

## Add Manufacturers from DOR File

Please read all instructions before you begin. If you anticipate needing assistance with the instructions, please call PUBLIQ Client Services at 800.235.0762 as soon as possible.

### Upload manufacturer records received from the Department of Revenue.

1. From the menu bar, select **Special Processing > Real/Personal Update/Calculate > Build Personal/DOR Update File > Add Manufacturers from DOR File** or press **Alt + S, R, B, D**.
2. Enter the **CD drive letter** into the field.
3. Select **OK**.
4. Select either **Yes** or **No** as appropriate at the prompt: *Load District/Town Codes From DOR?*
5. Select **Continue** at the next prompt.

The manufacturers have been added to the system.

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**Note:** To access DOR Update options from any Build Personal/DOR Update File screen, select **Build Personal/DOR Update File** on the vertical toolbar.

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