

PRODUCT & PRICE INFORMATION FORMAT

Converting PPIF Data to Microsoft® Access

While product and pricing information must be provided in ASCII, tab-delimited format to be compliant with the Product & Price Information Format (PPIF), many distributors prefer to convert this information to Microsoft® Access for uploading to a distributor management system or for direct reference.

The following procedures outline a suggested process to convert PPIF-compliant data into a new Access database in a Windows environment. This process may vary slightly based on the version of Access used or other variables; for additional assistance, consult your vendor's PPIF contact.

1. For files transmitted by:
 - A. CD-ROM, floppy diskette or other electronic storage device: Insert storage media into computer.
 - B. E-mail or Internet-based file transfer: Save file to desired destination on a hard drive or network server.
2. Open Windows Explorer by right-clicking on the Start button on the Windows Taskbar.
3. Navigate to the drive that holds the storage media or to where the file was saved and double-click on the drive name (e.g., "A:", "D:" or "E:").
4. Extract the files:
 - A. If the files are not compressed: Skip to Step 5.
 - B. If the files are compressed and self-extracting: Follow vendor instructions to extract.
 - C. If the files are compressed using WinZip:
 - i. Launch the WinZip Extractor by double-clicking on the file name or icon in Windows Explorer or right-click on the file and select WinZip, then "Extract to ...".
 - ii. If prompted with a warning message that the file is intended to be used under Windows 95 or newer, click "Yes" (assuming your computer is running an acceptable version of Windows). For systems running an older version of Windows, file extraction may need to be done by someone who has the required software.
 - iii. In the WinZip Extractor, navigate to the target destination to save the file, then click "Extract".
 - iv. If prompted with a message that indicates that the files have been successfully unzipped, click "Yes" to confirm, then "Close".
5. Launch Microsoft Access.
6. From the File menu, select New. Create a new Access database by selecting "Blank Database" from the list on the right.
7. The File New Database window will appear. Assign a name to your database and click "Create".

8. Navigate to the directory to which files were extracted. Set “Files of Type” to “Text Files”. Find the appropriate file and double-click, or highlight the file name and click “Import”.

9. The Import Text Wizard will appear:

- A. Step 1: Select “Delimited” to describe data, then click “Next”.
- B. Step 2: Verify that delimiter is set to “Tab”, then click “Next”.
- C. Step 3: When prompted where to store data, select “In a New Table”, then click “Next”.
- D. Step 4: Click “Next”.
- E. Step 5: Click “Next”.
- F. Step 7: Click “Finish”.

10. Save your Access database and close Access.

