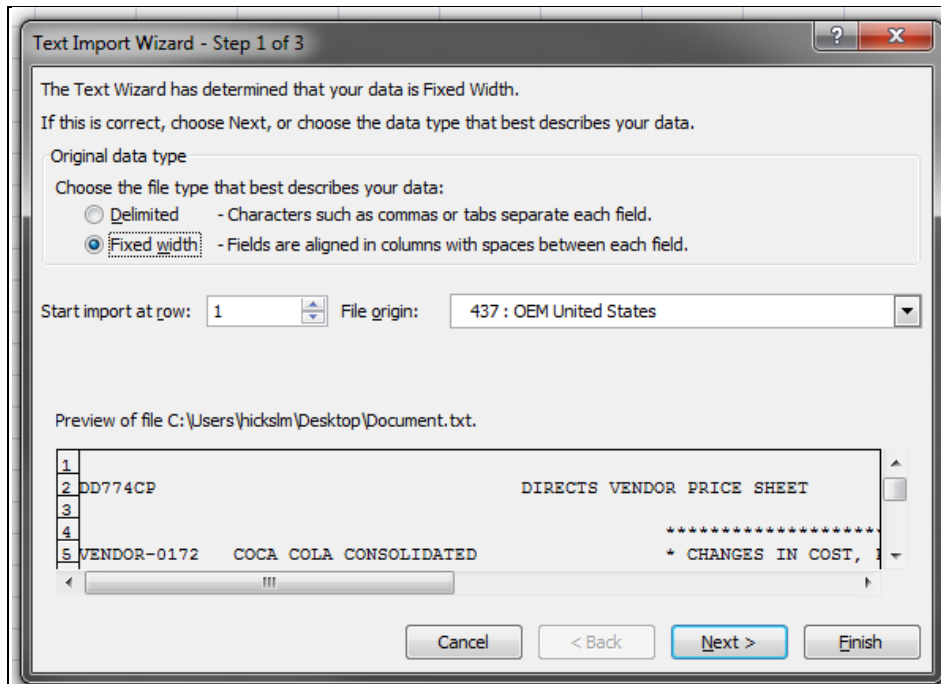


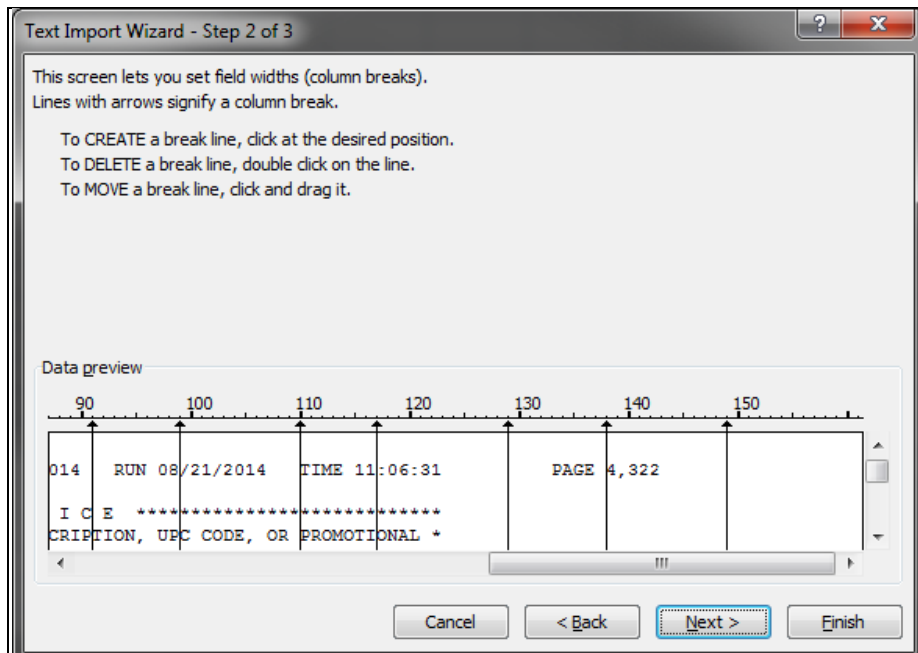
DIRECT VENDOR PRICE SHEET: Convert to Excel to Sort by WDCODE

Converting your saved text file to an excel spreadsheet:

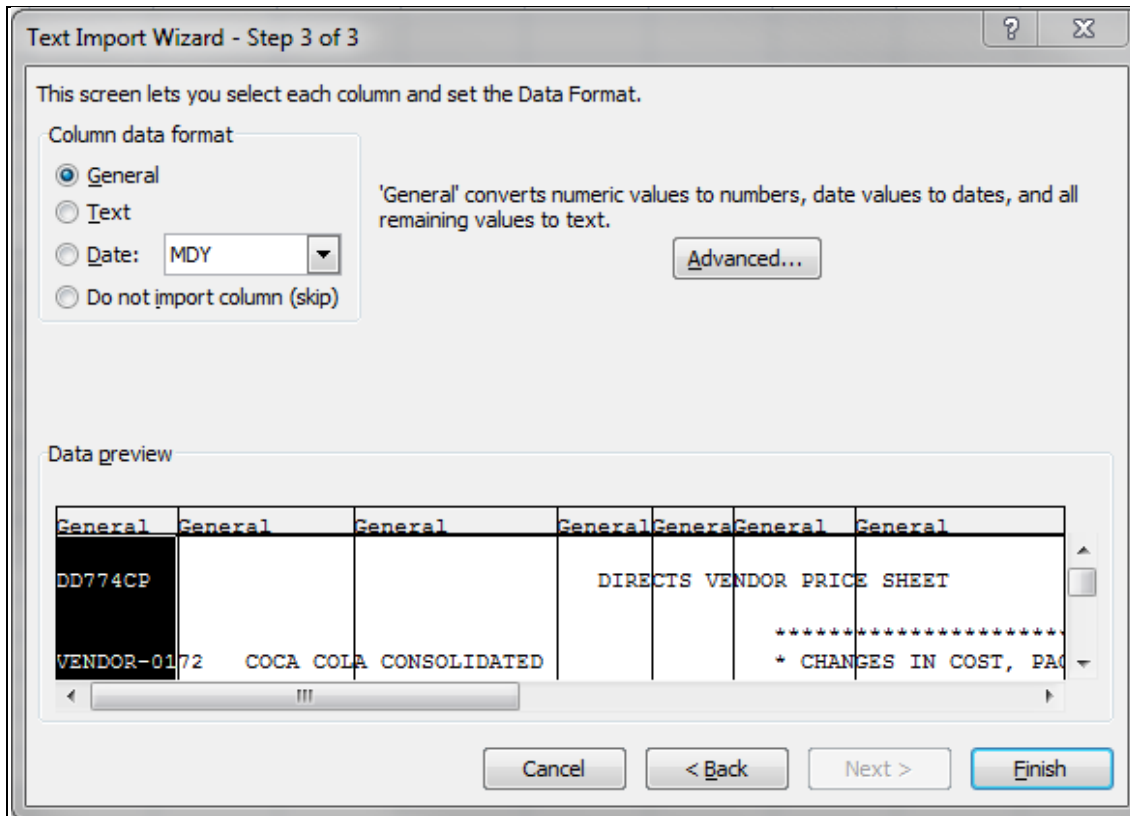
- ✓ Open Excel
- ✓ Go to File – Open – Change file type to “Text Files” – Select the text file you saved
- ✓ You will then see the text import wizard open
- ✓ Change the “Start import at row” from 1 to 18 and hit the next key



- ✓ Place the arrows where you would like your excel columns to be
- ✓ Make sure to be careful and place your arrows without infringing on other columns



- ✓ After all of your columns have been established, hit next
- ✓ On this next screen you have the option to discard any columns you don't wish to import to excel. To do this, highlight the column(s) you do not want. Then in the upper left hand box select the option "Do not import column".



- ✓ After you have selected all of the columns you do not wish to import, select Finish.
- ✓ Resize all of your columns to the correct size.
- ✓ Now we are going to insert a formula to remove all of the information that you do not need to view.
- ✓ Highlight Column E (Code). Right click and select insert. You now have an empty new column D.
- ✓ In cell D2, type in following formula – and hit Enter. =IF(C2=">",E1,IF(E2<800000,1000000,E2))
- ✓ Copy your formula all the way down your spreadsheet.
- ✓ Highlight the entire spreadsheet and sort by column D. Go to Data – Sort – Column D – Also change to Header Row. Select OK.
- ✓ Now your spreadsheet is sorted in WDCODE order and all the information you do not need is at the bottom.
- ✓ Find your last WDCODE on the sheet and delete all the information below it.