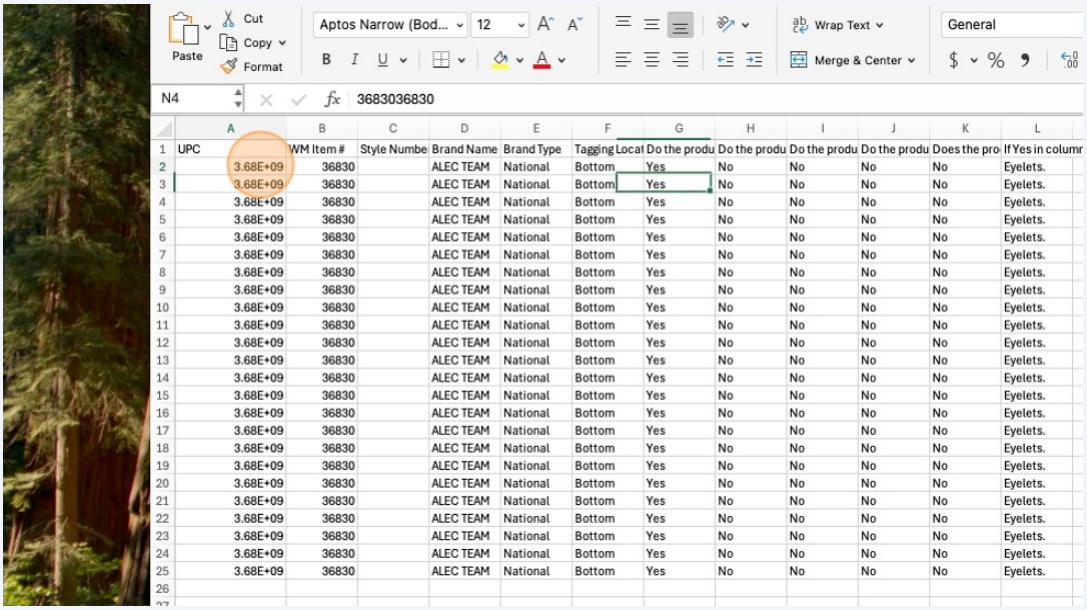
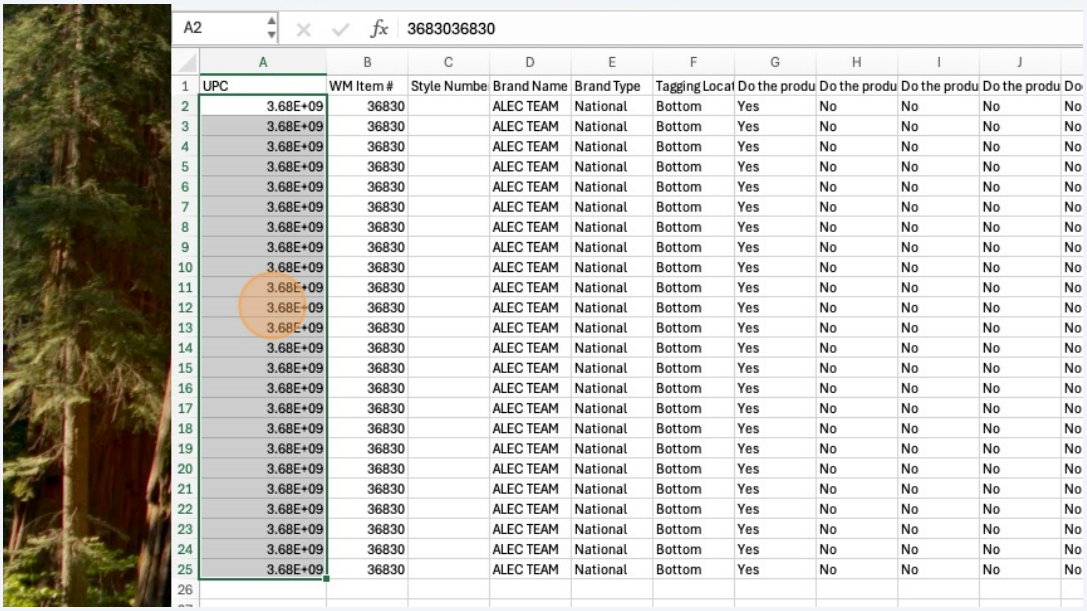
Saving a Item File as a CSV

1 Select all of the UPC's in the UPC column

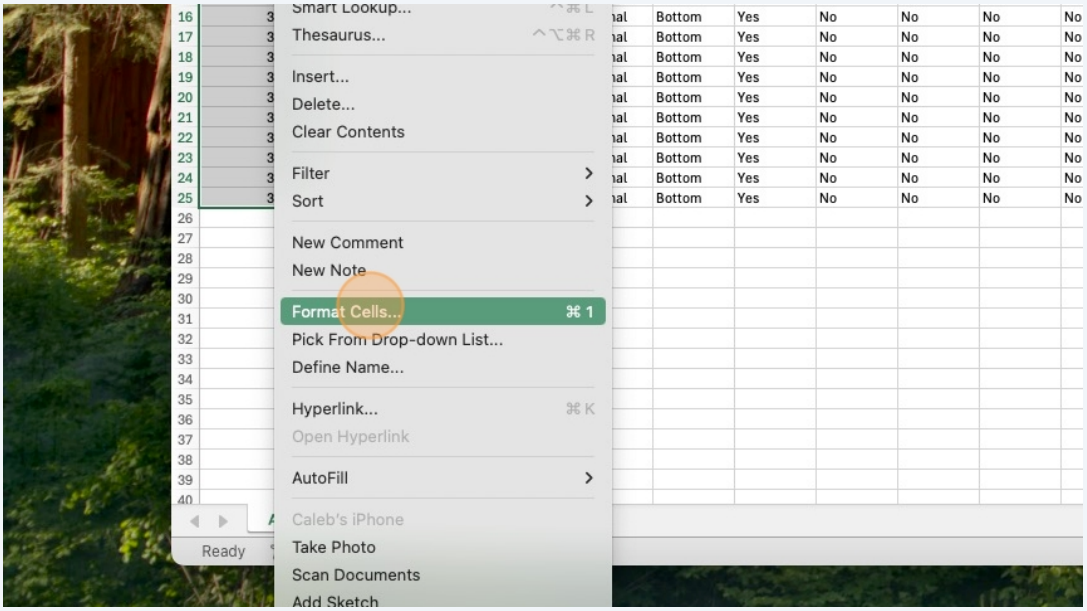


	A	B	C	D	E	F	G	H	I	J	K	L
1	UPC	WM Item #	Style Numbe	Brand Name	Brand Type	Tagging Locat	Do the produ	Do the produ	Do the produ	Do the produ	Does the pro	If Yes in columr
2	3.68E+09	36830		ALEC TEAM	National	Bottom	Yes	No	No	No	No	Eyelets.
3	3.68E+09	36830		ALEC TEAM	National	Bottom	Yes	No	No	No	No	Eyelets.
4	3.68E+09	36830		ALEC TEAM	National	Bottom	Yes	No	No	No	No	Eyelets.
5	3.68E+09	36830		ALEC TEAM	National	Bottom	Yes	No	No	No	No	Eyelets.
6	3.68E+09	36830		ALEC TEAM	National	Bottom	Yes	No	No	No	No	Eyelets.
7	3.68E+09	36830		ALEC TEAM	National	Bottom	Yes	No	No	No	No	Eyelets.
8	3.68E+09	36830		ALEC TEAM	National	Bottom	Yes	No	No	No	No	Eyelets.
9	3.68E+09	36830		ALEC TEAM	National	Bottom	Yes	No	No	No	No	Eyelets.
10	3.68E+09	36830		ALEC TEAM	National	Bottom	Yes	No	No	No	No	Eyelets.
11	3.68E+09	36830		ALEC TEAM	National	Bottom	Yes	No	No	No	No	Eyelets.
12	3.68E+09	36830		ALEC TEAM	National	Bottom	Yes	No	No	No	No	Eyelets.
13	3.68E+09	36830		ALEC TEAM	National	Bottom	Yes	No	No	No	No	Eyelets.
14	3.68E+09	36830		ALEC TEAM	National	Bottom	Yes	No	No	No	No	Eyelets.
15	3.68E+09	36830		ALEC TEAM	National	Bottom	Yes	No	No	No	No	Eyelets.
16	3.68E+09	36830		ALEC TEAM	National	Bottom	Yes	No	No	No	No	Eyelets.
17	3.68E+09	36830		ALEC TEAM	National	Bottom	Yes	No	No	No	No	Eyelets.
18	3.68E+09	36830		ALEC TEAM	National	Bottom	Yes	No	No	No	No	Eyelets.
19	3.68E+09	36830		ALEC TEAM	National	Bottom	Yes	No	No	No	No	Eyelets.
20	3.68E+09	36830		ALEC TEAM	National	Bottom	Yes	No	No	No	No	Eyelets.
21	3.68E+09	36830		ALEC TEAM	National	Bottom	Yes	No	No	No	No	Eyelets.
22	3.68E+09	36830		ALEC TEAM	National	Bottom	Yes	No	No	No	No	Eyelets.
23	3.68E+09	36830		ALEC TEAM	National	Bottom	Yes	No	No	No	No	Eyelets.
24	3.68E+09	36830		ALEC TEAM	National	Bottom	Yes	No	No	No	No	Eyelets.
25	3.68E+09	36830		ALEC TEAM	National	Bottom	Yes	No	No	No	No	Eyelets.
26												

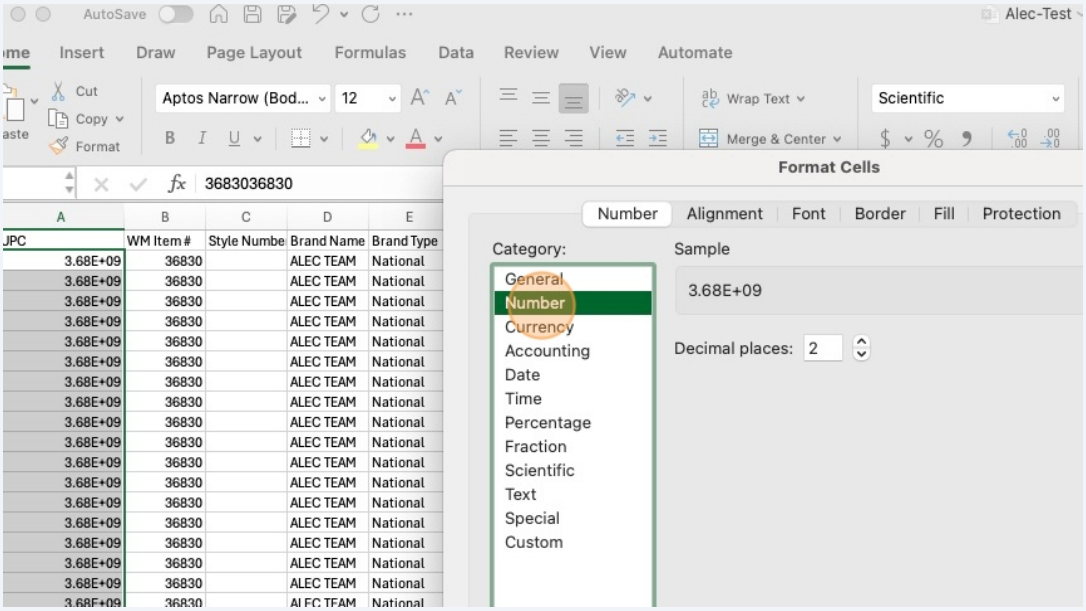
2 Right click the selected area.



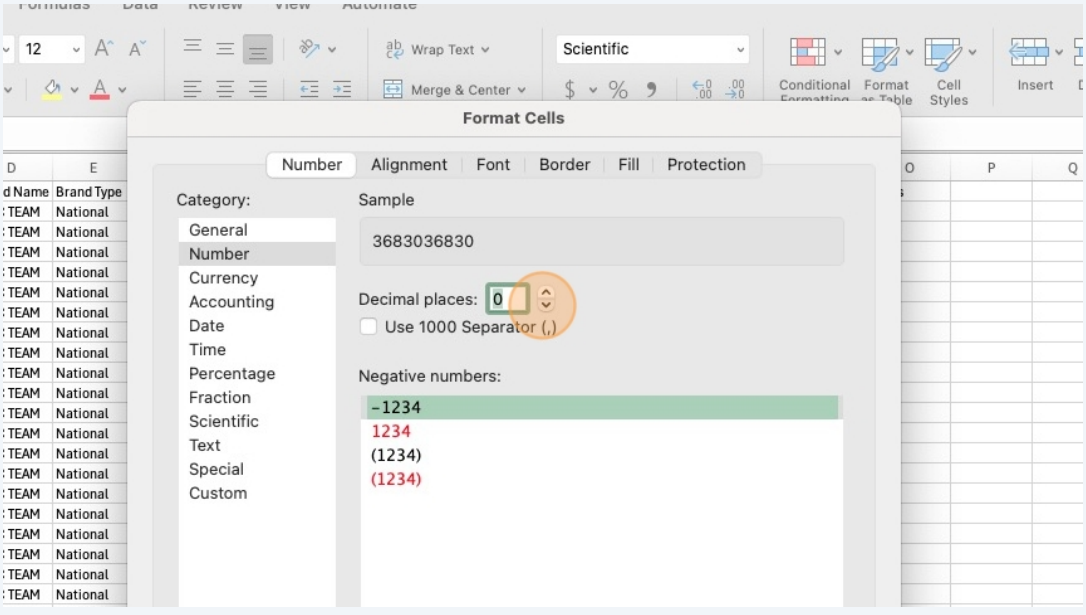
3 Click "Format Cells..."



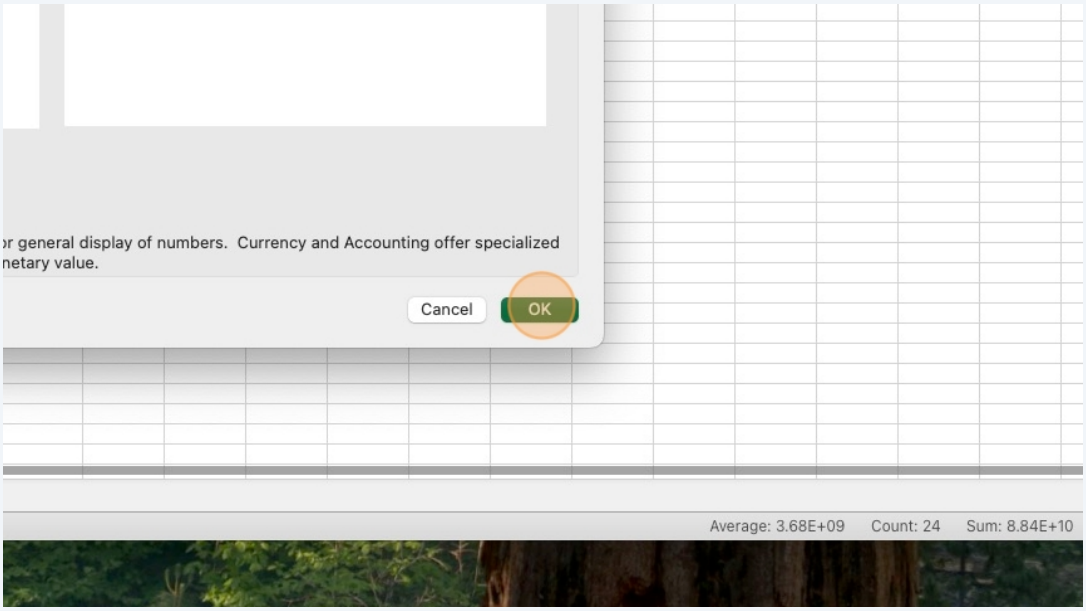
4 Click "Number"



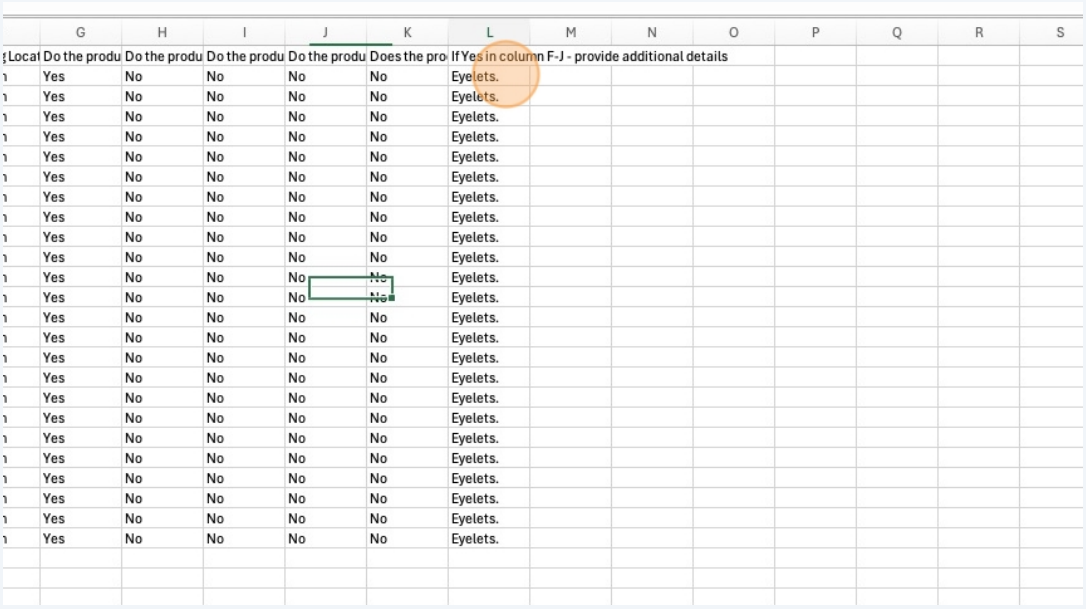
5 Make sure decimal places is set to zero.



6 Click "OK"

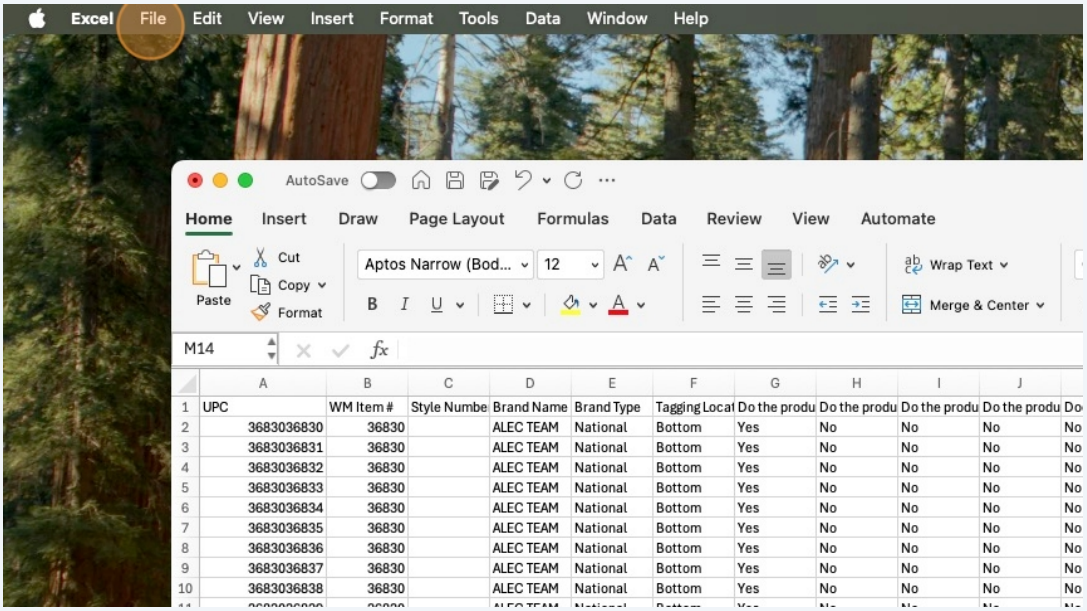


7 If you have put Yes in any columns F-J, please verify that there are no commas in the L column.

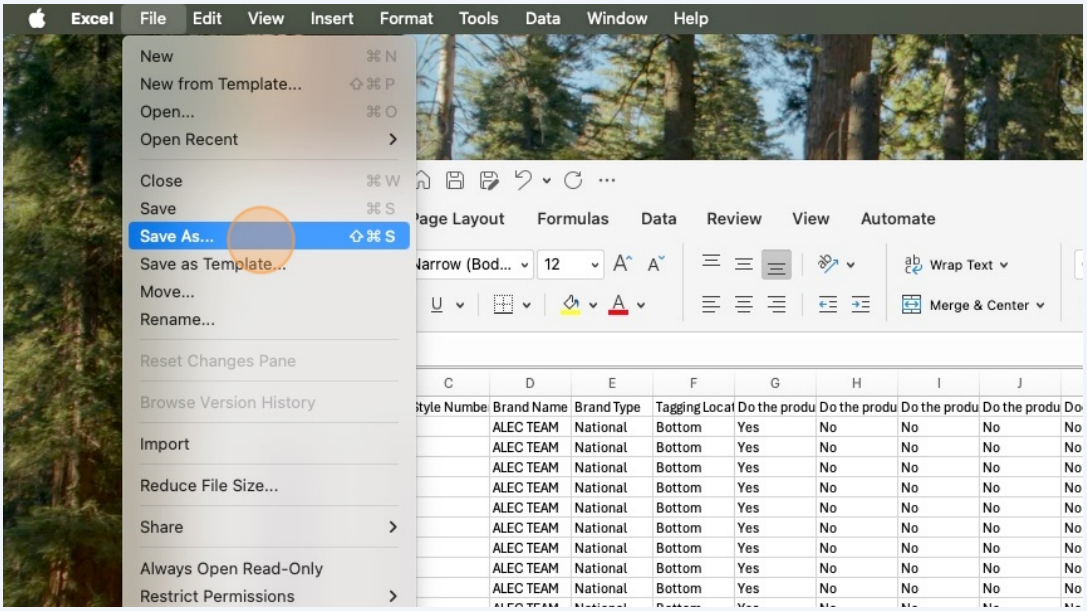


	G	H	I	J	K	L	M	N	O	P	Q	R	S
Locat	Do the produ	Do the produ	Do the produ	Do the produ	Does the pro	If Yes in column F-J - provide additional details							
1	Yes	No	No	No	No	Eyelets.							
1	Yes	No	No	No	No	Eyelets.							
1	Yes	No	No	No	No	Eyelets.							
1	Yes	No	No	No	No	Eyelets.							
1	Yes	No	No	No	No	Eyelets.							
1	Yes	No	No	No	No	Eyelets.							
1	Yes	No	No	No	No	Eyelets.							
1	Yes	No	No	No	No	Eyelets.							
1	Yes	No	No	No	No	Eyelets.							
1	Yes	No	No	No	No	Eyelets.							
1	Yes	No	No	No	No	Eyelets.							
1	Yes	No	No	No	No	Eyelets.							
1	Yes	No	No	No	No	Eyelets.							
1	Yes	No	No	No	No	Eyelets.							
1	Yes	No	No	No	No	Eyelets.							
1	Yes	No	No	No	No	Eyelets.							
1	Yes	No	No	No	No	Eyelets.							
1	Yes	No	No	No	No	Eyelets.							
1	Yes	No	No	No	No	Eyelets.							
1	Yes	No	No	No	No	Eyelets.							
1	Yes	No	No	No	No	Eyelets.							
1	Yes	No	No	No	No	Eyelets.							
1	Yes	No	No	No	No	Eyelets.							
1	Yes	No	No	No	No	Eyelets.							
1	Yes	No	No	No	No	Eyelets.							
1	Yes	No	No	No	No	Eyelets.							

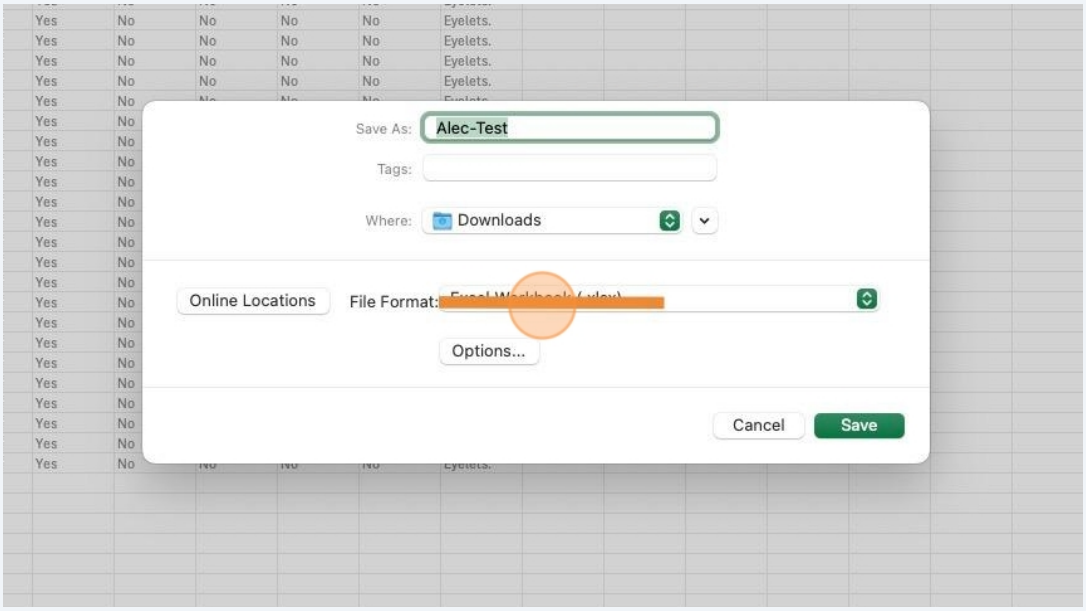
8 Click "File"



9 Click "Save As..." please make sure you **DO NOT** rename the file to include .csv at the end.

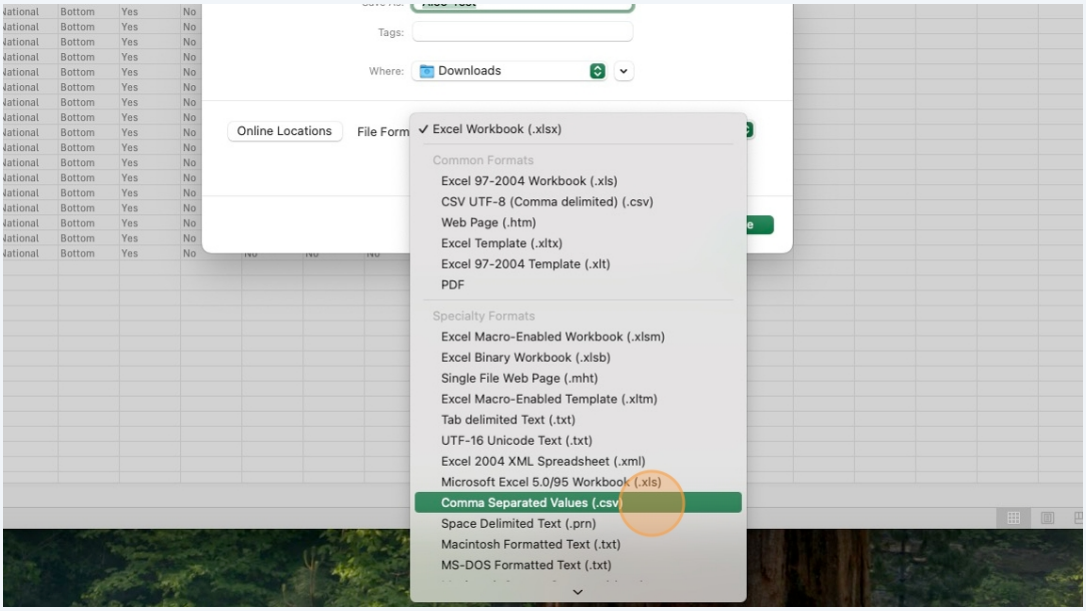


10 Click the File Format selector.



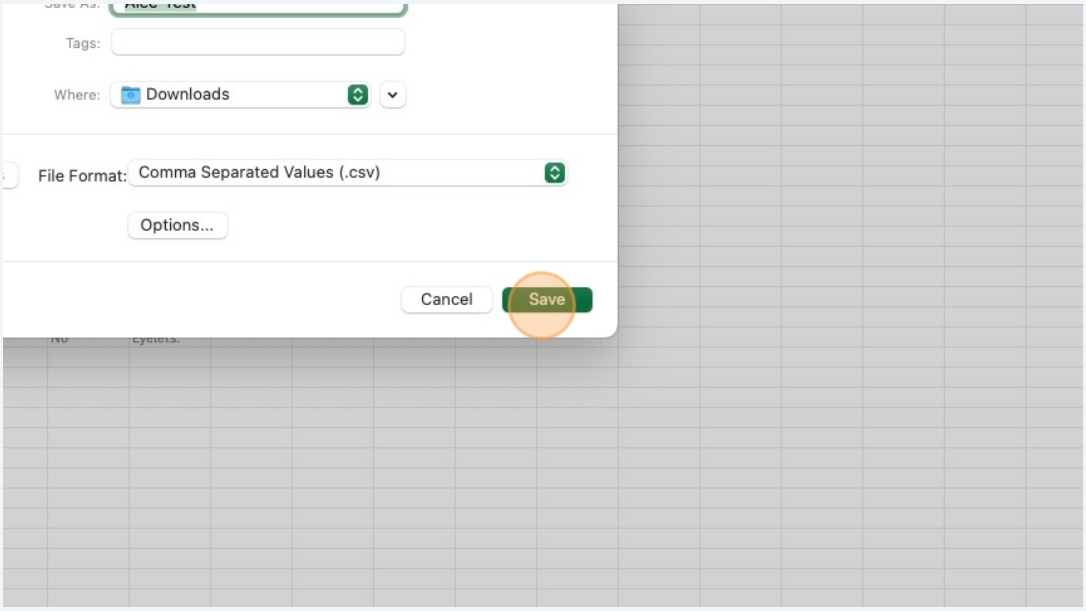
⚠ DO NOT SAVE AS A XLSX FILE.

11 Click "Comma Separated Values (.csv)" **Make sure you do not save as the CSV UTF-8 file format.**



⚠ **Make sure you do not save as the CSV UTF-8 file format.**

12 Click "Save"



You are all set to submit your file. If you are still having trouble please contact us.