IPO IMPORT FORMAT

An **internal purchase order (IPO**) is a document that an organization uses to make a request for products or services from an internal supplier or another department. By giving a comprehensive record of the goods or services required, along with their quantities and specifications, it facilitates the internal procurement process.

Here is a sample format for creating an IPO (Internal Purchase Order) Excel file for **Bis Alu** Software , accordingly adjust your excel file as shown in below image format to import IPO

	A	В	С	D	E	F	G	Н	1	J	К
1	HEIGHT	CODE	WIDTH	UNIT AREA	QTY	TOTAL AREA	DRAWING NO	TYEP	EXTRA2	BlockA	Blockb
2	100	50 BC 200 (100H	0	0.025	1	0.025	NA	EXT1	ABC1	1	1
3	100	250 BC 100 (100	0	0.035	1	0.035	NA	EXT2	ABC2	1	1
4	125	125 CC 400	100	0.090	1	0.090	NA	EXT3	ABC3	1	1
5	125	125 CC 280	100	0.063	2	0.126	NA	EXT4	ABC4	2	2
6	125	125 CC 350	100	0.079	2	0.158	NA	EXT5	ABC5	2	2
7	100	100 CC 425	100	0.085	1	0.085	NA	EXT6	ABC6	1	1
8	125	125 CC 640	100	0.144	1	0.144	NA	EXT7	ABC7	1	1
9	100	100 CC 425	100	0.085	1	0.085	NA	EXT8	ABC8	1	1
10	125	125 CC 640	100	0.144	1	0.144	NA	EXT9	ABC9	1	1
11	125	125 CC 280	100	0.063	3	0.189	NA	EXT10	ABC10	3	3
12											

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Se	arch By Code					Search IPO No. Press Enter)							
	IPO	Date	ipono	-	IpoNo	CODE	Item	DATE	Widthx	Heightx	LOT	BLOCKNAM	BarSerial
•	DV5859	28/01/2025	100151	-	10015	1 10151075	CP	28/01/2025	250	100	L2	BlockA	3
	DV5758	28/01/2025	100150		10015	1 10151074	CP	28/01/2025	250	100	L2	BlockA	2
	D2341	25/01/2025	100147		10015	1 10151073	CP	28/01/2025	250	100	L2	BlockA	1
	DEV2501	25/01/2025	100146		10015	1 10151072	BC(250)(BH	28/01/2025	300	100	L2	BlockA	1
	RPIPO2401	24/01/2025	100145		10015	1 10151071	BC(250)(BH)	28/01/2025	300	100	L2	BlockA	1
	TITITI	22/01/2025	100144		10015	1 10151070	BBE	28/01/2025	900	100	L2	BlockA	1
	RP2201A	22/01/2025	100143		10015	1 10151069	BBE	28/01/2025	850	100	L2	BlockA	1
	RP2201	22/01/2025	100142		10015	1 10151068	BBE	28/01/2025	700	100	L2	BlockA	2
	GHTY	22/01/2025	100141		10015	1 10151067	BBE	28/01/2025	700	100	L2	BlockA	1
	1234	06/01/2025	100140		10015	1 10151066	BBE	28/01/2025	250	100	L2	BlockA	2
	4575	04/01/2025	100139		10015	1 10151065	BBE	28/01/2025	250	100	L2	BlockA	1
	9617	03/01/2025	100138		10015	1 10151064	BBE	28/01/2025	250	100	L2	BlockA	1
	RP2612A	26/12/2024	100137		10015	1 10151063	B	28/01/2025	1100	100	L2	BlockA	1
	RP2612	26/12/2024	100136		10015	1 10151062	B	28/01/2025	1100	100	L2	BlockA	1
	RP2512	25/12/2024	100135				5.0 C	1					
	RP2412	24/12/2024	100134						mnort i	no fro	m her	0	
	TTT	24/12/2024	100133	-					mporei		пппст		
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	Date	28/01/2025	Barcode	101510/5	,	Block Name	BlockA	IFO COde					
		NEW COMP	1			1A/L-Into	250	IPO No.	DV58	59	Extra2		1
	Firm Name	NEVV COMP	Proj Name	PROJ20		width	250					Extra 2 Like	as BlockName
		100	Item Code	CP		Lot No.	12	PC IPO No.	100151				
	Height	100]	Ci		LOT NO.			-				Import (CSV) File
	Area	0.025	Per/Pcs	Qty	1	DRAWING	O. STD REV-02		3				
	MADEN	NEW COMP-PRO	J20-I00151-Bloc	A-L2-250-	CP-100	-100 ITEM NAME CP			3				
	MARA NO.	STD STD										Import Excel	
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4	Add-Insert	F6-Save	Cancel			🚺 Exit	Delete Ipo	Barcode	Into Excel	Recor	ds Into Excel	Settings	Ipo Excel
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If we select '**Extra2**' with options like 'Block name Button' and import, it will consider '**Extra2**' column as the 'Block' column.

	By Code				-	Search IPO N	lo. (
100		Dete			InoNo	CODE	Ite	m	DATE	Widthx	Height	
DVS	859	28/01/2025	10015	j – –	▶ 100151	101510	075 CP		28/01/2025	250	100	L
DVS	758	28/01/2025	10015	0	100151	101510	074 CP	5	28/01/2025	250	100	L
T R R G 1	Proj Name Client Name	:			Lot No.			Lot	Type-2]	
4		HEIGHT	CODE	WIDTH	UNIT AREA	QTY	TOTAL	DRAWING	TYEP	EXTRA2	BlockA	Blockb
9	1	100	50 BC 200	0	0.025	1	0.025	NA	EXT1	ABC1	1	L
R		100	250 BC 100	0	0.035	1	0.035	NA	EXT2	ABC2	1	L
R	3	125	125 CC 400	100	0.09	1	0.09	NA	EXT3	ABC3	1	1
R		125	125 CC 280	100	0.063	2	0.126	NA	EXT4	ABC4	2	2
R		125	125 CC 350	100	0.07875	2	0.1575	NA	EXTS	ABC5	2	2
•		100	100 CC 425	100	0.085	1	0.085	NA	EXTO	ABCO	-	
		125	125 CC 640	100	0.144	1	0.144	NA	EXTR	ABCA		
		100	125 CC 640	100	0.085	1	0.085	NA	EXTO	ABCO		
	10	125	125 CC 280	100	0.063	3	0.189	NA	EXT10	ABC10		2
a		14.5	220 00 200	100	0.005		0.105		2717 20	10010	-	
a	11											

Note Points :-

While Making the importing file the data format should be correct

Importing IPO: A Step-by-Step Guide

- **1. Initiate Import**: Go to "New IPO Import" and a form will open.
- 2. Select Import Method: In the form, navigate to "Import Excel".
- **3. Upload Excel File:** Import your prepared Excel file.

4. Data Loading: The system will display "Data Loading" after importing the Excel file.

- 5. Enter Project Details: Fill in required details:
 - Company Name
 - Project Name
 - Client Name
 - IPO No.
 - Lot No.

Optional fields:

- PO No.
- Lot Type-1
- Lot Type-2

6. Confirm Import: Click the "Import Save" button to complete the IPO import.

7. Import Confirmation: The imported data will be displayed as a record.

8. To check Click on "Export The Data into Excel"

To ensure accurate data import, it is essential to verify the data before importing

1. Match the total quantity sum and total area sum in the Excel file before importing.

2. Export the data into to Excel after import process done .

3. Verify that the total quantity sum and total area sum in current Excel file match with prior data used before importing.