Creating Vendor Data Files for T-Works Manager

Creating your own vendor data files to import into T-Works Manager isn't as difficult as it is time consuming. However, it is definitely worth the effort. If you have employees with down time in your organization, this would be a good task to keep them busy.

Getting Started

There are a few different methods possible to make files that will import into T-Works. The fastest and best method would be to ask the vendor you buy from to format their catalog for you according to our sample vendor format. You can download the sample vendor format files on the website: www.t-worksmanager.com/download/sample_format.zip

Please Note: The sample excel spreadsheet file is a working file only and shows the necessary fields and data required for you to enter in. After entering in all your products data into this file, you will need to save it as a .tab file (tab delimited file), as this is the only format that T-Works can import. T-Works will not import the excel file, you must save the excel file as a .tab file first. You can open the sample .tab file in a text editor to see what the final format looks like.

An alternative method for creating data files, if you can't get your vendor to do the work, is to enter in the information in yourself off their printed catalogs or by modifying (formatting) files provided by your vendor (many vendors provide excel spreadsheets, .csv and .tab files of their pricing that you can download off their websites which can save a lot of data entry). To do this, follow these instructions:

Using OpenOffice Calc

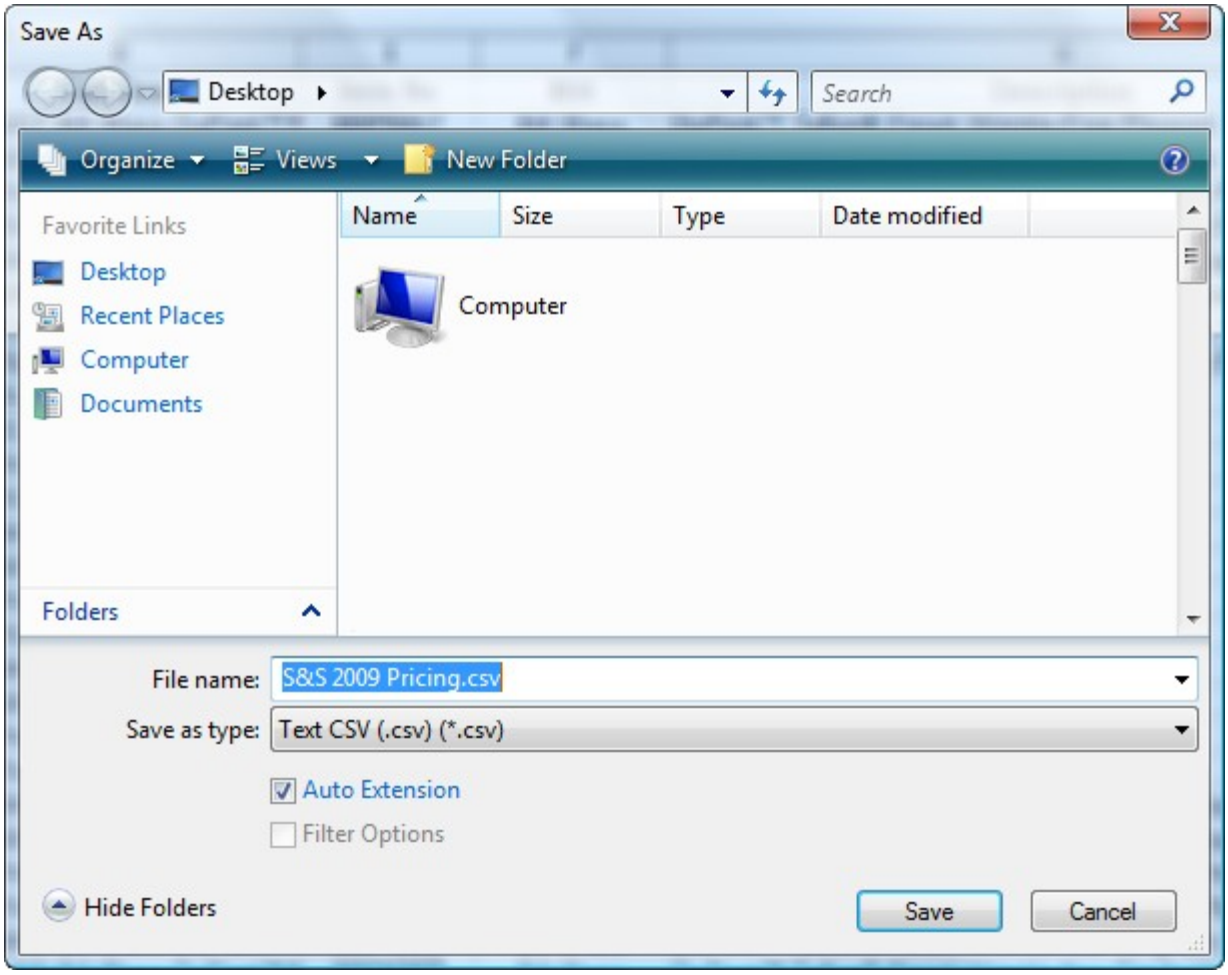
FYI, if you don't already know, OpenOffice is a suite of office applications developed by Sun Microsytems. It's free to use and a good alternative to Microsoft Office. Download at: www.openoffice.org

1. Open up the sample working file in Calc to see the sample data and formatting that you need to use.
2. If you've downloaded a spreadsheet (or similar data file) from your vendors website, open it up in Calc as well. Do not work on the original file you downloaded, make sure you work on a copy in case you accidentally delete something.
3. Change the column titles to match those in the sample_spreadsheet.xls according to the appropriate data. Make sure there are as many columns in your working file as in the sample_spreadsheet .xls and that they are in this same order:

Vendor Code | Year | Page No | Full Desc | Item No | Mill | Description | Size Range | Color Range | Case Qty | Piece | Dozen | Case | Catalog Desc

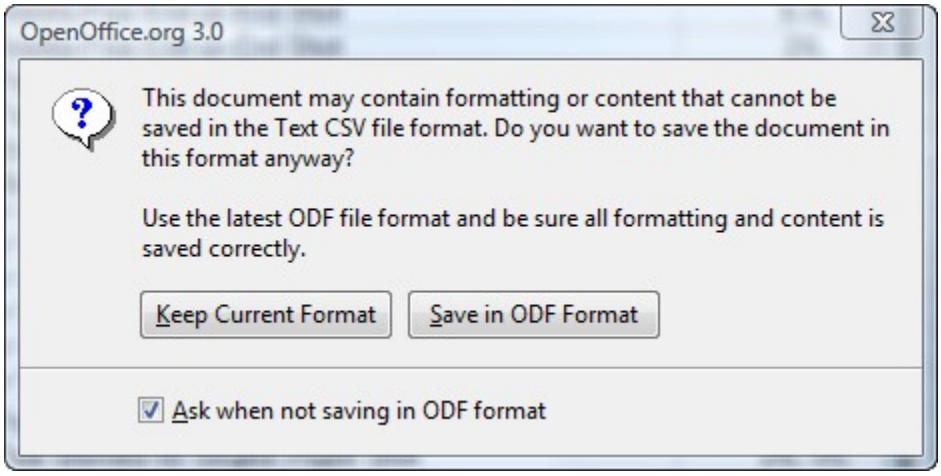
Note: the Full Desc field is a combination of Item No, Mill, Description, Size Range, & Color Range. It is not necessary to enter this data in however, do not delete this column. Also, If your vendor has you on regular (non-case) pricing, and are entering in piece and dozen pricing, make sure you enter in the Case Qty for each item, so T-Works selects the correct pricing for you. Also, make sure that every item has the same Vendor Code & Catalog descriptions filled in (you can make these whatever you want as long as they are all the same)

4. Format your catalog items to look like the sample_spreadsheet file, making sure there are no empty or irrelevant cells in between each catalog item, and making sure that each row has all the relevant data. Use the sample spreadsheet file as a reference!
5. When finished, you will need to save the file as a .tab file. Go to Save as.. and (this may sound crazy, but) select Text CSV (.csv) (*.csv). Make sure you type in the filename you wish to use and know where on your computer you're saving to. *See Figure Below*

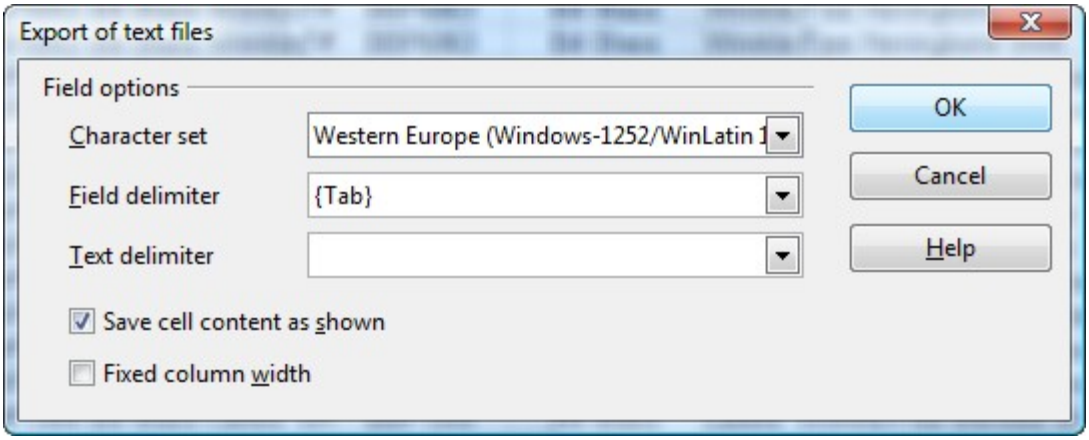


6. Next, Calc will ask you if you want to keep the format as is, click Keep Current Format

.



7. This is the important step, pay attention to this one. In the Export options screen that pops up next, make sure you change the field delimiter to {TAB}, and the text delimiter to nothing (I mean delete the ' or " in the field so that it's empty) **I repeat: Make sure the text delimiter field has nothing in it!!!**



8. Before you import the data into T-Works Manager. You need to delete the first row of field names in the tab file you saved. If you open up the Tab file you created, you will see the field names in the first row of text. If you import this as is, T-Works will import the field names as a record. You should delete the first row and save it.

Vendor Code	Year	Page No	Full Desc	Item No	Mill	Description	Size Range
S&S09	2009	11	BBP6857	Bill Blass	DuPont	Teflon® Finish Wrinkle-Free	Pinpoint Shirt
S&S09	2009	11	BBP6857	Bill Blass	DuPont	Teflon® Finish Wrinkle-Free	Pinpoint Shirt
S&S09	2009	11	BBP1930	Bill Blass Ladies´	DuPont	Teflon® Finish Wrinkle-Free	Pinpoir
S&S09	2009	11	BBP1930	Bill Blass Ladies´	DuPont	Teflon® Finish Wrinkle-Free	Pinpoir
S&S09	2009	11	BBP6866	Bill Blass	DuPont	Teflon® Finish Wrinkle-Free	Performance Twi
S&S09	2009	11	BBP6866	Bill Blass	DuPont	Teflon® Finish Wrinkle-Free	Performance Twi
S&S09	2009	11	BBP1946	Bill Blass Ladies´	DuPont	Teflon® Finish Wrinkle-Free	Perforr
S&S09	2009	11	BBP1946	Bill Blass Ladies´	DuPont	Teflon® Finish Wrinkle-Free	Perforr
S&S09	2009	12	BBP2574	Bill Blass	Wrinkle-Free Color Rich	Oxford Shirt	S-XL All Color
S&S09	2009	12	BBP2574	Bill Blass	Wrinkle-Free Color Rich	Oxford Shirt	2XL-3XL All Cc
S&S09	2009	12	BBP1934	Bill Blass Ladies´	Wrinkle-Free Color Rich	Oxford Shirt	S-XL A
S&S09	2009	12	BBP1934	Bill Blass Ladies´	Wrinkle-Free Color Rich	Oxford Shirt	2XL Al
S&S09	2009	13	BBP6854	Bill Blass	Wrinkle-Free End-on-End	Shirt	S-XL All Colors
S&S09	2009	13	BBP6854	Bill Blass	Wrinkle-Free End-on-End	Shirt	2XL-3XL All Colors
S&S09	2009	13	BBP1921	Bill Blass Ladies´	Wrinkle-Free End-on-End	Shirt	S-XL All Colc
S&S09	2009	13	BBP1921	Bill Blass Ladies´	Wrinkle-Free End-on-End	Shirt	2XL All Color
S&S09	2009	14	BBP6863	Bill Blass	Wrinkle-Free Herringbone	Shirt	S-XL All Colors
S&S09	2009	14	BBP6863	Bill Blass	Wrinkle-Free Herringbone	Shirt	2XL-3XL All Colors
S&S09	2009	14	BBP1942	Bill Blass Ladies´	Wrinkle-Free Herringbone	Shirt	S-XL All Col
S&S09	2009	14	BBP1942	Bill Blass Ladies´	Wrinkle-Free Herringbone	Shirt	2XL All Colc
S&S09	2009	15	BBP6867	Bill Blass	DuPont	Teflon® Finish Wrinkle-free	Houndstooth Shi
S&S09	2009	15	BBP6867	Bill Blass	DuPont	Teflon® Finish Wrinkle-free	Houndstooth Shi
S&S09	2009	15	BBP1947	Bill Blass	DuPont	Teflon® Finish Ladies´ Wrinkle-free	Houndst
S&S09	2009	15	BBP1947	Bill Blass	DuPont	Teflon® Finish Ladies´ Wrinkle-free	Houndst
S&S09	2009	16	BBP6868	Bill Blass	DuPont	Teflon® Finish Wrinkle-free	Gingham Check S
S&S09	2009	16	BBP6868	Bill Blass	DuPont	Teflon® Finish Wrinkle-free	Gingham Check S
S&S09	2009	17	BBP6865	Bill Blass	Wrinkle-Free Blended 80 Singles	Poplin Shirt	S-XL A
S&S09	2009	17	BBP6865	Bill Blass	Wrinkle-Free Blended 80 Singles	Poplin Shirt	2XL-3X
S&S09	2009	17	BBP1944	Bill Blass Ladies´	Wrinkle-Free Blended 80 Singles	Poplin Shir	
S&S09	2009	17	BBP1944	Bill Blass Ladies´	Wrinkle-Free Blended 80 Singles	Poplin Shir	
S&S09	2009	18	BBP6855	Bill Blass	Wrinkle-Free 60 Singles	Poplin Shirt	S-XL All Color
S&S09	2009	18	BBP6855	Bill Blass	Wrinkle-Free 60 Singles	Poplin Shirt	2XL-3XL All Cc

9. Open T-Works Manager 2008, and go to the Vendors screen.
10. Click on the "Import Vendor Data" button, then navigate to the tab file you created, then click OK.
11. If you're not on case pricing with a particular vendor, make sure to select "Use regular (non-case) pricing". Please Note: When using regular (non-case) pricing, it's necessary to input the case quantity into each product record in order for T-Works Manager to automatically select the correct pricing (piece, dozen & case). Case quantity is the number of items that come in a case in order to recieve case price.