

IPO IMPORT FORMAT

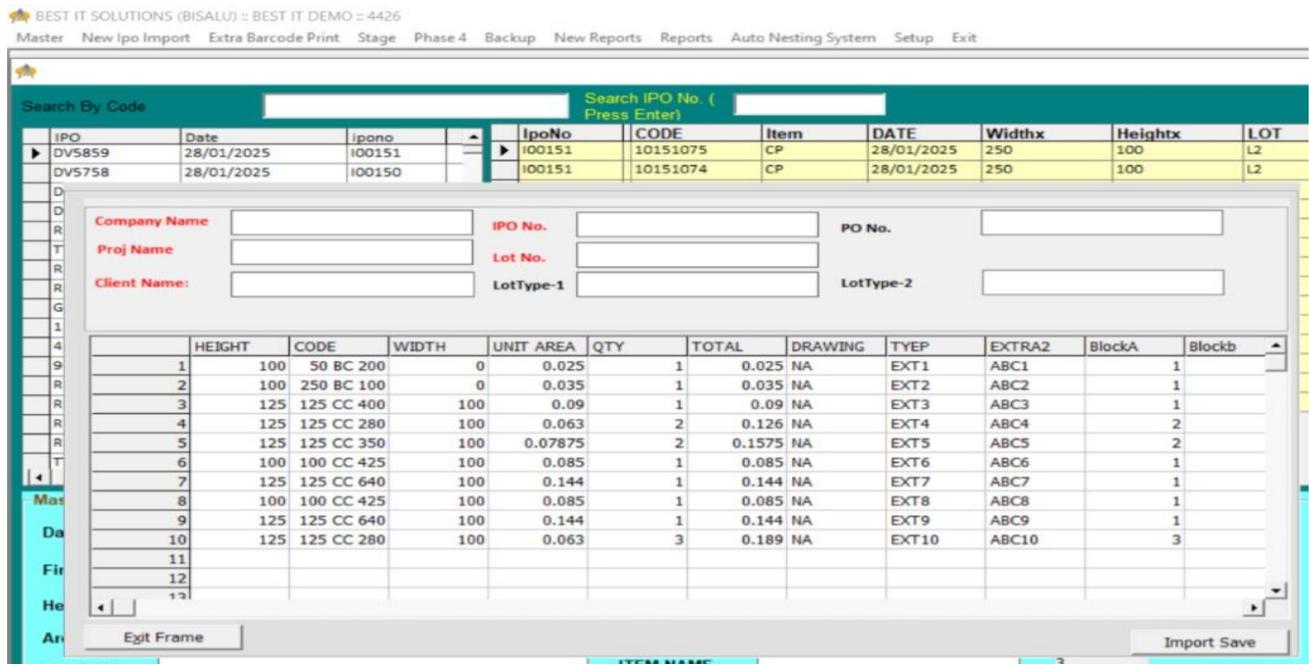
An **internal purchase order (IPO)** is a document that an organization uses to make a request for products or services from an internal supplier or another department. By giving a comprehensive record of the goods or services required, along with their quantities and specifications, it facilitates the 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	B	C	D	E	F	G	H	I	J	K
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											

The screenshot shows the software interface for importing IPOs. At the top, there is a menu bar with options like 'Master', 'New Ipo Import', 'Extra Barcode Print', 'Stage', 'Phase 4', 'Backup', 'New Reports', 'Reports', 'Auto Nesting System', 'Setup', and 'Exit'. Below the menu is a search bar labeled 'Search IPO No. (Press Enter)'. The main area is divided into two panes. The left pane shows a list of IPOs with columns for 'IPO', 'Date', and 'Ipono'. The right pane shows a detailed view of an IPO with columns for 'IpoNo', 'CODE', 'Item', 'DATE', 'Widthx', 'Heightx', 'LOT', 'BLOCKNAM', and 'Bar Serial'. Below the panes is a 'Master Entry Form' with various input fields for 'Date', 'Barcode', 'Block Name', 'IPO Code', 'Type', 'Firm Name', 'Proj Name', 'Width', 'IPO No.', 'Extra2', 'Height', 'Item Code', 'Lot No.', 'PC IPO No.', 'Area', 'Per/Pcs', 'Qty', 'DRAWING NO.', 'MARK No.', and 'ITEM NAME'. There are also buttons for 'Add-Insert', 'F6-Save', 'Cancel', 'Exit', 'Delete Ipo', 'Delete Barcode', 'Export The data Into Excel', 'Barcode Print Records Into Excel', 'Settings', and 'Ipo Excel Format'. A red arrow points to the 'Import Excel' button with the text 'Import ipo from here'.

If we select '**Extra2**' with options like '**Block name Button**' and import, it will consider '**Extra2**' column as the '**Block**' column.



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.