IMPORTANT INSTRUCTIONS

- File name can be anything.
- File should contain comma separated utilization information
- First record in the file should be the header record. (see example below)
- Subsequent records in the file should contain following field values separated by commas

Headers	Mandatory	Description	Value Range	Default Value
purchaser	Yes			
purLocation				
supplier	Yes			
supLocation				
instNumber	Yes			
instDate	Yes			
poDate	Yes			
poNumber	Yes			
counterRefNum				
description				
goodsAcceptDate				
currency				
amount	Yes			
adjAmount				
tdsAmount				
creditPeriod	Yes			
costBearingType			o S = Seller o P = Buyer o PD = Periodical Split o PC=Percentage Split	
splittingPoint	Yes		o S=supplier o P=purchaser	
preSplittingCostBearer			o S = Seller o P = Buyer	
postSplittingCostBearer			o S = Seller o P = Buyer	
buyerPercent				

bidAcceptingEntityType	Yes		o S = Seller o P = Buyer	
instImage	Yes			
creditNoteImage				
sup1				
sup2				
sup3				
sup4				
sup5				
supportings				

- A Single file should contain utilization for that Business date.
- The import will accept only those records where it matches the selected Hall Code.
- Item Codes not found in the list will be skipped.
- Only those utilizations in the file will be displayed, rest will be reset to Zero (0).

SAMPLE FILE CONTENTS

```
purchaser|purLocation|supplier|supLocation|instNumber|instDate|poDate|poNumber|counterRefNum|description
|goodsAcceptDate|currency|amount|adjAmount|tdsAmount|creditPeriod|costBearingType|splittingPoint|preSplittingCostBe
arer
|postSplittingCostBearer|buyerPercent|bidAcceptingEntityType|instImage|creditNoteImage|sup1|sup2|sup3|sup4|sup5|sup
portings


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|22-MAR-2019|INR|40572|||90|||||||21036.pdf|||||||
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