



RFMS, Inc.

Product Import/Export User Guide

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Installing and Running the Program

Installing the Software

There are two files associated with this program. You must download and install each of them.

Setup Export.exe

Setup Import.exe

Go to www.RFMS.com.

Select Version 10 **Program Downloads** page.

Download Product Exporter or Importer

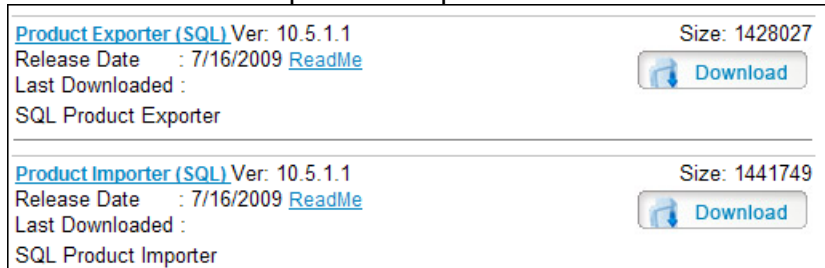


Figure 1 Web download screen

After you click the download button, you will see a screen similar to this. Click Run



Figure 2 Run download file

If you see this screen, click run again.

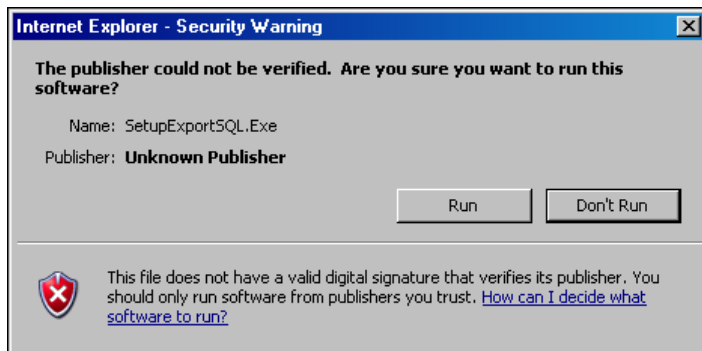


Figure 3 Security Warning

Before clicking next on this screen, make sure you have exited all Windows programs.

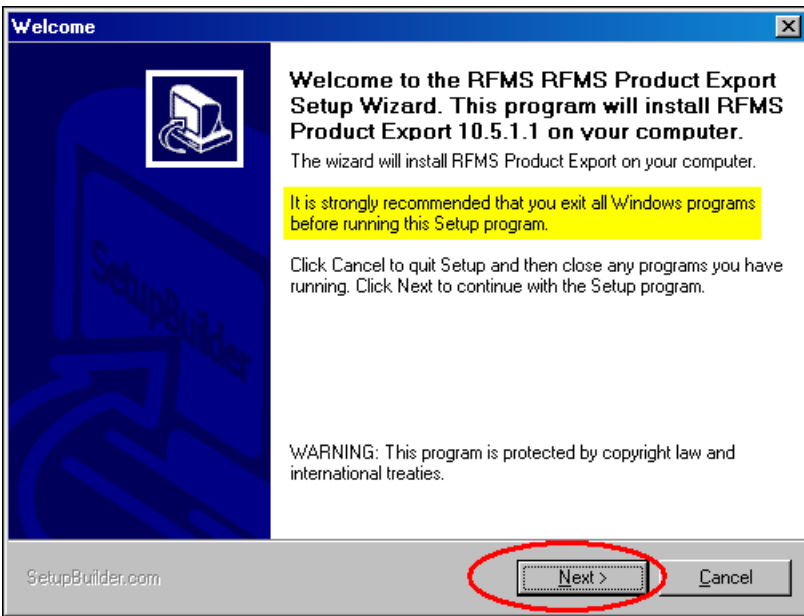


Figure 4 Welcome to Installation

You will next be prompted for a password to download the program. Please get this from your RFMS account manager.

After this you will designate your RFMS directory as the location for installation. Click Next when you have entered the location.

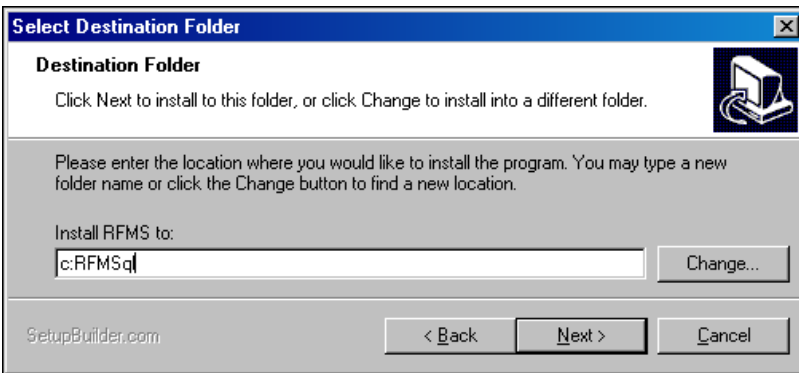


Figure 5 Destination Folder

If you are not sure where this is, go to your RFMS desktop icon and right click. The path listed as "Start in", is your RFMS Directory.

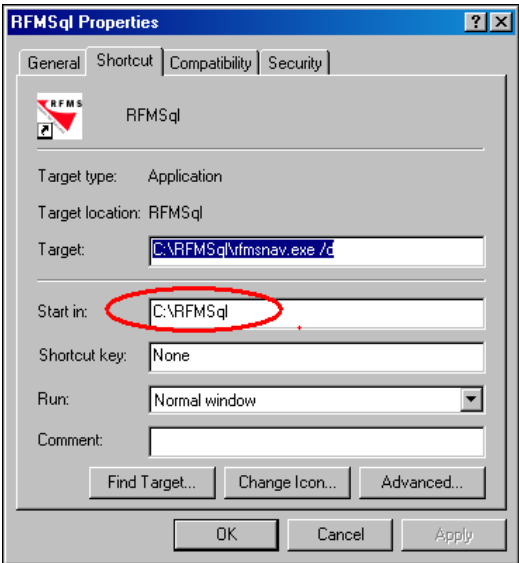


Figure 6 RFMS Properties

Be sure to install the program(s) on each workstation or server that needs to have access. You will then be shown a screen to allow you to review this setting. Click Next here.

The program will go through a progress bar as it installs. When you see the Setup Wizard Complete Screen, click on the Finish Button.

Updating the Program

While most RFMS program updates are now included in all-inclusive releases approximately every 6 weeks which will automatically update and install each piece of RFMS software that has been purchased, the Import/Export programs have separate update routines which will be listed separately as in the example screen.

Product Exporter (SQL) Ver: 10.6.1.3852 Release Date : 12/29/2010 ReadMe Last Downloaded : 9/9/2009 3:08 PM SQL Product Exporter	Size: 2156670 Download
Product Importer (SQL) Ver: 10.6.1.3852 Release Date : 12/29/2010 ReadMe Last Downloaded : SQL Product Importer	Size: 2171236 Download
Customer Export & Import SQL Ver: 10.6.1.3852 Release Date : 12/29/2010 ReadMe Last Downloaded : 12/2/2010 12:20 PM Customer Export & Import SQL	Size: 1802097 Download
Service Importer Ver: 10.6.1.3852 Release Date : 12/29/2010 ReadMe Last Downloaded : 7/20/2009 4:08 PM Import Services into SQL from CSV files	Size: 1139091 Download
Service Exporter Ver: 10.6.1.3852 Release Date : 12/29/2010 ReadMe Last Downloaded : 7/20/2009 2:49 PM Export Services to CSV files from SQL	Size: 1130501 Download

Starting the Program

There are several ways you can start the Import/Export program:

1. From within the RFMS Product Module, *click on File, Import or Export Routines, Import RFMS Products or Export RFMS Products.*

2. Click on the Start button, Programs. Click on RFMS for Windows. Click on Import Program or Export Program.
3. Click on the icon that is created on the Windows Desktop.

Exporting Products

Overview of Export

The Export RFMS Products feature allows you to create a data file containing selected Products records that can be imported into RFMS Products on a completely different computer system. This feature is designed for users who have multiple stores with separate data files.



The Basic Process

1. Store One creates the export file, named EXPPROD.ZIP using the Export routine.
2. Store One emails or sends on diskette the EXPPROD.ZIP file to Store Two.
3. Store Two COPIES the EXPPROD.ZIP file into the same directory as the RFMS data files.
4. Store Two unzips the file, using the Import routine.
5. Files are now transferred from Store One to Store Two.

Export RFMS Products Screen

This screen allows specifying exactly how and what information is exported to the transfer file. All settings on this screen will stay as set until changed.

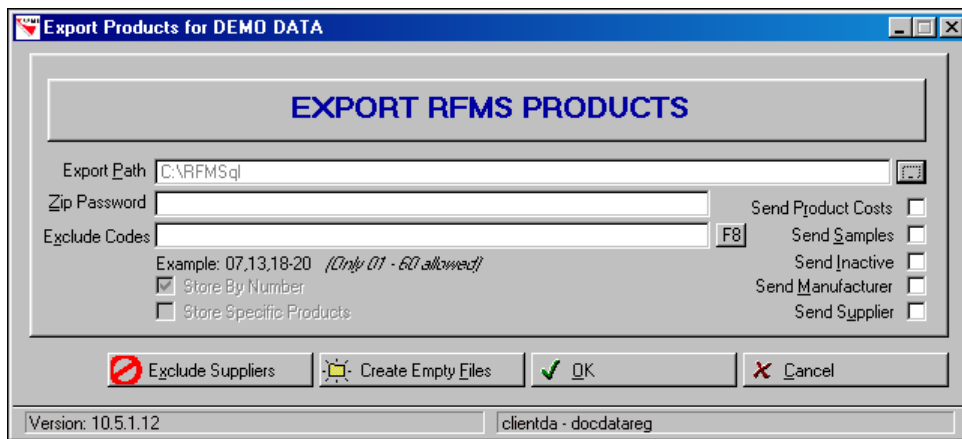


Figure 7 Export RFMS Products Screen

Export Path

The export path is where the export file will be copied. The export file is named EXPPROD.ZIP. The file name cannot be changed, only the location. To change the path, click on the ellipsis button to the right of the data field.

Zip Password

The Zip Password is a security feature. Anyone that attempts to open the file EXPPROD.ZIP file, either with the RFMS Import function or some other software application, will have to enter the password that was entered in this field. The password is case sensitive.

Exclude Codes

Code refers to the product codes as entered in RFMS. By default, RFMS Export will include ALL product codes. To not export all product codes, enter the exclusions in this field. Enter single codes or a range of codes. Separate each entry with a comma. After entering a code(s) or a range of codes, the program will check the entries and place the product codes in numerical order. For example, entering:

02, 05-15	this entry would exclude product codes 02 and codes 05 through 15.
03, 05, 11-12	this entry would exclude product codes 03, 05, 11 and 12.
05, 06	this entry would exclude product codes 05 and 06.
07-20, 34	this entry would exclude product codes 07 through 20 and product code 34.

(The next two fields are applicable only to Store Specific Product Users and will automatically be checked if applicable)

Store by Number

If this is being used it will be checked, but grayed out.

Store Specific Products

If this is being used it will be checked, but grayed out.

Send Product Cost

To export the product cost, click in this box. Otherwise, leave it blank.

Send Samples

Product records may have more than one sample type. To include the sample type information for the product, click this box. Otherwise, leave it blank.

Send Inactive

To export products that are marked as inactive, click in this box. Otherwise, leave it blank.

Send Notes

To export the Notes on a product, click this box.

Send Manufacturer

Click in this box to send the names contained in the Manufacturer file. The Manufacturer file is created in Order Entry, Products or Inventory and is used to keep your records consistent.

Send Supplier

Click in this box to send the supplier names contained in the Supplier file. The Supplier file is created in Order Entry, Products, Inventory or Accounts Payable and is used to keep your records consistent.

Send Abbey Approved

This option is only available if the vendor information is included in the export file sent by Abbey / FloorClub corporate. Click in this box to send the Abbey Approved Vendor list that is created in the Abbey Assist or FloorClub Assist programs.

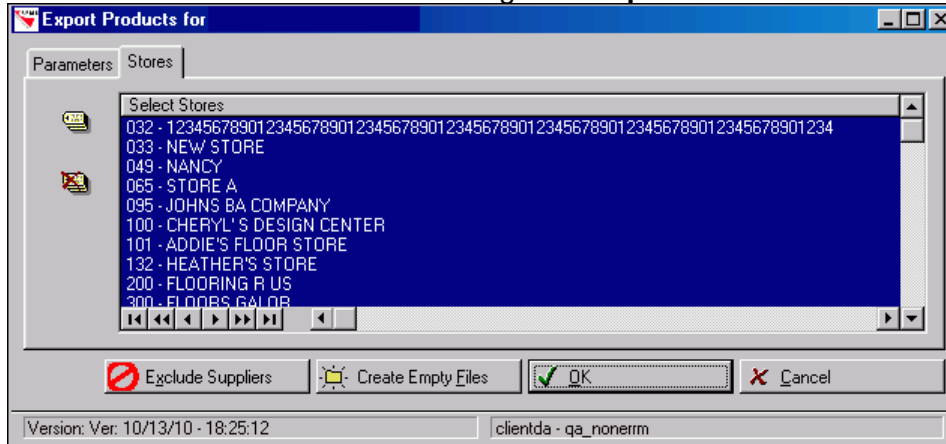
Exclude Suppliers

Click this button to get a listing of all the suppliers in the RFMS supplier list as well as any suppliers listed in the [Products.csv](#) [PRODUCTS.CSV](#) file for import. Tag or Un-tag all suppliers with the buttons or tag/untag a single supplier by clicking on it. Once the list is chosen it can be printed. Remember the tagged suppliers are excluded. So for example to export only 1 supplier first tag all suppliers, and then click on that one supplier to untag it. When suppliers are tagged to be excluded, the button words will change from black to red.

Click OK to Process the Export. A progress bar will show that the file is being created.

Select Stores

This module now allows clients running **Store Specific Products** to select stores when exporting products.



Create Empty Files

This button creates empty .csv files that can be used as a "template". If you have the need to create your own data files that can be later imported or exported using RFMS Import/Export, create the empty files first to ensure that the data structure matches what the RFMS program looks for. These files will be sent to your RFMS Directory not the path named in the Export Path.

Empty files created are:

Product.csv	Products File
Backxref.csv	Backing Cross Reference
Colors.csv	Product Colors File
Prodcost.csv	Product Costs File
Samples.csv	Product Sample File
Manf.csv	Manufacturer File
Supplier.csv	Supplier File

See the [File Specifications Section](#) below for guidelines in creating your data for importing.

Finding the Import File

When you receive the export file, EXPPROD.ZIP, from another location, you must COPY the file into the same folder as your RFMS data files before launching the Export / Import program. If you don't, the RFMS Import routine will not be able to find the file.

Importing Products

Overview of Import

The Import Products routine allows you to import data contained in the EXPPROD.ZIP or any other data file that follows the Flat File.DOC convention, into the RFMS Products file. Be sure to copy the EXPPROD.ZIP or any other file into the same folder that contains the RFMS data files before attempting to import.

Import RFMS Products Screen

This screen allows you to import the EXPPROD.ZIP file into the RFMS Products file. The records and data imported will depend upon the settings made when the export file was created. All settings on this screen will stay as set until changed.



You must manually copy the EXPPROD.ZIP file into the same folder as your RFMS data files before you perform the import routine.

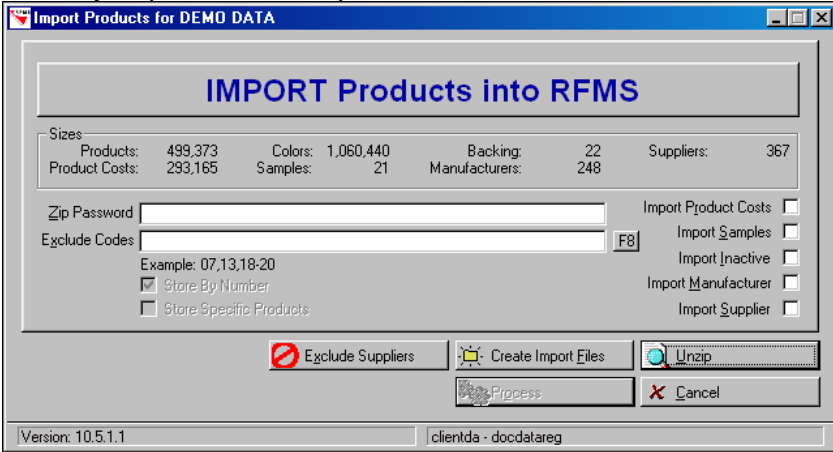


Figure 8 Import Screen

Sizes

At the top of this screen, the data that is contained in the EXPPROD.ZIP file is shown. The number of product records, costs, colors, samples and backing are listed. The numbers will most likely be different. If record information does not appear in this area, or if the data looks exactly like the last import, you probably did not copy the new EXPPROD.ZIP file into the RFMS data folder. If that is the case, click Cancel to quit this routine, copy the file into the RFMS data folder and then restart the Import routine.

Zip Password

Enter the password that was used when the EXPPROD.ZIP was created. If you do not have the correct password you will not be able to continue. Be careful when entering the password, as it is case sensitive.

Exclude Codes

If there are product codes in the exported file that you do not wish to have imported into your RFMS Products file, enter those codes in this field. You may enter single product codes, or a range of codes. For example:

- 04, 07 This excludes product codes 04 and 07.
- 03-08 This excludes product codes 03 through 08.
- 05-09, 13 This excludes product codes 05 through 09 and product code 13.

(The next two fields are applicable only to Store Specific Product Users and will automatically be checked if applicable)

Store by Number

Store Specific Products

Import Product Costs

This selection will always be enabled. If there are not Product Costs in ProdCost.CSV and "Import Product Costs" is checked, then Costs will be imported from Product header, Roll and Cut Costs of the Products.csvPRODUCTS.CSV file.

Import Samples

If Sample Type records were included when the file was exported, you can choose to import those records here. If you do not wish to import sample types, leave the field blank. If the export file does not contain sample types, this field will be unavailable.

Import Inactive

If inactive product records were included when the file was exported, you can choose to import those inactive records here. If you do not wish to import inactive records, leave the field blank. If the export file does not contain inactive records, this field will be unavailable.

Import Manufacturer

To import the Manufacturer data file, click here. The Manufacturer file is a subsidiary data file used for data entry consistency.

Import Supplier

To import the Supplier data file, click here. The Supplier file is a subsidiary data file used for data entry consistency.

Exclude Suppliers

Click this button to bring up your supplier list. You can then Tag or Untag all suppliers with the buttons or tag/untag a single supplier by clicking on it. Once you have your list chosen you can print it. Remember the tagged suppliers are excluded. So for example if you wanted to export only 1 supplier you would first tag all suppliers, then click on that one supplier to untag it. When you have suppliers tagged to be excluded, the button words will change from black to red.

Create Import Files

This button creates empty .csv files that can be used as a "template". If you have the need to create your own data files that can be later imported or exported using RFMS Import/Export, create the empty files first to ensure that the data structure matches what the RFMS program looks for.

Product.csv	Products File
Backxref.csv	Backing Cross Reference
Colors.csv	Product Colors File
Prodcost.csv	Product Costs File
Samples.csv	Product Sample File

Unzip Button

When you have entered a valid password and any other import settings you are ready to begin the import function. Click on the UNZIP button to begin the process. After the import process is finished the EXPPROD.ZIP file will be deleted. The process button is now available.

[Products-File-Import Routines-Import RFMS Products-Setup](#)

Clear Files

This button was removed as of version 10.6.1 2/211 release.

Matching Criteria



A setup button now allows the de-selection of Supplier, Private Supplier, Supplier Style, Private Style, Style/Item, FOB and Roll Width as matching criteria when importing products.

Removing the check box from these setting will ignore that field for matching criteria.



Figure: Import parameters

View Log

Click this button to view a listing of the filter settings used for each import.

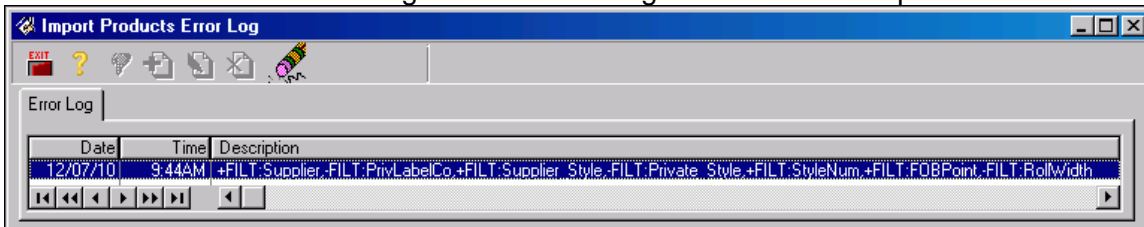
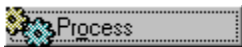


Figure: Error log

Set Defaults

When the check boxes are in the desired configuration, click the **set defaults** button to save the settings.



Process

Clicking this button imports the product records from the file.



The Import routine can import records from other sources. For example, if you have created a data file according to the Flat File.DOC convention, you can copy that file into the RFMS data folder and import the data by clicking on the OK button. The Unzip function would not be necessary.

How Records are matched

The exported records are compared to what is in your Products file based on the following data fields:
Roll, Item or Service Type

Supplier

Private Supplier

Supplier Style

Private Style

Roll/Item Number

Roll Width, if Roll

FOB Point

Be careful with how you number or name the same product that has a different width. For example, you may have a certain type of carpet that comes in both 12' and 15' widths. Each record should have a unique Private Style / Item Number in order for the Import routine to bring them into your Products file.

Importing with Store Specific Products

Store Specific Products are handled in the Import

- In the Import / Export open screens, "Store By Number" and "Store Specific Products" are shown in a disabled state. These reflect the state of these switches in RFMS.
- If "Store Specific Products" is not checked, then the Store column in the import / export CSV file is ignored.
- If "Store Specific Products" is is checked
 - Export
 - If "Store By Number" is is checked, CSV Store column will be populated with the three-digit numeric Store.
 - If "Store By Number" is not checked, CSV Store column will be populated with the single character Store.
 - Import
 - If "Store By Number" is is checked, Import will expect the CSV Store column to be populated with the numeric value for Store.
 - If "Store By Number" is not checked, Import will expect the CSV Store column to be populated with the single character for Store.
 - Store validity will be checked. If an invalid Store is encountered, the process will halt with a description of the invalid store and the line number in the import CSV. No updates in Products will take place.

File Specifications

Entering Data

Please be very careful when you are inserting data into RFMS from a spreadsheet or simply copying and pasting from one program to another. Data with spaces before or after will cause issues in the system.

Changing a Roll Product

Product Information 1 | Extended Information 2 |

Product Code: 01 F8 CARPET

Manufacturer: MANUFACTURER F8

Collection: COLLECTION

Supplier: SUPPLIER F8

Supplier Style: SUPPLIER STYLE

Supplier Style Number: SUPPLIER STYLE NUMBER

Private Supplier: PRIVATE SUPPLIER F8

Private Style: PRIVATE STYLE

Private Style Number: PRIVATE STYLE NUMBER

Units: SY

FOB Point: FOB POINT

Toxicity #: TOXICITY #

User Label: User Label

Adhesive: F8

Seam Sealer: F8

Sample Type: SAMPLE F8

Style Type: STYLE TYPE F8

Fiber: FIBER TYPE F8

Quality: QUALITY F8

Backing: BACKING F8

Warranty: WARRANTY F8

Fiber Manf: FIBER MANF F8

FHA #: FHA #

Pile Height: 0.250

Pile Weight: 0.250

Roll Cost: \$2.9900

Cut Cost: \$2.5000

Pad Cost: \$0.2500

Contract Inst: \$2.0000

Retail Inst: \$2.5000

Freight Factor: \$0.0700

Special Roll: \$2.2500

Special Cut: \$1.9900

Pur Rebate: \$0.2500

Adv Rebate: \$0.2500

Load: 0.7500

Load Percent: 0.0000 %

Roll Min: 500.00

Std Length: 100.00

Std Width: 12.00

Input Date: 28/06/12

Trans Date: 28/06/12

Status: Active F8

Inactive Date: F8

(More)

OK Cancel

Changing an Item Product

Product Information 1 | Extended Information 2

Product Code	08 F8 PAD/CUSHION	Item Cost	\$1.2500	Tiered Costs
Manufacturer	MANUFACTURER F8	Freight Factor	\$0.2500	
Collection	COLLECTION	Special Item	\$0.0000	
Supplier	SUPPLIER F8	Pur Rebate	\$0.0000	
Supplier Item Name	SUPPLIER ITEM NAME	Adv Rebate	\$0.0000	
Supplier Item Number	SUPPLIER ITEM NUMBER	Cont Inst	\$0.0000	
Id #	ID#	Ret Inst	\$0.0000	
Private Supplier	PRIVATE SUPPLIER F8	Load	\$0.0000	
Private Item Name	PRIVATE SUPPLIER ITEM NAME	Load Percent	0.0000 %	
Private Item Number	PRIVATE SUPPLIER ITEM NUMBER	Entry Type	MANUAL	
Priv Id #	PRIV ID#	Input Date	27/06/12	
Units	UM F8	Trans Date	28/06/12	
FOB Point	FOB POINT	Status	Active F8	
Sample Type	SA F8	Inactive Date	F8	
Quality	QUALITY F8	Item Width	12.00 Ft 0.00 In (12 Feet)	
Warranty	WARRANTY F8	Item Length	8.00 Ft 0.00 In (8 Feet)	
Toxicity #	TOXICITY#	Buy In Multiples Of	0.0000	
User Label	User Label	Sell In Multiples Of	0.0000 (More)	
FHA #	FHA #			

OK Cancel

Products File

Files listed Basic (CSV) files

Legend:

STRING(x) Array of characters 1 to x where x = maximum length

NUMERIC(x) Array of characters 1 to x where x = number of digits including decimal places, (decimal places are **not** implied), right justified.

DATE(YYYYMMDD) Array of characters (size 8)

* Required Field

PRODUCTS.CSV

SeqNum* NUMERIC (8)
 {##### - Unique number to coordinate colors & samples – must be greater than zero }

ProductCode NUMERIC (2){## - corresponds to RFMS Product Codes zero or blank will import as “79”}

Manufacturer STRING (80)

Supplier* STRING (80) {Supplier & Manufacturer may be the same }

PrivLabelCo STRING (80) {Private Label Company i.e. CarpetMax, Abbey, etc.}

Supplier_Style* STRING (80)

Private_Style STRING (80)

FiberManf* STRING (80)

Roll/ItemCost NUMERIC (8.3)

CutCost NUMERIC (8.3) {Roll only}

PadCost NUMERIC (8.3) {Roll only}

ContractInstallation	NUMERIC (8.3)	
RetailInstallation	NUMERIC (8.3)	
FreightFactor	NUMERIC (8.3)	
SpecialRoll/ItemCost	NUMERIC (8.3)	
SpecialCutCost	NUMERIC (8.3)	{Roll only}
PurchaseRebate	NUMERIC (8.3)	
AdvertisingRebate	NUMERIC (8.3)	
StyleType	STRING (15)	
SampleType	STRING (15)	
FiberType	STRING (15)	
AdhesiveType	STRING (15)	
SeamSealer	STRING (15)	
Quality	STRING (15)	
Warranty	STRING (15)	
Style/ItemNum*	STRING (48)	
Units*	STRING (5)	
SerialNo	STRING (40)	
FOBPoint	STRING (80)	
PrivStyleNum	STRING (48)	{Private Style Number }
PrivSerialNo	STRING (40)	
InActiveDate	DATE (YYYYMMDD)	{For entire line}
Collection	STRING (80)	
RollLength	NUMERIC (10.2)	{Roll only}
RollWidth*	NUMERIC (6.2)	{###.## Required for Roll only }
Backing	STRING (80)	{Roll only – Primary Backing}
PileHeight	NUMERIC (6.3)	{##.### Roll only}
Weight	NUMERIC (7.3)	{###.## Roll only}
ToxicityNum	STRING (20)	{Roll only}
ItemLength/RollMin	STRING (7)	
ItemWidth	STRING (7)	
FHANum	STRING (15)	
SRP	NUMERIC (10.2)	{#####.## - Suggested Retail Price}
SenderID	STRING (15)	{ Electronic Commerce Field, Not In Use }
AcctNum	STRING (30)	{ Electronic Commerce Field, Not In Use }
BuyConversion	NUMERIC (10.2)	{ Item only - Buy in Multiples Of (Supplier -> Inventory) }
SellConversion	NUMERIC (10.2)	{ Item only - Sell in Multiples Of (Inventory -> Customer) }
Price1	NUMERIC (10.2)	{ If a Price is placed in Price1..Price12, for an existing Product, formula for that price will be removed }
Price2	NUMERIC (10.2)	{Price should be entered as SY. If using SF, RFMS will convert}
Price3	NUMERIC (10.2)	
Price4	NUMERIC (10.2)	
Price5	NUMERIC (10.2)	
Price6	NUMERIC (10.2)	
Price7	NUMERIC (10.2)	
Price8	NUMERIC (10.2)	
Price9	NUMERIC (10.2)	

Price10	NUMERIC (10.2)	
Price11	NUMERIC (10.2)	
Price12	NUMERIC (10.2)	
ECProductID	STRING (80)	{Electronic Commerce Field, Not In Use}
UserField	STRING (15)	{User Defined Field}
SKU	STRING (80)	{Not in Use}
Store	STRING (3)	{Only used with Store Specific Products}
PatternLength	NUMERIC (10.2)	{Feet & Decimal Inches: 9.02 = 9'2"}
PatternWidth	NUMERIC (10.2)	{Feet & Decimal Inches: 6.13 = 7'1"}
PatternDrop	NUMERIC (10.2)	{Feet & Decimal Inches: 8.6 = 8'6"}
EntryType	STRING (20)	{Not In Use for Import}
ShippingWeight	NUMERIC (11.4)	{ #####.#### - Shipping Weight }
ShippingUOM	STRING (6)	{ Shipping Unit of Measure }

Product Costs File

PRODCOST.CSV

ProdSeqNum*	NUMERIC (8)	{##### - Product Sequence Number – must be greater than zero }
CostType*	STRING (1)	{ <u>R</u> oll, <u>C</u> ut, or <u>U</u> nit Cost}
Cost*	NUMERIC (10.3)	{#####.###}
MinQty	NUMERIC (10.2)	{#####.##}
StartDate	DATE (YYYYMMDD)	{May be blank for standard pricing}
EndDate	DATE (YYYYMMDD)	{May be blank for standard pricing}

Product Colors File

COLORS.CSV

ProdSeqNum*	NUMERIC (8)	{##### - Product Sequence Number for multiple colors – must be greater than zero }
Color*	STRING (80)	
PrivateColor	STRING (80)	
ColorNum*	STRING (80)	
PrivateColorNum	STRING (80)	
ColorCategory	STRING (80)	{Color Type Category}
SKU	STRING (80)	
ManfSKU	STRING (80)	{Manufacturer's SKU}
UPC	STRING (48)	
NotInUse	STRING (80)	
InActiveDate	DATE (YYYYMMDD)	

Product Samples File

SAMPLES.CSV

ProdSeqNum*	NUMERIC (8)	{##### - Product Sequence Number for multiple samples– must be greater than zero }
Sample*	STRING (15)	

Products Backing File

BACKXREF.CSV

ProdSeqNum* NUMERIC (8) {##### - Product Sequence Number for multiple backing – **must be greater than zero**}
Backing* STRING (48)

Manufacturers File

MANF.CSV

Manufacturer* STRING (80)
Manf_Address1 STRING (30)
Manf_Address2 STRING (30)
Manf_City_State STRING (30) {City, State Zip}
Manf_Contact STRING (30)
Manf_Cont_Phone STRING (12)
Pay_To* STRING (30)
Address1 STRING (30)
Address2 STRING (30)
City_State STRING (30) { City, State Zip}
Payee_Cont STRING (30)
Payee_Cont_Phone STRING (12)
Terms_Days NUMERIC (###) {Not Used}
Disc_Perc NUMERIC (#.####) { Number not percent. Example: 33.33% = 0.3333 } { Not Used }
Ytd_Purch_Grs NUMERIC (#####.##) {Not Used }
Ytd_Purch_Net NUMERIC (#####.##) {Not Used }
Account_No STRING (25)
EmailAddress1 STRING (30)
EmailAddress2 STRING (30)
SeqNum LONG {Not Used}

Suppliers File

SUPPLIER.CSV

Supplier* STRING (20)
Supl_Address1 STRING (80)
Supl_Address2 STRING (30)
Supl_City_State STRING (30)
Supl_Cont STRING (30)
Supl_Cont_Phone STRING (12)
Fax Number STRING (12)
Pay_To* STRING (30)
Address1 STRING (30)
Address2 STRING (30)
City_State STRING (30)
Payee_Contact STRING (30)
Payee_Cont_Phone STRING (12)
ContactFaxNumber STRING (12)
Terms_Days NUMERIC (###)
Disc_Perc NUMERIC (#.####) { Number not percent. Example: 0.1234 = 12.34% }
Ytd_Purch_Grs NUMERIC (#####.##)
Ytd_Purch_Net NUMERIC (#####.##)

Account_No	STRING (12)	
SS_Number	STRING (11)	
SeqNum	LONG	{Not Used}
Email	STRING (60)	
Load	NUMERIC (#####.##)	
InActive	STRING (1)	{T, Y or 1 = Inactive}
OrderDesk	STRING (12)	
CustomerService	STRING (12)	
SalesRepPhone	STRING (12)	
SalesRepCell	STRING (12)	
SalesRepEMail	STRING (60)	
DistrictManager	STRING (12)	
CreditDept	STRING (12)	