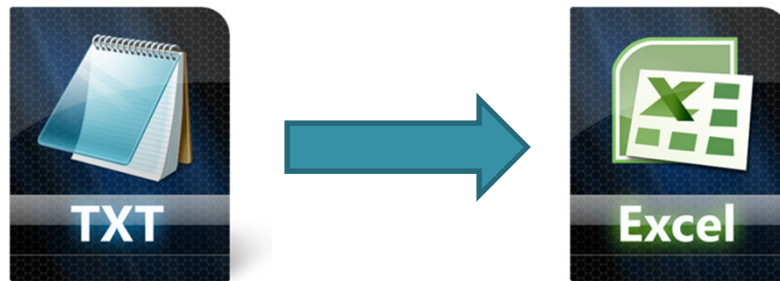




SO2 ASCII Delimited File Preparation Guide

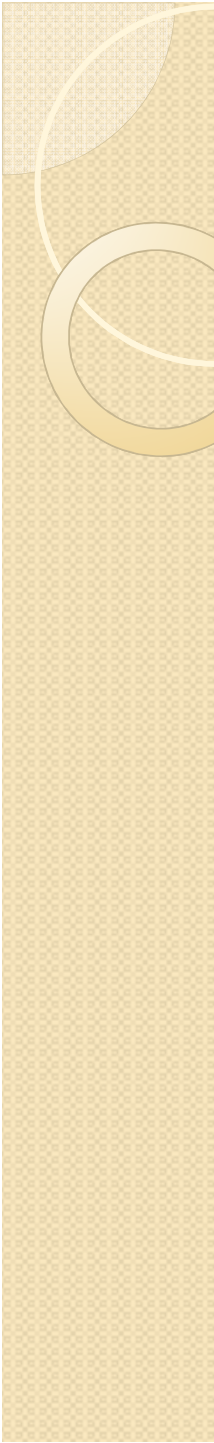
Compiling - Strategy

- Import all text file information into excel



- Combine all excel records into one document





Formatting

- Remove all duplications
- From compiled excel file, copy details into pre-formatted excel spreadsheet conforming to column specifications
- Clean up information i.e. remove all unnecessary characters, spaces and ensure presence of all required information

Formatting

- Ensure that formulas are not overwritten and copied down sufficiently to capture all data
- Copy contents in column AG “ASCII FINAL”
- Paste in notepad file thereby creating the SO2 ASCII pipe delimited file to be uploaded

