



# Electronic Commerce Tips

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## Eliminate Manual Keying Of Data! Learn How To Export Ship Schedules From Web Forms Into Your Order Processing System

Does your company currently print Ship Schedules from Web Forms and then manually type the requirements into your order processing system? Would you like to eliminate this time-consuming data entry?

Ship schedules can be exported/downloaded one at a time from Web Forms into a comma-separated value (CSV) formatted file. Your company can then import/upload the file into your order processing system, eliminating the time and potential errors associated with manually keying data from the Ship Schedule.

The file can also be viewed, saved and manipulated from a spreadsheet application (i.e. Microsoft Excel). Opening the file from a spreadsheet application will require minor formatting such as changing column widths, turning off scientific notation and adding zeros to numbers that require a leading zero (i.e. release ID's and schedule issuers).

To export/download a ship schedule:

1. **Open** the ship schedule
2. Scroll to the **bottom** of the ship schedule
3. Click on the “**Create Export File from this Ship Schedule**” button
4. **Read** the instructions in the dialog box
5. Click the “**Download**” button that is inside the dialog box that displayed.

For additional information on this tip, please reference page 79 of the [Web Forms User Guide](#) dated October 2004, which is posted on the Electronic Commerce web page, [www.h-dsn.com](http://www.h-dsn.com). The *Web Forms User Guide* is a great resource for learning how to use and maintain Web Forms.

For additional information on this tip or any H-D EDI/Bar Coding business requirement contact the Harley-Davidson EDI Department at [HD-EDIAdmin@harley-davidson.com](mailto:HD-EDIAdmin@harley-davidson.com).

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