IM Engineering Manual for Import Schwörer







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Introduction

This manual has been developed by IM Engineering Limited to serve as a comprehensive guide for data extraction and input processes in Microsoft Excel, specifically for handling orders received from D&M KG. It provides a structured approach to efficiently transfer data from order documents into the Bestellblatt Excel sheet, ensuring accuracy, consistency, and compliance with standard operating procedures.

Designed for both current and future reference, this guide aims to facilitate seamless data management and enhance workflow efficiency. It includes step-by-step instructions on opening, processing, and finalizing order data, with detailed explanations of key sections and best practices. By following this manual, users will be equipped with the necessary knowledge to effectively execute data entry tasks while minimizing errors and improving productivity.

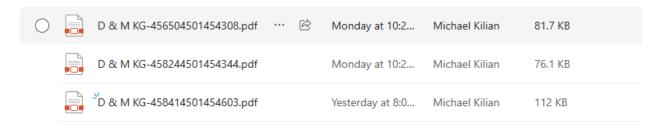






1.0 Opening the D&M Order

The parent company D&M KG will send orders in form of PDF documents, the details from this document will be extracted to a Microsoft Excel Sheet (Bestellblatt) which would in turn generate the finished document needed to be used by D&M KG. Below is an example of what the document received from D&M KG looks like;



In the above picture, we see three orders from D&M KG. Once you have downloaded this document to your computer, you can then open it. It looks like this;









örerHaus KG · Hans-Schwörer-Str.8 · 72531 Hohenstein

Firma D & M KG Auf den Dorfwiesen 1-5 56204 Hillscheid

BITTE BEACHTEN!

Lassen Sie uns

Zukommen
Auf Ihren Rechnungen ist Ihre USt-IdNr. und unsere USt-IdNr zwingend erforderlich, sowie der Hinweis auf die Steuerfreiheit bei innergemein schaftlichen Lieferungen. Anlieferungen per LKW nur noch über die Pforte-Süd direkt über die LKW-Zufahrt an der B312. Bei der Anlieferung sind Warnweste, Sicherheitsschuhe zu tragen. Teilen Sie dies bitte IhremSpediteur mit.

Zahlungsbed.: innerhalb von 45 Tagen 3 % Skonto Währung EUR innerhalb von 60 Tagen ohne Abzug

*Bestellung auf Abruf

Bestellung

Bitte immer angeben Bestnr. 4501451378

vom 18.02.2025 Lieferantennummer: 15023

AnsprechpartnerIn Frank Biener 07387/16-298 07387/16-500-298-

Mail: Frank.Biener@schwoerer.de

Warenannahme:

Mo-Do : 7.00-15.30 : 7.00-11.00

Bitte liefern Sie an: SchwörerHaus KG Im Bremental 6 72531 Hohenstein-Oberstetten

Tel Lieferant:

02624-2081-0

Liefertermin:

Tag 31.03.2025

KD-Auftrag:

44853

Bei Abweichungen zur Bestellung ist zwingend eine schriftliche Auftragsbestätigung erforderlich. Senden Sie diese bitte an die oben angegebene Mailadresse.

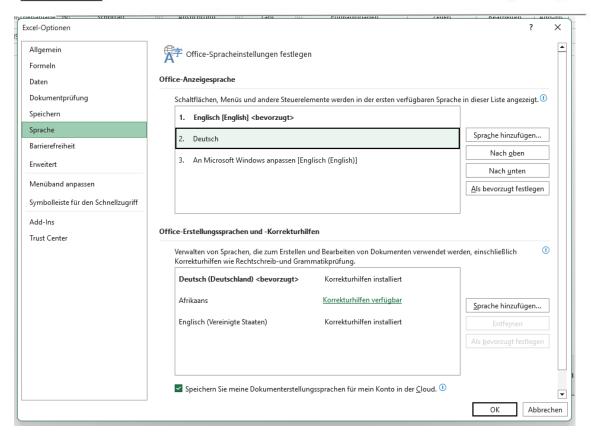
1.1 Bestellblatt

This is the Excel Document that should always be in your computer/device, it is used for data collation. Note: Before opening this particular Document, ensure your language option for Excel has been changed to German and also select it as your preferred language, once this is done you can close the application and reopen.

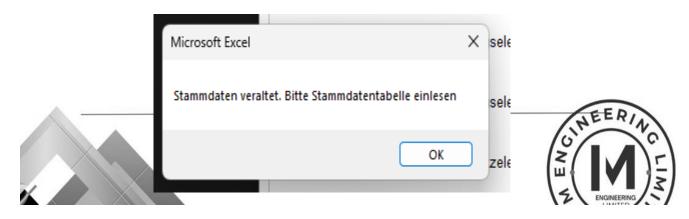








You can find the above under "File>Options>Language" in your Excel application. Once this is done, you are now ready to open the Bestellblatt. Double click on Bestellblatt to open it, once open, you would see the pop-up notification below





Select "Ok" and navigate your way through to the point where you saved **the Stammdaten file**. You can request for it from D&M KG if you do not have it or you find it on "Onedrive" at "IT > AV- Import Schwörer > Import Schwörer D&M > test > Stammdaten_Bestellblatt"

Selecting this runs some already imputed data into Bestellbatt so it becomes easier for you to go ahead with data extraction







2.0 Bestellblatt_Kopf

This is the first excel sheet to be filled in the **Bestellblatt_FehroAR** excel document, in this sheet, we have several sections which must be filled accordingly, an example will be taken from the Schwörer Haus

2.1 Bestellblatt

The first row for the **Bestellblatt** should always be filled in the way shown below.



2.2 Bestelldatum

The Section for the **Bestelldatum** is correctly filled with the corresponding date for which the work is to be done. The work below was started on the 11th of November, 2024 as seen below.

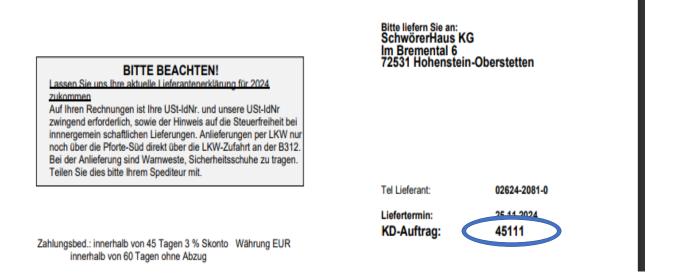


2.3 Auftragsname

The **Auftragsname** is gotten from the Schwörer Haus document, it is usually found on the right of the first page, it is usually a 5-digit number as seen ER

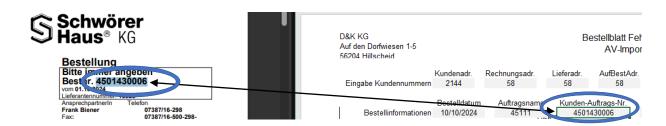
below





2.4 Kunden-Auftrags-Nr

The section for **Kunden-Auftrags-Nr** is also gotten from the same Schwörer document, it is usually a 10-digit number

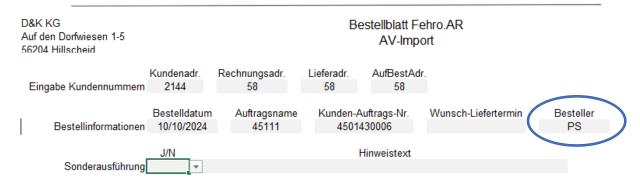


2.5 Besteller

The section for **Besteller** should be filled with the initials of the person working on it, in this case the person working on the document is Philip Stanislaus i.e "PS" as seen below.







2.6 Sonderausführung

The section for **Sonderausführung** (Special order) is always "Nein" unless otherwise stated.



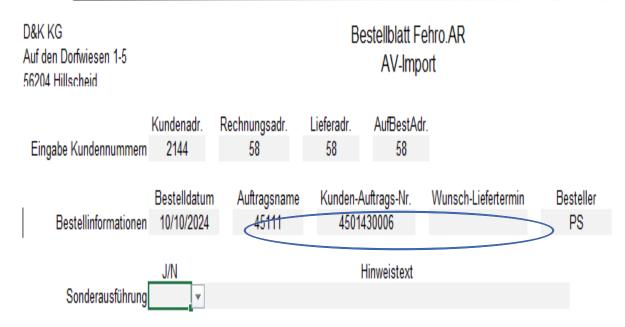
2.7 Hinweistext

The section for **Hinweistex**t is usually left empty unless in a situation where the **Fensteraufteilung** in the second sheet "**PositionenDetail**" is "Kombi (Fe-Ka-An) 1-1-2" for which cause a short text "**Pos.** [position number] Kombi ändern" more details about this will be seen in section 2. For this example we would leave the "**Hinweisetext**" section empty as seen below.









It is very important to note that there are 3 conditions for which an information can be imputed in the Hinweistext section, they include:

- i. When the Fuhrung/Kasten Length is more than 2396mm, write "Pos.[the position number] Kombi ändern"
- ii. When the **Antriebsseite** is **Beidseitig** and not Rechts or Links, write "Pos.[the position number] Kombi ändern"
- iii. When we have irregular color codes other than *hwf9006* and *hwf 9016* for the Führungsschiene, Rollladen/Jalousie Endschiene and Revisionblende, write "Pos.[the position number] mehrpreisRAL"

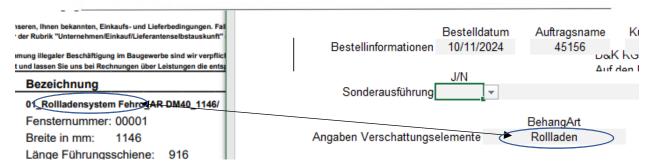
2.8 BehangArt

The section for **BehangArt** (Hanging type) can be found still on the First page of the Schwörer Haus document provided, under the **Bezeichnung**, here we see the kind of system for the order



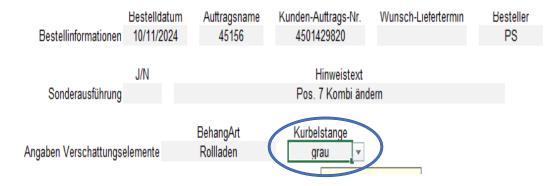






2.9 Kurbelstange

The section for Kurbelstange (Crank rod) is usually "grau"



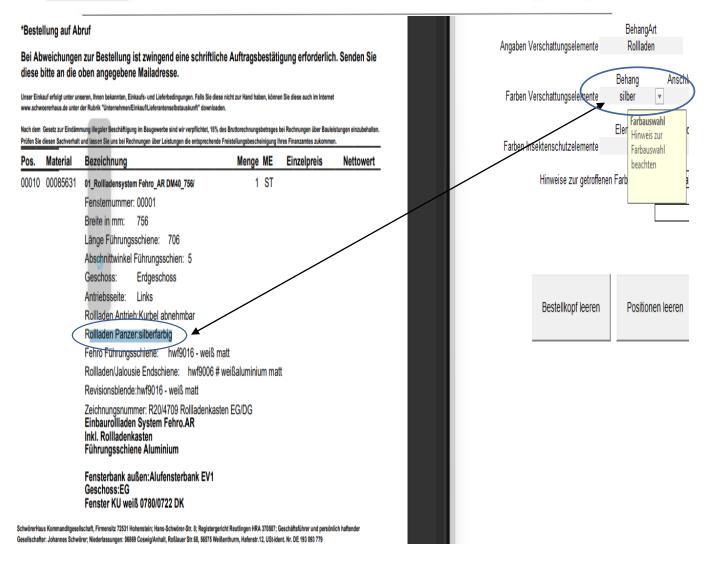
2.10 Behang

The section for **Behang** (Curtain) which is under **"Farben Verschattungselemente** is gotten from the **"Rolladen Panzer:"** still on the first page under **"Bezeichnung"**, for this case, we see **"silberfarbig"**



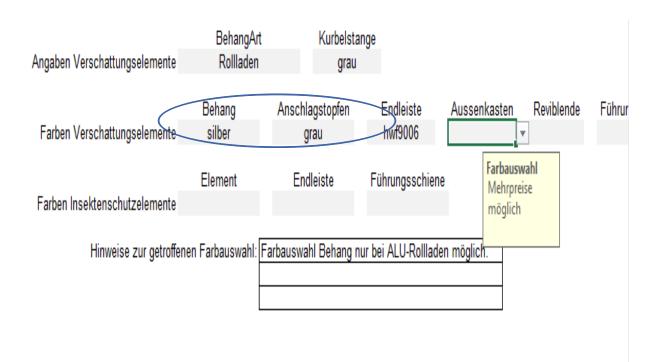






2.11 Anschlagstopfen

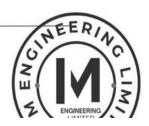
The section for "Anschlagstopfen" which is also under "Farben Verschattungselemente" depends on the value of "Behang", in this case, silver is associated with gray colour, although, unless otherwise stated and subject to further clarification, we follow this format or ask when not clear.



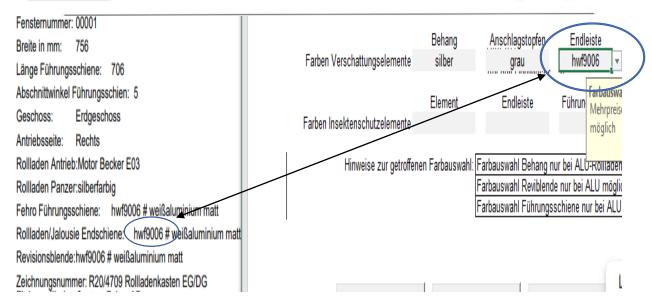
2.12 Endleiste

The section for "Endleiste" is filled with data from the Schwörer Haus document already provided, we check for "Rollladen/Jalousie Endschiene" under "Bezeichnung", in this case, we see "hwf9006"









2.13 Aussenkasten

The section for "Aussenkasten", the detail for this is not provided, hence we leave blank, otherwise we check from the **Schwörer Haus** document made available to you. For this instance, it is left empty as seen below.

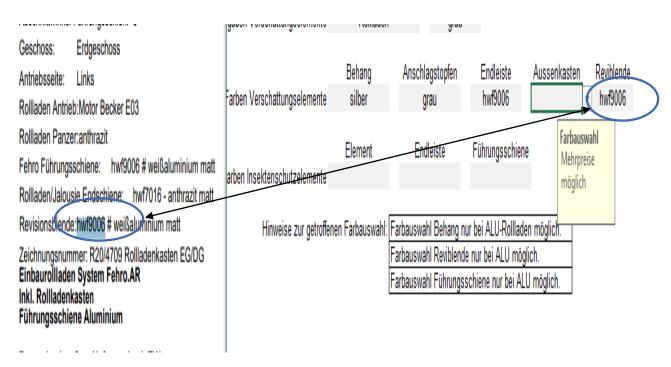






2.14 Reviblende

The section for "Reviblende" under "Farben Verschattungselente" is filled with the respective data from the Customer document, in this case, the Schwörer Haus, we see this below;

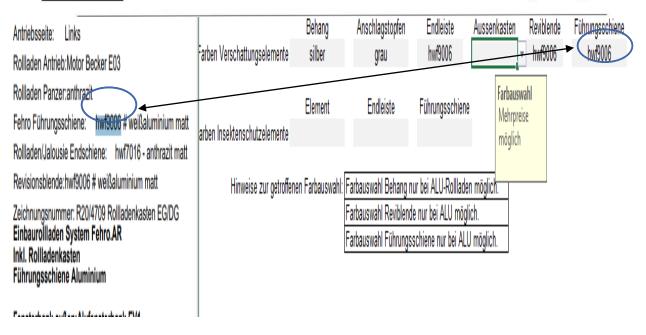


It would also be important to note that the Reviblende section in the *PositionDetail* should always be left empty.

2.15 Fuhrungschiene

The section for "Fuhrungschiene" under "Farben Verschattungselente" is filled with the respective data from the Customer document, in this case, the Schwörer Haus, we see this below;





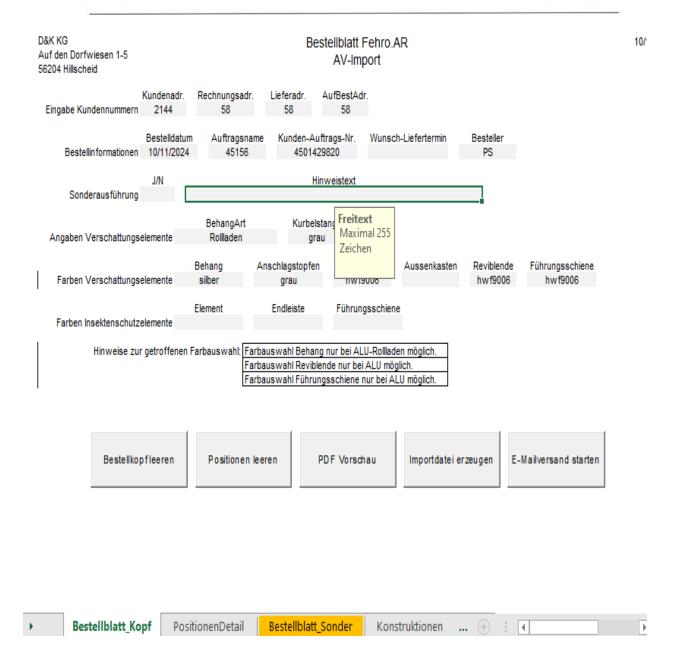
2.16 Final Bestellblatt

When all required data in this section (**Bestellblatt_Kopf**) is completely filled, it should look like this:







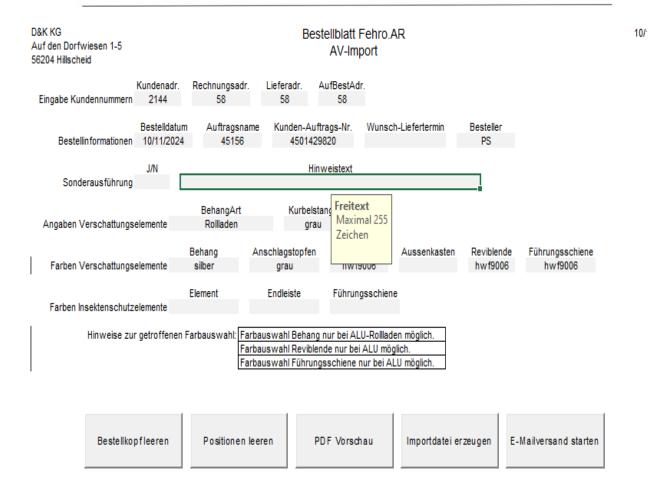


At this point, we can move to the next sheet by clicking on "**PositionDetail**" which is shown below:









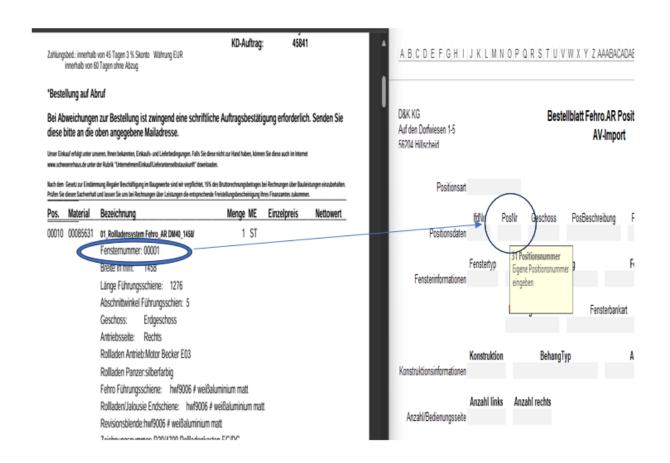






3.0: PositionDetail

In this section, we collect salient data from the Customer's order, the first data to be filled here is the **Positionart**, we select "**Konstruction**" then we go to **Position number (PosNr)** is the **Fensternummer** seen in the Schwörer Haus document, the last digit in the five-digit number is considered and imputed in "PosNr" which is found in the first row, under "**Positionsdaten**". This is shown below







3.1: Geschoss

This information is not really necessary and should be left **empty**

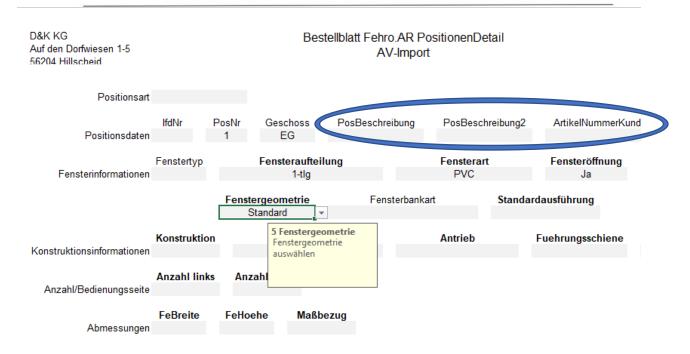
3.2: Posbeschreibung

In this section, we collect salient data from the Customer's order, the other three data namely; "PosBeschreibung", "PosBeschreibung2" and "ArtikelNummerKunde" should be left empty. It is important to note that our focus will be on the "bolded" data i.e, data that have more thickness than the others, look closely at "Fensteraufteilung" and see that it is bold while "PosBeschreibung" is not bold. As seen below, the "PosBeschreibung", "PosBeschreibung2" and "ArtikelNummerKunde" are left empty.



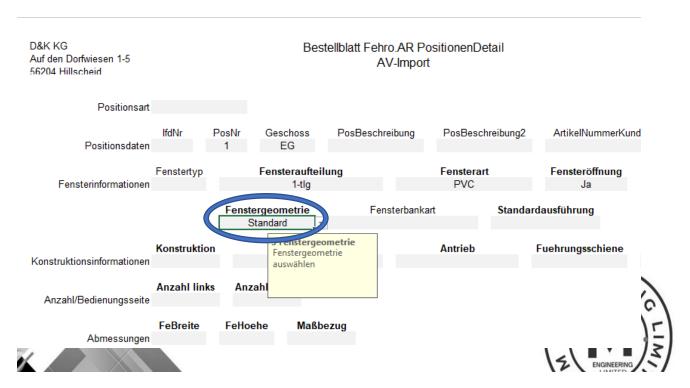






3.3: Fenstergeometrie

In the section for Fenstergeometrie, the "Standard" Option is always selected.



3.4: Fensterbankart

In the section for "Fensterbankart", is filled based on two condition:

- i. when the value for "Abschnittwinkel Führungsschien" in the Order document is "5", we select "Alubank" for the Fensterbankart
- ii. When the value for "Abschnittwinkel Führungsschien" in the Order document is "0", we select "Komfortschwelle" for the Fensterbankart. It should never be left empty. In the picture below, the value for Absnittwinkel Führungsschien is "5"

		- - -			
Pos.	Material	Bezeichnung	Menge ME	Einzelpreis	Nettowert
00010	00085631	01_Rollladensystem Fehro_AR DM40_1458/	1 ST		
		Fensternummer: 00001			
		Breite in mm: 1458			
		Länge Führungsschiene: 1276			
		Abschnittwinkel Führungsschien: 5			

Hence we are to select "Alubank"

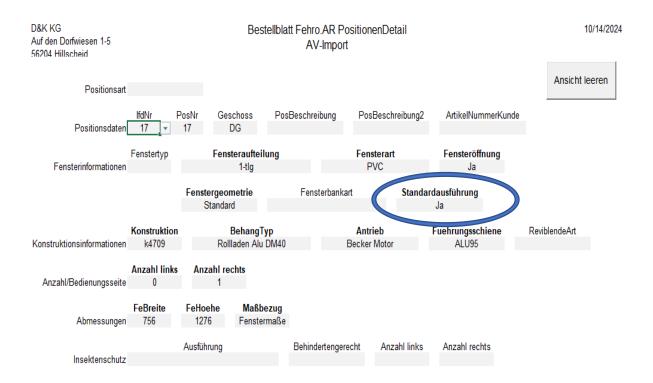






3.5: Standardausführung

In the section for "Standardausführung", the option "Ja" is always selected unless otherwise stated.



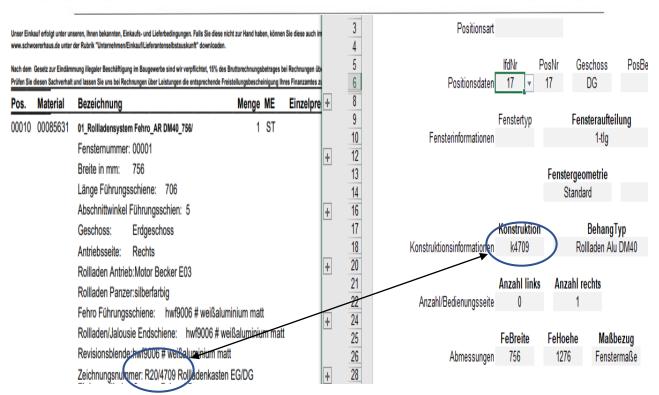
3.6: "Konstruktion"

In the section for "Konstruktion", the correct value is gotten from the order document provided by the customer as seen below, it is gotten from the "Zeichnungnummer" the value is "K4709", which is also seen below.









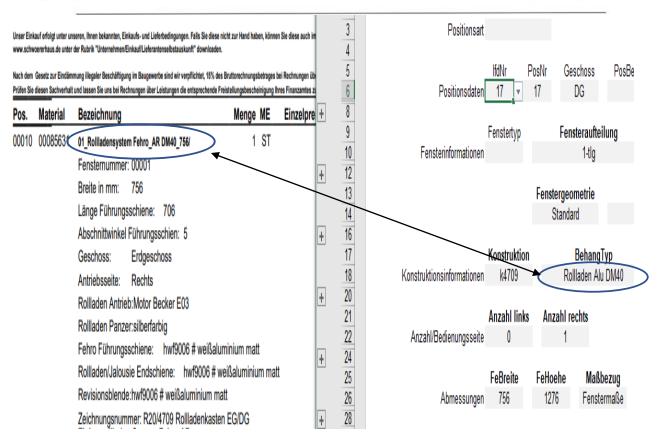
3.7: BehangTyp

In the section for "BehangTyp" under "Konstruktionsinformationen" the correct value is gotten from the order document provided by the customer as seen below.









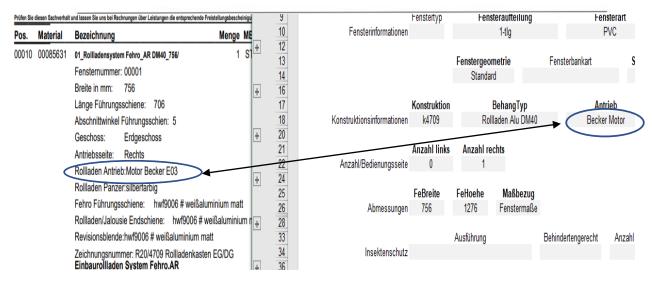
3.8: Antrieb

In the section for "Antrieb" under "Konstruktionsinformationen" the correct value is gotten from the order document provided by the customer besides the Rolladen Antrieb, for this example, the value is "Motor Becker" as seen below.









3.9 Fuhrungsschiene

: In the section for **"Fuhrungsschiene"** under **"Konstruktionsinformationen"** is always ALU95 unless otherwise stated. This is shown below.





3.9b: ReviblendeArt

The section for "Reviblende" which is under "Farben Verschattungselente" is "ALU" unless otherwise stated.

3.10: Anzahl links" and "Anzahl rechts

In the section for "Anzahl links" and "Anzahl rechts" the data to be used here is gotten from the order document provided by the customer (in this case Schwörer Haus). Take a look at the Antriebsseite, you would either see rechts or links, that tell us what to put here. What this means is that whenever we see rechts, we put in a "1" on the "Anzahl recht" of the excel sheet and a zero "0" on the "Anzahl links", and vice versa.

Note:

i. When the Rolladen Antrieb is "Motor Becker E22 mit NHK-Kit3" and there is "Rollladen Notkurbel" and "Antriebsseite", the data for the Rolladen Notkurbel is selected and not for Antriebsseite, in this example below, we take links and not rechts

Breite in mm: 1146

Länge Führungsschiene: 2099 Abschnittwinkel Führungsschien: 0 Geschoss: Dachgeschoss

Rollladen Notkurbel: links Antriebsseite: Rechts

Rollladen Antrieb:Motor Becker E22 mit NHK-Kit3

Rollladen Panzer:silberfarbig

Fehro Führungsschiene: hwf9006 # weißaluminium matt Rollladen/Jalousie Endschiene: hwf9006 # weißaluminium matt

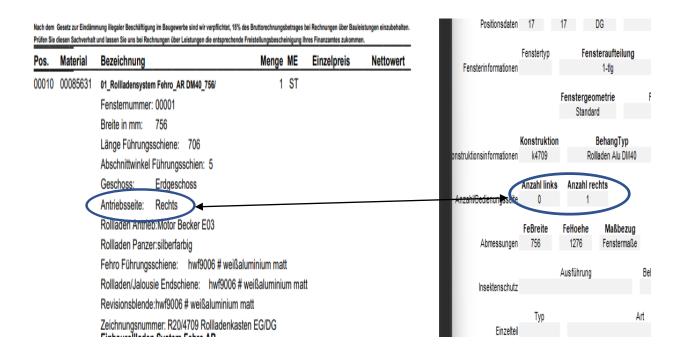
Revisionsblende:hwf9006 # weißaluminium matt

Zeichnungsnummer: R20/4709 Rollladenkasten EG/DG

ii. It is also very important to note that in some cases you might



Beidenseit, and what it means is that both the Anzahl links and Anzahl recht will have the same value of "1" and "1" respectively, while the "Fensteraufteilung" will be changed to "Komb (Fe-Ka-An) 1-1-2" for such a case. But for this case we simply go with "Anzahl links as is suitable for this example, this is also shown below



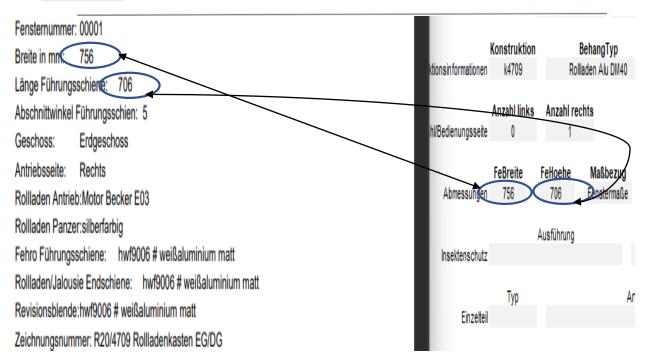
3.11: FeBreite" and "FeHöhe

In the section for "FeBreite" and "FeHöhe" from the "Breite in mm" and "Länge Führungsschiene", here the value for FeBreite (Fenster Breite) is 756mm while that of the Fehöhe (Fenster höhe(height)) is 706mm which is shown below.







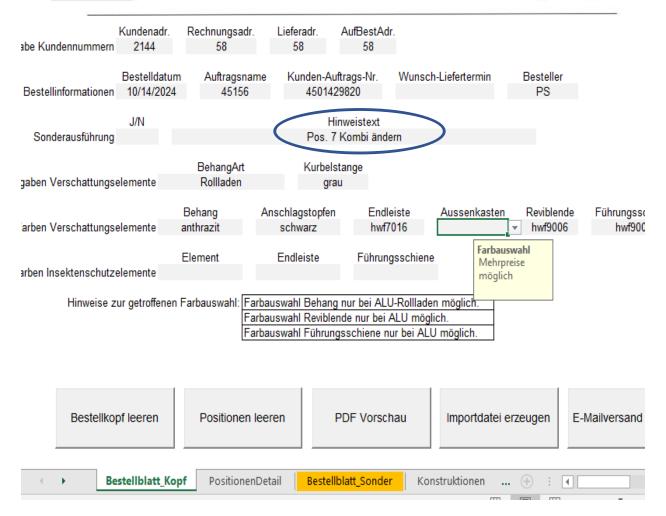


It is further important to note that in cases where the value of the **Breite in mm** is more than **2396mm**, then a note will have to be written in the **Bestellblatt_Kopf** → **Sonderausführung** → **Hinweistext** with the format "**Pos. [positon number for which the Breite was more than 2396mm] Kombi ändern**", an example will be "**Pos. 7 Kombi ändern**" as seen below. This explains the fact that for the 7th position in the order list, the breite was more than **2396mm**.









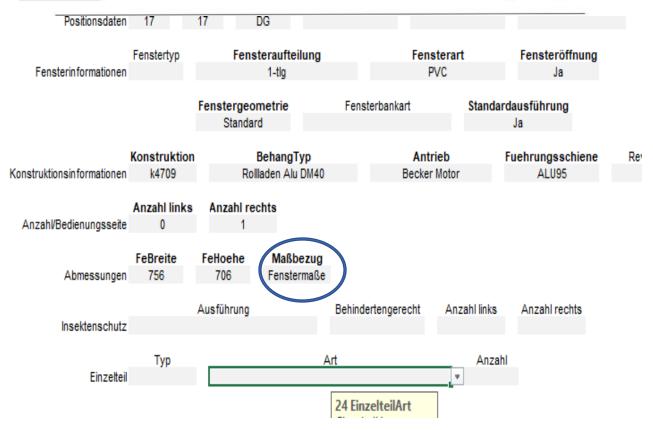
3.12: Maßbezug

In the section for "Maßbezug", there are only two options: Fenstermaß and Elementmaß, unless otherwise stated, for this case, we select "Fenstermaß" as this is the standard. This is also seen below;





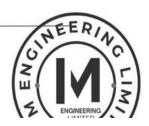




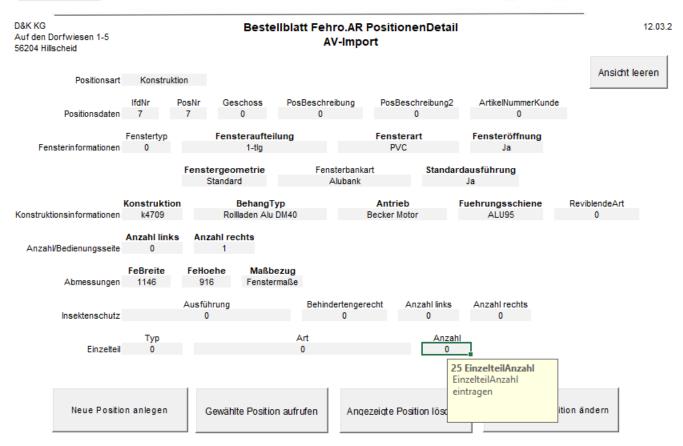
3.13: Final Entry

When the **Positiondetail** for one order is completely filled, it will look like as shown below.









3.13: Neue Position anlegen

Now you have to click on "Neue Position anlegen" twice, a pop-up comes, asking you if you want to copy the existing data into the new position, select "Ja" and go ahead ot fill the details for the second order, the number of orders you require is dependent on the number in the list provided by the customer. For instance, this order starts with position (Fensternummer) "00001"







*Bestellung auf Abruf

Bei Abweichungen zur Bestellung ist zwingend eine schriftliche Auftragsbestätigung erforderlich. Senden Sie diese bitte an die oben angegebene Mailadresse.

Unser Einkauf erfolgt unter unseren, Ihnen bekannten, Einkaufs- und Lieferbedingungen. Falls Sie diese nicht zur Hand haben, können Sie diese auch im Internet www.schwoererhaus.de unter der Rubrik "Unternehmen/Einkauf/Lieferantenselbstauskunft" downloaden.

Nach dem Gesetz zur Eindämmung illegaler Beschäftigung im Baugewerbe sind wir verpflichtet, 15% des Bruttorechnungsbetrages bei Rechnungen über Bauleistungen einzubehalten. Prüfen Sie diesen Sachverhalt und lassen Sie uns bei Rechnungen über Leistungen die entsprechende Freistellungsbescheinigung Ihres Finanzamtes zukommen.

Pos.	Material	Bezeichnung	Menge	ME	Einzelpreis	Nettowert
00010	00085631	01_Rollladensystem Fehro_AR DM40_756/	1	ST		
		Fensternumme 00001				
		Breite in mm: 756				
		Länge Führungsschiene: 706				
		Abschnittwinkel Führungsschien: 5				
		Geschoss: Erdgeschoss				
		Antriebsseite: Rechts				
		Rollladen Antrieb:Motor Becker E03				

....and it ends at position "**00020**", this is also shown below.

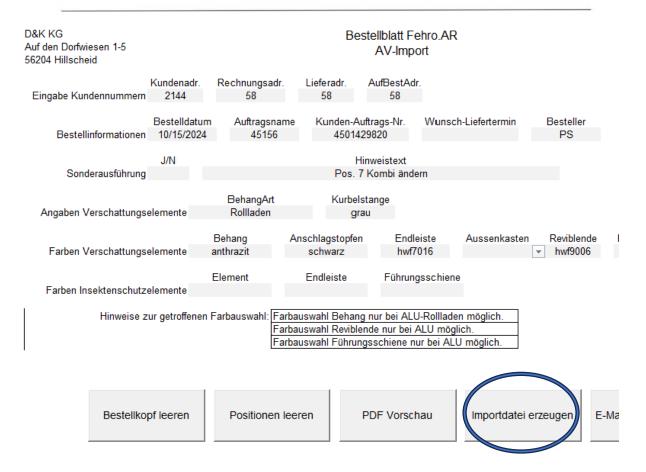
				,
00200	00085631	20_Rollladensystem Febro_AR DM40_1458/	1 ST	
		Fensternummer: 00020		
		Breite in mm: 1458		
		Länge Führungsschiene: 1276		
		Abschnittwinkel Führungsschien: 5		
		Geschoss: Dachgeschoss		
		Antriebsseite: Rechts		
		Rollladen Antrieb:Motor Becker E03		
		Rollladen Panzer:silberfarbig		
		Fehro Führungsschiene: hwf9006 # weißa	luminium matt	
		Rollladen/Jalousie Endschiene: hwf9006 #		
		Revisionsblende:hwf9006 # weißaluminium r	matt	
		Zeichnungsnummer: R20/4709 Rollladenkas		

This means this particular sheet will actually have only 12 positions.

3.14: Importdatei erzeugen

Once everything is complete, you can click the **Bestellblatt_Kopf** and the **Importdatei erzeugen**



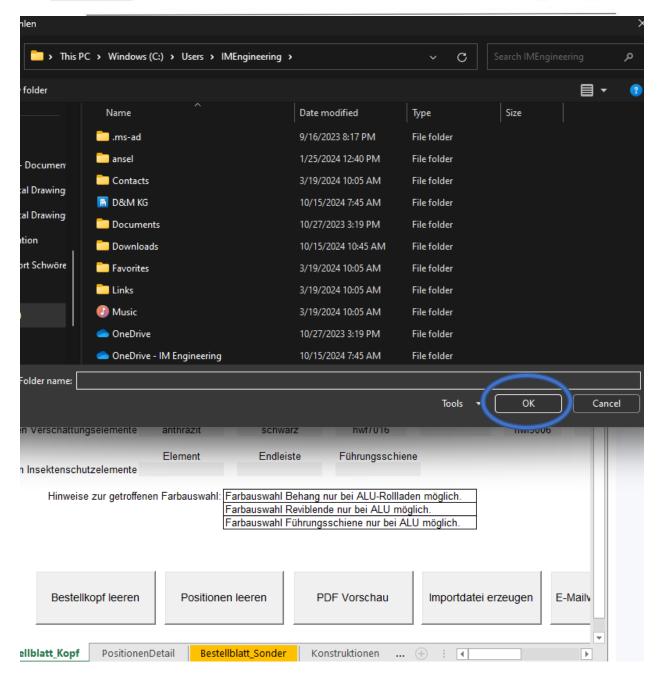


After clicking it, just select okay as shown below





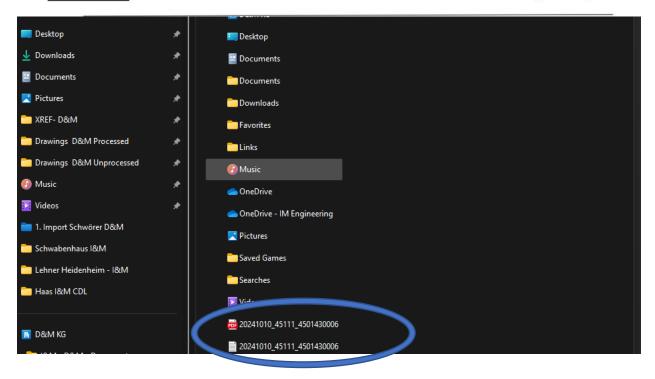




Once that is done correctly, you should have two files as shown below







The two files required by DM and should be sent to the finalization folder.

The *Importdatei* button exports the data to a pdf and txt file while looks like what is shown below.





D&K KG Auf den Dorfwiesen 1-5 56204 Hillscheid		Bestellblatt Fehro AR AV-Import			10/10/2024
1 2 3 5 6 7 8	9 11 13 14 16	21 23 2	4 26 28 30 31 33 34	35 36 37 39 42 43 4	44 45 47 49
FidNr_1 Geschoss Geschoss Fos Beschreibung_10 Artike INummerKunde_50 Femstertyp_9	Fensterauftellung Fensterart Fensteröffnung_32 Fenstergeometrie Konstruktion	Schallschutz_48	Fuehrungsschiene Reviblende Art Standardausführung_15 Fensterbankart Anzahl_Links_13 Anzahl_Rechts_14	FeBreite_11 FeHoche_12 Maßbezug ISS_Ausführung ISS_Bahindertengerecht_40 ISS_Rozan_Links_41	ISS_Arzarii_Rechts_42 Einzeltei Typ Einzeltei Lart Einzeltei Lanzahi_25
1 1 EG 0 0 0 0 1-tlg	PVC Ja Standard k4709			756 706 Fenstermaße 0 0 0	0 0 0 0
2 2 EG 0 0 0 0 1-tlg		Rollladen Alu DM40 0 KGTR		458 706 Fenstermaße 0 0 0	0 0 0 0
3 3 EG 0 0 0 0 1-tlg		Rollladen Alu DM40 0 KGTR		146 1136 Fenstermaße 0 0 0	0 0 0 0
4 4 EG 0 0 0 0 1-tlg		Rollladen Alu DM40 0 KGTR		458 1136 Fenstermaße 0 0 0	0 0 0 0
5 5 EG 0 0 0 0 1-tlg		Rollladen Alu DM40 0 Becker Motor		458 2196 Fenstermaße 0 0 0	0 0 0 0
6 6 EG 0 0 0 0 1-tlg	PVC Ja Standard k4709	Rollladen Alu DM40 0 Becker NHK-Kit	t ALU95 0 Ja 0 0 1 1	936 2196 Fenstermaße 0 0 0	0 0 0 0
7 7 EG 0 0 0 0 1-tlg	PVC Ja Standard k4709	Rollladen Alu DM40 0 Becker Motor	ALU95 0 Ja 0 1 0 1	936 1276 Fenstermaße 0 0 0	0 0 0 0
8 8 OG 0 0 0 0 1-tlg	PVC Ja Standard k4709	Rollladen Alu DM40 0 KGTR	ALU95 0 Ja 0 1 0 1	616 1276 Fenstermaße 0 0 0	0 0 0 0
9 9 OG 0 0 0 0 1-tlg	PVC Ja Standard k4709	Rollladen Alu DM40 0 KGTR	ALU95 0 Ja 0 1 0 1	458 1276 Fenstermaße 0 0 0	0 0 0 0
10 10 OG 0 0 0 0 1-tlg		Rollladen Alu DM40 0 KGTR		756 1276 Fenstermaße 0 0 0	0 0 0 0
11 11 OG 0 0 0 0 1-tlg	PVC Ja Standard k4709	Rollladen Alu DM40 0 KGTR	ALU95 0 Ja 0 0 1 1	458 1276 Fenstermaße 0 0 0	0 0 0 0
12 12 OG 0 0 0 1-tla		Rollladen Alu DM40 0 KGTR		146 1276 Fenstermaße 0 0 0	0 0 0 0



