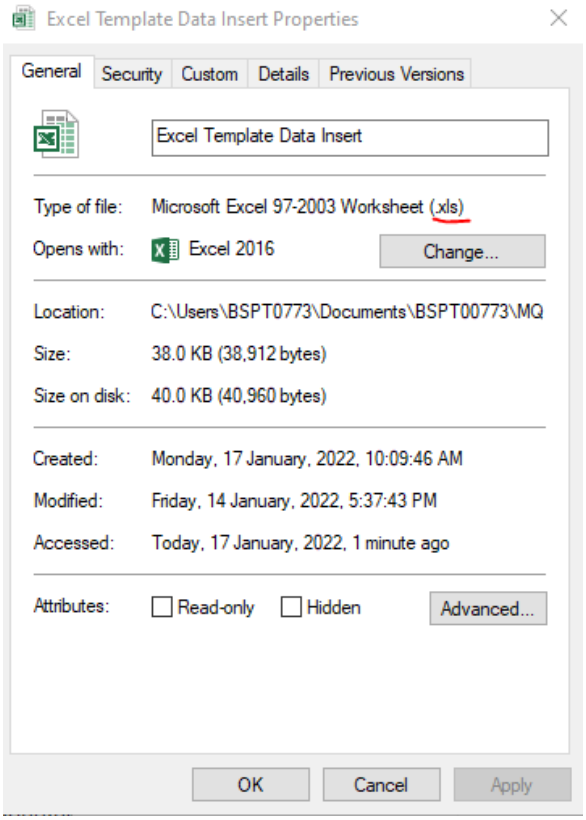
User Manual: Excel File Template

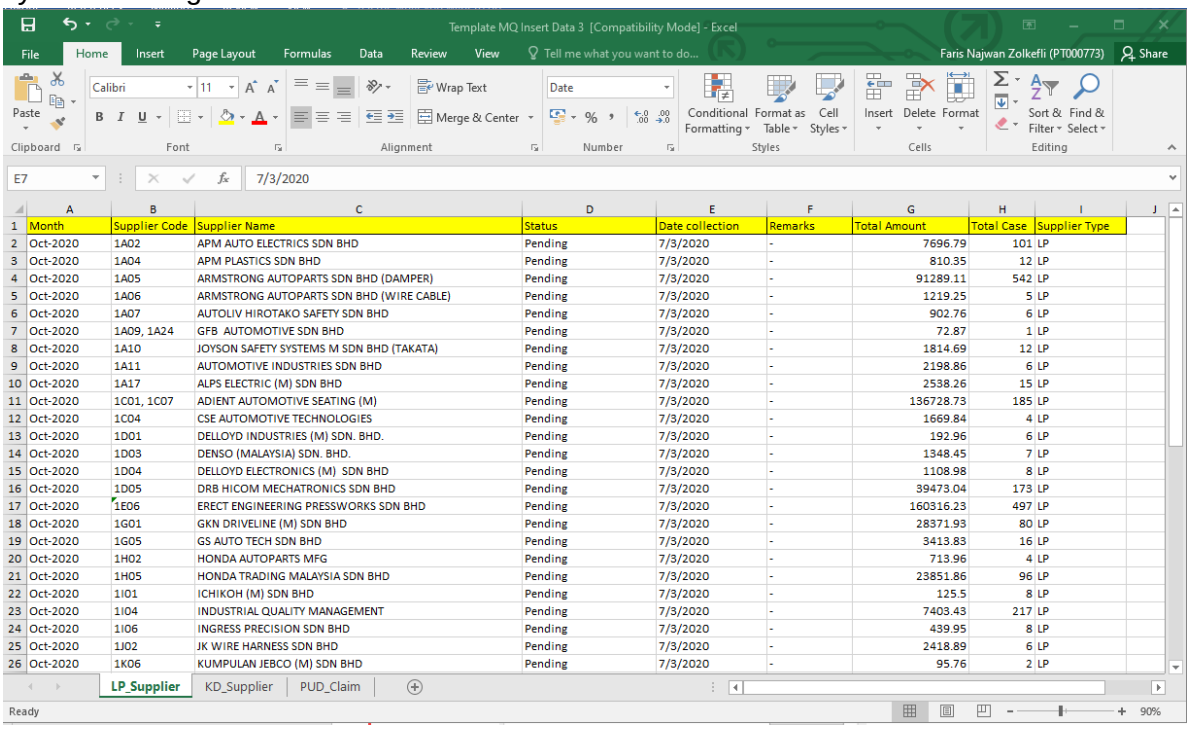
For MQ Web Application

Introduction to template excel file.

1. The file format is in .xls format. This is to meet system requirement while reading the file. The file format should not be change to avoid system error while reading the data inside.



2. Excel file consist of 3 sheets which is LP_Supplier, KD_Supplier, and PUD_Claim. The Sheets Title should remain and not change due to the system reading. In addition, the header column (highlighted in yellow) should not be change and remain the same for system reading.



Template MQ Insert Data 3 [Compatibility Mode] - Excel

File Home Insert Page Layout Formulas Data Review View Tell me what you want to do... Faris Najwan Zolkefli (PT000773) Share

Paste Calibri 11 Wrap Text Date Conditional Formatting Format as Table Cell Styles Insert Delete Format Sort & Filter Find & Select

Clipboard Font Alignment Number Styles Cells Editing

E7 7/3/2020

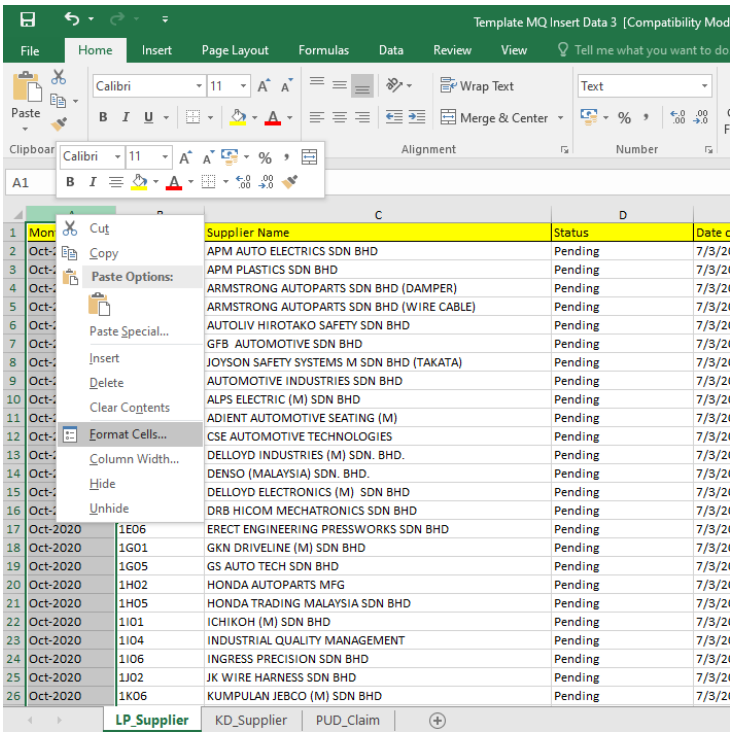
	A	B	C	D	E	F	G	H	I	J
1	Month	Supplier Code	Supplier Name	Status	Date collection	Remarks	Total Amount	Total Case	Supplier Type	
2	Oct-2020	1A02	APM AUTO ELECTRICS SDN BHD	Pending	7/3/2020	-	7696.79	101	LP	
3	Oct-2020	1A04	APM PLASTICS SDN BHD	Pending	7/3/2020	-	810.35	12	LP	
4	Oct-2020	1A05	ARMSTRONG AUTOPARTS SDN BHD (DAMPER)	Pending	7/3/2020	-	91289.11	542	LP	
5	Oct-2020	1A06	ARMSTRONG AUTOPARTS SDN BHD (WIRE CABLE)	Pending	7/3/2020	-	1219.25	5	LP	
6	Oct-2020	1A07	AUTOLIV HIROTAKO SAFETY SDN BHD	Pending	7/3/2020	-	902.76	6	LP	
7	Oct-2020	1A09, 1A24	GFB AUTOMOTIVE SDN BHD	Pending	7/3/2020	-	72.87	1	LP	
8	Oct-2020	1A10	JOYSON SAFETY SYSTEMS M SDN BHD (TAKATA)	Pending	7/3/2020	-	1814.69	12	LP	
9	Oct-2020	1A11	AUTOMOTIVE INDUSTRIES SDN BHD	Pending	7/3/2020	-	2198.86	6	LP	
10	Oct-2020	1A17	ALPS ELECTRIC (M) SDN BHD	Pending	7/3/2020	-	2538.26	15	LP	
11	Oct-2020	1C01, 1C07	ADIENT AUTOMOTIVE SEATING (M)	Pending	7/3/2020	-	136728.73	185	LP	
12	Oct-2020	1C04	CSE AUTOMOTIVE TECHNOLOGIES	Pending	7/3/2020	-	1669.84	4	LP	
13	Oct-2020	1D01	DELLOYD INDUSTRIES (M) SDN. BHD.	Pending	7/3/2020	-	192.96	6	LP	
14	Oct-2020	1D03	DENSO (MALAYSIA) SDN. BHD.	Pending	7/3/2020	-	1348.45	7	LP	
15	Oct-2020	1D04	DELLOYD ELECTRONICS (M) SDN BHD	Pending	7/3/2020	-	1108.98	8	LP	
16	Oct-2020	1D05	DRB HICOM MECHATRONICS SDN BHD	Pending	7/3/2020	-	39473.04	173	LP	
17	Oct-2020	1E06	ERECT ENGINEERING PRESSWORKS SDN BHD	Pending	7/3/2020	-	160316.23	497	LP	
18	Oct-2020	1G01	GKN DRIVELINE (M) SDN BHD	Pending	7/3/2020	-	28371.93	80	LP	
19	Oct-2020	1G05	GS AUTO TECH SDN BHD	Pending	7/3/2020	-	3413.83	16	LP	
20	Oct-2020	1H02	HONDA AUTOPARTS MFG	Pending	7/3/2020	-	713.96	4	LP	
21	Oct-2020	1H05	HONDA TRADING MALAYSIA SDN BHD	Pending	7/3/2020	-	23851.86	96	LP	
22	Oct-2020	1I01	ICHIKOH (M) SDN BHD	Pending	7/3/2020	-	125.5	8	LP	
23	Oct-2020	1I04	INDUSTRIAL QUALITY MANAGEMENT	Pending	7/3/2020	-	7403.43	217	LP	
24	Oct-2020	1I06	INGRESS PRECISION SDN BHD	Pending	7/3/2020	-	439.95	8	LP	
25	Oct-2020	1J02	JK WIRE HARNESS SDN BHD	Pending	7/3/2020	-	2418.89	6	LP	
26	Oct-2020	1K06	KUMPULAN JEBCO (M) SDN BHD	Pending	7/3/2020	-	95.76	2	LP	

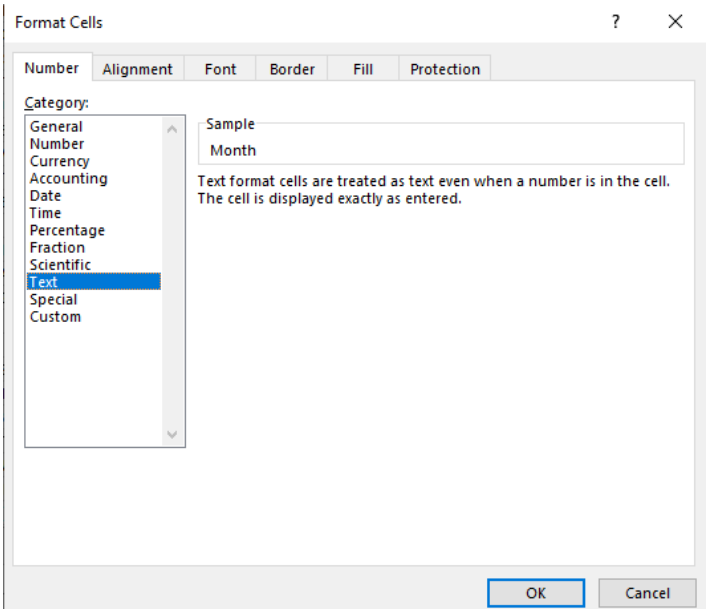
LP_Supplier KD_Supplier PUD_Claim

Ready 90%

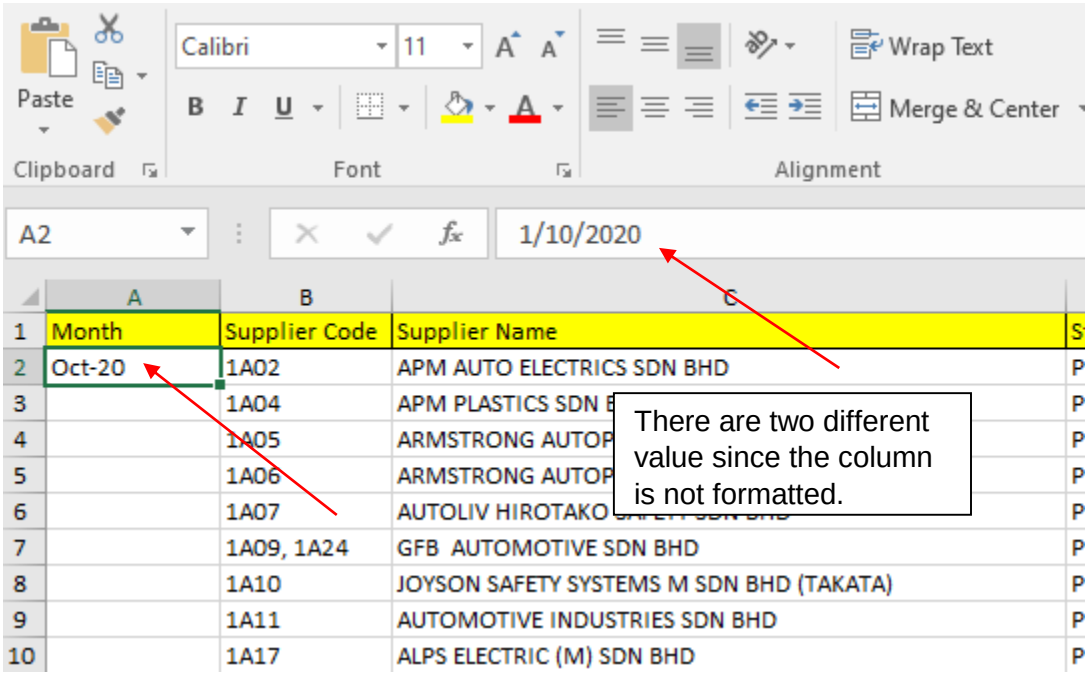
Inserting data into the template file

1. For the first column which is month, make sure that the column has been formatted into the text. Since the data entered will be in month and year (e.g. Apr-2020), it can be automatically converted into date format. This can give error to the system when reading the column.



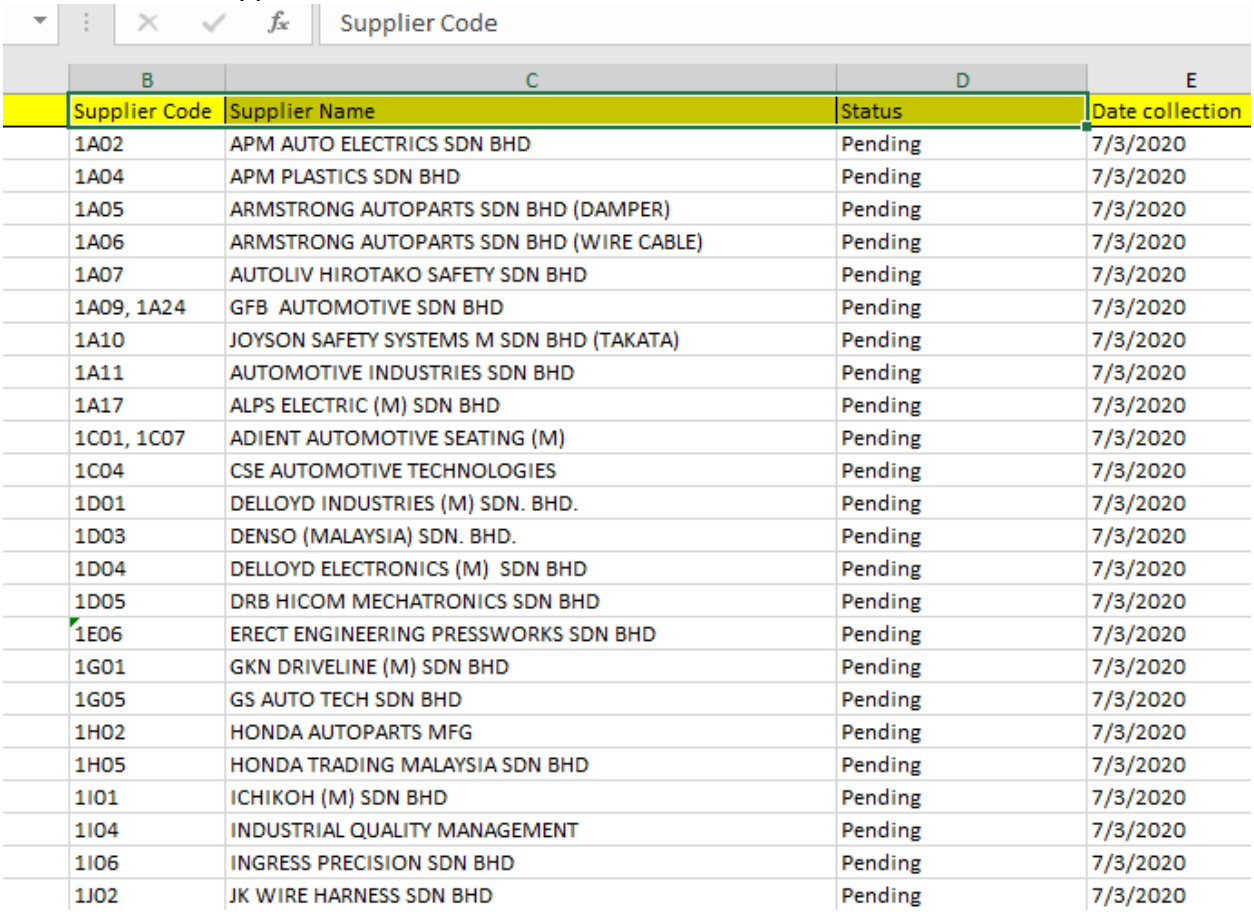


* If the column is not formatted to text, error wil be occur which the data actually is in date format. The column should avoid date data type because the system read text only.



	A	B	C	
1	Month	Supplier Code	Supplier Name	S
2	Oct-20	1A02	APM AUTO ELECTRICS SDN BHD	P
3		1A04	APM PLASTICS SDN B	P
4		1A05	ARMSTRONG AUTOP	P
5		1A06	ARMSTRONG AUTOP	P
6		1A07	AUTOLIV HIROTAKO	P
7		1A09, 1A24	GFB AUTOMOTIVE SDN BHD	P
8		1A10	JOYSON SAFETY SYSTEMS M SDN BHD (TAKATA)	P
9		1A11	AUTOMOTIVE INDUSTRIES SDN BHD	P
10		1A17	ALPS ELECTRIC (M) SDN BHD	P

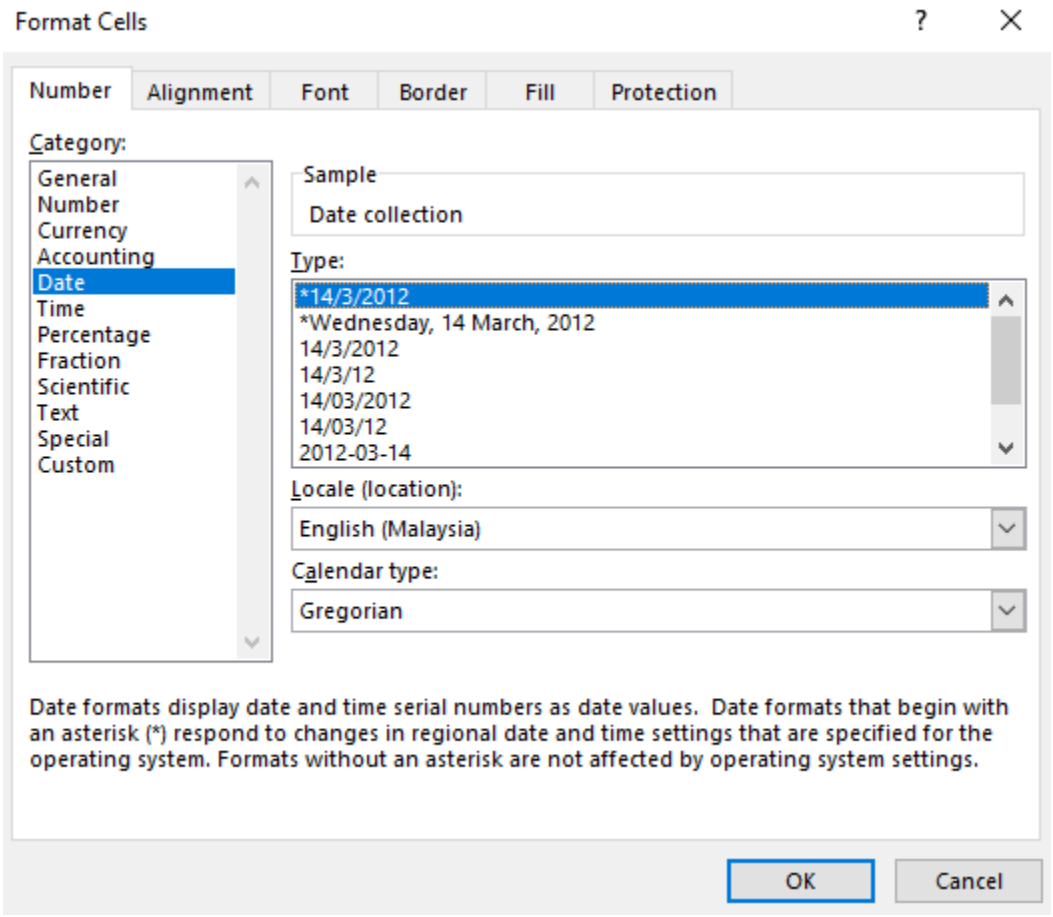
2. For the column supplier code, name and status, it can be formatted into text.



Supplier Code

	B	C	D	E
	Supplier Code	Supplier Name	Status	Date collection
	1A02	APM AUTO ELECTRICS SDN BHD	Pending	7/3/2020
	1A04	APM PLASTICS SDN BHD	Pending	7/3/2020
	1A05	ARMSTRONG AUTOPARTS SDN BHD (DAMPER)	Pending	7/3/2020
	1A06	ARMSTRONG AUTOPARTS SDN BHD (WIRE CABLE)	Pending	7/3/2020
	1A07	AUTOLIV HIROTAKO SAFETY SDN BHD	Pending	7/3/2020
	1A09, 1A24	GFB AUTOMOTIVE SDN BHD	Pending	7/3/2020
	1A10	JOYSON SAFETY SYSTEMS M SDN BHD (TAKATA)	Pending	7/3/2020
	1A11	AUTOMOTIVE INDUSTRIES SDN BHD	Pending	7/3/2020
	1A17	ALPS ELECTRIC (M) SDN BHD	Pending	7/3/2020
	1C01, 1C07	ADIENT AUTOMOTIVE SEATING (M)	Pending	7/3/2020
	1C04	CSE AUTOMOTIVE TECHNOLOGIES	Pending	7/3/2020
	1D01	DELLOYD INDUSTRIES (M) SDN. BHD.	Pending	7/3/2020
	1D03	DENSO (MALAYSIA) SDN. BHD.	Pending	7/3/2020
	1D04	DELLOYD ELECTRONICS (M) SDN BHD	Pending	7/3/2020
	1D05	DRB HICOM MECHATRONICS SDN BHD	Pending	7/3/2020
	1E06	ERECT ENGINEERING PRESSWORKS SDN BHD	Pending	7/3/2020
	1G01	GKN DRIVELINE (M) SDN BHD	Pending	7/3/2020
	1G05	GS AUTO TECH SDN BHD	Pending	7/3/2020
	1H02	HONDA AUTOPARTS MFG	Pending	7/3/2020
	1H05	HONDA TRADING MALAYSIA SDN BHD	Pending	7/3/2020
	1I01	ICHIKOH (M) SDN BHD	Pending	7/3/2020
	1I04	INDUSTRIAL QUALITY MANAGEMENT	Pending	7/3/2020
	1I06	INGRESS PRECISION SDN BHD	Pending	7/3/2020
	1J02	JK WIRE HARNESS SDN BHD	Pending	7/3/2020

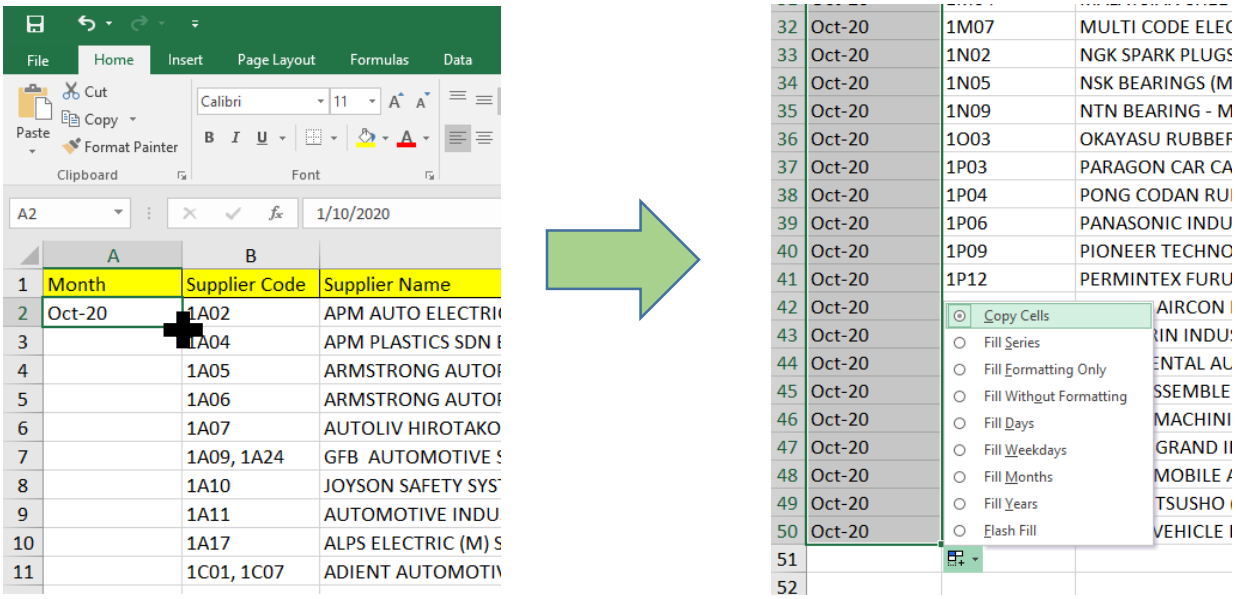
3. For column “Date collection”, it should be formatted into date to match the system requirements.



*To enter this menu, right click on the top column, and then choose “Format Cells”

4. For column Remarks, Total Amount, Total Case and Supplier Type it should be formatted into normal text.

F	G	H	I	J
Remarks	Total Amount	Total Case	Supplier Type	
-	7696.79	101	LP	
-	810.35	12	LP	
-	91289.11	542	LP	
-	1219.25	5	LP	
-	902.76	6	LP	
-	72.87	1	LP	
-	1814.69	12	LP	
-	2198.86	6	LP	
-	2538.26	15	LP	
-	136728.73	185	LP	
-	1669.84	4	LP	
-	192.96	6	LP	
-	1348.45	7	LP	
-	1108.98	8	LP	
-	39473.04	173	LP	
-	160316.23	497	LP	
-	28371.93	80	LP	
-	3413.83	16	LP	
-	713.96	4	LP	
-	23851.86	96	LP	
-	125.5	8	LP	
-	7403.43	217	LP	
-	439.95	8	LP	
-	2418.89	6	LP	
-	95.76	2	LP	

Tips and Trick

- To copy the cell for entire rows, hover the mouse on the bottom-right of the cell (left photo) until the icon plus (+) show. Drag it to the end of row(below). After that, click icon displayed after drag to the end of the row, choose copy cells.