Rules:

1. IPO name must be 8 characters or less
2. Make sure GL-string table is deleted from IPO form
3. ‘NA’ and ‘CALA’ theatres fall under the ‘AMER’ code, which is 100-1000-4010-63200
4. Make sure to fill out the date IPO form was created in column A, row 16
5. Term is a week out from the day the IPO was created until the license expiration date
6. If no city, state, zipcode, country, etc. is provided, enter 0 in its place
7. If there are multiple emails associated with a company, log them in a file
8. Separate license numbers into separate cells on ‘Notes for Operations ONLY’ tab for readability

Specifications:

* In script, column letters correspond to numbers. For example, column ‘A’ corresponds to column 1, and column AD corresponds to column 30 (26 + 4).
* This program will look for the IPUs that are assigned to you and write them to separate IPU files, so if you want them to be completed, they have to be marked with your initials in the excel sheet.
* There must be a spreadsheet titled “Licenses.xlsx” in the spreadsheets folder. In that spreadsheet, there must be the following information, matching the format exactly. There is an example of the Licenses spreadsheet in the spread sheets directory.
  + The company name (AGREE\_END\_CUST\_NAME) must be listed in column B, and that field must be filled in.
  + Initials/assigned to must be in column D. The program will look for your initials then it will check to see if it is completed or not yet.
  + Completed IPU y/n must be in column E. The program will look to see if there is a "Y” or a "YES" in that field to see if it needs to complete the IPU. If it is blank, the program will complete the IPU.
  + Entitlement line quantity must be in column J. It must be an integer.
  + The Seibel License must be in column L, which is where the license number is pulled out of. Multiple licenses will be listed on the second page of the spreadsheet.
  + Entitlement line expiration date must be in column M.
  + Part numbers (New 2.0 Part) must be in column S.
  + Long description must be in column T.
  + End user account address line 1 must be in column U.
  + End user account city must be in column V.
  + End user account state is optional, but it must be in column W for the IPUs to be filled out properly. A province rather than a state is also acceptable.
  + End user account country must be in column X.
  + End user account postal code must be in column Y.
  + End Customer PGS Sales Contact Email Address is optional, but it must be in column Z for the IPUs to be filled out properly.
  + The customer's name (Full Name) must be in column AA.
  + Country regions (theater) must be in column AD.
* Both spreadsheets must be closed at the time the program runs, or else excel will not allow the program to read either of the files.
* IMPORTANT: Make sure that in the writeSpreadsheet.py file, towards the end, this line is changed to be updated with your initials. I.e. instead of “LB” it would be YOUR initials

