

PRODUCT & PRICE INFORMATION FORMAT

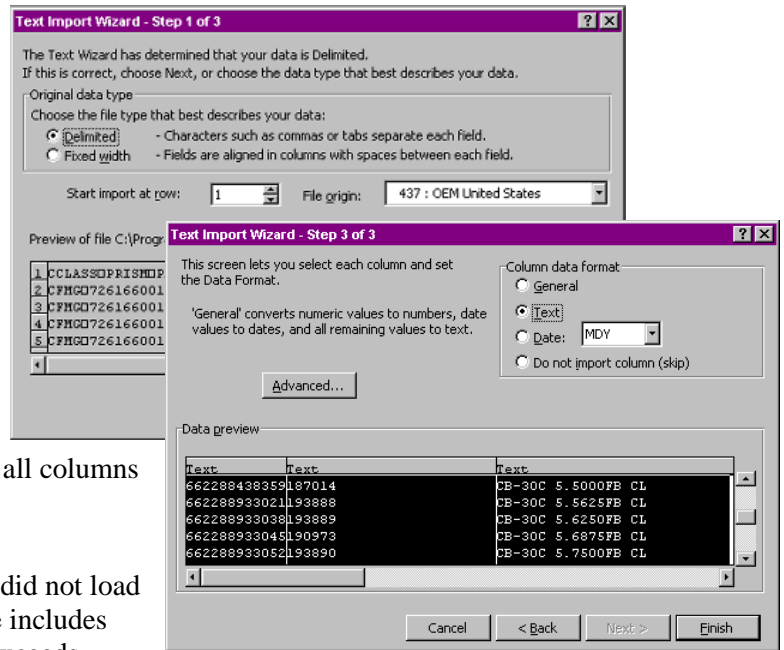
Converting PPIF Data to Microsoft® Excel

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® Excel for uploading to a distributor management system or for direct reference.

The following procedures outline a suggested process to convert PPIF-compliant data to Excel in a Windows environment and are designed to bypass Excel's restrictions on number of rows of data. This process may vary based on the version of Excel 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 which the file was saved and double-click on the drive name (e.g., "A:" or "E:").
4. Extract the files:
 - A. If files are not compressed: Skip to Step 5.
 - B. If files are compressed and self-extracting: Follow vendor instructions to extract.
 - C. If 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 that the file is intended to be used under Windows 95 or newer, click "Yes" (assuming your software 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 files have been successfully unzipped, click "Yes" to confirm, then "Close".
5. Launch Microsoft Excel.
6. From the File menu, select "Open". Navigate to the directory to which file(s) were extracted. Find the appropriate file and double-click, or highlight the file name and click "Open".

7. The Text Import Wizard will appear:
 - A. Step 1: Select “Delimited” to describe data, then click “Next”.
 - B. Step 2: Click “Next”.
 - C. Step 3: Verify that the first column of data is highlighted (if not, click to highlight it), then hold down the Shift key as you scroll to the right and click on the last column. All columns now should be highlighted. Under Column Data Format, select “Text” to ensure that all columns in the file are in the correct format.



- i. If you receive a message that the file did not load completely, this indicates that the file includes more than 65,536 part numbers and exceeds Excel’s row limitations. To address this problem, click “OK” and continue to Step 8.
- ii. If you receive a message that the file loaded completely, click “Finish” and skip to Step 13.

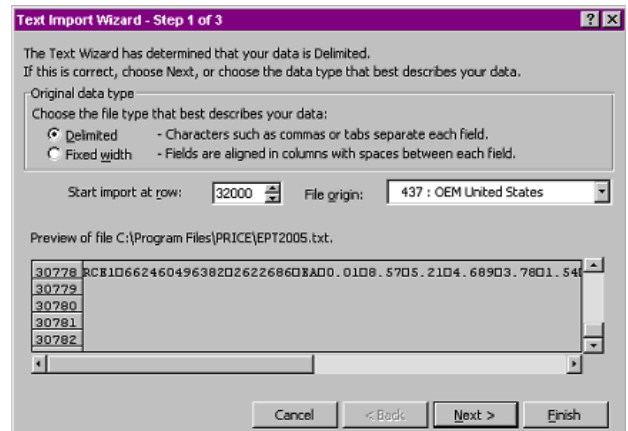


8. From the File menu, select “Save As”. Navigate to the target location to save the file. Utilize the default file name or type the desired name in the File Name field. Use the Save As Type drop-down menu to select “Microsoft Excel Workbook”. Click “Save”. From the File menu, select “Close”, or click the X in the upper-right corner to close the file but leave Excel open.

9. Repeat Step 6.

10. The Text Import Wizard will appear:

- A. Step 1: Select “Delimited” to describe data. Set “Start Import at Row” equal to 32000. Click “Next”.
- B. Step 2: Click “Next”.
- C. Step 3: Repeat Step 7C.
- D. Click “Finish”.



11. Repeat Step 8.

12. From the File menu, select “Open”. Navigate to the first file you created and double-click, or highlight the file and click “Open”. Scroll down to row 32,000 and click on the row number to highlight the entire row. Holding down the Shift key, scroll down to the last row (should be 65,536) and click on the row number to highlight all rows from 32,000 to 65,536. Delete highlighted rows by right-clicking and selecting “Delete”, or from the Edit menu, select “Delete...”, then “Delete Entire Row”. Repeat Step 8.

13. Close Excel.