

All field sizes are variable with the exception of currency which is 3 characters.

File must be in Excel Workbook format.

Column Ref:	Column Name	Sample Value	Field Type	Description
A	PO Ref	1	Alpha Numeric	This field is used to group lines on the same PO
B	PO Date	21/11/2014	Date	DD/MM/YYYY
C	Supplier Code	TRAV001	Alpha Numeric	Code from ERP/Finance System
D	Delivery date	16/12/2014	Date	DD/MM/YYYY
E	Currency	GBP	Alpha	ISO currency codes
F	Exchange Rate	1.0000	Number	
G	Creator username	DSMITH	Alpha Numeric	iDocuments user name for PO creator
H	Group	R20	Alpha Numeric	iDocuments Approval Group
I	Item Code/GL Code	2785-25-77-622	Alpha Numeric	Code from ERP/Finance System (must be valid code for Group)
J	Description	Brush	Alpha Numeric	Line description
K	Price	154.75	Number	
L	Quantity	1	Number	
M	VAT Code	P1	Alpha Numeric	VAT Code from ERP/Finance System
N	SAPProjectCode		Alpha Numeric	Analysis/Project code required by ERP/Finance System
O	Dimension 1	AA0000	Alpha Numeric	Analysis/Project code required by ERP/Finance System
P	Dimension 2	AA0000	Alpha Numeric	Analysis/Project code required by ERP/Finance System
Q	Dimension 3	AA0000	Alpha Numeric	Analysis/Project code required by ERP/Finance System
R	Dimension 4	AA0000	Alpha Numeric	Analysis/Project code required by ERP/Finance System
S	Dimension 5	AA0000	Alpha Numeric	Analysis/Project code required by ERP/Finance System
T	Free Text		Alpha Numeric	Line free text
U	Business Justification Q1		Alpha Numeric	Business justification question
V	Business Justification Q2		Alpha Numeric	Business justification question
W	Business Justification Q3		Alpha Numeric	Business justification question
X	Business Justification A1		Alpha Numeric	Business justification answer
Y	Business Justification A2		Alpha Numeric	Business justification answer
Z	Business Justification A2		Alpha Numeric	Business justification answer
AA	Document Description		Alpha Numeric	Header description