**Exporting/Importing:**

* **Update Items / Pricing in CostGuard**
* Path: New Order > From (Order Guide or Custom Guide) > Advanced > Export > **Standard Comma**
* GFS Connect Export format is (comma) then name the file and save as txt in the appropriate folder
	+ - Once exported **Delete Order** from **Advanced** menu option
* In Costguard > Inventory Mgmt > Vendor Transport Import > format GFS/Canada - Retalix (comma)
	+ - Vendor Must be created in Costguard first, before importing invoices or order guides.

 ![C:\Users\alaporte\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\L237YKDN\MC900434910[1].png]()

* **Import Costguard Order into GFS Connect**
* Export Order from Costguard then Import into GFS Connect
* The Export format in Costguard is (IDSpowernet.txt Retalix/ids-PowerNet ASCII)
* GFS Connect Go to > New Order > Import Other File > Browse to find file > File Format csv. Import Order.

 **COSTGUARD GFS CONNECT**

 ![C:\Users\alaporte\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\L237YKDN\MC900434910[1].png]()

* **Import Invoice from GFS Connect into Costguard.**
* GFS Connect Path: Account > Statement Status > Click on the Invoice # > Advanced > Export > Comma



* GFS Connect the Export has to be (comma) then file name > save as txt in the appropriate folder
* Import in Costguard > Inventory Receipts > Gordon Food Service
	+ - Vendor Must be created in Costguard first, before importing invoices or order guides.



* Import Invoice > GFS/Canada – Retalix(comma)

