

BASIC DATA	
Invoice Description	
Error	Must be unique to each item in each manufacturer account
Resolution	<ul style="list-style-type: none"> • Extract entire B1 Flat File from the IDW, and add conditional formatting in Excel highlighting duplicate values on the invoice description row. Sort the spreadsheet by invoice description. As you make the field unique, it will no longer be highlighted. If your changes match another item, then the field will stay highlighted, indicating that further work is needed. <ul style="list-style-type: none"> ◦ <i>Note: One could export just the items with the error above from the IDW Excellence Module, and extract the B1 for only those items from the IDW, but in fixing only those items, there is the risk of duplicating an existing invoice description.</i> • Load corrected B1 back to the IDW. • Check the IDW Excellence Module the next day for any remaining errors.
Error	Must not be greater than 40 characters
Resolution	<ul style="list-style-type: none"> • Export list of items with this error from the IDW Excellence Module, and add the "LEN" Excel formula, which will provide a count of the characters in the invoice description field. As you shorten the field, the count will decrease. • Extract B1 Flat File from the IDW that includes each of the items on the error list, and then replace the invoice description with the updated one. • Load corrected B1 back to the IDW. • Check the IDW Excellence Module the next day for any remaining errors.
Error	Must not contain any of these characters: ; [] { } ~ % ! \$ * ^ \ ?
Resolution	<ul style="list-style-type: none"> • Export list of items with this error from the IDW Excellence Module. • Extract B1 Flat File from the IDW that includes each of the items on the error list, and then remove any of the "illegal" characters from the item's invoice description. • Load corrected B1 back to the IDW. • Check the IDW Excellence Module the next day for any remaining errors.

Catalog Description	
Error	Must be unique to each item in each manufacturer account
Resolution	<ul style="list-style-type: none"> • Extract entire B3 Flat File from the IDW, and add conditional formatting in Excel highlighting duplicate values on the catalog description row. Sort the spreadsheet by catalog description. As you make the field unique, it will no longer be highlighted. If your changes match another item, then the field will stay highlighted, indicating that further work is needed. <ul style="list-style-type: none"> ◦ <i>Note: One could export just the items with the error above from the IDW Excellence Module, and extract the B3 Flat file for only those items from the IDW, but in fixing only those items, there is the risk of duplicating an existing catalog description.</i> • Load corrected B3 back to the IDW. • Check the IDW Excellence Module the next day for any remaining errors.
Error	Must not include the Catalog Number
Resolution	<ul style="list-style-type: none"> • Export list of items with this error from the IDW Excellence Module. • Extract B3 Flat File from the IDW that includes each of the items on the error list, and then remove the Catalog Number from each of the applicable Catalog Descriptions. • Load corrected B3 back to the IDW. • Check the IDW Excellence Module the next day for any remaining errors.
Error	Must not be the same as the Invoice Description
Resolution	<ul style="list-style-type: none"> • Export list of items with this error from the IDW Excellence Module. • Extract B3 Flat File from the IDW that includes each of the items on the error list, and then revise the Catalog Description, making it unique from the item's Invoice Description and any of the other items' Catalog Descriptions. • Load corrected B1 back to the IDW. • Check the IDW Excellence Module the next day for any remaining errors.
Error	Must not contain any of these characters: ; [] { } ~ % ! \$ * ^ \ ?
Resolution	<ul style="list-style-type: none"> • Export list of items with this error from the IDW Excellence Module. • Extract B3 Flat File from the IDW that includes each of the items on the error list, and then remove any of the "illegal" characters from the items' invoice descriptions. • Load corrected B3 back to the IDW. • Check the IDW Excellence Module the next day for any remaining errors.