



NERP CSV File Converter Tutorial

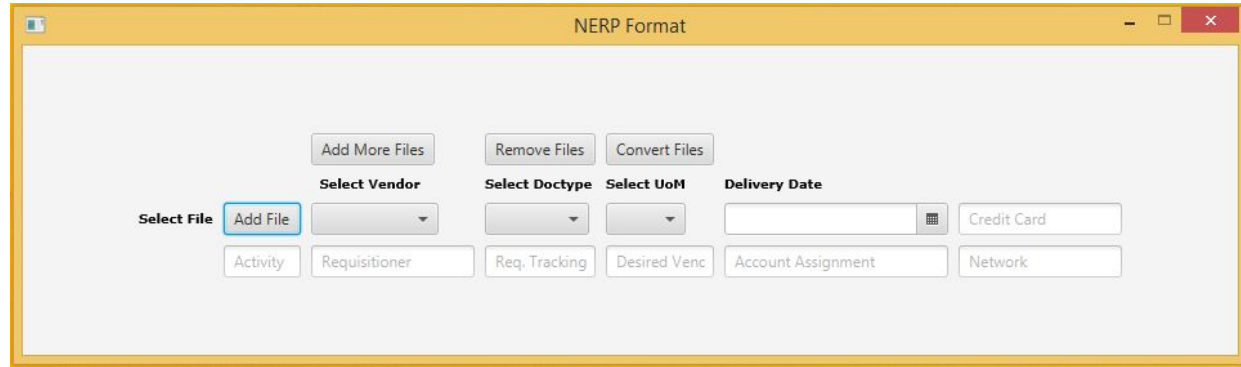


What is the NERP CSV File Converter?

- The NERP CSV File Converter converts vendor purchase order CSV files to the government specified NERP formatted CSV file.
 - The file converter only converts the quantity and part description.
 - Any other information (that is not in the vendor's purchase order CSV file) will need to be manually entered.
- The program accepts files from the 4 main vendors including: Allied, DigiKey, McMaster Carr, and Newark.

How to Use the NERP CSV File Converter

- Click Select File
- Choose File from location
- Fill the required Information
- Click Convert
- Choose File location
- Check File location

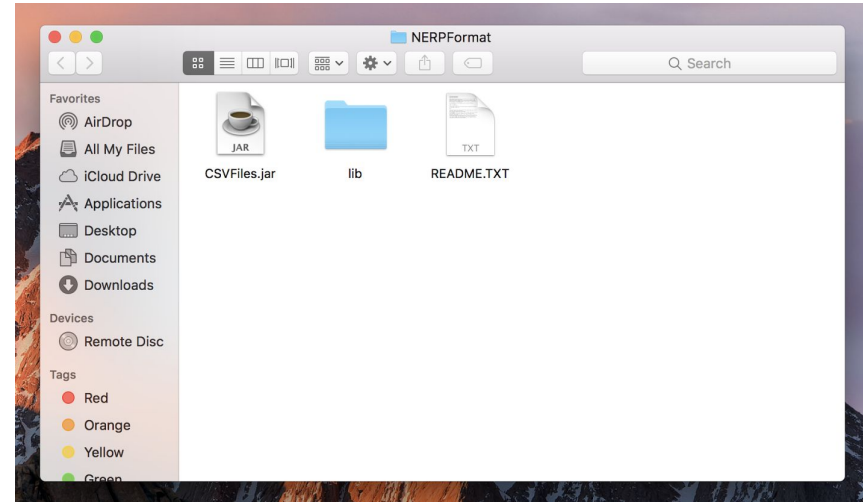


The screenshot shows a window titled "NERP Format" with a yellow title bar. The interface includes the following elements:

- Buttons:** "Add More Files", "Remove Files", and "Convert Files" are located at the top right.
- Select File:** A button labeled "Add File" is highlighted with a blue border.
- Form Fields:**
 - Select Vendor:** A dropdown menu.
 - Select Doctype:** A dropdown menu.
 - Select UoM:** A dropdown menu.
 - Delivery Date:** A text input field with a calendar icon.
 - Activity:** A text input field.
 - Requisitioner:** A text input field.
 - Req. Tracking:** A text input field.
 - Desired Venc:** A text input field.
 - Account Assignment:** A text input field.
 - Network:** A text input field.
 - Credit Card:** A text input field.

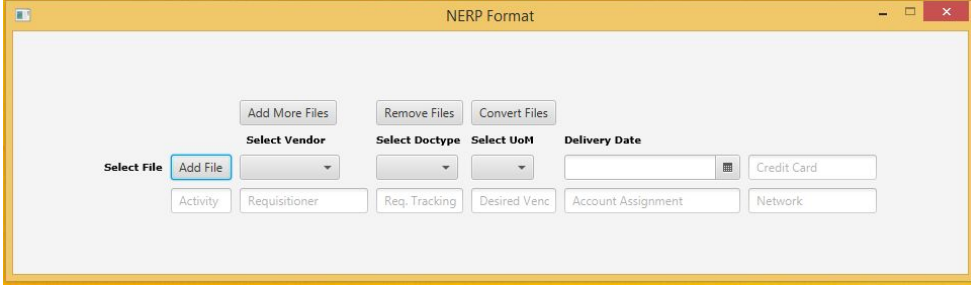
Open CSVfiles.jar

- Open the NERPFormat file
- Open the CSVFiles.jar file



Select the File to Convert

- To browse your computer for a file to convert, click the Add File button.
- Choose your file.
- The NERP CSV File Converter will auto select which vendors file you have added.
- Click Convert Files to select the destination folder and create the new file
- Check file location



The screenshot shows a window titled "NERP Format" with a light gray background and a yellow border. The interface includes several buttons and input fields:

- Buttons at the top: "Add More Files", "Remove Files", and "Convert Files".
- Section "Select File": Contains a blue "Add File" button.
- Section "Select Vendor": A dropdown menu.
- Section "Select Doctype": A dropdown menu.
- Section "Select UoM": A dropdown menu.
- Section "Delivery Date": A text input field with a calendar icon.
- Bottom row of buttons: "Activity", "Requisitioner", "Req. Tracking", "Desired Venc", "Account Assignment", and "Network".

Adding More Than One File

- First open....
- Click Select File
- Choose File from location
- Add information
- Click Add File and repeat until done
- Click Convert Files
- Choose File location
- Check File location

The screenshot shows the 'NERP Format' application window. At the top, there are three buttons: 'Add More Files' (highlighted with a blue border), 'Remove Files', and 'Convert Files'. Below these, the form is organized into five rows, each representing a file entry. Each row starts with a 'Select File' label and an 'Add File' button. To the right of each 'Add File' button is a dropdown menu for 'Select Vendor'. Further right are dropdown menus for 'Select Doctype' and 'Select UoM'. To the right of these is a 'Delivery Date' field with a calendar icon. Finally, there are two text input fields for 'Credit Card' and 'Network'. The form is set against a light gray background with a yellow border.

	Select Vendor	Select Doctype	Select UoM	Delivery Date	Credit Card	Network
Select File	Add File					
	Activity	Requisitioner	Req. Tracking	Desired Venc	Account Assignment	Network
Select File	Add File					
	Activity	Requisitioner	Req. Tracking	Desired Venc	Account Assignment	Network
Select File	Add File					
	Activity	Requisitioner	Req. Tracking	Desired Venc	Account Assignment	Network
Select File	Add File					
	Activity	Requisitioner	Req. Tracking	Desired Venc	Account Assignment	Network
Select File	Add File					
	Activity	Requisitioner	Req. Tracking	Desired Venc	Account Assignment	Network

Sources of errors

This program will create an error message if:

- An improperly formatted files are selected
- An option is opened and no file is selected
- A file is chosen with no vendor chosen

