**Standard Operating Procedure (SOP) for Consolidation of Purchase Register from All ERPs**

**Step 1:** Download the monthly purchase files from their respective ERPs.

**Step 2:** Ensure that the sheet names in each file should be “Sheet1”.

**Step 3:** Add two columns, "Fiscal Period" and "Fiscal Year," in both BOE file. Assign appropriate values for the month and year to these columns.

**Step 4:** Ensure that the data in each file begins at cell A1 of the sheet. This means that the data headings should start from the first row.

**Step 5:** Run the provided application. A new selection window will pop up. Select the respective files and wait for the next window to appear.

To save the file, assign an appropriate name and select the desired location. Save the file accordingly.

GST Remarks

**Note:** Python is case-sensitive, so ensure that the column headings are entered correctly and consistently