSW	2150
0	125	BIGW BANKSTOWN [125]	Cnr Stacey & Rickard Rd	BANKSTOWN	NSW	2200
0	126	BIGW CHARLESTOWN [126]	30 Pearson St	CHARLESTOWN	NSW	2206
0	127	BIGW LISMORE [127]	Cnr Brewster & Uralba St	LISMORE	NSW	2480
0	128	BIGW MUDGEE [128]	Cnr Market & Perry St	MUDGEE	NSW	2850
0	129	BIGW GUNGAHLIN [129]	Cnr Hibberson St & Gozzard St	GUNGAHLIN	ACT	2900
0	130	BIGW CARNES HILL [130]	Cnr Cowpasture & Kurrajong Rds	HORNINGSEA PARK	NSW	2111
0	132	BIGW CESSNOCK [132]	Cnr Darwin St & North Ave	CESSNOCK	NSW	2320
0	133	BIGW PARKES [133]	Cnr Clarinda Browne & Currajong Sts	PARKES	NSW	2870
0	134	BIGW BALLINA [134]	Cnr Kerr St & Bangalow Rd	BALLINA	NSW	2440
0	135	BIGW AUBURN [135]	Cnr Queens St & Harrow Rd	AUBURN	NSW	2148





## Add PERSON\_ID Column

A requirement of WAREHOUSE\*MINDER is to assign a unique PERSON\_ID (max. 10 Alpha-Numeric Characters) so as to ensure that another Customer's Deliver To In-House EDI Number are not duplicated with another Customer's In-House EDI Number.

It is assumed that the Minder Administrator is skilled with Microsoft Excel to be able to concatenate a Prefix that identifies the Customer and the Customer's own In-House Store Number.

If the Addresses require updating then the created PERSON\_ID must always be used to ensure the correct record is updated.

BigW\_DeliverTo\_Addresses.xlsx - Excel

FILE HOME INSERT PAGE LAYOUT FORMULAS DATA REVIEW VIEW ADD-INS ACROBAT

Clipboard Font Alignment Number Styles Cells Editing

B3: ="BIGW"&C3

	A	B	C	D	E	F	G	H
	RECORD_ID	PERSON_ID	Store Code	Store Name	Address 1	Address 2	State	Postcode
1		0 BIGW100	100	BIGW Location 100 UnKnown	Invalid Location - Testing Only			
2		0 BIGW116	116	BIGW INVERELL [116]	1 VIVIAN STREET	INVERELL	NSW	2360
3		0 BIGW117	117	BIGW TOP RYDE [117]	DEVLIN STREET	TOP RYDE	NSW	2112
4		0 BIGW119	119	BIGW DAPTO [119]	Dapto Mall, Princess Hwy	DAPTO	NSW	2530
5		0 BIGW120	120	BIGW ROUSE HILL [120]	Town Centre, Windsor Rd	ROUSE HILL	NSW	2155
6		0 BIGW121	121	BIGW MITTAGONG [121]	Cnr Old Hume Hwy & Roscoe St	MITTAGONG	NSW	2575
7		0 BIGW122	122	BIGW CANBERRA CITY [122]	Bunda St	CIVIC	ACT	2608
8		0 BIGW123	123	BIGW ARMIDALE WEST END [123]	Cnr Beardy & Jessie Sts	ARMIDALE	NSW	2350
9		0 BIGW124	124	BIGW LIVERPOOL [124]	Westfield Liverpool & Macquarie St	LIVERPOOL	NSW	2170
10		0 BIGW125	125	BIGW BANKSTOWN [125]	Cnr Stacey & Rickard Rd	BANKSTOWN	NSW	2200
11		0 BIGW126	126	BIGW CHARLESTOWN [126]	30 Pearson St	CHARLESTOWN	NSW	2290
12		0 BIGW127	127	BIGW LISMORE [127]	Cnr Brewster & Uralba St	LISMORE	NSW	2480
13		0 BIGW128	128	BIGW MUDGEE [128]	Cnr Market & Perry St	MUDGEE	NSW	2850
14		0 BIGW129	129	BIGW GUNGAHLIN [129]	Cnr Hibberson St & Gozzard St	GUNGAHLIN	ACT	2912
15		0 BIGW130	130	BIGW CARNES HILL [130]	Cnr Cowpasture & Kurrajong Rds	HORNINGSEA PARK	NSW	2171
16		0 BIGW132	132	BIGW CESSNOCK [132]	Cnr Darwin St & North Ave	CESSNOCK	NSW	2325
17		0 BIGW133	133	BIGW PARKES [133]	Cnr Clarinda Browne & Currajong Sts	PARKES	NSW	2870



## Add ADDR\_TYPE Column

The ADDR\_TYPE must be inserted and then all rows populated with 'DT' = Deliver To.

BigW\_DeliverTo\_Addresses.xlsx - Excel

FILE HOME INSERT PAGE LAYOUT FORMULAS DATA REVIEW VIEW ADD-INS ACROBAT

Clipboard Font Alignment Number Styles Cells Editing

G1 : Address 2

	A	B	C	D	E	F	G	H	I
1	RECORD_ID	PERSON_ID	ADDR_TYPE	Store Code	Store Name	Address 1	Address 2	State	Postcode
2	0	BIGW100	DT	100	BIGW Location 100 UnKnown	Invalid Location - Testing Only			
3	0	BIGW116	DT	116	BIGW INVERELL [116]	1 VIVIAN STREET	INVERELL	NSW	2360
4	0	BIGW117	DT	117	BIGW TOP RYDE [117]	DEVLIN STREET	TOP RYDE	NSW	2112
5	0	BIGW119	DT	119	BIGW DAPTO [119]	Dapto Mall, Princess Hwy	DAPTO	NSW	2530
6	0	BIGW120	DT	120	BIGW ROUSE HILL [120]	Town Centre, Windsor Rd	ROUSE HILL	NSW	2155
7	0	BIGW121	DT	121	BIGW MITTAGONG [121]	Cnr Old Hume Hwy & Roscoe St	MITTAGONG	NSW	2575
8	0	BIGW122	DT	122	BIGW CANBERRA CITY [122]	Bunda St	CIVIC	ACT	2608
9	0	BIGW123	DT	123	BIGW ARMIDALE WEST END [123]	Cnr Beardy & Jessie Sts	ARMIDALE	NSW	2350
10	0	BIGW124	DT	124	BIGW LIVERPOOL [124]	Westfield Liverpool & Macquarie St	LIVERPOOL	NSW	2170
11	0	BIGW125	DT	125	BIGW BANKSTOWN [125]	Cnr Stacey & Rickard Rd	BANKSTOWN	NSW	2200
12	0	BIGW126	DT	126	BIGW CHARLESTOWN [126]	30 Pearson St	CHARLESTOWN	NSW	2290
13	0	BIGW127	DT	127	BIGW LISMORE [127]	Cnr Brewster & Uralba St	LISMORE	NSW	2480
14	0	BIGW128	DT	128	BIGW MUDGEE [128]	Cnr Market & Perry St	MUDGEE	NSW	2850
15	0	BIGW129	DT	129	BIGW GUNGAHLIN [129]	Cnr Hibberson St & Gozzard St	GUNGAHLIN	ACT	2912
16	0	BIGW130	DT	130	BIGW CARNES HILL [130]	Cnr Cowpasture & Kurrajong Rds	HORNINGSEA PARK	NSW	2171
17	0	BIGW132	DT	132	BIGW CESSNOCK [132]	Cnr Darwin St & North Ave	CESSNOCK	NSW	2325
18	0	BIGW133	DT	133	BIGW PARKES [133]	Cnr Clarinda Browne & Currajong Sts	PARKES	NSW	2870
19	0	BIGW134	DT	134	BIGW BALLINA [134]	Cnr Kerr St & Bangalow Rd	BALLINA	NSW	2478
20	0	BIGW135	DT	135	BIGW AUBURN [135]	Cnr Queens St & Harrow Rd	AUBURN	NSW	2144
21	0	BIGW136	DT	136	BIGW EASTGARDENS [136]	152 BUNNERONG ROAD	PAGEWOOD	NSW	2035
22	0	BIGW137	DT	137	BIGW YOUNG [137]	267 Boorowa St	YOUNG	NSW	2594
23	0	BIGW138	DT	138	BIGW NEETA CITY [138]	Cnr Smart St & Court Rd	FAIRFIELD	NSW	2165
24	0	BIGW139	DT	139	BIGW GREEN HILLS [139]	Stronach Avenue	EAST MAITLAND	NSW	2323
25	0	BIGW140	DT	140	BIGW KEMPSEY [140]	91 Smith St	KEMPSEY	NSW	2440

Sheet1 Sheet2 Sheet3

READY 100%





## Add COMPANY\_ID Column

The COMPANY\_ID Column ensures that the PERSON\_ADDRESS record belongs to Inventory Owner. e.g. 'INSPIRE'

Only these records will be searched for Deliver To details at time of Order Importing.

If another Inventory Owner ships to the same Customer there is no guarantee that the EDI In-House Store Numbers are the same (but they could well be the same).

Please create another set of PERSON\_ADDRESS records with the next Inventory so as to be completely sure.

	A	B	C	D	E	F	G	H	I	J
	RECORD_ID	PERSON_ID	ADDR_TYPE	COMPANY_ID	Store Code	Store Name	Address 1	Address 2	State	Postcode
1		0	BIGW100	DT	INSPIRE	100	BIGW Location 100 UnKnown	Invalid Location - Testing Only		
2		0	BIGW116	DT	INSPIRE	116	BIGW INVERELL [116]	1 VIVIAN STREET	NSW	2360
3		0	BIGW117	DT	INSPIRE	117	BIGW TOP RYDE [117]	DEVLIN STREET	NSW	2112
4		0	BIGW119	DT	INSPIRE	119	BIGW DAPTO [119]	Dapto Mall, Princess Hwy	NSW	2530
5		0	BIGW120	DT	INSPIRE	120	BIGW ROUSE HILL [120]	Town Centre, Windsor Rd	NSW	2155
6		0	BIGW121	DT	INSPIRE	121	BIGW MITTAGONG [121]	Cnr Old Hume Hwy & Roscoe St	NSW	2575
7		0	BIGW122	DT	INSPIRE	122	BIGW CANBERRA CITY [122]	Bunda St	ACT	2608
8		0	BIGW123	DT	INSPIRE	123	BIGW ARMIDALE WEST END [123]	Cnr Beardy & Jessie Sts	NSW	2350
9		0	BIGW124	DT	INSPIRE	124	BIGW LIVERPOOL [124]	Westfield Liverpool & Macquarie St	NSW	2170
10		0	BIGW125	DT	INSPIRE	125	BIGW BANKSTOWN [125]	Cnr Stacey & Rickard Rd	NSW	2200
11		0	BIGW126	DT	INSPIRE	126	BIGW CHARLESTOWN [126]	30 Pearson St	NSW	2290
12		0	BIGW127	DT	INSPIRE	127	BIGW LISMORE [127]	Cnr Brewster & Uralba St	NSW	2480
13		0	BIGW128	DT	INSPIRE	128	BIGW MUDGEE [128]	Cnr Market & Perry St	NSW	2850
14		0	BIGW129	DT	INSPIRE	129	BIGW GUNGAHLIN [129]	Cnr Hibberson St & Gozzard St	ACT	2912
15		0	BIGW130	DT	INSPIRE	130	BIGW CARNES HILL [130]	Cnr Cowpasture & Kurrajong Rds	NSW	2171
16		0	BIGW132	DT	INSPIRE	132	BIGW CESSNOCK [132]	Cnr Darwin St & North Ave	NSW	2325
17		0	BIGW133	DT	INSPIRE	133	BIGW PARKES [133]	Cnr Clarinda Browne & Currajong Sts	NSW	2870
18		0	BIGW134	DT	INSPIRE	134	BIGW BALLINA [134]	Cnr Kerr St & Bangalow Rd	NSW	2478
19		0	BIGW135	DT	INSPIRE	135	BIGW AUBURN [135]	Cnr Queens St & Harrow Rd	NSW	2144
20		0	BIGW136	DT	INSPIRE	136	BIGW EASTGARDENS [136]	152 BUNNERONG ROAD	NSW	2035
21		0	BIGW137	DT	INSPIRE	137	BIGW YOUNG [137]	267 Boorowa St	NSW	2594
22		0	BIGW138	DT	INSPIRE	138	BIGW NEETA CITY [138]	Cnr Smart St & Court Rd	NSW	2165
23		0	BIGW138	DT	INSPIRE	138	BIGW NEETA CITY [138]	Cnr Smart St & Court Rd	NSW	2165





## Add ADDR\_STATUS = 'CU' Column

Insert new column called 'ADDR\_STATUS' and populate each row with 'CU'.

This ensures the PERSON\_ADDRESS record is treated as Current.

1	RECORD_ID	PERSON_ID	ADDR_TYPE	COMPANY_ID	ADDR_STATUS	Store Code	Store Name	Address 1	Address 2	State
2	0	BIGW100	DT	INSPIRE	CU	100	BIGW Location 100 UnKnown	Invalid Location - Testing Only		
3	0	BIGW116	DT	INSPIRE	CU	116	BIGW INVERELL [116]	1 VIVIAN STREET	INVERELL	NSW
4	0	BIGW117	DT	INSPIRE	CU	117	BIGW TOP RYDE [117]	DEVLIN STREET	TOP RYDE	NSW
5	0	BIGW119	DT	INSPIRE	CU	119	BIGW DAPTO [119]	Dapto Mall, Princess Hwy	DAPTO	NSW
6	0	BIGW120	DT	INSPIRE	CU	120	BIGW ROUSE HILL [120]	Town Centre, Windsor Rd	ROUSE HILL	NSW
7	0	BIGW121	DT	INSPIRE	CU	121	BIGW MITTAGONG [121]	Cnr Old Hume Hwy & Roscoe St	MITTAGONG	NSW
8	0	BIGW122	DT	INSPIRE	CU	122	BIGW CANBERRA CITY [122]	Bunda St	CIVIC	ACT
9	0	BIGW123	DT	INSPIRE	CU	123	BIGW ARMIDALE WEST END [123]	Cnr Beardy & Jessie Sts	ARMIDALE	NSW
10	0	BIGW124	DT	INSPIRE	CU	124	BIGW LIVERPOOL [124]	Westfield Liverpool & Macquarie St	LIVERPOOL	NSW
11	0	BIGW125	DT	INSPIRE	CU	125	BIGW BANKSTOWN [125]	Cnr Stacey & Rickard Rd	BANKSTOWN	NSW
12	0	BIGW126	DT	INSPIRE	CU	126	BIGW CHARLESTOWN [126]	30 Pearson St	CHARLESTOWN	NSW
13	0	BIGW127	DT	INSPIRE	CU	127	BIGW LISMORE [127]	Cnr Brewster & Uralba St	LISMORE	NSW
14	0	BIGW128	DT	INSPIRE	CU	128	BIGW MUDGEE [128]	Cnr Market & Perry St	MUDGEE	NSW
15	0	BIGW129	DT	INSPIRE	CU	129	BIGW GUNGAHLIN [129]	Cnr Hibberston St & Gozzard St	GUNGAHLIN	ACT
16	0	BIGW130	DT	INSPIRE	CU	130	BIGW CARNES HILL [130]	Cnr Cowpasture & Kurrajong Rds	HORNINGSEA PARK	NSW
17	0	BIGW132	DT	INSPIRE	CU	132	BIGW CESSNOCK [132]	Cnr Darwin St & North Ave	CESSNOCK	NSW
18	0	BIGW133	DT	INSPIRE	CU	133	BIGW PARKES [133]	Cnr Clarinda Browne & Currajong Sts	PARKES	NSW
19	0	BIGW134	DT	INSPIRE	CU	134	BIGW BALLINA [134]	Cnr Kerr St & Bangalow Rd	BALLINA	NSW
20	0	BIGW135	DT	INSPIRE	CU	135	BIGW AUBURN [135]	Cnr Queens St & Harrow Rd	AUBURN	NSW
21	0	BIGW136	DT	INSPIRE	CU	136	BIGW EASTGARDENS [136]	152 BUNNERONG ROAD	PAGEWOOD	NSW
22	0	BIGW137	DT	INSPIRE	CU	137	BIGW YOUNG [137]	267 Boorowa St	YOUNG	NSW
23	0	BIGW138	DT	INSPIRE	CU	138	BIGW NEETA CITY [138]	Cnr Smart St & Court Rd	FAIRFIELD	NSW



## Add ADDR\_EDJ\_NO Column

Insert new column called 'ADDR\_EDJ\_NO' and populate each row with the Customer's EDI Number.  
This number is supplied by EDI VAN (IPT SYSTEMS)

	A	B	C	D	E	F	G	H	I	J	K	L	M
	RECORD_ID	PERSON_ID	ADDR_TYPE	COMPANY_ID	ADDR_STATUS	ADDR_EDJ_NO	Store Code	Store Name	Address 1	Address 2	State	Postcode	
1		0	BIGW100	DT	INSPIRE	CU	BIGW	100	BIGW Location 100 Unknown	Invalid Location - Testing Only			
2		0	BIGW116	DT	INSPIRE	CU	BIGW	116	BIGW INVERELL [116]	1 VIVIAN STREET	INVERELL	NSW	2360
3		0	BIGW117	DT	INSPIRE	CU	BIGW	117	BIGW TOP RYDE [117]	DEVLIN STREET	TOP RYDE	NSW	2112
4		0	BIGW119	DT	INSPIRE	CU	BIGW	119	BIGW DAPTO [119]	Dapto Mall, Princess Hwy	DAPTO	NSW	2530
5		0	BIGW120	DT	INSPIRE	CU	BIGW	120	BIGW ROUSE HILL [120]	Town Centre, Windsor Rd	ROUSE HILL	NSW	2155
6		0	BIGW121	DT	INSPIRE	CU	BIGW	121	BIGW MITTAGONG [121]	Cnr Old Hume Hwy & Roscoe St	MITTAGONG	NSW	2575
7		0	BIGW122	DT	INSPIRE	CU	BIGW	122	BIGW CANBERRA CITY [122]	Bunda St	CIVIC	ACT	2608
8		0	BIGW123	DT	INSPIRE	CU	BIGW	123	BIGW ARMIDALE WEST END [123]	Cnr Beardy & Jessie Sts	ARMIDALE	NSW	2350
9		0	BIGW124	DT	INSPIRE	CU	BIGW	124	BIGW LIVERPOOL [124]	Westfield Liverpool & Macquarie St	LIVERPOOL	NSW	2170
10		0	BIGW125	DT	INSPIRE	CU	BIGW	125	BIGW BANKSTOWN [125]	Cnr Stacey & Rickard Rd	BANKSTOWN	NSW	2200
11		0	BIGW126	DT	INSPIRE	CU	BIGW	126	BIGW CHARLESTOWN [126]	30 Pearson St	CHARLESTOWN	NSW	2290
12		0	BIGW127	DT	INSPIRE	CU	BIGW	127	BIGW LISMORE [127]	Cnr Brewster & Uralba St	LISMORE	NSW	2480
13		0	BIGW128	DT	INSPIRE	CU	BIGW	128	BIGW MUDGEE [128]	Cnr Market & Perry St	MUDGEE	NSW	2850
14		0	BIGW129	DT	INSPIRE	CU	BIGW	129	BIGW GUNGAHLIN [129]	Cnr Highberson St & Gozzard St	GUNGAHLIN	ACT	2912
15		0	BIGW130	DT	INSPIRE	CU	BIGW	130	BIGW CARNES HILL [130]	Cnr Cowpasture & Kurrajong Rds	HORNINGSEA PARK	NSW	2171
16		0	BIGW132	DT	INSPIRE	CU	BIGW	132	BIGW CESSNOCK [132]	Cnr Darwin St & North Ave	CESSNOCK	NSW	2325
17		0	BIGW133	DT	INSPIRE	CU	BIGW	133	BIGW PARKES [133]	Cnr Clarinda Browne & Currajong Sts	PARKES	NSW	2870
18		0	BIGW134	DT	INSPIRE	CU	BIGW	134	BIGW BALLINA [134]	Cnr Kerr St & Bangalow Rd	BALLINA	NSW	2478
19		0	BIGW135	DT	INSPIRE	CU	BIGW	135	BIGW AUBURN [135]	Cnr Queens St & Harrow Rd	AUBURN	NSW	2144
20		0	BIGW136	DT	INSPIRE	CU	BIGW	136	BIGW EASTGARDENS [136]	152 BUNNERONG ROAD	PAGEWOOD	NSW	2035
21		0	BIGW137	DT	INSPIRE	CU	BIGW	137	BIGW YOUNG [137]	267 Boorowa St	YOUNG	NSW	2594
22		0	BIGW138	DT	INSPIRE	CU	BIGW	138	BIGW NEETA CITY [138]	Cnr Smart St & Court Rd	FAIRFIELD	NSW	2165



## Identify and Rename ADDR Columns

**ADDR\_FIRST\_NAME** column is used on the SSCC and Connote labels. (was 'Store Name').

**ADDR\_EDJ\_IN\_HOUSE\_NO** is the number supplied on the EDI Orders. (was 'Store Code')

**ADDR\_LINE1** - used on the SSCC and Connote labels. (was 'Address 1')

**ADDR\_SUBURB** - used on the SSCC and Connote labels. (was 'Address 2')

**ADDR\_STATE** - used on the SSCC and Connote labels. (Was 'State')

**ADDR\_POST\_CODE** - used on the SSCC (including the Barcode) and Connote labels. (Was 'Postcode').

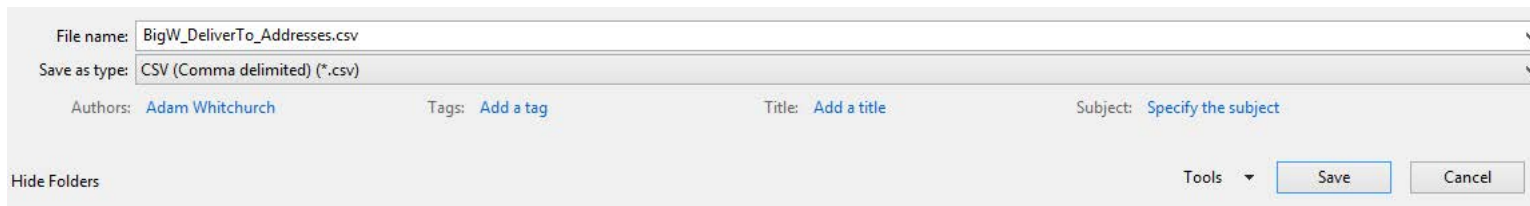
If a Country column is present its Column name can be changed to 'ADDR\_COUNTRY'.

	A	B	C	D	E	F	G	H	I	J	K	L
1	RECORD_ID	PERSON_ID	ADDR_TYPE	COMPANY_ID	ADDR_STATUS	ADDR_EDJ_NO	ADDR_EDJ_IN_HOUSE_NO	ADDR_FIRST_NAME	ADDR_LINE1	ADDR_SUBURB	ADDR_STATE	ADDR_POST_CODE
2	0	BIGW100	DT	INSPIRE	CU	BIGW	100	BIGW Location 100 UnKnown	Invalid Location - Testing Only			
3	0	BIGW116	DT	INSPIRE	CU	BIGW	116	BIGW INVERELL [116]	1 VIVIAN STREET	INVERELL	NSW	2360
4	0	BIGW117	DT	INSPIRE	CU	BIGW	117	BIGW TOP RYDE [117]	DEVLIN STREET	TOP RYDE	NSW	2112
5	0	BIGW119	DT	INSPIRE	CU	BIGW	119	BIGW DAPTO [119]	Dapto Mall, Princess Hwy	DAPTO	NSW	2530
6	0	BIGW120	DT	INSPIRE	CU	BIGW	120	BIGW ROUSE HILL [120]	Town Centre, Windsor Rd	ROUSE HILL	NSW	2155

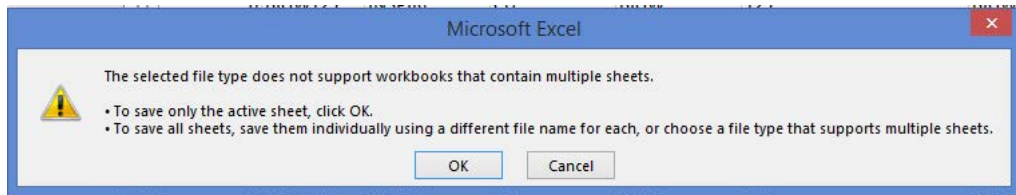


## Export as .CSV Data File - PERSON\_ADDRESS.CSV

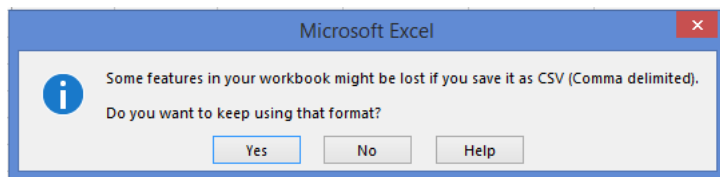
Once all the columns are created and named then export the data as .CSV (Comma Separated Variables).



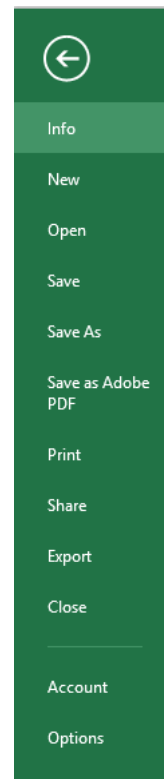
Select Save as type: CSV (Comma delimited)(\*.csv) and then 'Save'



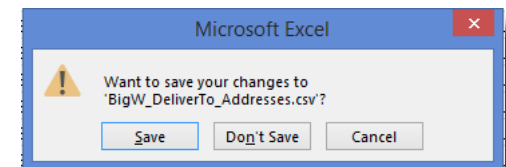
Select 'OK'



Select 'Yes'



Select 'Close'



Select 'Dont Save'





## Remove Column Header from .CSV Data File.

Use Notepad++ Text Editor to remove 1st row (Column Headers)....

Normal text file      length: 35507   lines: 193      Ln: 2   Col: 158   Sel: 0 | 0      Dos\Windows      ANSI      INS



## Check .CSV Data File - Total Columns, Field Lengths

Use Notepad++ and go to end of .csv Data file (<Ctrl><End>).  
There should be only one blank line - see line # 192 below otherwise the import process will see blank lines as invalid data.

Please count the number of fields across as the saved example adds up to 12 which is 1 more than the Column Headers.  
The Customer may have added a space in the last column of at least 1 row.

```
190 0,BIGW800,INSPIRE,CU,BIGW,800,Big W Online Fulfilment Centre ,6 - 20 Clunies Ross Street ,PEMULWUY ,NSW
191 0,BIGW802,INSPIRE,CU,BIGW,802,BIGW ONLINE LAYBY [802] ,146 WARREN RD/CUMBERLAND HWY ,SMITHFIELD ,NSW,2164,
192
```

Normal text file length: 34831 lines: 192 Ln: 1 Col: 1 Sel: 0|0 Dos\Windows ANSI INS

Use Notepad++ to inspect the whole file looking for any fields that maybe too long...  
The ADDR\_LINE1 is withing maximum 100 characters but the ADD\_STATE is too long (max. 15 characters) and must be trimmed.  
The padding is caused by Customer adding trailing spaces presumably after a text import into a spreadsheet.

```
187 0,BIGW567,INSPIRE,CU,BIGW,567,BIGW MT GAMBIER [567] ,182 Penola Rd ,MT GAMBIER ,SA ,5290,
188 0,BIGW590,INSPIRE,CU,BIGW,590,BIGW SOUTHERN DC [590] ,C/O Southern DC, Ferries & Mc Donald Rds ,MONARTO,SA,5254,
189 0,BIGW600,INSPIRE,CU,BIGW,600,BIGW CONFERENCE COST CENTRE [600] ,EAST STREET ,WARWICK ,QLD,4370,
190 0,BIGW800,INSPIRE,CU,BIGW,800,Big W Online Fulfilment Centre ,6 - 20 Clunies Ross Street ,PEMULWUY ,NSW ,2145,
191 0,BIGW802,INSPIRE,CU,BIGW,802,BIGW ONLINE LAYBY [802] ,146 WARREN RD/CUMBERLAND HWY ,SMITHFIELD ,NSW,2164,
192
```

### Trimmed ADDR\_STATE field

```
187 0,BIGW567,INSPIRE,CU,BIGW,567,BIGW MT GAMBIER [567] ,182 Penola Rd ,MT GAMBIER ,SA ,5290,
188 0,BIGW590,INSPIRE,CU,BIGW,590,BIGW SOUTHERN DC [590] ,C/O Southern DC, Ferries & Mc Donald Rds ,MONARTO,SA,5254,
189 0,BIGW600,INSPIRE,CU,BIGW,600,BIGW CONFERENCE COST CENTRE [600] ,EAST STREET ,WARWICK ,QLD,4370,
190 0,BIGW800,INSPIRE,CU,BIGW,800,Big W Online Fulfilment Centre ,6 - 20 Clunies Ross Street ,PEMULWUY ,NSW,2145,
191 0,BIGW802,INSPIRE,CU,BIGW,802,BIGW ONLINE LAYBY [802] ,146 WARREN RD/CUMBERLAND HWY ,SMITHFIELD ,NSW,2164,
192
```



## Importing PERSON\_ADDRESS - Required Fields

Select 'Administration -> Import Data ->

**tifs Warehousing and Distribution**  
A Partner You Can Trust

Home | Warehouse | Orders | Receipts | Picking | Despatches | Reports | Administration

**SHORTCUTS**

- Audit
- Import Data
- Master Data
- Orders
- Product Profiles
- Person Profiles
- Employee Profiles
- System Tables
- System Transactions
- System setup

**LIMIT**

Company: All  
Warehouse: All  
Printer: PA - 100mmx25mm La

Select table to import: PERSON\_ADDRESS  
Unused fields 26 >> Used fields 0 <<

**Fields to Import:**

- \*RECORD\_ID
- PERSON\_ID
- ADDR\_TYPE
- ADDR\_LINE1
- ADDR\_LINE2
- ADDR\_SUBURB
- ADDR\_CITY
- ADDR\_STATE
- ADDR\_POST\_CODE
- ADDR\_COUNTRY
- ADDR\_POST\_4STATE\_ID
- ADDR\_MOBILE\_NO

Data to Import

CSV file to Import: Browse... No file selected.  
**Import**

Welcome glenn | Connected to WAREHOUSE\*MINDER ENTERPRISE | WH: MV | DEV: MM | Logout | About

Input:

**tifs Warehousing and Distribution**  
A Partner You Can Trust

Home | Warehouse | Orders | Receipts | Picking | Despatches | Reports | Administration

**SHORTCUTS**

- Audit
- Import Data
- Master Data
- Orders
- Product Profiles
- Person Profiles
- Employee Profiles
- System Tables
- System Transactions
- System setup

**LIMIT**

Company: All  
Warehouse: All  
Printer: PA - 100mmx25mm La

Select table to import: PERSON\_ADDRESS  
Unused fields 13 >> Used fields 13 <<

**Fields to Import:**

- ADDR\_LINE2
- ADDR\_CITY
- ADDR\_COUNTRY
- ADDR\_POST\_4STATE\_ID
- ADDR\_MOBILE\_NO
- ADDR\_PHONE\_NO
- ADDR\_FAX\_NO
- ADDR\_EMAIL
- ADDR\_TITLE
- ADDR\_LAST\_NAME
- ADDR\_CREATED\_DATE
- ADDR\_EDJ\_LOCN\_NO
- \*RECORD\_ID
- PERSON\_ID
- ADDR\_TYPE
- COMPANY\_ID
- ADDR\_STATUS
- ADDR\_EDJ\_NO
- ADDR\_EDJ\_IN\_HOUSE\_NO
- ADDR\_FIRST\_NAME
- ADDR\_LINE1
- ADDR\_SUBURB
- ADDR\_STATE
- ADDR\_POST\_CODE

Data to Import

CSV file to Import: Browse... BigW\_DeliverTo\_Addresses.csv  
**Import**

Select PERSON\_ADDRESS table from drop down list.  
Select each column - MUST MATCH Order in your .CSV Data file





## Imported Data File with Header Row

A simple and common error is to forget to remove the Header Row.

Not all systems that create .CSV data files are able to add header rows and by default MINDER does not expect these to be present.

Select table to import PERSON\_ADDRESS ▼

Unused fields 13 >> Used fields 13 <<

ADDR_LINE2	*RECORD_ID
ADDR_CITY	PERSON_ID
ADDR_COUNTRY	ADDR_TYPE
ADDR_POST_4STATE_ID	COMPANY_ID
ADDR_MOBILE_NO	ADDR_STATUS
ADDR_PHONE_NO	ADDR_EDI_NO
ADDR_FAX_NO	ADDR_EDI_IN_HOUSE_NO
ADDR_EMAIL	ADDR_FIRST_NAME
ADDR_TITLE	ADDR_LINE1
ADDR_LAST_NAME	ADDR_SUBURB
ADDR_CREATED_DATE	ADDR_STATE
ADDR_EDI_LOCN_NO	ADDR_POST_CODE

Data to Import

CSV file to Import Browse\_ BigW\_DeliverTo\_Addresses.csv

Import

RECORD_ID	PERSON_ID	ADDR_TYPE	COMPANY_ID	ADDR_STATUS	ADDR_EDI_NO	ADDR_EDI_IN_HOUSE_NO	ADDR_FIRST_NAME	ADDR_LINE1	ADDR_SUBURB	ADDR_STATE	ADDR_POST_CODE	ADDR_CREATED_BY
0	BIGW100	DT	INSPIRE	CU	BIGW	100	BIGW Location 100 UnKnown	Invalid Location - Testing Only	Test Suburb	XXX	0000	glenn
0	BIGW116	DT	INSPIRE	CU	BIGW	116	BIGW INVERELL [116]	1 VIVIAN STREET	INVERELL	NSW	2360	glenn
0	BIGW117	DT	INSPIRE	CU	BIGW	117	BIGW TOP RYDE [117]	DEVLIN STREET	TOP RYDE	NSW	2112	glenn

**This Import will fail -  
Field Headers have been  
left in data file.**





## Complete Importing Data File

The following Excel (2013) Prompts are required to complete .CSV data file creation...

File Name: BigW\_DeliverTo\_Addresses.csv, File Size: 33003

OK

Submit successful

☐ Prevent this page from creating additional dialogs

OK

0	BIGW600	DT	INSPIRE	CU	BIGW	600	BIGW CONFERENCE COST CENTRE [600]	EAST STREET	WARWICK	QLD	4370	glenn
0	BIGW800	DT	INSPIRE	CU	BIGW	800	Big W Online Fulfilment Centre	6 – 20 Clunies Ross Street	PEMULWUY	NSW	2145	glenn
0	BIGW802	DT	INSPIRE	CU	BIGW	802	BIGW ONLINE LAYBY [802]	146 WARREN RD/CUMBERLAND HWY	SMITHFIELD	NSW	2164	glenn

Confirm Import

Clear Data

Clear All

Are you sure you want to import this data to "PERSON\_ADDRESS"?

OK

Cancel

## Import Errors

This is what happens when an error occurs, a message similar to that displayed as shown right....

```
0 -303: Dynamic SQL Error SQL error code = -303 arithmetic exception, numeric overflow, or string truncation string right truncation . Query text: INSERT INTO PERSON_ADDRESS (RECORD_ID, PERSON_ID, ADDR_TYPE, COMPANY_ID, ADDR_STATUS, ADDR_EDL_NO, ADDR_EDL_IN_HOUSE_NO, ADDR_FIRST_NAME, ADDR_LINE1, ADDR_SUBURB, ADDR_STATE, ADDR_POST_CODE, ADDR_CREATED_BY) VALUES (?, ?, ?, ?, ?, ?, ?, ?, ?, ?, ?)
```

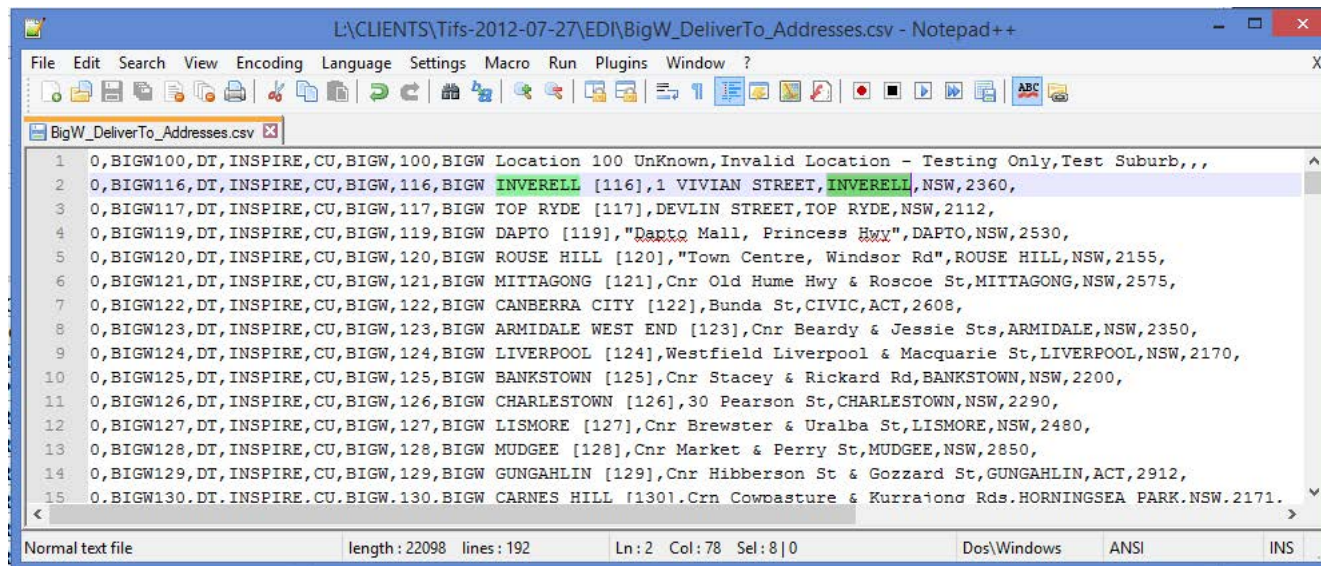
☐ Prevent this page from creating additional dialogs

OK

The above shows that Suburb is too long (max 25) and will cause import failure.

```
1 0,BIGW362,DT,INSPIRE,CU,BIGW,362,BIGW MELTON [362],Woodgrove Shopping Centre,"533-555 High Street,Melton",VIC,3337,glenn
```

The following has had all its fields Trimmed of leading and trailing spaces... Use Excel TRIM().



Success....

Successfully imported 190 row(s)

☐ Prevent this page from creating additional dialogs

OK



## PERSON\_ADDRESS - Imported Records

It is important to check what has been imported. If wrong then delete and start again.

### PERSON\_ADDRESS

#### SEARCH :

RECORD_ID		PERSON_ID	BIGW%
ADDR_TYPE		ADDR_LINE1	
ADDR_LINE2		ADDR_SUBURB	
ADDR_CITY		ADDR_STATE	
ADDR_POST_CODE		ADDR_COUNTRY	
ADDR_POST_4STATE_ID		ADDR_MOBILE_NO	
ADDR_PHONE_NO		ADDR_FAX_NO	
ADDR_EMAIL		ADDR_TITLE	
ADDR_FIRST_NAME		ADDR_LAST_NAME	
ADDR_STATUS		ADDR_CREATED_DATE	

**SEARCH** **CLEAR** **ADD** **DELETE**

Selected: 0

View By : 15 Page : 1

<input type="checkbox"/>	*RECORD_ID	PERSON_ID	ADDR_TYPE	ADDR_LINE1	ADDR_LINE2
<input type="checkbox"/>	3391970	BIGW100	DT	Invalid Location - Testing Only	
<input type="checkbox"/>	3391971	BIGW116	DT	1 VIVIAN STREET	
<input type="checkbox"/>	3391972	BIGW117	DT	DEVLIN STREET	
<input type="checkbox"/>	3391973	BIGW119	DT	Dapto Mall, Princess Hwy	
<input type="checkbox"/>	3391974	BIGW120	DT	Town Centre, Windsor Rd	
<input type="checkbox"/>	3391975	BIGW121	DT	Cnr Old Hume Hwy & Roscoe St	
<input type="checkbox"/>	3391976	BIGW122	DT	Bunda St	
<input type="checkbox"/>	3391977	BIGW123	DT	Cnr Beardy & Jessie Sts	
<input type="checkbox"/>	3391978	BIGW124	DT	Westfield Liverpool & Macquarie St	
<input type="checkbox"/>	3391979	BIGW125	DT	Cnr Stacey & Rickard Rd	
<input type="checkbox"/>	3391980	BIGW126	DT	30 Pearson St	
<input type="checkbox"/>	3391981	BIGW127	DT	Cnr Brewster & Uralba St	
<input type="checkbox"/>	3391982	BIGW128	DT	Cnr Market & Perry St	
<input type="checkbox"/>	3391983	BIGW129	DT	Cnr Hiberson St & Gozzard St	
<input type="checkbox"/>	3391984	BIGW130	DT	Cnr Cowpasture & Kurrajong Rds	

Total 135 records. Show from 1 to 15

**REPORT: CSV**

**SAVE** **CANCEL** **FIRST** **PREV.** **NEXT** **LAST**

RECORD_ID	INTEGER(4)	3391971
PERSON_ID	VARCHAR(10)	BIGW116
ADDR_TYPE	CHAR(2)	DT
ADDR_LINE1	VARCHAR(100)	1 VIVIAN STREET
ADDR_LINE2	VARCHAR(50)	
ADDR_SUBURB	VARCHAR(25)	INVERELL
ADDR_CITY	VARCHAR(25)	
ADDR_STATE	VARCHAR(15)	NSW
ADDR_POST_CODE	VARCHAR(10)	2360
ADDR_COUNTRY	VARCHAR(25)	
ADDR_POST_4STATE_ID	VARCHAR(255)	
ADDR_MOBILE_NO	VARCHAR(15)	
ADDR_PHONE_NO	VARCHAR(30)	
ADDR_FAX_NO	VARCHAR(30)	
ADDR_EMAIL	VARCHAR(50)	
ADDR_TITLE	VARCHAR(10)	
ADDR_FIRST_NAME	VARCHAR(100)	BIGW INVERELL [116]
ADDR_LAST_NAME	VARCHAR(100)	
ADDR_STATUS	CHAR(2)	CU
ADDR_CREATED_DATE	TIMESTAMP(8)	2014-05-20 00:00:00
ADDR_CREATED_BY	VARCHAR(10)	glenn
COMPANY_ID	VARCHAR(20)	INSPIRE
ADDR_EDI_LOCN_NO	VARCHAR(20)	
ADDR_EDI_IN_HOUSE_LOCN_NO	VARCHAR(20)	
ADDR_EDI_NO	VARCHAR(35)	BIGW
ADDR_EDI_IN_HOUSE_NO	VARCHAR(35)	116