

# Sales – Customer Reporting

Standard Operating Procedure

1

Preliminaries



PowerBI



Automation



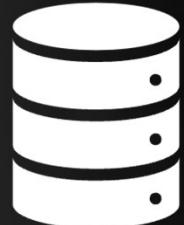
Approval

# Preliminaries

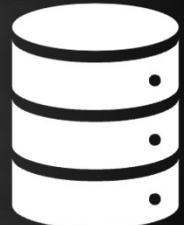


Get Dataset from SAP BI Data Warehouse

[SAP BI Launch Pad](#)



APAC



GLOBAL

Update Monthly Global Currency Rates



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C  
Y

# Preliminaries

Get Dataset from SAP BI Data Warehouse  
[SAP BI Launch Pad](#)



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Log in to BI Launch Pad

restela  
\*\*\*\*\*

Authentication Type:  
Windows AD

Sign in

Contact Administrator

Log in to BI Launch Pad

restela  
\*\*\*\*\*

Authentication Type:

Windows AD

Sign in

Contact Administrator

# Preliminaries

Get Dataset from SAP BI Data Warehouse  
[SAP BI Launch Pad](#)



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BI Launch Pad ▾

Home Favorites Recent Documents Applications

Folders Categories Documents BI Inbox Instances Recycle Bin

Favorites

No favorites are available at the moment. Mark an object as favorite and access it from here.

Recent Documents

Customer Business Review DWH Report  
Jul 20, 2024 9:41 AM  
Web Intelligence

101B - New Customer Report  
Apr 29, 2022 10:03 AM  
Web Intelligence

Click this Report “Customer Business Review DWH Report”

Application

Web Intelligence



# Preliminaries

## Get Dataset from SAP BI Data Warehouse SAP BI Launch Pad



Type “\*” to show all available agents

Search  Prompts

Select Agent No:  31

Agent No Agent No Name

1  505 HELLMANN WORLDWIDE LOGISTICS LTD (NZ)

2  515 HELLMANN WORLDWIDE LOGISTICS PTY LT (AU)

3  707 HELLMANN WORLDWIDE LOGISTICS INC (AU) Click all available agents to avoid any data losses

709 HELLMANN WORLDWIDE LOGISTICS INC (AU)

715 PT HELLMANN WORLDWIDE LOGISTICS IND

801 HELLMANN WORLDWIDE LOGISTICS INC. (KR)

803 HELLMANN WORLDWIDE LOGISTICS (CN) [INACTIVE]

804 HELLMANN WORLDWIDE LOGISTICS LTD (HK) [INACTIVE]

806 HELLMANN WORLDWIDE LOGISTICS LTD. (TW)

807 HELLMANN WORLDWIDE LOGISTICS LTD. (HK)

814 HELLMANN WORLDWIDE LOGISTICS INC. (JP)

821 HELLMANN WORLDWIDE LOGISTICS (SHANGHAI) LTD. (CN)

824 HELLMANN WORLDWIDE LOGISTICS (CAMBODIA) LLC (KH)

Reset All Run Cancel

1. A hand cursor is pointing at the "Select CCP Name" dropdown menu.

2. A red circle with the number 2 is positioned next to the search input field in the dropdown menu.

3. A red circle with the number 3 is positioned next to the selected item in the dropdown menu.

A callout bubble with the text "Click all available agents to avoid any data losses" points to the list of agent names.

# Preliminaries

## Get Dataset from SAP BI Data Warehouse SAP BI Launch Pad



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The screenshot shows the SAP BI Launch Pad interface. On the left, there is a sidebar with navigation links like Home, Favorites, Recent Documents, Applications, and a search bar. The main area has a search bar at the top and several filter checkboxes on the left:

- Select Agent No: (31) [checkbox]
- Select CCP Name: (1) [checkbox]
- Select Agent No (Branch): (1) [checkbox]
- Select Function: (1) [checkbox]
- Select Subfunction: (1) [checkbox]
- Select Shipment Date Month: (1) [checkbox] (highlighted with a red circle)
- Select Shipment Date: (4) [checkbox]
- Select Shipment Status: (2) [checkbox]

Below these filters is a "Prompts" section with a "Select Shipment Date Month:" prompt. It includes a search bar, a calendar icon, and a "Run" button. A dropdown menu for "Shipment Date (Month) [OLD]" is open, listing months from APR 2024 to DEC 2024. The "DEC 2024" option is selected and highlighted with a red border. A callout bubble points to this selection with the text "Look for the Month Year of the report".

# Preliminaries

## Get Dataset from SAP BI Data Warehouse [SAP BI Launch Pad](#)



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The screenshot shows the SAP BI Launch Pad interface with the following details:

- Prompts:** A list of selected filters:
  - Select Agent No: (31) - 505; 515; 709; 715; 801; 806; 807; 809; 814; 821; 824; 825; 829; 831; 980; 982; 985; 984; 983; 981; 941; 940; 910; 907; 902; 837; 836; 826; 804; 803; 707
  - Select CCP Name: (1)
  - Select Agent No (Branch): (1)
  - Select Function: (1)
  - Select Subfunction: (1)
  - Select Shipment Date Month: (1) DEC 2024
  - Select Shipment Type: (5) D; H; I; O; B
  - Select Shipment Type: (5) A; F
- Shipment Type Selection:** A modal dialog titled "Select Shipment Type:" is open, showing a list of shipment types with checkboxes:

Shipment Type	Shipment Type Name
A	Assembly
<input checked="" type="checkbox"/> B	Brokerage
<input type="checkbox"/> C	Coloader
<input checked="" type="checkbox"/> D	Direct
<input type="checkbox"/> F	Forward
<input checked="" type="checkbox"/> H	House
<input checked="" type="checkbox"/> I	Iata
<input type="checkbox"/> M	Master
<input checked="" type="checkbox"/> O	Other
<input type="checkbox"/> S	Submaster

A red circle with number 1 points to the "D" checkbox. A red circle with number 2 points to the "B" checkbox. A callout bubble points to the "B" checkbox with the text "Select D, H, I, O and B shipment types".

- Run and Cancel Buttons:** At the bottom right of the modal.

# Preliminaries

## Get Dataset from SAP BI Data Warehouse SAP BI Launch Pad



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The screenshot shows the SAP BI Launch Pad interface with several prompts for selecting dataset parameters:

- Select Agent No:** (31) - Options: 505; 515; 709; 715; 801; 806; 807; 809; 814; 821; 824; 825; 829; 831; 980; 982; 985; 984; 983; 981; 941; 940; 910; 907; 902; 837; 836; 826; 804; 803; 707
- Select CCP Name:** (1)
- Select Agent No (Branch):** (1)
- Select Function:** (1)
- Select Subfunction:** (1)
- Select Shipment Date Month:** (1) DEC 2024
- Select Shipment Type:** (5) D; H; I; O; B
- Select Shipment Status:** (2) A; F

A modal dialog titled "Select Shipment Status:" is open, listing the following options:

Shipment Status	Shipment Status Name
<input checked="" type="checkbox"/> A	Arrived
<input type="checkbox"/> E	Edi
<input checked="" type="checkbox"/> F	Finished
<input type="checkbox"/> P	Prebooked
<input type="checkbox"/> X	n/a

A callout bubble points to the "F" row with the text "Select A and F Shipment Status".

At the bottom right of the modal, there are "Run" and "Cancel" buttons, and a progress bar indicating "Last refresh time: 10s".

On the left side of the main interface, there's a sidebar with sections like "Home", "Favorites", "Recent Documents", and "Applications".

# Preliminaries

## Get Dataset from SAP BI Data Warehouse SAP BI Launch Pad



GLOBAL

**hellmann** Customer Business Review DWH Report

Report Title: Customer Business Review DWH Report

Last Update: 01/01/2015

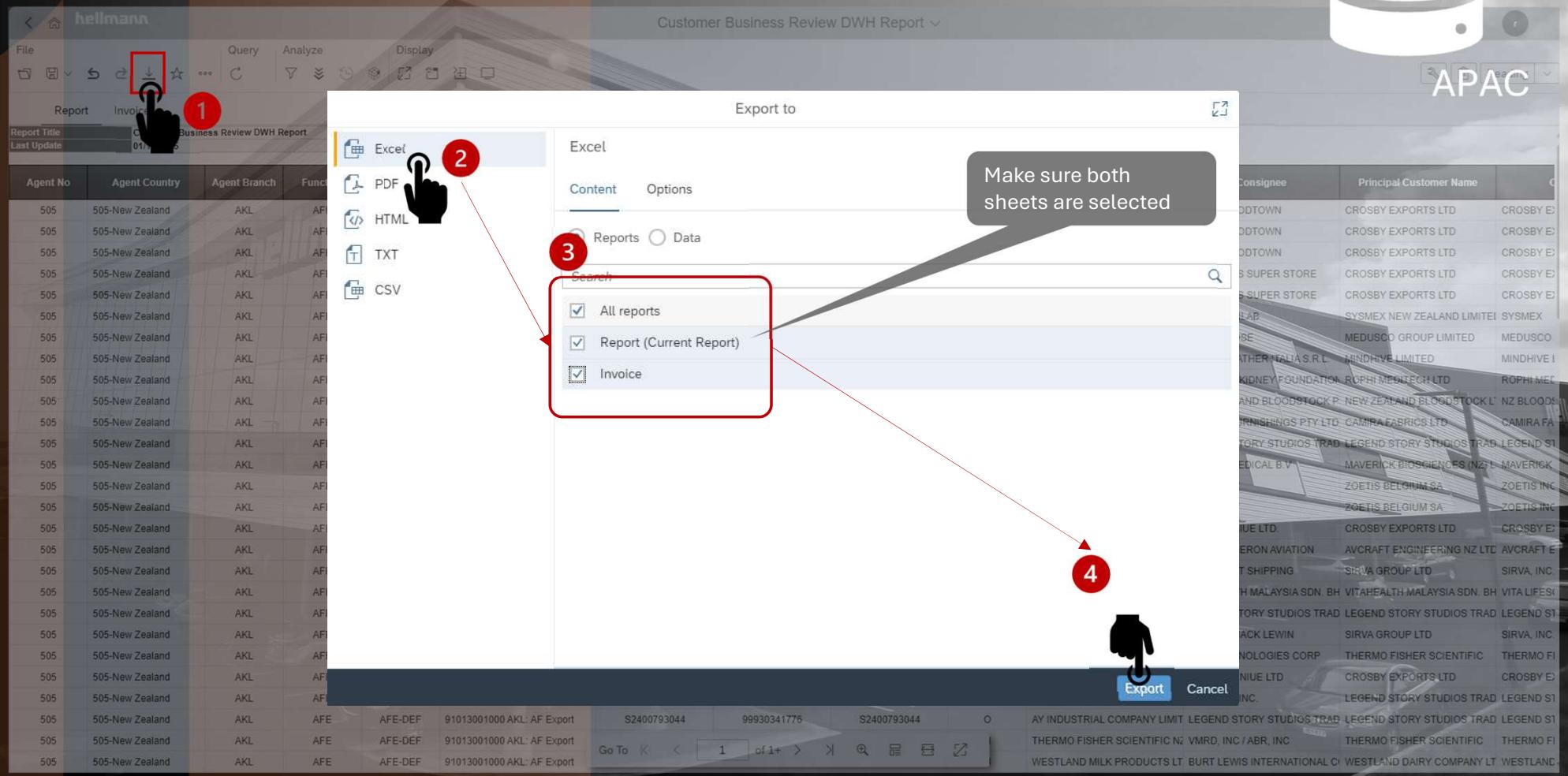
1

Agent No	Agent Country	Agent Branch	Function	Subfunction	Cost Center	AWB / BL No	M AWB / BL No	Shipment No	Shipm. Type	Shipper	Consignee	Principal Customer Name	Customer ID
505	505-New Zealand	AKL	AFE	AFE-DEF	91013001000 AKL: AF Export	086-59519821	08659519821	S2400767480	H	CROSBY EXPORTS LTD	LUCKY FOODTOWN	CROSBY EXPORTS LTD	CROSBY E
505	505-New Zealand	AKL	AFE	AFE-DEF	91013001000 AKL: AF Export	086-59519832	08659519832	S2400767534	H	CROSBY EXPORTS LTD	LUCKY FOODTOWN	CROSBY EXPORTS LTD	CROSBY E
505	505-New Zealand	AKL	AFE	AFE-DEF	91013001000 AKL: AF Export	086-59519843	08659519843	S2400767538	H	CROSBY EXPORTS LTD	LUCKY FOODTOWN	CROSBY EXPORTS LTD	CROSBY E
505	505-New Zealand	AKL	AFE	AFE-DEF	91013001000 AKL: AF Export	086-59519876	08659519876	S2400772115	H	CROSBY EXPORTS LTD	WIGMORES SUPER STORE	CROSBY EXPORTS LTD	CROSBY E
505	505-New Zealand	AKL	AFE	AFE-DEF	91013001000 AKL: AF Export	086-59519880	08659519880	S2400772118	H	CROSBY EXPORTS LTD	WIGMORES SUPER STORE	CROSBY EXPORTS LTD	CROSBY E
505	505-New Zealand	AKL	AFE	AFE-DEF	91013001000 AKL: AF Export	086-59521011	08659521011	S2400805845	H	SYSMEX NEW ZEALAND LIMITED SARL MEDILAB		SYSMEX NEW ZEALAND LIMITED	SYSMEX
505	505-New Zealand	AKL	AFE	AFE-DEF	91013001000 AKL: AF Export	157-99262940	15799262940	S2400824975	H	MEDUSCO GROUP LIMITED	HONEY DOSE	MEDUSCO GROUP LIMITED	MEDUSCO
505	505-New Zealand	AKL	AFE	AFE-DEF	91013001000 AKL: AF Export	770726971230	770726971230	S2400849331	H	MINDHIVE LIMITED	CREST LEATHER ITALIA S.R.L.	MINDHIVE LIMITED	MINDHIVE I
505	505-New Zealand	AKL	AFE	AFE-DEF	91013001000 AKL: AF Export	771043978658	771043978658	S2400849369	H	FAMILIES PHARMACY	NATIONAL KIDNEY FOUNDATION	ROPHI MEDITECH LTD	ROPHI MED
505	505-New Zealand	AKL	AFE	AFE-DEF	91013001000 AKL: AF Export	A7446B	61535523843	S2400824314	H	NEW ZEALAND BLOODSTOCK LTD	NEW ZEALAND BLOODSTOCK LTD	NEW ZEALAND BLOODSTOCK LTD	NZ BLOOD
505	505-New Zealand	AKL	AFE	AFE-DEF	91013001000 AKL: AF Export	LE000793844	60734959654	S2400802366	O	CAMIRA FABRICS LTD	SONATA FURNISHINGS PTY LTD	CAMIRA FABRICS LTD	CAMIRA FA
505	505-New Zealand	AKL	AFE	AFE-DEF	91013001000 AKL: AF Export	MLG03508422	01433612950	S2400822351	O	TOPPAN INC.	LEGEND STORY STUDIOS TRAD	LEGEND STORY STUDIOS TRAD	LEGEND ST
505	505-New Zealand	AKL	AFE	AFE-DEF	91013001000 AKL: AF Export	S2400767067	08659519806	S2400767067	H	MAVERICK BIOSCIENCES (NZ) LTD	DSM BIOMEDICAL B.V.	MAVERICK BIOSCIENCES (NZ) LTD	MAVERICK
505	505-New Zealand	AKL	AFE	AFE-DEF	91013001000 AKL: AF Export	S2400772040	15799652851	S2400772040	H	ZOETIS NEW ZEALAND LIMITED	ZOETIS BV	ZOETIS BELGIUM SA	ZOETIS INC
505	505-New Zealand	AKL	AFE	AFE-DEF	91013001000 AKL: AF Export	S2400777786	17672839340	S2400777786	H	ARGENTA MANUFACTURING LTD	ZOETIS BV	ZOETIS BELGIUM SA	ZOETIS INC
505	505-New Zealand	AKL	AFE	AFE-DEF	91013001000 AKL: AF Export	S2400779521	08659520042	S2400779521	H	CROSBY EXPORTS LTD	XUE LEE NIU LTD.	CROSBY EXPORTS LTD	CROSBY E
505	505-New Zealand	AKL	AFE	AFE-DEF	91013001000 AKL: AF Export	S2400790018	08659520720	S2400790018	H	AVCRAFT ENGINEERING NZ LTD	JOHN CAMERON AVIATION	AVCRAFT ENGINEERING NZ LTD	AVCRAFT E
505	505-New Zealand	AKL	AFE	AFE-DEF	91013001000 AKL: AF Export	S2400790120	17672839174	S2400790120	H	SIRVA GROUP LTD	WORLDNET SHIPPING	SIRVA GROUP LTD	SIRVA, INC.
505	505-New Zealand	AKL	AFE	AFE-DEF	91013001000 AKL: AF Export	S2400790278	23211634545	S2400790278	H	ALPHA LABORATORIES NZ LTD	VITAHEALTH MALAYSIA SDN. BH	VITAHEALTH MALAYSIA SDN. BH	VITA LIFE
505	505-New Zealand	AKL	AFE	AFE-DEF	91013001000 AKL: AF Export	S2400790967	40321530504	S2400790967	O	AY INDUSTRIAL COMPANY LIMIT	LEGEND STORY STUDIOS TRAD	LEGEND STORY STUDIOS TRAD	LEGEND ST
505	505-New Zealand	AKL	AFE	AFE-DEF	91013001000 AKL: AF Export	S2400792462	17672839292	S2400792462	H	SIRVA GROUP LTD	GORDON JACK LEWIN	SIRVA GROUP LTD	SIRVA, INC.
505	505-New Zealand	AKL	AFE	AFE-DEF	91013001000 AKL: AF Export	S2400792529	08659520753	S2400792529	H	THERMO FISHER SCIENTIFIC NZ	LIFE TECHNOLOGIES CORP	THERMO FISHER SCIENTIFIC	THERMO FI
505	505-New Zealand	AKL	AFE	AFE-DEF	91013001000 AKL: AF Export	S2400792533	08659520742	S2400792533	H	CROSBY EXPORTS LTD	DOUBLE NIUE LTD	CROSBY EXPORTS LTD	CROSBY E
505	505-New Zealand	AKL	AFE	AFE-DEF	91013001000 AKL: AF Export	S2400792808	13133388165	S2400792808	O	AY INDUSTRIAL COMPANY LIMIT	GIRAFULL INC.	LEGEND STORY STUDIOS TRAD	LEGEND ST
505	505-New Zealand	AKL	AFE	AFE-DEF	91013001000 AKL: AF Export	S2400793044	99930341776	S2400793044	O	AY INDUSTRIAL COMPANY LIMIT	LEGEND STORY STUDIOS TRAD	LEGEND STORY STUDIOS TRAD	LEGEND ST
505	505-New Zealand	AKL	AFE	AFE-DEF	91013001000 AKL: AF Export					THERMO FISHER SCIENTIFIC NZ	VMRD, INC / ABR, INC	THERMO FISHER SCIENTIFIC	THERMO FI
505	505-New Zealand	AKL	AFE	AFE-DEF	91013001000 AKL: AF Export					WESTLAND MILK PRODUCTS LTD	BURT LEWIS INTERNATIONAL LTD	WESTLAND DAIRY COMPANY LTD	WESTLAND

Go To  <  of 1+ >

# Preliminaries

Get Dataset from SAP BI Data Warehouse  
[SAP BI Launch Pad](#)

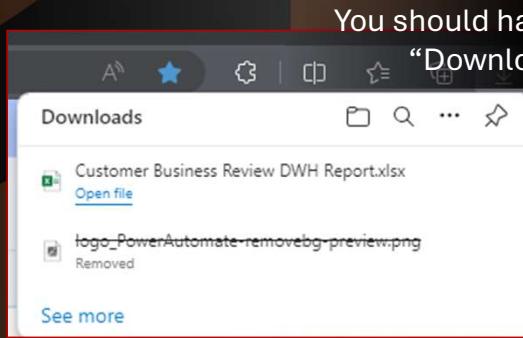


# Preliminaries

## Get Dataset from SAP BI Data Warehouse SAP BI Launch Pad



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You should have the file in your  
“Downloads” Folder

Rename the file to in this format:  
Customer Business Review DWH Report <MMM YYYY>

Name	Date modified	Type
Customer Business Review DWH Report Dec 2024	1/15/2025 5:05 PM	Microsoft Excel Work...
SSC Performance Report_ver2.0 - 2024	1/13/2025 2:16 PM	Microsoft Power BI D...
AP Invoice Performance Reports	1/13/2025 1:47 PM	Microsoft Power BI D...
APAC Customer Quotation Desk V4	1/13/2025 11:46 AM	Microsoft Power BI D...
4PL PO Master File (1)	12/5/2024 6:34 PM	Microsoft Excel Work...
testHTML	12/5/2024 2:43 PM	Microsoft Edge HTM...
sankeymatic_20241128_134236	11/28/2024 1:42 PM	Microsoft Edge HTM...
sankeymatic_20241128_134157_source	11/28/2024 1:41 PM	Text Document

# Preliminaries

## Get Dataset from SAP BI Data Warehouse SAP BI Launch Pad



Copy or Move the file to Sharepoint site “GRP-Customer Quotation Reporting”

The screenshot shows a Windows File Explorer window with a sidebar containing various SharePoint and OneDrive links. A red box highlights the file 'Customer Business Review DWH Report Dec 2024.xlsx' in the 'Downloads' folder.

The main area displays a list of files with columns for Name, Modified, and Modified By. The file 'Customer Business Review DWH Report Dec 2024.xlsx' is listed at the top of the list.

Below the list, there is a navigation bar with buttons for Home, Conversations, Documents, Shared with us, Notebook, Pages, Site contents, Recycle bin, and Edit.

On the right side of the screen, there is another SharePoint site titled 'GRP-Customer Quotation Reporting'. This site also has a 'Documents' library where the same file is listed. A red box highlights this file in the list.

A callout bubble with the text "Copy or Move the file to Sharepoint site ‘GRP-Customer Quotation Reporting’" points from the highlighted file in the left-hand list to the highlighted file in the right-hand list.

# Preliminaries

Get Dataset from SAP BI Data Warehouse  
[SAP BI Launch Pad](#)



Do the entire process again for  
the 1<sup>st</sup> and 2<sup>nd</sup> previous months  
for Data Accuracy

If the report for the Month of  
December 2024 then fetch again the  
data from November and October  
2024

A screenshot of a SharePoint document library titled 'GRP-Customer Quotation Reporting'. The library shows a list of files under 'Documents &gt; General &gt; DataSource &gt; DWH'. A red box highlights four recent reports: 'Customer Business Review DWH Report Nov 2024.xlsx', 'Customer Business Review DWH Report Oct 2024.xlsx', 'Customer Business Review DWH Report Sep 2024.xlsx', and 'Customer Business Review DWH Report Oct 2023.xlsx'. Other items in the list include 'Customer Business Review DWH Report -Nov 2023.xlsx' and several 'Copy of Customer Business Review DWH Report' files.

# Preliminaries

Get Dataset from SAP BI Data Warehouse  
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Global Dataset is periodically sent in Email to “APAC-Customer-Reporting” Shared mailbox every Wednesday

A screenshot of an email inbox interface. On the left, there's a sidebar with sections like Favorites, APAC-Customer-Reporting (which is expanded), and HAL-SSC. The main area shows an inbox with 155 items. A single email from "NoReply-DWH@hellmann.com" is selected. The subject is "Customer Business Review DWH Report - G". The email body contains the text "Customer Business Review DWH Report - G". To the right of the email, a preview pane displays the same message. A red box highlights the file attachment "Customer Business Review DWH Report - Jan 2024.xlsx" which is 5 MB in size. Below the preview pane, a callout box with a grey background and white text says "Download the File to your local directory ‘Downloads’".

All Unread By Date ↑

Today

NoReply-DWH@hellmann.com Customer Business Review DWH Report - G 11:24 AM

Customer Business Review DWH Report - G

Monday

NoReply-DWH@hellmann.com Customer Business Review DWH Report - G Mon 11:24 AM

Customer Business Review DWH Report - G

APAC-Customer-Reporting@hell... Customer Business Review DWH Report - May... Mon 9:35 AM

APAC-Customer-Reporting@hell... Customer Business Review DWH Report - May... Mon 9:35 AM

APAC-Customer-Reporting@hell... Customer Business Review DWH Report - May... Mon 9:34 AM

APAC-Customer-Reporting@hell... Customer Business Review DWH Report - May... Mon 9:34 AM

Customer Business Review DWH Report - G

Download the File to your local directory “Downloads”

# Preliminaries

## Get Dataset from SAP BI Data Warehouse SAP BI Launch Pad



The screenshot illustrates the process of retrieving a dataset from SAP BI Data Warehouse and saving it to a SharePoint site.

**Email Inbox:** On the left, an Outlook inbox shows several messages from "NoReply-DWH@hellmann.com" regarding "Customer Business Review DWH Report". One message is highlighted, showing a file attachment named "Customer Business Review DWH Report - Jan 2024.xlsx".

**SharePoint Site:** In the center, a SharePoint site titled "GRP-Customer Quotation Reporting" is displayed. The navigation bar includes "Home", "New", "Upload", "Edit in grid view", "Share", "Copy link", "Sync", and "Add site". The "Documents" section is selected, showing a list of items under the path "Documents > General > DataSource\_global".

**File Explorer:** On the right, a file explorer window shows the same "Customer Business Review DWH Report - Jan 2024.xlsx" file. A red arrow points from the SharePoint "Upload" button to this file, indicating the action to save the dataset to the SharePoint site.

**Text Overlay:** A callout box in the bottom right corner contains the instruction: "Save to this Sharepoint directory in the “GRP-Customer Quotation Reporting”".

The screenshot shows a SharePoint document library interface titled "GRP-Customer Quotation Reporting". The left navigation bar includes links for Home, Conversations, Documents (which is selected), Shared with us, Notebook, Pages, Site contents, Recycle bin, and Edit. The top navigation bar features a red "GQ" logo, a "New" button, an "Upload" button, an "Edit in grid view" button, a "Share" button, and a "Comments" button. The breadcrumb navigation shows the path: Documents > General > DataSource. The main content area displays a list of files under the "DataSource" folder. The files listed are "DWH", "Customer Business Review DWH Report.xlsx", and "Mapping.xlsx", with "Mapping.xlsx" highlighted by a red border.

Documents > General > DataSource

- DWH
- Customer Business Review DWH Report.xlsx
- Mapping.xlsx

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# Preliminaries

GRP-Customer Quotation Reporting

Home  
Conversations  
Documents  
Shared with us  
Notebook  
Pages  
Site contents  
Recycle bin  
Edit

Documents > General > DataSource

Name  
DWH  
Customer Business Review DWH Report.xlsx  
Mapping.xlsx

Have the file on standby  
and navigate to your web  
explorer

## Update Monthly Global Currency Rates

	A	B	C	D	E	F	G	H	I
1	Year/Month	CURRENCY	NAME	UNITS PER USD	USD PER UNIT	UNITS PER EUR	EUR PER UNIT		
2026	202411 SLE	Sierra Leonean Leone	22.76993569	0.043917359	24.70360912	0.040479915			
2027	202411 UNI	Uniswap	0.127959272	7.81498664	0.138823857	7.203269061			
2028	202411 VED	VED	42.65586827	0.023443433	46.7829918	0.0216084			
2029	202411 XBT	XBT	1.43811E-05	69535.80943	1.56024E-05	64092.8984			
2030	202411 XLM	Stellar Lumen	10.80472106	0.092552135	11.72218193	0.085307622			
2031	202411 XRP	Ripple	1.93555603	0.516647405	2.09992774	0.476206862			
2032	202411 ZWVG	Zimbabwean Dollar	28.66520697	0.034885497	31.0995198	0.032154837			
2033	202412 USD	US Dollar	1	1	1	1	1	1	1
2034	202412 EUR	Euro	0.966136728	1.035050186	1	1	1	1	1
2035	202412 GBP	British Pound	0.798667384	1.252085687	0.8266660824	1.209685969			
2036	202412 INR	Indian Rupee	85.58043649	0.011684914	88.58044669	0.011289224			
2037	202412 AUD	Australian Dollar	1.617242664	0.618336396	1.67392732	0.597397502			
2038	202412 CAD	Canadian Dollar	1.440347242	0.694277026	1.490831681	0.670766534			
2039	202412 SGD	Singapore Dollar	1.36658514	0.731752971	1.414480382	0.706973421			
2040	202412 CHF	Swiss Franc	0.906892891	1.102666048	0.938679655	1.065326168			
2041	202412 MYR	Malaysian Ringgit	4.470435588	0.223691848	4.627121586	0.216116911			
2042	202412 JPY	Japanese Yen	157.3923431	0.006353549	162.908974	0.006138597			
2043	202412 CNY	Chinese Yuan Renminbi	7.299433167	0.136996939	7.555279656	0.132357774			
2044	202412 NZD	New Zealand Dollar	1.75782851	0.559337763	1.850492231	0.540596757			
2045	202412 THB	Thai Baht	34.33531297	0.029124534	35.53877207	0.028138282			
2046	202412 HUF	Hungarian Forint	397.5692246	0.002515285	411.5040998	0.002430109			
2047	202412 AED	Emirati Dirham	3.6725	0.272294078	3.801221808	0.265073309			
2048	202412 HKD	Hong Kong Dollar	7.768133851	0.128731047	8.040408386	0.124371792			
2049	202412 MXN	Mexican Peso	20.86276691	0.047932381	21.59401077	0.048309137			
2050	202412 ZAR	South African Rand	18.85417851	0.052954382	19.54607248	0.051161173			
2051	202412 PHP	Philippine Peso	58.09382635	0.017213533	60.13002376	0.016630627			
2052	202412 SEK	Swedish Krona	11.07011824	0.090333272	11.45812794	0.087274292			
2053	202412 IDR	Indonesian Rupiah	16222.48262	6.16428E-05	16791.08365	5.95584E-05			
2054	202412 BRL	Brazilian Real	6.185127522	0.161978154	6.401917391	0.156203203			
2055	202412 SAR	Saudi Arabian Riyal	3.75	0.266666667	3.881438197	0.257636481			
2056	202412 TRY	Turkish Lira	35.37638729	0.028267459	36.61631554	0.02731023			
2057	202412 KES	Kenyan Shilling	129.3690591	0.007729824	133.9034686	0.007468066			
2058	202412 KRW	South Korean Won	1478.774709	0.000676236	1530.606037	0.000653356			
2059	202412 EGP	Egyptian Pound	50.83075772	0.019673128	52.61238523	0.01906931			
2060	202412 IQD	Iraqi Dinar	1310.556601	0.000763035	1354.691853	0.000737196			
2061	202412 NOK	Norwegian Krone	11.37127701	0.087940871	11.76984238	0.084962905			
2062	202412 KWD	Kuwaiti Dinar	0.308323807	3.2433343451	0.319130614	3.13351323			
2063	202412 RUB	Russian Ruble	113.2474685	0.008830219	117.2168133	0.008531199			
2064	202412 DKK	Danish Krone	7.204806684	0.138796229	7.457336497	0.134096135			
2065	202412 PKR	Pakistani Rupee	278.6472464	0.003588767	288.4138842	0.003467239			
2066	202412 ILS	Israeli Shekel	3.642120716	0.274565309	3.78977724	0.265287629			
2067	202412 PLN	Polish Zloty	4.134262108	0.241881152	4.279168764	0.233690246			
2068	202412 QAR	Qatari Riyal	3.64	0.274725275	3.767582677	0.265422178			
2069	202412 XAU	Gold Ounce	0.000380847	2625.725259	0.000394196	2536.80961			
2070	202412 OMR	Omani Rial	0.385015248	2.59729973	0.398510104	2.509346663			
2071	202412 COP	Colombian Peso	4405.696805	0.000216979	4560.117297	0.000219293			
2072	202412 CLP	Chilean Peso	994.3120982	0.00100572	1029.162922	0.000971663			
2073	202412 TWD	Taiwan New Dollar	32.74327196	0.0305460625	33.8902973	0.02950642			
2074	202412 ARS	Argentine Peso	1031.051113	0.000969884	1067.189647	0.000937041			
2075	202412 CZK	Czech Koruna	24.54819399	0.041070808	25.20160272	0.039680016			
2076	202412 VND	Vietnamese Dong	25414.40757	3.93478E-05	26305.18728	3.80153E-05			
2077	202412 MAD	Moroccan Dirham	10.13403064	0.09867742	10.4892303	0.09533588			
2078	202412 JOD	Jordanian Dinar	0.709	1.410437236	0.738350582	1.362675216			
2079	202412 BHD	Bahraini Dinar	0.376	2.659574468	0.38917887	2.569512575			
2080	202412 XOF	CFA Franc	633.74411498	0.001577924	655.957	0.00152448			
2081	202412 LKR	Sri Lankan Rupee	293.2121995	0.003410499	303.4893416	0.003295009			
2082	202412 UAH	Ukrainian Hryvnia	41.79989932	0.023923617	43.26478707	0.023113485			

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# Preliminaries

## Update Monthly Global Currency Rates

First, Access the website - <https://www.xe.com/currencytables/>

The screenshot shows the XE.com currencytables website. A modal window titled "Select currency & date" is open in the center. It contains two input fields: "Currency" set to "USD – US Dollar" and "Date" set to "2025-01-15". Below these is a "Confirm" button with a hand cursor icon pointing at it, and an "OR" link below it. At the bottom of the modal is a "Learn about our API" link. On the left side of the main page, there are two callout boxes: one pointing to the "Currency" field with the text "Set to ‘USD – US Dollar’" and another pointing to the "Date" field with the text "Set to the latest Date of your chosen Month". The main content area below the modal shows "Live Currency Rates" and "Central Bank Rates" tables.

Currency	Rate	Change
EUR / USD	1.03092	▲
GDP / EUR	1.18580	▼

Currency	Interest Rate
JPY	0.25%
CHE	1.00%

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# Preliminaries

## Update Monthly Global Currency Rates

Scroll down until you find the Currency Table

The screenshot shows a web browser displaying the XE.com currency table for the US Dollar (USD). The URL in the address bar is <https://www.xe.com/currencytables/?from=USD&date=2024-12-31#table-section>. The page title is "Currency Table: USD — US Dollar". A note at the top states: "All figures are mid-market rates, which are not available to consumers and are for informational purposes only." The date is Dec 31, 2024, 17:00 UTC. The table lists the following currencies and their exchange rates relative to USD:

CURRENCY	NAME	UNITS PER USD	USD PER UNIT
USD	US Dollar	1	1
EUR	Euro	0.9661367281196042	1.0350501858534082
GBP	British Pound	0.7986673840015415	1.2520856867720418
INR	Indian Rupee	85.58043648706374	0.011684913527534521
AUD	Australian Dollar	1.6172426644311495	0.6183363956402553
CAD	Canadian Dollar	1.4403472422787764	0.6942770261550943

A red box highlights the entire table. A callout bubble points to the first row (USD) with the text: "Highlight and copy everything from the first currency (USD) up to the last".

# Preliminaries

GRP-Customer Quotation Reporting

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Site contents  
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Documents > General > DataSource

Name DWH Customer Business Review DWH Report.xlsx Mapping.xlsx

Paste the copied values to Column "B", This is for USD.

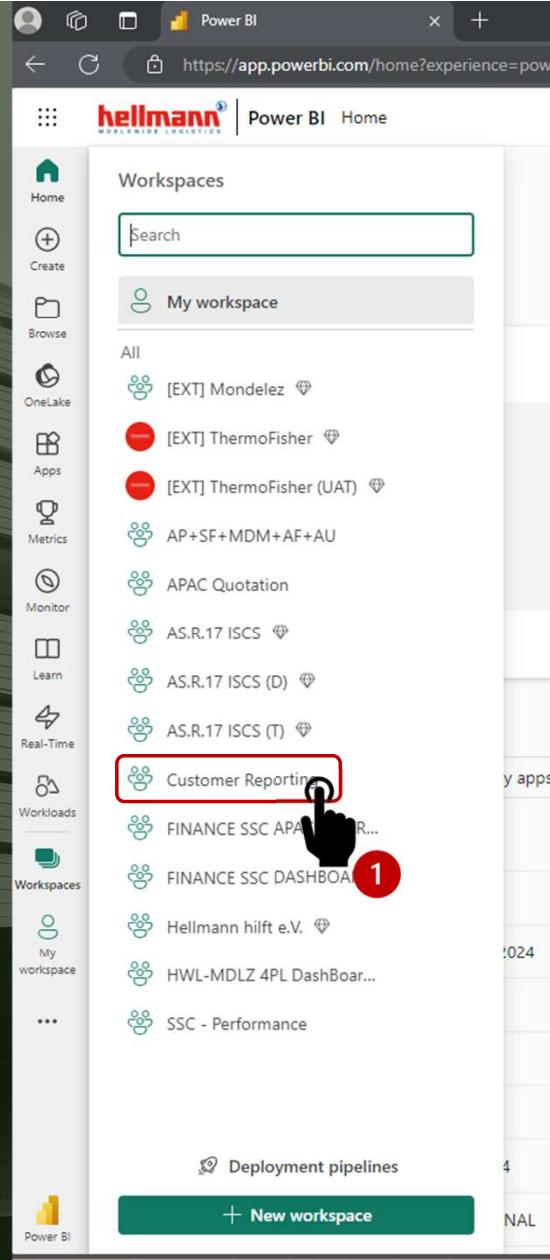
Paste the copied values to Column "F", This is for EUR.

Get data by going back to the currency website and change to EUR

## Update Monthly Global Currency Rates

Year/Month	CURRENCY	NAME	UNITS PER USD	USD PER UNIT	UNITS PER EUR	EUR PER UNIT
2026	202411 SLE	Sierra Leonean Leone	22.76993569	0.043917559	24.70560912	0.040479915
2027	202411 UNI	Uniswap	0.127959272	7.81498664	0.158825857	7.203269061
2028	202411 VED	VED	42.65586827	0.023443433	46.7829918	0.0216084
2029	202411 XBT	XBT	1.43811E-05	69535.80943	1.56024E-05	64092.8984
2030	202411 XLM	Stellar Lumen	10.80472106	0.092552135	11.72218193	0.085307622
2031	202411 XRP	Ripple	1.93556503	0.516647405	2.0992774	0.476206862
2032	202411 ZAR	Zimbabwean Dollar	78.66820627	0.024885407	31.0985188	0.032154837
2033	202411 USD	US Dollar	1	1	1.025050186	0.966136728
2034	202411 EUR	Euro	0.966136728	1.035050186	1	1
2035	202411 GBP	British Pound	0.798667384	1.252085687	0.8266660824	1.209685969
2036	202411 INR	Indian Rupee	85.58043649	0.011684914	88.58044669	0.011289224
2037	202411 AUD	Australian Dollar	1.617242664	0.618336398	1.67392732	0.597397502
2038	202411 CAD	Canadian Dollar	1.440347242	0.694277028	1.490831681	0.670766534
2039	202411 SGD	Singapore Dollar	1.36658514	0.731752971	1.414480332	0.706973421
2040	202411 CHF	Swiss Franc	0.906892891	1.102666048	0.938679655	1.065326168
2041	202411 MYR	Malaysian Ringgit	4.470435588	0.223691845	4.6271215186	0.216116911
2042	202411 JPY	Japanese Yen	157.3923431	0.006335349	162.908974	0.006138597
2043	202411 CNY	Chinese Yuan Renminbi	7.299433167	0.136996939	7.555279656	0.132357774
2044	202411 NZD	New Zealand Dollar	1.75872851	0.559337763	1.850492231	0.540596757
2045	202411 THB	Thai Baht	34.33531297	0.029124534	35.53877207	0.028138282
2046	202411 HUF	Hungarian Forint	397.5692246	0.002515285	411.5040998	0.002430109
2047	202411 AED	Emirati Dirham	3.6725	0.272294078	3.80121808	0.1265073309
2048	202411 HKD	Hong Kong Dollar	7.768133851	0.128731047	8.040408386	0.124371792
2049	202411 MXN	Mexican Peso	20.86276691	0.047932381	21.59401077	0.048309137
2050	202411 ZAR	South African Rand	18.85417851	0.052954382	19.54607248	0.051161173
2051	202411 PHP	Philippine Peso	58.09382635	0.017213353	60.13002376	0.016630527
2052	202411 SEK	Swedish Krona	11.07011824	0.090333272	11.45812794	0.087274292
2053	202411 IDR	Indonesian Rupiah	16222.48262	6.16428E-05	16791.08365	5.95554E-05
2054	202411 BRL	Brazilian Real	6.185127522	0.161678154	6.401917391	0.156203203
2055	202411 SAR	Saudi Arabian Riyal	3.75	0.266666667	3.881438197	0.257636481
2056	202411 TRY	Turkish Lira	35.37638729	0.028267459	36.61631554	0.02731023
2057	202411 KES	Kenyan Shilling	129.3690591	0.007729824	133.9034686	0.007468066
2058	202411 KRW	South Korean Won	1478.774709	0.000676236	1530.606037	0.000653356
2059	202411 EGP	Egyptian Pound	50.83075772	0.019673128	52.61238523	0.01906931
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2079	202411 BHD	Bahraini Dinar	0.376	2.659574468	0.38917887	2.569512575
2080	202411 XOF	CFA Franc	653.7441498	0.001577924	655.957	0.00152449
2081	202411 LKR	Sri Lankan Rupee	293.2121995	0.003410499	303.4893416	0.003295009
2082	202411 UAH	Ukrainian Hryvnia	41.79909982	0.023923617	43.26478707	0.023113485

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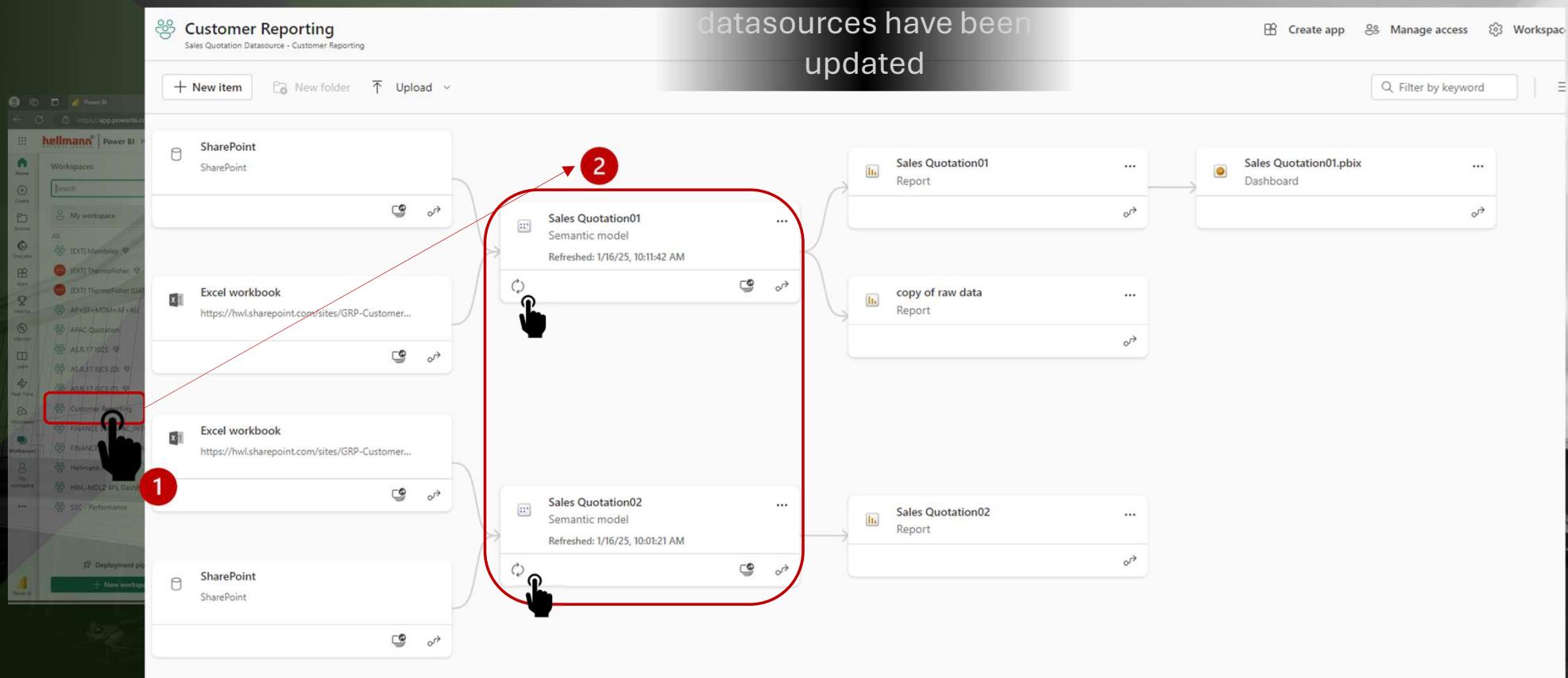


Make sure you are granted  
access to the PowerBI  
workspace “Customer  
Reporting”



# PowerBI

Always refresh the  
Semantic Model after all  
datasources have been  
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Reporting Account List\_updated.xlsx

1

Reporting Account List\_updated

File Home Insert Share Page Layout Formulas Data Review View Automate Help Draw Table Design

Record Actions New Script customerReport\_fullAdvance AWB\_BL\_No\_SequenceCount CustomerReport\_rawDataProcess All Scripts Automate Work

D2 ALL A B C D E F G H

Customer CCP Name	SCOPE	Required Report Version	AGENT NUMBER	Report Sent to (NOW)	Report Receiver (future)	Required Submission Date	Email CC
2 ALF RETAIL HONG KONG LIMITED	APAC	Customer Reporting Template_ Standard (SEA, AIR)	ALL	APAC-Customer-Reporting@hellmann.com	Gary.Loh@hellmann.com		
3 DEALER SEND LOGISTICS LIMITED	APAC	Customer Reporting Template_ Standard (SEA, AIR)	ALL	APAC-Customer-Reporting@hellmann.com	Fergus.Kwok@hellmann.com		
4 ESHOR WORLD	APAC	Customer Reporting Template_ Standard (SEA, AIR)	ALL	APAC-Customer-Reporting@hellmann.com	Stanley.Wong@hellmann.com		
5 HAYCO PRECISION LIMITED	APAC	Customer Reporting Template_ Standard (SEA, AIR)	ALL	APAC-Customer-Reporting@hellmann.com	Stanley.Wong@hellmann.com		
6 HONG KONG YUNYUAN TECHNOLOGY CO., LIMITED	APAC	Customer Reporting Template_ Standard (SEA, AIR)	ALL	APAC-Customer-Reporting@hellmann.com	Fergus.Kwok@hellmann.com		
7 DOOM LOGISTICS LTD	APAC	Customer Reporting Template_ Standard (SEA, AIR)	ALL	APAC-Customer-Reporting@hellmann.com	Fergus.Kwok@hellmann.com		
8 OBIEN GLASS INDUSTRIES LTD	APAC	Customer Reporting Template_ Standard (SEA, AIR)	S15	APAC-Customer-Reporting@hellmann.com	malicia.villaflores@hellmann.com		
9 Shaffer-Haggart LTD	APAC	Customer Reporting Template_ Standard (SEA, AIR)	S15	APAC-Customer-Reporting@hellmann.com	Malicia.Villaflores@hellmann.com		
10 THE KOWLOON MOTOR BUS COMPANY (1933) LIMITED	APAC	Customer Reporting Template_ Standard (SEA, AIR)	ALL	APAC-Customer-Reporting@hellmann.com	Fergus.Kwok@hellmann.com		
11 ABERCROMBIE & FITCH	APAC	Customer Reporting Template_ Standard (SEA, AIR)	ALL	APAC-Customer-Reporting@hellmann.com	Lawrence.Ying@hellmann.com		
12 DECKERS OUTDOOR CORPORATION	APAC	Customer Reporting Template_ Standard (SEA, AIR)	ALL	APAC-Customer-Reporting@hellmann.com	Lawrence.Ying@hellmann.com		
13 MONDEZ INTERNATIONAL	APAC	Customer Reporting Template_ Standard (SEA, AIR)	ALL	APAC-Customer-Reporting@hellmann.com	Lawrence.Ying@hellmann.com		
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15 SWIM POOL CORPORATION	APAC	Customer Reporting Template_ Standard (SEA, AIR)	ALL	APAC-Customer-Reporting@hellmann.com	Lawrence.Ying@hellmann.com		
16 CONTINENTAL	APAC	Customer Reporting Template_ Standard (SEA, AIR)	ALL	APAC-Customer-Reporting@hellmann.com	Patrick.Xu@hellmann.com		
17 COTY INC	APAC	Customer Reporting Template_ Standard (SEA, AIR)	ALL	APAC-Customer-Reporting@hellmann.com	Lucie.Ghio@hellmann.com		
18 FORVIA	APAC	Customer Reporting Template_ Standard (SEA, AIR, Rail)	ALL	APAC-Customer-Reporting@hellmann.com	Nicola.Cai@hellmann.com		
19 HFC - WELLA	APAC	Customer Reporting Template_ Standard (SEA, AIR)	ALL	APAC-Customer-Reporting@hellmann.com	Lucie.Ghio@hellmann.com		
20 INTERNATIONAL FLAVORS & FRAGRANCES	APAC	Customer Reporting Template_ Standard (SEA, AIR)	ALL	APAC-Customer-Reporting@hellmann.com	Lucie.Ghio@hellmann.com		
21 MAHLE	APAC	Customer Reporting Template_ Standard (SEA, AIR)	ALL	APAC-Customer-Reporting@hellmann.com	Patrick.Xu@hellmann.com		
22 Reckitt Benckiser	APAC	Customer Reporting Template_ Standard (SEA, AIR)	ALL	APAC-Customer-Reporting@hellmann.com	Lucie.Ghio@hellmann.com		
23 Robert bosch	APAC	Customer Reporting Template_ Standard (SEA, AIR)	ALL	APAC-Customer-Reporting@hellmann.com	Nicola.Cai@hellmann.com		
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26 VIEO S.A.	APAC	Customer Reporting Template_ Standard (SEA, AIR)	ALL	APAC-Customer-Reporting@hellmann.com	Nicola.Cai@hellmann.com		
27 Amer Sports	APAC	Customer Reporting Template_ Standard (SEA, AIR)	S15	APAC-Customer-Reporting@hellmann.com	sumit.sinha@hellmann.com		
28 BROSE	APAC	Customer Reporting Template_ Standard (SEA, AIR)	ALL	APAC-Customer-Reporting@hellmann.com	Patrick.Xu@hellmann.com		
29 COTY INC	APAC	Customer Reporting Template_ Standard (SEA, AIR)	S15	APAC-Customer-Reporting@hellmann.com	Malicia.Villaflores@hellmann.com		
30 DANA	APAC	Customer Reporting Template_ Standard (SEA, AIR)	ALL	APAC-Customer-Reporting@hellmann.com	Patrick.Xu@hellmann.com		
31 H&B Group	APAC	Customer Reporting Template_ Standard (SEA, AIR)	ALL	APAC-Customer-Reporting@hellmann.com	Zoe.Chan@hellmann.com		
32 TW	APAC	Customer Reporting Template_ Standard (SEA, AIR)	S15	APAC-Customer-Reporting@hellmann.com	Malicia.Villaflores@hellmann.com		
33 LEONI	APAC	Customer Reporting Template_ Standard (SEA, AIR)	ALL	APAC-Customer-Reporting@hellmann.com	Patrick.Xu@hellmann.com		
34 Procter & Gamble	APAC	Customer Reporting Template_ Standard (SEA, AIR)	S15	APAC-Customer-Reporting@hellmann.com	Malicia.Villaflores@hellmann.com		
35 Schaeffler	APAC	Customer Reporting Template_ Standard (SEA, AIR)	ALL	APAC-Customer-Reporting@hellmann.com	Syed.Ameerudin@hellmann.com, Patrick.Xu		
36 SCA INC.	APAC	Customer Reporting Template_ Standard (SEA, AIR)	ALL	APAC-Customer-Reporting@hellmann.com	Marilyn.Tsui@hellmann.com		
37 VIATRS INC.	APAC	Customer Reporting Template_ Standard (SEA, AIR)	S15	APAC-Customer-Reporting@hellmann.com	nikki.tawhai@hellmann.com		
38 WITESCO TECHNOLOGIES GROUP AG	APAC	Customer Reporting Template_ Standard (SEA, AIR)	ALL	APAC-Customer-Reporting@hellmann.com	Patrick.Xu@hellmann.com		
39 WEBASTO GROUP	APAC	Customer Reporting Template_ Standard (SEA, AIR)	ALL	APAC-Customer-Reporting@hellmann.com	Patrick.Xu@hellmann.com		
40 ZOTIS INC.	APAC	Customer Reporting Template_ Standard (SEA, AIR)	ALL	APAC-Customer-Reporting@hellmann.com	Syed.Ameerudin@hellmann.com		
41 ABBOTT	APAC	Customer Reporting Template_ Standard (SEA, AIR)	S15	APAC-Customer-Reporting@hellmann.com	Malicia.Villaflores@hellmann.com		
42 Baccarat International (PTE.)	APAC	Customer Reporting Template_ Standard (SEA, AIR)	709	APAC-Customer-Reporting@hellmann.com	Jason.tan@hellmann.com		
43 CONTINENTAL	APAC	Customer Reporting Template_ Standard (SEA, AIR)	801	APAC-Customer-Reporting@hellmann.com	SangHyun.Kim@hellmann.com, BY.Jang@hellmann.com, byungchul.oum@hellmann.com, myoungsook.lee@hellmann.com, jennife		
44 Eaton Electric (Singapore) Pte.	APAC	Customer Reporting Template_ Standard (SEA, AIR)	709	APAC-Customer-Reporting@hellmann.com	Rebecca.Yip@hellmann.com		
45 FUTURE ELECTRONICS	APAC	Customer Reporting Template_ Standard (SEA, AIR)	709	APAC-Customer-Reporting@hellmann.com	Jason.tan@hellmann.com		
46 MONTBLANC INTERNATIONAL	APAC	Customer Reporting Template_ Standard (SEA, AIR)	709	APAC-Customer-Reporting@hellmann.com	Jason.tan@hellmann.com		
47 Traveler's Automation	APAC	Customer Reporting Template_ Standard (SEA, AIR)	709	APAC-Customer-Reporting@hellmann.com	Jackson.Wu@hellmann.com		
48 EARTORIUS	APAC	Customer Reporting Template_ Standard (SEA, AIR)	709	APAC-Customer-Reporting@hellmann.com	Katherine.Lau@hellmann.com		
49 ETERIS CORP	APAC	Customer Reporting Template_ Standard (SEA, AIR)	709	APAC-Customer-Reporting@hellmann.com	Katherine.Lau@hellmann.com		
50 Taiwan Union Technology Corporation	APAC	Customer Reporting Template_ Standard (SEA, AIR)	806	APAC-Customer-Reporting@hellmann.com	Josh.Hsieh@hellmann.com, Roy.Yuan@hellmann.com		
51 THERMO FISHER	APAC	Customer Reporting Template_ Standard (SEA, AIR)	801	APAC-Customer-Reporting@hellmann.com	SangHyun.Kim@hellmann.com, BY.Jang@hellmann.com, byungchul.oum@hellmann.com, myoungsook.lee@hellmann.com, jennife		

# Automation

Reporting Account List\_updated

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Record Actions New Script customerReport\_fullAdvance AWB\_BL\_No\_SequenceCount CustomerReport\_rawDataProcess All Scripts

Comments Catch up Editing Share

D2 ALL

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A	B	C	D	E	F	G	H
Customer CCP Name	SCOPE	Required Report Version	AGENT NUMBER	Report Sent to (NOW)	Report Receiver (future)	Required Submission Date	Email CC
1 ALF RETAIL HONG KONG LIMITED	APAC	Customer Reporting Template_Standard (SEA_AIR)	ALL	APAC-Customer-Reporting@hellmann.com	Gary.Lo@hellmann.com		
3 DEALER SEND LOGISTICS LIMITED	APAC	Customer Reporting Template_Standard (SEA_AIR)	ALL	APAC-Customer-Reporting@hellmann.com	Fergus.Kwok@hellmann.com		
4 ESHOP WORLD	APAC	Customer Reporting Template_Standard (SEA_AIR)	ALL	APAC-Customer-Reporting@hellmann.com	Stanley.Wong@hellmann.com		Fergus.Kwok@hellmann.com
5 HAYCO PRECISION LIMITED	APAC	Customer Reporting Template_Standard (SEA_AIR)	ALL	APAC-Customer-Reporting@hellmann.com	Stanley.Wong@hellmann.com		Fergus.Kwok@hellmann.com
6 HONG KONG YUNYUAN TECHNOLOGY CO., LIMITED	APAC	Customer Reporting Template_Standard (SEA_AIR)	ALL	APAC-Customer-Reporting@hellmann.com	Fergus.Kwok@hellmann.com		
7 JCOM LOGISTICS LTD	APAC	Customer Reporting Template_Standard (SEA_AIR)	ALL	APAC-Customer-Reporting@hellmann.com	Fergus.Kwok@hellmann.com		
8 OBIEN GLASS INDUSTRIES LTD	APAC	Customer Reporting Template_Standard (SEA_AIR)	515	APAC-Customer-Reporting@hellmann.com	Maico.Villaflores@hellmann.com		Fergus.Kwok@hellmann.com
9 Shafer-Haggart LTD	APAC	Customer Reporting Template_Standard (SEA_AIR)	515	APAC-Customer-Reporting@hellmann.com	Maico.Villaflores@hellmann.com		Ray.Krikorian@hellmann.com
10 THE KOWLOON MOTOR BUS COMPANY (1933) LIMITED	APAC	Customer Reporting Template_Standard (SEA_AIR)	ALL	APAC-Customer-Reporting@hellmann.com	Fergus.Kwok@hellmann.com		
11 ABERCROMBIE & FITCH	APAC	Customer Reporting Template_Standard (SEA_AIR)	ALL	APAC-Customer-Reporting@hellmann.com	Lawrence.Ying@hellmann.com		
12 DECKERS OUTDOOR CORPORATION	APAC	Customer Reporting Template_Standard (SEA_AIR)	ALL	APAC-Customer-Reporting@hellmann.com	Lawrence.Ying@hellmann.com		4 Garcia-DeBartolo@hellmann.com;Paul.G
13 MONDELEZ INTERNATIONAL	APAC	Customer Reporting Template_Standard (SEA_AIR)	ALL	APAC-Customer-Reporting@hellmann.com	Lawrence.Ying@hellmann.com		4
14 SANMINA-SCI	APAC	Customer Reporting Template_Standard (SEA_AIR)	ALL	APAC-Customer-Reporting@hellmann.com	Lawrence.Ying@hellmann.com		4 Paul.Goldsborough@hellmann.com
15 WHIRLPOOL CORPORATION	APAC	Customer Reporting Template_Standard (SEA_AIR)	ALL	APAC-Customer-Reporting@hellmann.com	Lawrence.Ying@hellmann.com		4
16 CONTINENTAL	APAC	Customer Reporting Template_Standard (SEA_AIR)	ALL	APAC-Customer-Reporting@hellmann.com	Patrick.Xu@hellmann.com		4
17 COTY INC	APAC	Customer Reporting Template_Standard (SEA_AIR)	ALL	APAC-Customer-Reporting@hellmann.com	Lucie.Ghio@hellmann.com		4
18 FORVIA	APAC	Customer Reporting Template_Standard(SEA_AIR,Rail)	ALL	APAC-Customer-Reporting@hellmann.com	Nicola.Cai@hellmann.com		4
19 HFC - WELLA	APAC	Customer Reporting Template_Standard (SEA_AIR)	ALL	APAC-Customer-Reporting@hellmann.com	Lucie.Ghio@hellmann.com		4
20 INTERNATIONAL FLAVORS & FRAGRANCES	APAC	Customer Reporting Template_Standard (SEA_AIR)	ALL	APAC-Customer-Reporting@hellmann.com	Lucie.Ghio@hellmann.com		4
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23 Robert bosch	APAC	Customer Reporting Template_Standard (SEA_AIR)	ALL	APAC-Customer-Reporting@hellmann.com	Nicola.Cai@hellmann.com		4 Kelvin.Zhu@hellmann.com
24 ROCKET INTERNET	APAC	Customer Reporting Template_Standard (SEA_AIR)	ALL	APAC-Customer-Reporting@hellmann.com	Lucie.Ghio@hellmann.com		4
25 TENNECO INC.	APAC	Customer Reporting Template_Standard (SEA_AIR)	ALL	APAC-Customer-Reporting@hellmann.com	Nicola.Cai@hellmann.com		4 Asuka.Inoue@hellmann.com
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27 Amer Sports	APAC	Customer Reporting Template_Standard (SEA_AIR)	515	APAC-Customer-Reporting@hellmann.com	sumit.sirohi@hellmann.com		4 Ray.Krikorian@hellmann.com
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30 DANA	APAC	Customer Reporting Template_Standard (SEA_AIR)	ALL	APAC-Customer-Reporting@hellmann.com	Patrick.Xu@hellmann.com		4
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36 TESLA INC.	APAC	Customer Reporting Template_Standard (SEA_AIR)	ALL	APAC-Customer-Reporting@hellmann.com	Mathew.Yeung@hellmann.com		4
37 VIATRIS INC.	APAC	Customer Reporting Template_Standard (SEA_AIR)	515	APAC-Customer-Reporting@hellmann.com	nikki.tawha@hellmann.com		4 robert.kasch@hellmann.com
38 VITESCO TECHNOLOGIES GROUP AG	APAC	Customer Reporting Template_Standard (SEA_AIR)	ALL	APAC-Customer-Reporting@hellmann.com	Patrick.Xu@hellmann.com		4
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50 Taiwan Union Technology Corporation	APAC	Customer Reporting Template_Standard (SEA_AIR)	806	APAC-Customer-Reporting@hellmann.com	Josh.Hsieh@hellmann.com;Roy.Yuan@hellmann.com		
51 THERMO FISHER	APAC	Customer Reporting Template_Standard (SEA_AIR)	801	APAC-Customer-Reporting@hellmann.com	SangHyun.Kim@hellmann.com;BY.Jang@hellmann.com;byungchul.oum@hellmann.com;myoungsook.lee@hellmann.com; jennife		

## Automation

Reporting Account List\_updated

File Home Insert Share Page Layout Formulas Data Review View Automate Draw Table Design

Record Actions New Script customerReport\_fullAdvance AWB\_BL\_No\_SequenceCount CustomerReport\_rawDataProcess All Scripts

Comments Catch up Editing Share

D2 ALL

Customer CCP Name	SCOPE	Required Report Version	AGENT NUMBER	Report Sent to (NOW)	Report Receiver (future)	Required Submission Date
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2 DEALER SEND LOGISTICS LIMITED	APAC	Customer Reporting Template_Standard (SEA_AIR)	ALL	APAC-Customer-Reporting@hellmann.com	Fergus.Kwok@hellmann.com	
3 ESHOP WORLD	APAC	Customer Reporting Template_Standard (SEA_AIR)	ALL	APAC-Customer-Reporting@hellmann.com	Stanley.Wong@hellmann.com	
5 HAYCO PRECISION LIMITED	APAC	Customer Reporting Template_Standard (SEA_AIR)	ALL	APAC-Customer-Reporting@hellmann.com	Stanley.Wong@hellmann.com	
6 HONG KONG YUNYUAN TECHNOLOGY CO., LIMITED	APAC	Customer Reporting Template_Standard (SEA_AIR)	ALL	APAC-Customer-Reporting@hellmann.com	Fergus.Kwok@hellmann.com	
7 ICOM LOGISTICS LTD	APAC	Customer Reporting Template_Standard (SEA_AIR)	ALL	APAC-Customer-Reporting@hellmann.com	Fergus.Kwok@hellmann.com	
8 OBIEN GLASS INDUSTRIES LTD	APAC	Customer Reporting Template_Standard (SEA_AIR)	515	APAC-Customer-Reporting@hellmann.com	Maico.Villaflores@hellmann.com	
9 Shafer-Haggart LTD	APAC	Customer Reporting Template_Standard (SEA_AIR)	515	APAC-Customer-Reporting@hellmann.com	Maico.Villaflores@hellmann.com	
10 THE KOWLOON MOTOR BUS COMPANY (1933) LIMITED	APAC	Customer Reporting Template_Standard (SEA_AIR)	ALL	APAC-Customer-Reporting@hellmann.com	Fergus.Kwok@hellmann.com	
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51 THERMO FISHER	APAC	Customer Reporting Template_Standard (SEA_AIR)	801	APAC-Customer-Reporting@hellmann.com	SangHyun.Kim@hellmann.com, BY.Jang@hellmann.com, byungchul.oum@hellmann.com	

Automate Work

Flows in this workbook

Customer Reporting - SPOT

Flows in this workbook

Track planner tasks in Excel

Monitor incoming emails to an alias in an Excel worksheet

Send Bulk Emails

Run an Office Script on an Excel workbook when an email is received

## Automation

Reporting Account List\_updated

File Home Insert Share Page Layout Formulas Data Review View Automate

Record Actions New Script customerReport\_fullAdvance AWB\_BL\_No\_SequenceCount CustomerReport\_rawDataProcess All Scripts

Comments Catch up Editing Share

Search for tools, help, and more (Alt + Q)

Automate Work

Customer CCP Name Scope Required Report Version Agent Number Report Sent to (NOW) Report Receiver (future) Required Submission Date

1 2 3

Highlight first the Customer names to be sent report to

A window slider should appear at the right side of the file

Automate Work

Flows in this workbook

Customer Reporting - SPOT

Track planner tasks in Excel

Monitor incoming emails to an alias in an Excel worksheet

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Customer CCP Name	Scope	Required Report Version	Agent Number	Report Sent to (NOW)	Report Receiver (future)	Required Submission Date
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3 ESHOP WORLD	APAC	Customer Reporting Template_Standard (SEA_AIR)	ALL	APAC-Customer-Reporting@hellmann.com	Stanley.Wong@hellmann.com	
5 HAYCO PRECISION LIMITED	APAC	Customer Reporting Template_Standard (SEA_AIR)	ALL	APAC-Customer-Reporting@hellmann.com	Stanley.Wong@hellmann.com	
6 HONG KONG YUNYUAN TECHNOLOGY CO., LIMITED	APAC	Customer Reporting Template_Standard (SEA_AIR)	ALL	APAC-Customer-Reporting@hellmann.com	Fergus.Kwok@hellmann.com	
7 Joomi Logistics LTD	APAC	Customer Reporting Template_Standard (SEA_AIR)	ALL	APAC-Customer-Reporting@hellmann.com	Fergus.Kwok@hellmann.com	
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9 Shaffer-Haggart LTD	APAC	Customer Reporting Template_Standard (SEA_AIR)	515	APAC-Customer-Reporting@hellmann.com	Maico.Villaflores@hellmann.com	
10 THE KOWLOON MOTOR BUS COMPANY (1933) LIMITED	APAC	Customer Reporting Template_Standard (SEA_AIR)	ALL	APAC-Customer-Reporting@hellmann.com	Fergus.Kwok@hellmann.com	
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13 INNUVUEZL INTERNATIONAL	APAC	Customer Reporting Template_Standard (SEA_AIR)	ALL	APAC-Customer-Reporting@hellmann.com	Lawrence.Ying@hellmann.com	
14 SANMINA-SCI	APAC	Customer Reporting Template_Standard (SEA_AIR)	ALL	APAC-Customer-Reporting@hellmann.com	Lawrence.Ying@hellmann.com	
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## Automation

Automation

Highlight first the Customer names to be sent report to

1. Click on the Automate button in the ribbon.

2. Click on the Automate Work button.

3. Select the customer names you want to send the report to.

4. In the Automate Work pane, click on the ellipsis (3 dots) next to "Customer Reporting - SPC" and select "Run".

Customer CCP Name	SCOPE	Required Report Version	AGENT NUMBER	Report Sent to (NOW)	Report Receiver (future)	Required Submission Date
1 ALF RETAIL HONG KONG LIMITED	APAC	Customer Reporting Template_Standard (SEA_AIR)	ALL	APAC-Customer-Reporting@hellmann.com	Gary.Lo@hellmann.com	
2 DEALER SEND LOGISTICS LIMITED	APAC	Customer Reporting Template_Standard (SEA_AIR)	ALL	APAC-Customer-Reporting@hellmann.com	Fergus.Kwok@hellmann.com	
3 ESHOP WORLD	APAC	Customer Reporting Template_Standard (SEA_AIR)	ALL	APAC-Customer-Reporting@hellmann.com	Stanley.Wong@hellmann.com	
5 HAYCO PRECISION LIMITED	APAC	Customer Reporting Template_Standard (SEA_AIR)	ALL	APAC-Customer-Reporting@hellmann.com	Stanley.Wong@hellmann.com	
6 HONG KONG YUNYUAN TECHNOLOGY CO., LIMITED	APAC	Customer Reporting Template_Standard (SEA_AIR)	ALL	APAC-Customer-Reporting@hellmann.com	Fergus.Kwok@hellmann.com	
7 Joomi Logistics LTD	APAC	Customer Reporting Template_Standard (SEA_AIR)	ALL	APAC-Customer-Reporting@hellmann.com	Fergus.Kwok@hellmann.com	
8 OBIEN GLASS INDUSTRIES LTD	APAC	Customer Reporting Template_Standard (SEA_AIR)	515	APAC-Customer-Reporting@hellmann.com	Maico.Villaflores@hellmann.com	
9 Shafer-Haggart LTD	APAC	Customer Reporting Template_Standard (SEA_AIR)	515	APAC-Customer-Reporting@hellmann.com	Maico.Villaflores@hellmann.com	
10 THE KOWLOON MOTOR BUS COMPANY (1933) LIMITED	APAC	Customer Reporting Template_Standard (SEA_AIR)	ALL	APAC-Customer-Reporting@hellmann.com	Fergus.Kwok@hellmann.com	
11 ABERCROMBIE & FITCH	APAC	Customer Reporting Template_Standard (SEA_AIR)	ALL	APAC-Customer-Reporting@hellmann.com	Lawrence.Ying@hellmann.com	
12 DECKERS OUTDOOR CORPORATION	APAC	Customer Reporting Template_Standard (SEA_AIR)	ALL	APAC-Customer-Reporting@hellmann.com	Lawrence.Ying@hellmann.com	
13 INNUVUEZL INTERNATIONAL	APAC	Customer Reporting Template_Standard (SEA_AIR)	ALL	APAC-Customer-Reporting@hellmann.com	Lawrence.Ying@hellmann.com	
14 SANMINA-SCI	APAC	Customer Reporting Template_Standard (SEA_AIR)	ALL	APAC-Customer-Reporting@hellmann.com	Lawrence.Ying@hellmann.com	
15 WHIRLPOOL CORP	APAC	Customer Reporting Template_Standard (SEA_AIR)	ALL	APAC-Customer-Reporting@hellmann.com	Patrick.Xu@hellmann.com	
16 CONTINENTAL	APAC	Customer Reporting Template_Standard (SEA_AIR)	ALL	APAC-Customer-Reporting@hellmann.com	Lucie.Ghio@hellmann.com	
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35 Schaeffler	APAC	Customer Reporting Template_Standard (SEA_AIR)	ALL	APAC-Customer-Reporting@hellmann.com	Syed.Ameerudin@hellmann.com, Patrick.Xu	
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Automation

Highlight first the Customer names to be sent report to

Set the correct parameters for the specified month

Run flow

Cancel

This flow uses Excel Online (Business), SharePoint, Office 365 Outlook, Approvals, Power BI and Office 365 Users. View connections and actions

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Reporting Account List\_updated

File Home Insert Share Page Layout Formulas Data Review View Automate Help Draw Table Design

Record Actions New Script customerReport\_fullAdvance AWB\_BL\_No\_SequenceCount CustomerReport\_rawDataProcess All Scripts Automate Work

D2 ALL

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Automate Work

Run flow

The Automation flow should start by now, click Done to finish

Done

# Automation

# Approval

You will find the Approval entity in your "Activity" section of the Teams app

Rey Michael Estela sent you a request.

Approvals

You may receive a notification pop-up window at lower-right side of your screen (sometimes no notification)

Customer Report [CCP Name: ALF RETAIL HONG KONG LIMITED | Scope: APAC | Agent#: ALL]

Click the Attachment link to check the File

Comments

Add your comments here

Reject Approve

All Unread By Date ↑ Today

Microsoft Power Automate Customer Report [CCP Name: ALF RETAIL ... 11:07 AM RME Requested by Rey Michael Estela

Microsoft Power Automate Customer Report [CCP Name: DEALER SEN... 11:05 AM RME Requested by Rey Michael Estela

In Folder: Sales-Customer Reporting

Microsoft Power Automate Customer Report [CCP Name: ESHOP WOR... 11:05 AM RME Requested by Rey Michael Estela

Last Week

Christopher Schwarz RE: Customer Reporting - ANSELL HEALTHCAR... Hi Coco, Fantastic – thanks so much for your Thu 1/9

Coco Fan RE: Customer Reporting - ANSELL HEALTHCAR... @Rey Michael Estela <end> Thu 1/9

Customer Report [CCP Name: ALF RETAIL HONG KONG L...  
Requested by Rey Michael Estela <[ReyMichael.Estela@hellmann.com](mailto:ReyMichael.Estela@hellmann.com)>  
Date Thursday, January 16, 2025 11:05 AM  
Created  
Link [Customer Reporting - ALF RETAIL HONG KONG LIMITED\\_APAC\\_AGENT\\_ALL\\_Dec2024\\_0116110145](#)  
Customer Name: ALF RETAIL HONG KONG LIMITED  
Report Version: Customer Reporting Template\_Standard (SEA\_AIR)  
Report Scope: APAC  
Report Period: YTD Dec 2024  
Report Month: ATD Month

Approvals | Power Automate

Customer Report [CCP Name: ALF RETAIL HONG KONG L...  
Requested by Rey Michael Estela <[ReyMichael.Estela@hellmann.com](mailto:ReyMichael.Estela@hellmann.com)>  
Date Thursday, January 16, 2025 11:05 AM  
Created  
Link [Customer Reporting - ALF RETAIL HONG KONG LIMITED\\_APAC\\_AGENT\\_ALL\\_Dec2024\\_0116110145](#)  
Customer Name: ALF RETAIL HONG KONG LIMITED  
Report Version: Customer Reporting Template\_Standard (SEA\_AIR)  
Report Scope: APAC  
Report Period: YTD Dec 2024  
Report Month: ATD Month

Recommended

# Aproval

Screenshot of an Outlook inbox showing a Power Automate approval request.

The inbox header shows:

- All Unread
- By Date
- Customer Report [CCP Name: ALF RETAIL HON...]
- 11:07 AM
- Microsoft Power Automate <flow-noreply@microsoft.com>
- Microsoft Power Automate <flow-noreply@microsoft.com>
- 11:06 AM
- Presentation last saved: Just now

The main message details:

**Customer Report [CCP Name: ALF RETAIL HONG KONG LIMITED | Scope: APAC | Agent#: ALL]**

From: Microsoft Power Automate <flow-noreply@microsoft.com>  
To: Rey Michael Estela

If there are problems with how this message is displayed, click here to view it in a web browser.  
Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

**Approvals | Power Automate**

**Customer Report [CCP Name: ALF RETAIL HONG KONG LIMITED | Sco...**

Requested by Rey Michael Estela <[ReyMichael.Estela@hellmann.com](mailto:ReyMichael.Estela@hellmann.com)>

Date: Thursday, January 16, 2025 11:05 AM  
Created Link: [Customer Reporting - ALF RETAIL HONG KONG LIMITED\\_APAC\\_AGENT\\_ALL\\_Dec2024 0116110145](#)

Customer Name: ALF RETAIL HONG KONG LIMITED  
Report Version: Customer Reporting - Standard (SEA\_AIR)  
Report Scope: APAC  
Report Period: YTD Dec 2024  
Report Month: ATD Month

Click the Attachment link to check the File

WARNING!! After Approve:  
This report will be sent to: Gary Lo  
CC copy to:

Approve Reject

Get the Power Automate app to receive push notifications and grant approvals from anywhere. [Learn more](#). This message was created by a flow in Power Automate. Do not reply. Microsoft Corporation 2020.

A red box highlights the attachment link in the Power Automate message, and a red circle with the number 1 points to the "Approve" button.

# Approval

Approvals | Power Automate

Customer Report [CCP Name: ALF RETAIL HONG KONG LIMITED | Sco...

Requested by Rey Michael Estela <ReyMichael.Estela@hellmann.com>

Date Created Link Thursday, January 16, 2025 11:05 AM

[Customer Reporting - ALF RETAIL HONG KONG LIMITED APAC AGENT ALL Dec2024 011610145](#)

Customer Name: ALF RETAIL HONG KONG LIMITED  
Report Version: Customer Reporting - Standard (SEA\_AIR)  
Report Scope: APAC  
Report Period: YTD Dec 2024  
Report Month: ATD Month

**Click the Attachment link to check the File**

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**Approve** **Reject**

Check the Report contents if all visuals are accurate (conditional parameters are indicated in the Excel file “Reporting Account List” for reference)

File Home Insert Share Page Layout Formulas Data Review View Automate Help Draw

Record Actions New Script customerReport\_fullAdvance AWB\_BL\_NoSequenceCount CustomerReport\_rawDataProcess All Scripts Automate Work

AN12

# OF Shipments (YTD) Avg / Month Last Month Nov.2024 YTD Volume

82	7	Air 65 Tons
		Sea-FCL 0 TEUs
		Sea-LCL 0 CRMs

SHIPMENT RATIO by Shipments AIR SEA ON

VOLUME(CBM) Mode Total Avg / Month Last Month Nov.2024 Spend(USD)

Air 82 7.704 441,076	Sea 100% 40,098
Total 90 7.704 441,076	Total 40,098

Shipment Trend (ATD)

Chargable Weight (Ton) Mode Total Avg / Month Last Month Nov.2024

Air 82 7.704	Sea 100% 40,098
Total 90 7.704	Total 40,098

Volume Trend -SEA/LCL (CBM)

Spend Trend (USD)

Volume Trend -SEA/FCL (TEU)

Spending Per Shipment Mode

TOP 10 TRADE LANES (PUL to POD) BY SHIPMENTS

Top 10 Shipper By No. Of Shipments

Top 10 Consignee By No. Of Shipments

Business Overview Shipment Details-SEA Shipment Details-AIR Raw Data +

# Aproval

Condition: if the Report is tagged as  
“Advanced”

File Home Insert Share Page Layout Formulas Data Review View Automate customerReport\_fullAdvance CustomerReport rawDataProcessor

AN12

1 2

hellmann<sup>®</sup>  
WORLDWIDE LOGISTICS

Business Overview - ESHOP WORLD

Last Month: November 2024 Currency: USD

# Of Shipments (YTD) Avg Shipments/Month Last Month: Nov,2024 YTD Volume

Air	85 Tons
Sea-FCL	0 TEUs
Sea-LCL	0 CBMs

SHIPMENTS

Mode	Total	Avg / Month	Last Month: Nov,2024
Sea: FCL	82	7	-
Sea: LCL	-	-	-
Air	82	7	-
Total	82	7	-

Chargeable WEIGHT (KG)

Mode	Total	Avg / Month	Last Month: Nov,2024
Air	84,741	7,704	-
Total	84,741	7,704	-

VOLUME (CBM)

Mode	Total	Avg / Month	Last Month: Nov,2024
Sea: FCL	508	46	-
Sea: LCL	-	-	-
Air	441,078	40,598	-
Total	441,078	40,598	-

SPEND SPLIT

AIR	82	100%	-	0%
-----	----	------	---	----

Shipment Trend (ATD)

Chargeable Weight Trend - Air (Ton)

Volume Trend - SEA/FCL (TEU)

Volume Trend -SEA/LCL (CBM)

Spend Trend (USD)

Top 10 TRADE LANES (PoI to PoD) BY SHIPMENTS

Top 10 Shipper By No. Of Shipments

Top 10 Consignee By No. Of Shipments

Business Overview Shipment Details-SEA Shipment Details-AIR Raw Data +

# Aproval

Condition: if the Report is tagged as  
“Advanced”

The screenshot shows a Microsoft Excel spreadsheet titled "Business Overview - ESHOP WORLD". The "Automate" tab is selected in the ribbon. A red box highlights the "All Scripts" button in the "Automate" tab's dropdown menu. Another red box highlights the "customerReport\_fullAdvance" script in the "Code Editor" pane. A third red box highlights the "Find and select the Script" text.

**Code Editor**

- + New script
- Recent This workbook Samples
- customerReport\_fullAdvance **3**
- AWB\_BL\_No\_SequenceCount

**Find and select the Script**  
“customerReport\_fullAdvance”

- script\_initialDB\_approvalTracking
- script\_initialDB\_statusTracking
- script\_vendorfileGenerateVer2\_POfollowup3
- script\_initialDB\_Pstatus\_ver2
- script\_vendorfileGenerateVer2\_POfollowup5
- script\_vendorfileGenerateVer2\_POfollowup2
- script\_vendorfileGenerateVer2\_POfollowup4
- script\_vendorfileGenerateVer2\_POfollowup1
- script\_POfollowup\_vendornameCollector
- errorhandling\_cleanDatabase
- script\_initialDB\_cleanUp

**View more scripts →**

# Aproval

Condition: if the Report is tagged as  
“Advanced”

The screenshot shows a Microsoft Excel spreadsheet titled "Business Overview - ESHOP WORLD". The ribbon at the top has "Automate" selected. A red box labeled "1" highlights the "Automate" tab. A red box labeled "2" highlights the "All Scripts" button in the ribbon. A red box labeled "3" highlights the "customerReport\_fullAdvance" script in the "Code Editor". A red box labeled "4" highlights the "Run" button in the "Code Editor".

**Find and select the Script “customerReport\_fullAdvance”**

**Run the Script**

**Script should run approximately 5 to 15 minutes depending on the network and other factors**

**View more scripts →**

**Code Editor**

- + New script
- Recent This workbook Samples

**customerReport\_fullAdvance**

**AWB\_BL\_No\_Sequence**

**script\_initialDB\_approvalTracking**

**script\_initialDB\_statusTracking**

**script\_vendorfileGenerateVer2\_POfollowup3**

**script\_initialDB\_POstatus\_ver2**

**script\_vendorfileGenerateVer2\_POfollowup5**

**script\_vendorfileGenerateVer2\_POfollowup2**

**script\_vendorfileGenerateVer2\_POfollowup4**

**script\_vendorfileGenerateVer2\_POfollowup1**

**script\_vendorfileGenerateVer2\_POfollowup**

**script\_POfollowup\_vendornameCollector**

**errorhandling\_cleanDatabase**

# Approval

 Approvals | Power Automate

Customer Report [CCP Name: ALF RETAIL HONG KONG LIMITED | Sco...]

Requested by Rey Michael Estela <[ReyMichael.Estela@hellmann.com](mailto:ReyMichael.Estela@hellmann.com)>

Date Thursday, January 16, 2025 11:05 AM  
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Customer Name: ALF RETAIL HONG KONG LIMITED  
Report Version: Customer Reporting Template\_Standard (SEA\_AIR)  
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**Click the Attachment link to check the File**

**WARNING!! After Approve:**  
This report will be sent to: Gary Lo  
CC copy to:

**Approve** **Reject**

Get the Power Automate app to receive push notifications and grant approvals from anywhere. [Learn more](#). This message was created by a flow in Power Automate. Do not reply. Microsoft Corporation 2020.

Reject if the Report contents issues such as Missing Data, Malfunction settings, Outdated data, Outdated format, etc

Close the Excel app once everything is OK.

Go back to the Approval Email Entity and click "Approve"

The report should automatically be sent to the specified Recipients based on the contents of Excel file "Reporting Account List"