

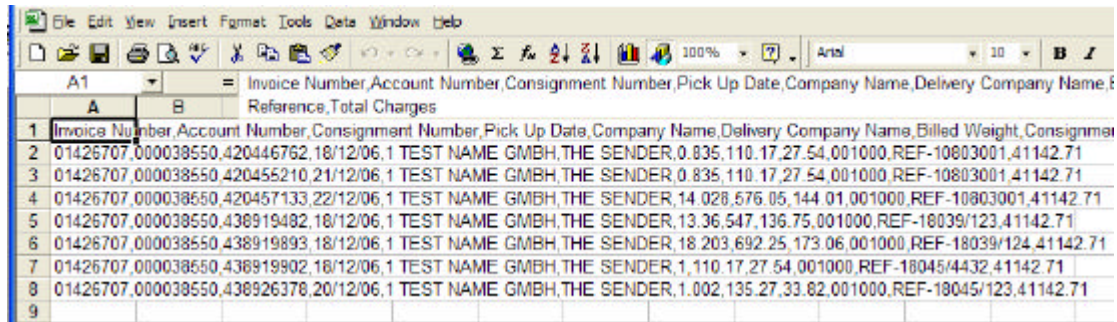
A Quick How-To deal with csv delimited files.

A problem can be, that the list separator in Windows is not comma (“,”). In the Nordic countries it’s normally semicolon (“;”).

The e-Invoice files are created with comma “,” as delimiter.

You could change this in windows, but here is a way to open the file in Excell without changing the Windows settings.

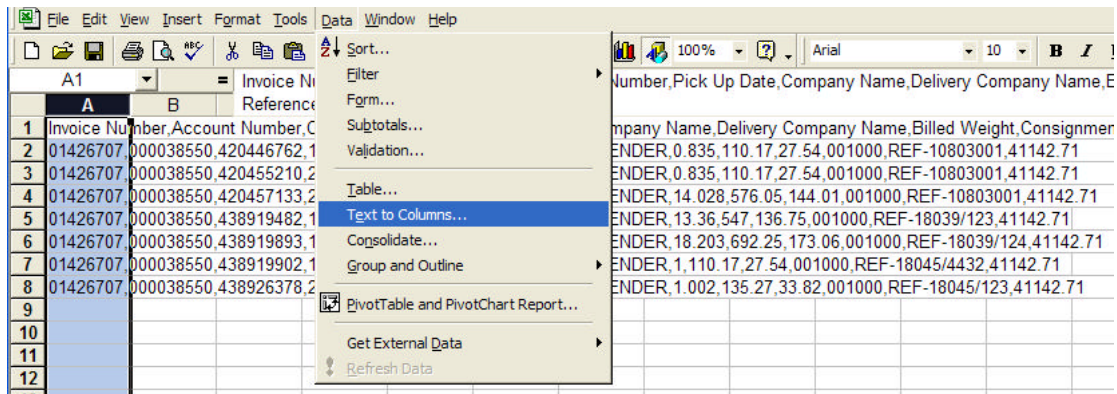
The file would look something like this



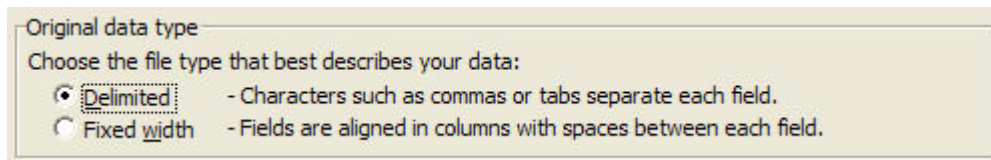
	A	B
1	Invoice Number,Account Number,Consignment Number,Pick Up Date,Company Name,Delivery Company Name,Billed Weight,Consignment	Reference,Total Charges
2	01426707,000038550,420446762,18/12/06,1 TEST NAME GMBH,THE SENDER,0.835,110.17,27.54,001000,REF-10803001,41142.71	
3	01426707,000038550,420455210,21/12/06,1 TEST NAME GMBH,THE SENDER,0.835,110.17,27.54,001000,REF-10803001,41142.71	
4	01426707,000038550,420457133,22/12/06,1 TEST NAME GMBH,THE SENDER,14.028,576.05,144.01,001000,REF-10803001,41142.71	
5	01426707,000038550,438919482,18/12/06,1 TEST NAME GMBH,THE SENDER,13.36,547.136,75.001000,REF-18039/123,41142.71	
6	01426707,000038550,438919893,18/12/06,1 TEST NAME GMBH,THE SENDER,18.203,692.25,173.06,001000,REF-18039/124,41142.71	
7	01426707,000038550,438919902,18/12/06,1 TEST NAME GMBH,THE SENDER,1,110.17,27.54,001000,REF-18045/4432,41142.71	
8	01426707,000038550,438926378,20/12/06,1 TEST NAME GMBH,THE SENDER,1.002,135.27,33.82,001000,REF-18045/123,41142.71	
9		

Click on the A in the first column

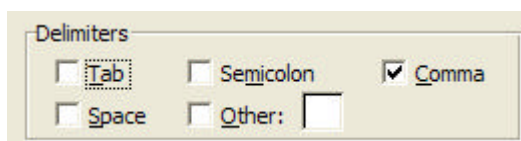
Select Data from the menu, and select Text To Columns



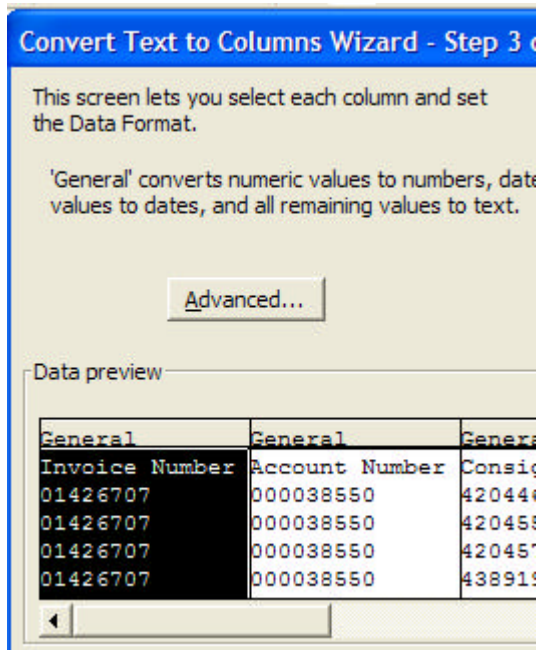
Select Delimited, and click Next



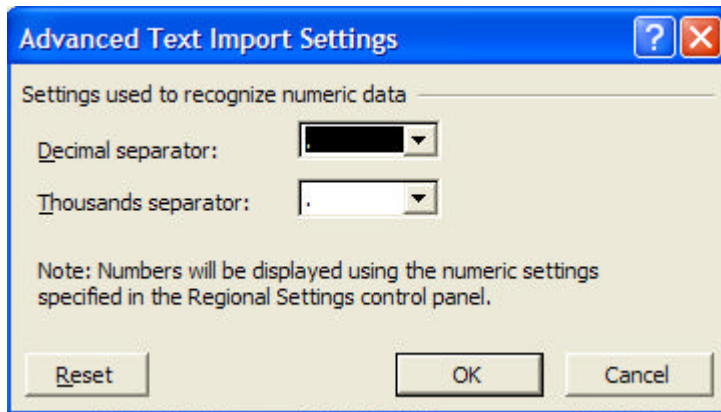
Tick Comma, and click Next



Click the Advanced button



Decimal Separator should be dot “.” – Click OK



Click Finish

The data should now be nicely organized in columns.