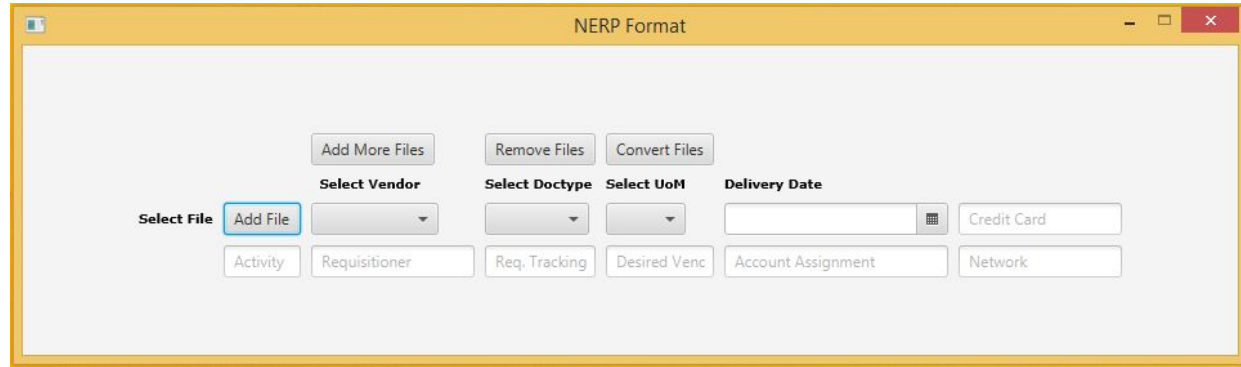# NERP CSV File Converter Tutorial

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
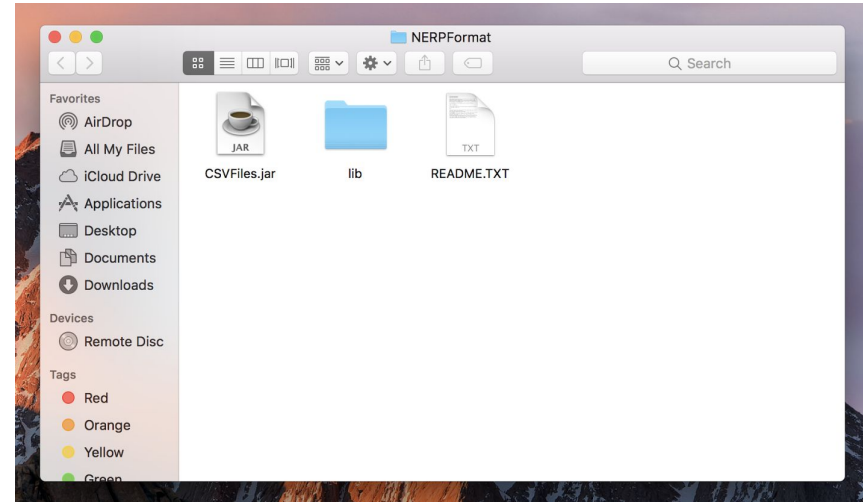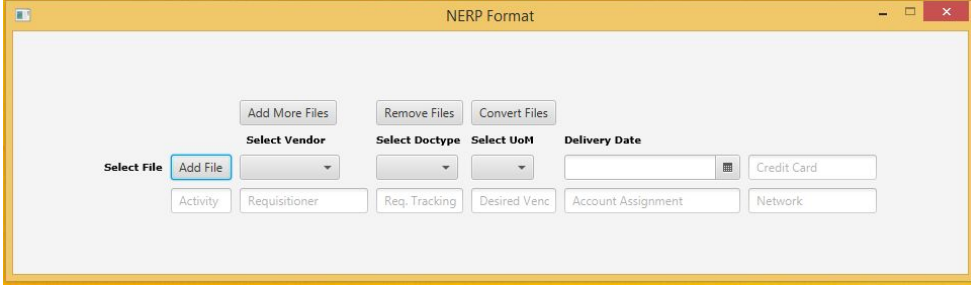- Choose File location
- Check File location

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

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

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