

# GPOS Request Data in Excel File:

## 1. Products Form

Barcode	Brand	Supply Code	Category 1	Category 2	Category 3	Description	Cost (Ext GST)	Sell (Inc GST)	Quantity
1236594	IBM	LEN0213	Computer	Notebook	N3000	Lenovo N3000	\$985	\$1049	5
6598746	Cannon	CNN2365	Computer	Printers	Laser	LPB 300 Laser	\$145	\$169	10
65984365	BMW	BMW525	New Cars	BMW	BMW525	BMW 525 4 Doors	\$35000	\$42000	5
56987564	SONY	SY21365	TV	SONY	LCD TV	SONY 2365 LCD	\$2360	\$2950	6

## 2. Customer Form

Contact Name	Company Name	Address 1	Address 2	Address 3	P O No.	Address	Phone	Fax	E-mail
Richard Cook	Flow Design Ltd	12 Eden Rd	Mt Eden	Auckland	8018	Symonds St	096357865	096236548	In@eden.com
Smith Smith	ABC Software	10 Tee St	City	Auckland	2365	Mt Eden	093096523	093075698	q@ABC.com
Michael Johnson	Printing Ltd	23 Paul St	Newmark	Auckland	2305	Netmark	093075698	093053652	er@hoot.com

## 3. Supply Form

Contact Name	Company Name	Address 1	Address 2	Address 3	P O No.	Address	Phone	Fax	E-mail
Richard Cook	Flow Design Ltd	12 Eden Rd	Mt Eden	Auckland	8018	Symonds St	096357865	096236548	In@eden.com
Smith Smith	ABC Software	10 Tee St	City	Auckland	2365	Mt Eden	093096523	093075698	q@ABC.com
Michael Johnson	Printing Ltd	23 Paul St	Newmark	Auckland	2305	Netmark	093075698	093053652	er@hoot.com

## 4. Invoices Term And Bank Account Detail

### Important Note (Must Be Read Carefully):

1. Product names cannot contain certain characters ( , “ : ; Enter% & )
2. Product lists from suppliers must either be in CSV or Excel format to be properly input into your database.
3. The price column cannot be empty. For products without cost please use 0 rather than a blank space.
4. The quantity section must be an integer (for example 5.4 would not be accepted as a stock level while 5 would.).