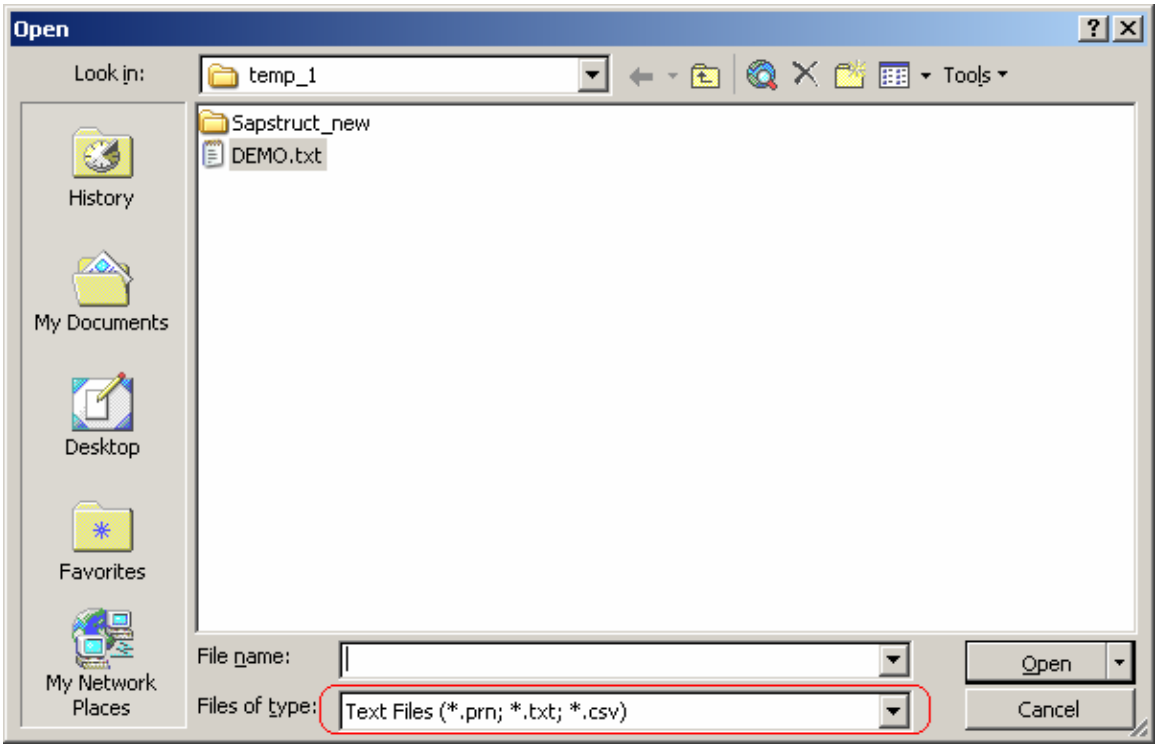
# How to Open a CSV File

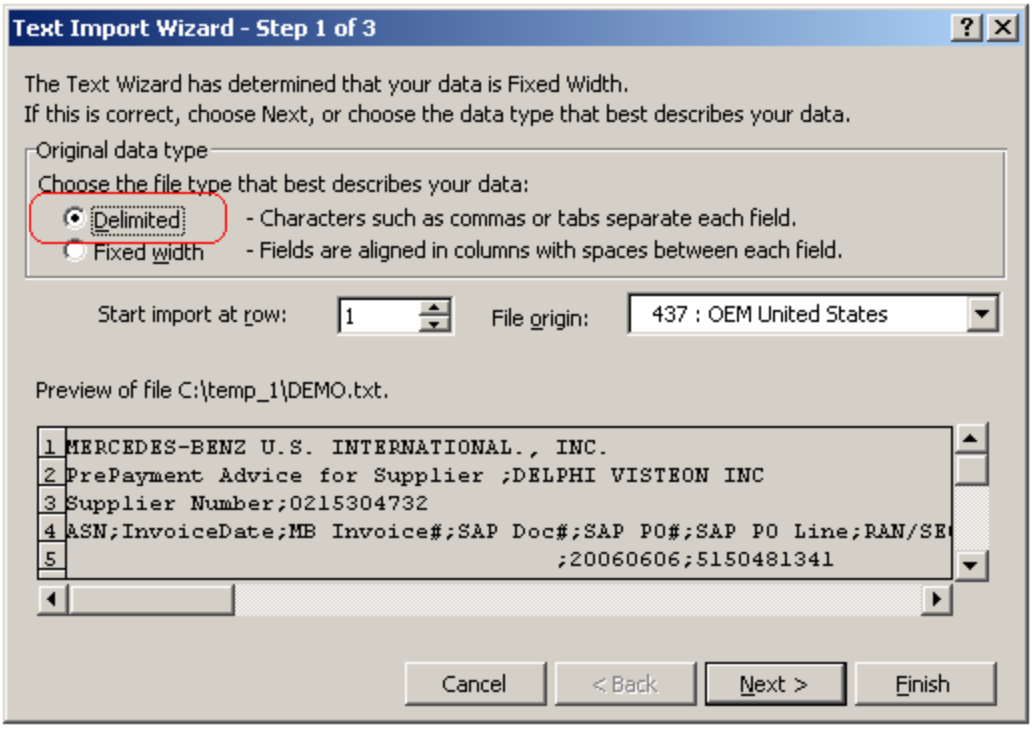
MBUSI is able to send PrePayment data (containing information like that in the ANSI EDI 820) in CSV ("Comma Separated Variable") format – although we use a semicolon, rather than a comma, to separate the variables.

Most CSV files sent automatically from our system are encrypted to protect them from prying eyes, hackers, etc., during transit. So you must first decrypt the file. Once you have done this, save the file with a suffix of ".txt" into a temporary location.

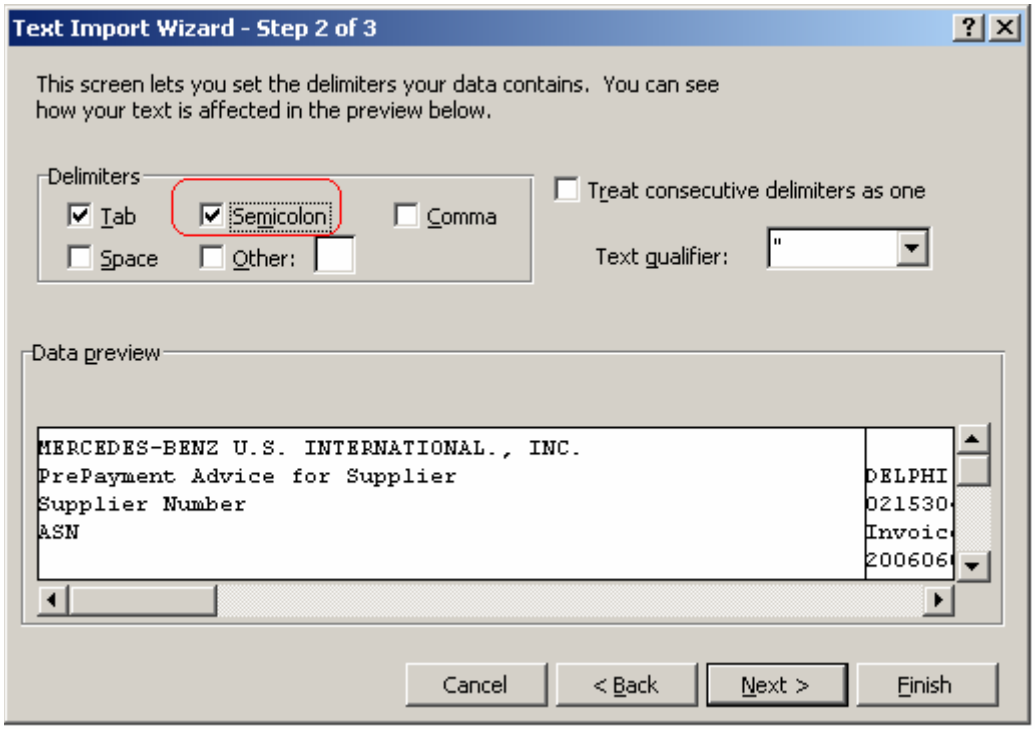
1. Start Microsoft Excel; under the File menu, select Open, and navigate to the temporary location where you have stored your decrypted file.
2. You may have to change the "Files of Type" filter in the Open dialog so that the file you want will be displayed.




3. Select "Delimited" as the file type; click the "Next" button.




4. Select “Semicolon” as the delimiter, and click Next, and then the “Finish” button.




5. At this point the file will open, but you will probably notice that the columns are all the same (too narrow) width, so you can’t see certain things like the invoice number. You can click and drag the column headers to be wider. You can also

select the cells of interest (click and drag to highlight the compressed columns), and then select from the menu Format -> Column -> AutoFit Selection. The system will automatically set column widths to reflect the widest data in the selection.

6. Now you should have a display that looks much like the spreadsheet you used to get from Finance, e.g.,

MERCEDES-BENZ U.S. INTERNATIONAL., INC.
PrePayment A DELPHI VISTEON INC
Supplier Numl 215304732

| ASN | InvoiceDate | MB Invoice# | SAP Doc# | SAP PO# | SAP PO Line | RAN/SEQ# | Material | ASN Qty | Receipt Qty | C/D | UOM | Basis of Unit |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | 20060606 | 5150481341 | 5000337401 | 5500027172 | 20 | 2135309 | A1649864801 | | 1 | Credit | EA | |
| | 20060606 | 5150481341 | 5000337401 | 5500027172 | 30 | 1032650 | A1649864801 | | 1 | Credit | EA | |
| | 20060606 | 5150481341 | 5000337401 | 5500027172 | 30 | 2136859 | A1649864801 | | 1 | Credit | EA | |
| | 20060606 | 5150481341 | 5000337401 | 5500027172 | 30 | 2136867 | A1649864801 | | 1 | Credit | EA | |
| | 20060606 | 5150481341 | 5000337401 | 5500027172 | 30 | 2136894 | A1649864801 | | 1 | Credit | EA | |
| | 20060606 | 5150481341 | 5000337401 | 5500027173 | 30 | 1032585 | PU675032002 | | 1 | Credit | EA | |
| | 20060606 | 5150481341 | 5000337401 | 5500027173 | 30 | 1032596 | PU675032002 | | 1 | Credit | EA | |
| | 20060606 | 5150481341 | 5000337401 | 5500027173 | 30 | 1032676 | PU675032002 | | 1 | Credit | EA | |
| | 20060606 | 5150481341 | 5000337401 | 5500027173 | 30 | 2136857 | PU675032002 | | 1 | Credit | EA | |
| Invoice Total | 1368.7 | | | | | | | | | | | |

7. Note that Debit memos (deducted from your payment) are not shown as negative or with parentheses around them (like you might see in a Finance application or manual system); neither are they shown in red. You will know that an item is a Debit memo because “Debit” (instead of “Credit”) shows up in the “C/D” column (column K). You must subtract these numbers from your totals to get a match with the bank’s data! We do not attempt to include logic to handle this because every company does it differently.
8. Dollar values are not formatted, but are correct to the penny, so $1,368.70 shows up simply as “1368.7” in the respective dollar column.
9. The report will be different for Sequence parts than it is for RAN parts. Much of the data matches the description of comparable fields in the ANSI EDI 820; see the specification at http://www.mbusi.com/supplieredi .