

Import Commodity Codes File Layout

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This file layout is used to import a list of commodity codes.

Field	Length	Type	Notes
Group ID	3	Char	If the value is zero (0, 00, or 000), then the column defaults to blank in the database.
Commodity Type	8	Char	If the value is zero (0, 00, 000, 0000, 00000, 000000, 0000000, or 00000000), then the column defaults to blank in the database.
Description	30	Char	If the value exceeds 30, the value is truncated to 30 when saved to the database.
Threshold	999999999.99	Numeric	The value must be positive. If not supplied, the column defaults to zero in the database.

Notes:

- If a duplicate is found, the first occurrence is used.
- If a record already exists, the **Description** and **Threshold** are updated.
- The **Description** is required.
- An error is displayed if both the **Group ID** and **Commodity Type** are blank.
- The **Threshold** is not required. If the threshold value exists, it is populated, and if blank, it is populated with 0.00.
- If the **Description** is greater than 30 characters, it is truncated.
- The **Threshold** must be positive. If it is negative, an error is displayed and the record is not imported or updated if it exists.
- Special characters are removed from the file before the upload.



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