

Auction Source Master Import Sample File – download for the supported fields in the Auction Source database. All fields that you would like for Auction Source to import should be broken out into their proper fields per the sample file. Rules and suggestions for a smooth and useful database export from your database to Auction Source. **Person Id** can be used as a linking field to other fund raising databases. It is important that **Title, Spouse, First Name, and Last Name** be separated out into the designated Auction Source fields. For a vendor name, do not use the **Title** field, you can use the **First and Last Name** field. **Addressee** is how the person or couple will be addressed in reports, labels donor forms, etc. **Relationship** is how the person or couple relates to the database, such as Friend or Vendor.

If a vendor has a contact, you can use the **Contact** and **Salutation** fields for that contact name. The system will not allow you to use both a **Company** and **Contact** for the same record. Company is used when the title, first and last name is the contact and addressee but the address is a company's address.

Primary Phone is required in our system and must be unique. If a primary phone is not provided, a dummy number will be created during the import. If multiple records use the same phone, a character will be added to the end of the phone number to make it unique.

Address, City, State and **Zip** can also be imported but must be separated out into the designed Auction Source fields.

Other fields such as **Work Number, Fax Number, Cell Number, Primary Email, Web Site, Other Phone, Other Fax, Other Email, Other Cell** and **Notes** can also be imported into the Auction Source Master table if provided.