Please read me before populating the data in the TPI excel file.

1. Please read the row which will provides description and options for your fields.

2. If they are options provided, please copy, and paste your choice of option and not enter different sets of data. Please enter the same exact answer from the provided options.

3. If the question requires percentage or numbers or if the description column states (numeric format only), hence please kindly only **enter numeric** and **not and strings/ words**.
   In addition, whenever a field requires a numerical value, please do not enter data such as
   i. **(20-25) <- WRONG**
   ii. **2million <- WRONG**
   iii. **2,000,00 <- WRONG**
   iv. **2 000 <- No**
   v. **2000000 <- YES**

4. Please do not use (Alt + enter) function or any function which separate your answers in a single cell.
   For example:
   As shown in the image, please do not separate the data like data in the first cell, instead, use a comma (,) or others set of keys to indicate the separation and put it in the same row in the cell, such as **(Nguyen Van Ta, Stamford)**
   Please do not use the (alt+ enter) function for separation for data. (IMPORTANT)

Nguyễn Văn Tá
stamford

Alexander Munk Olsen

5. Please do not enter wrong formats for dates

   For example: **(From 2019) <- WRONG, (2018 march) <- WRONG**

   Correct format: 30/12/2020

   Please enter in the format/sequence above, subsequently the excel will have a build in function and change it to the correct format to be migrated

6. Please enter add (**'0**) in any telephone number fields, to prevent the first zero from being removed.