



Converting a file to CIF format

1. Open the excel file

	A	B	C	D	E	F	G	H	I
1	CIF_I_V3.0								
2	CHARSET: UTF-8								
3	LOADMODE: F								
4	CODEFORMAT: UNSPSC								
5	CURRENCY: USD								
6	SUPPLIERID_DOMAIN: NETWORK_ID								
7	ITEMCOUNT: 277								
8	TIMESTAMP: 39150								
9	UNUOM: TRUE								
10	COMMENTS: Catalog for XYZ Company								
11	FIELDNAMES: Suppl	Supplier Part ID	Manufact	Item Description	SPSC Code	Unit Price	Unit of Me	Lead Time	Manufacturer Name
12	DATA								
13	AN000000000000	100000	90000	Blue bow tie	24112501	1.00	EA		1 ABC INC
14	AN000000000000	100001	90001	Red scarf	24112501	2.00	EA		1 ABC INC
15	AN000000000000	100002	90002	Green t-shirt	24141508	3.00	EA		1 ABC INC
16	AN000000000000	100003	90003	Yellow tennis shoes	24121502	4.00	PR		1 ABC INC
17	ENDOFDATA								

2. Click Save As and choose the location where you want to save the file

3. Change Save as type to CSV (MS-DOS)

File name: XYZ Company_US
 Save as type: CSV (MS-DOS)

4. Open the file in Notepad. To find the file you will have to select All Files

```

XYZ Company_US - Notepad
File Edit Format View Help
CIF_I_V3.0,,,,,,,,,,,,,,,,,,,,,
CHARSET: UTF-8,,,,,,,,,,,,,,,,,,,,,
LOADMODE: F,,,,,,,,,,,,,,,,,,,,,
CODEFORMAT: UNSPSC,,,,,,,,,,,,,,,,,,,,,
CURRENCY: USD,,,,,,,,,,,,,,,,,,,,,
SUPPLIERID_DOMAIN: NETWORK_ID,,,,,,,,,,,,,,,,,,,,,
ITEMCOUNT: 277,,,,,,,,,,,,,,,,,,,,,
TIMESTAMP: 39150,,,,,,,,,,,,,,,,,,,,,
UNUOM: TRUE,,,,,,,,,,,,,,,,,,,,,
COMMENTS: Catalog for XYZ Company,,,,,,,,,,,,,,,,,,,,,
FIELDNAMES: Supplier ID,Supplier Part ID,Manufacturer Part ID,Item Description,SPSC Code,Unit Price,Unit of
DATA,,,,,,,,,,,,,,,,,,,,,
AN000000000000,100000,90000,Blue bow tie,24112501,1.00,EA,1,ABC INC,,,,,EN_US,USD,,US,,5/25/2016,,
AN000000000000,100001,90001,Red scarf,24112501,2.00,EA,1,ABC INC,,,,,EN_US,USD,,US,,5/25/2016,,
AN000000000000,100002,90002,Green t-shirt,24141508,3.00,EA,1,ABC INC,,,,,EN_US,USD,,US,,5/25/2016,,
AN000000000000,100003,90003,Yellow tennis shoes,24121502,4.00,PR,1,ABC INC,,,,,EN_US,USD,,US,,5/25/2016,,
ENDOFDATA,,,,,,,,,,,,,,,,,,,,,
  
```

5. Remove the commas and spaces in the header, as well as after DATA and ENDOFDATA.

```

XYZ Company_US - Notepad
File Edit Format View Help
CIF_I_V3.0
CHARSET:UTF-8
LOADMODE:F
CODEFORMAT:UNSPSC
CURRENCY:USD
SUPPLIERID_DOMAIN:NETWORK_ID
ITEMCOUNT:277
TIMESTAMP:39150
UNUOM:TRUE
COMMENTS:Catalog for XYZ Company
FIELDNAMES: Supplier ID,Supplier Part ID,Manufacturer Part ID,Item Description,SPSC Code,Unit Price,Unit of
DATA
AN000000000000,100000,90000,Blue bow tie,24112501,1.00,EA,1,ABC INC,,,,,EN_US,USD,,US,,5/25/2016,,
AN000000000000,100001,90001,Red scarf,24112501,2.00,EA,1,ABC INC,,,,,EN_US,USD,,US,,5/25/2016,,
AN000000000000,100002,90002,Green t-shirt,24141508,3.00,EA,1,ABC INC,,,,,EN_US,USD,,US,,5/25/2016,,
AN000000000000,100003,90003,Yellow tennis shoes,24121502,4.00,PR,1,ABC INC,,,,,EN_US,USD,,US,,5/25/2016,,
ENDOFDATA
  
```

6. Click Save As and add .cif to the end of the file name.

File name: XYZ Company_US.cif
 Save as type: Text Documents (*.txt)