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| Groupe SEB |
| Sales Forecast |
| For Hong Kong and Taiwan |

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| dlie  9/27/2016 |

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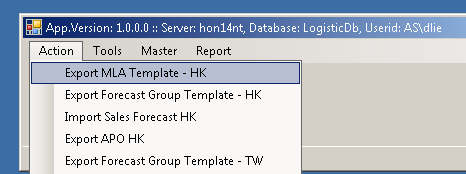
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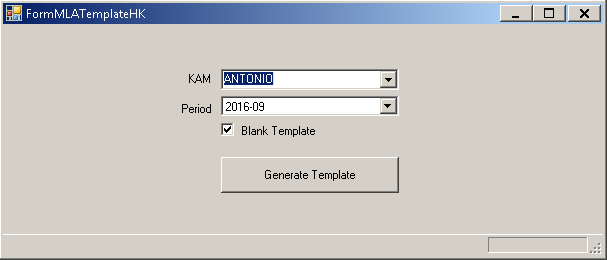
Sales Forecast User Guide

# Preparing Excel Template for data input

## HK MLA Template

Action > Export MLA Template – HK





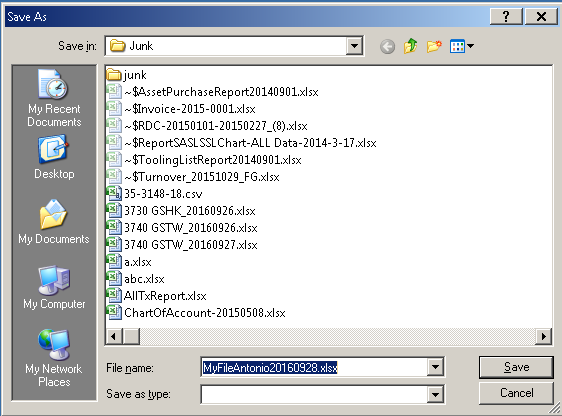
Period: is the first month shown in your template

Blank Template :

checked : no sales forecast data displayed

unchecked : display data from previous import

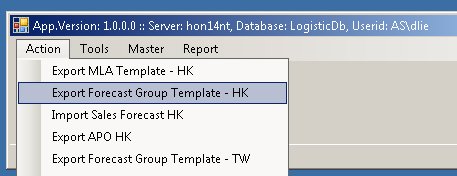
* Click Generate Template Button

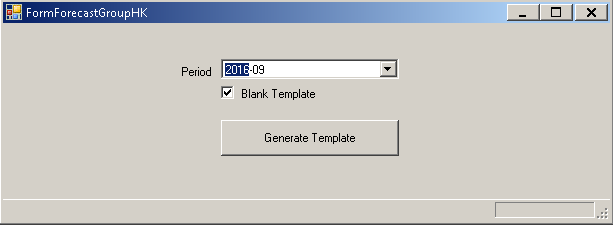


* Select the Folder Destination, click Save Button to continue.

## HK Forecast Group Template

Action > Export Forecast group Template – HK





Period: is the first month shown in your template

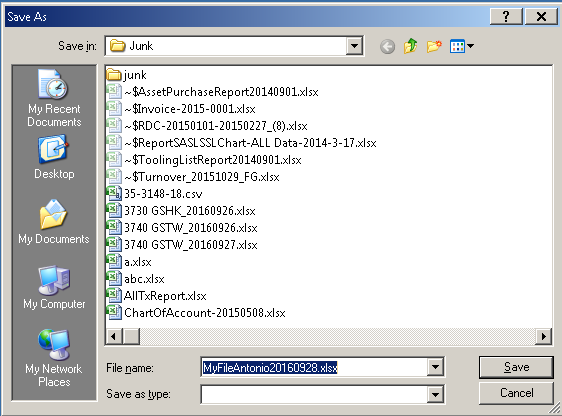
Blank Template :

checked : no sales forecast data displayed (month 7 to 12)

unchecked : display data from previous import (month 7 to 12)

For month 1 - 6, the data coming from MLA Sales Forecast.

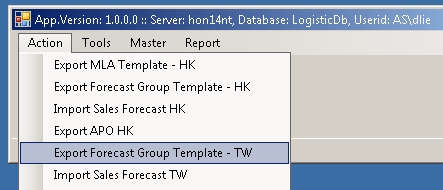
* Click Generate Template Button

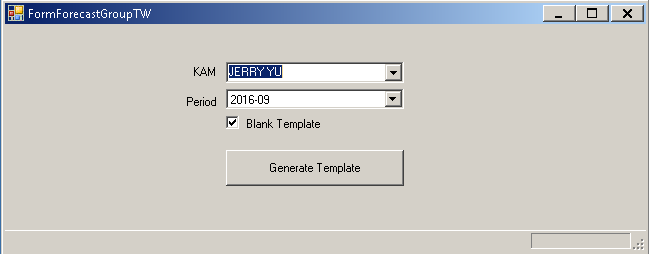


* Select the Folder Destination, click Save Button to continue.

## TW Forecast Group Template

Action > Export Forecast Group Template – TW





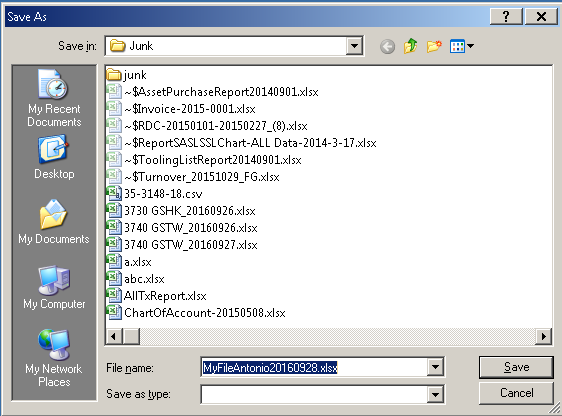
Period: is the first month shown in your template

Blank Template :

checked : no sales forecast data displayed

unchecked : display data from previous import

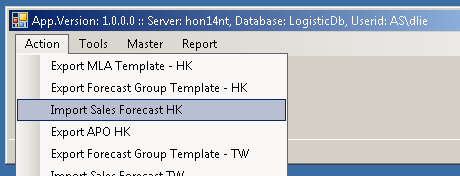
* Click Generate Template Button

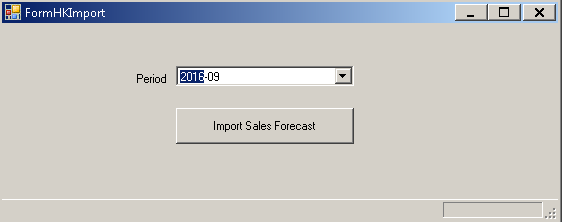


* Select the Folder Destination, click Save Button to continue.

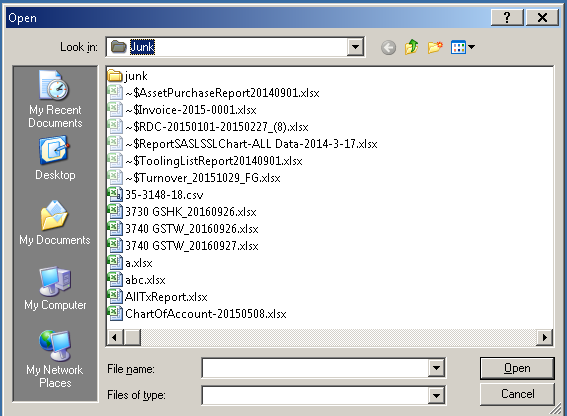
# Import Excel Template to Database (HK/TW)

Action > Import Sales Forecast





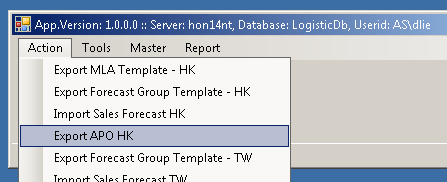
* Click Import Sales Forecast Button

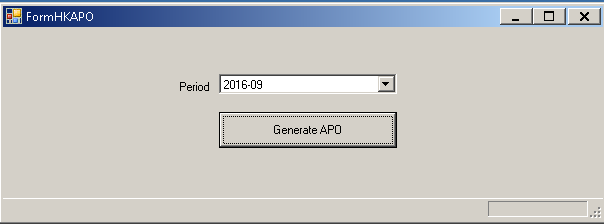


* Locate your file, Click Open button to continue.

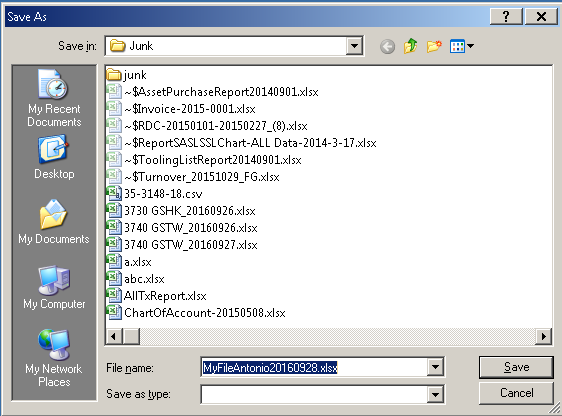
# Export APO Excel File (HK/TW)

Action > Export APO





* Click Generate APO Button

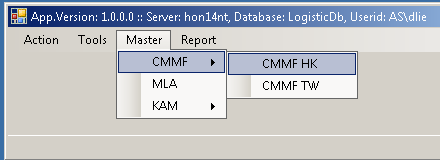


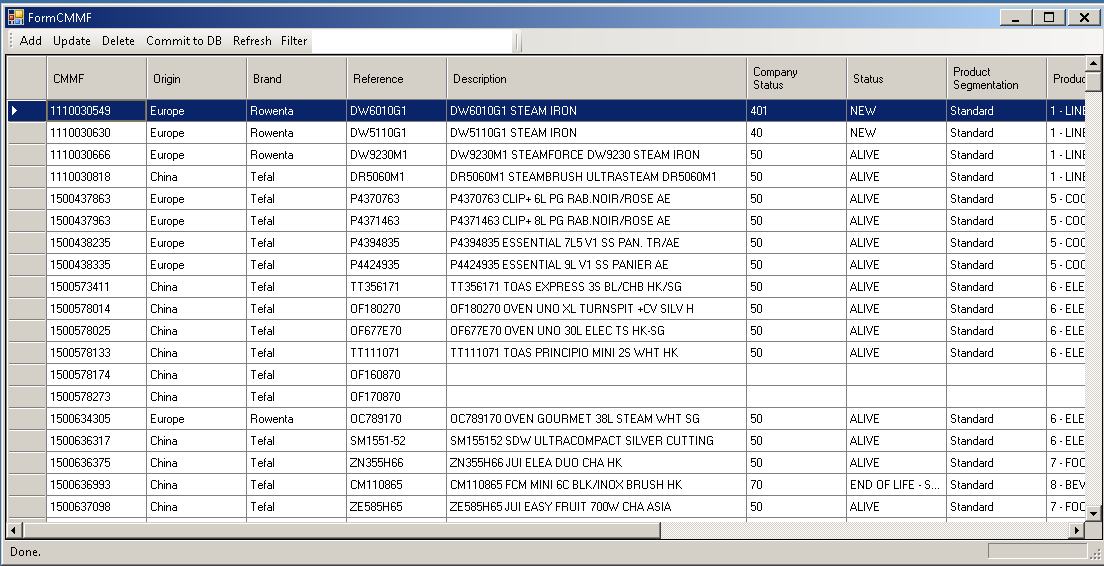
* Select the Folder Destination, click Save Button to continue.

# Master File

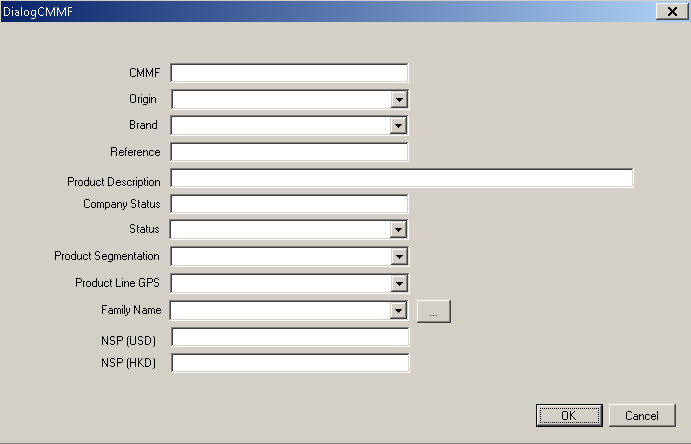
## CMMF HK

Master > CMMF > CMMF HK





Dialog CMMF for Add or Update

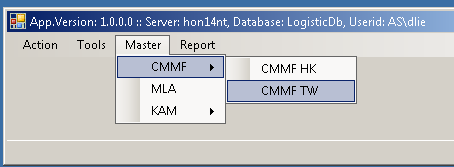


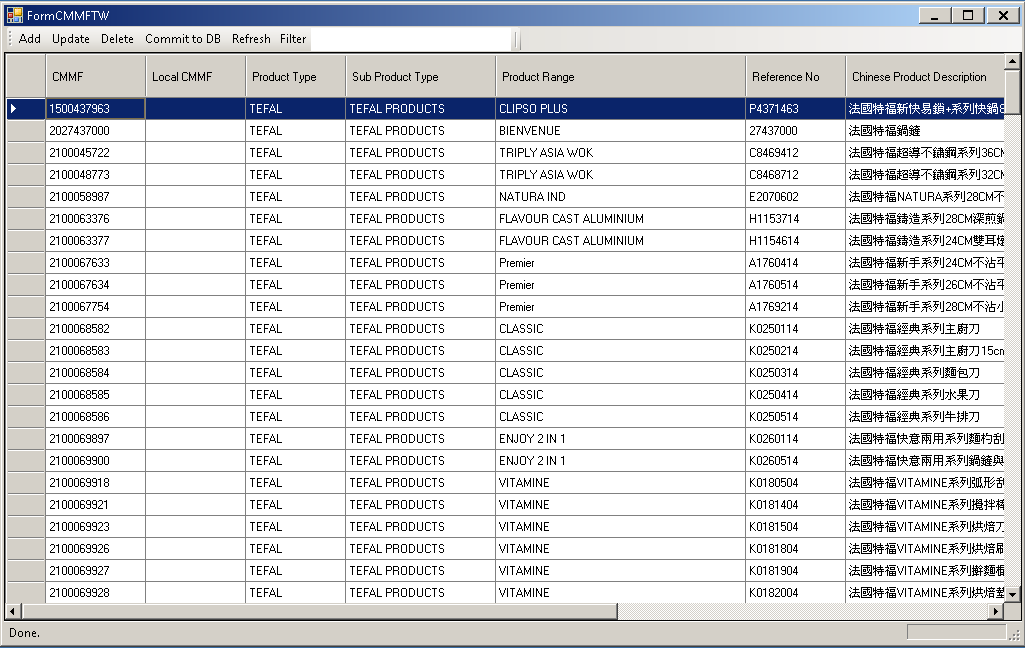
Note:

After you modifiied the record(s) (Add, Update, Delete), you MUST click button Commit to DB, To save your modification to Database.

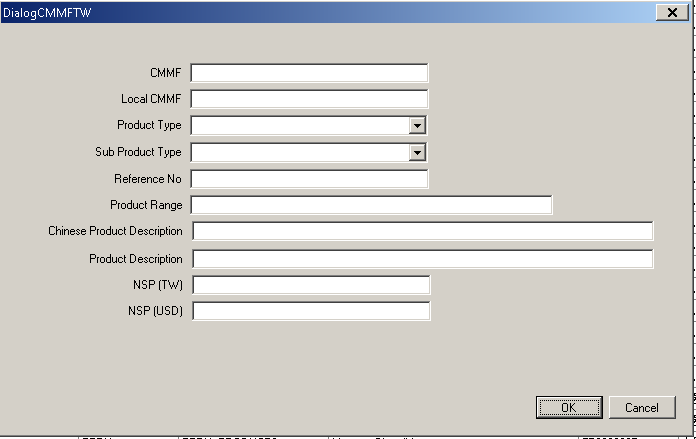
## CMMF TW

Master > CMMF > CMMF TW





Dialog CMMF for Add or Update

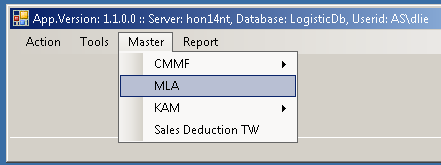


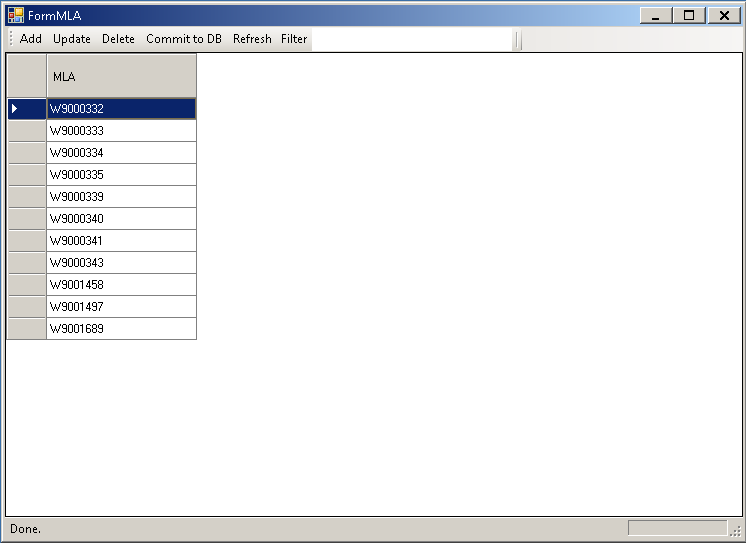
Note:

After you modifiied the record(s) (Add, Update, Delete), you MUST click button Commit to DB, To save your modification to Database.

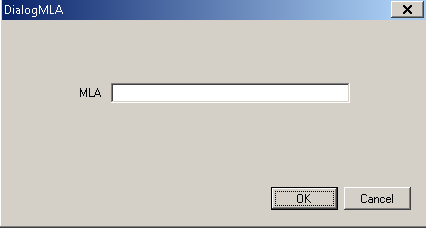
## MLA

Master > MLA



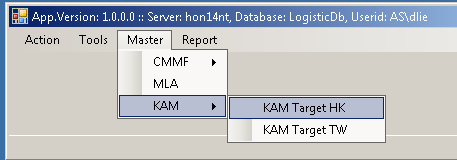


Dialog Interface Add or Update



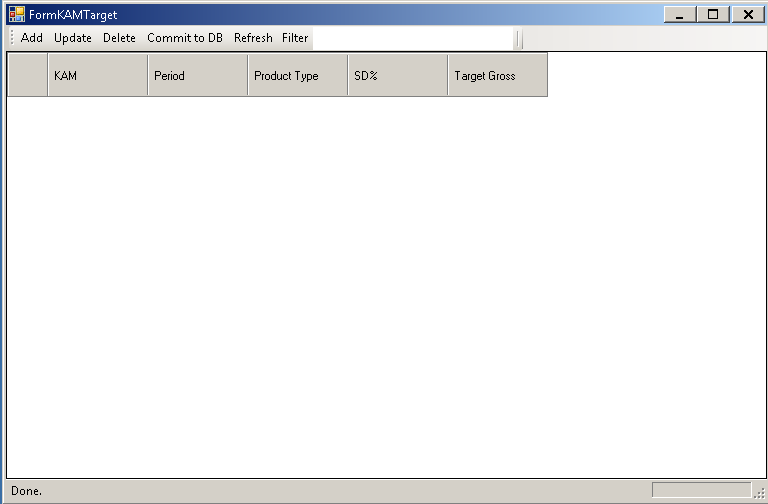
## KAM Target HK

Master > KAM > KAM Target HK

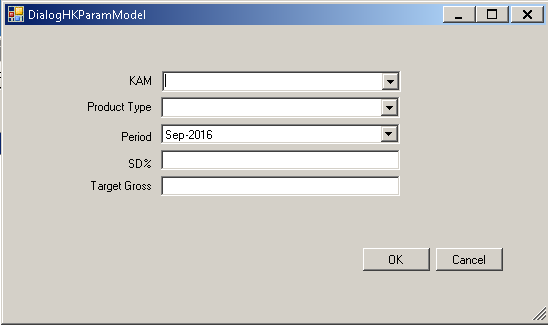


Note:

After you modifiied the record(s) (Add, Update, Delete), you MUST click button Commit to DB, To save your modification to Database.



Dialog Interface for Add or Update

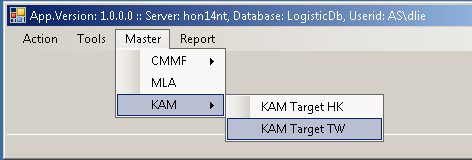


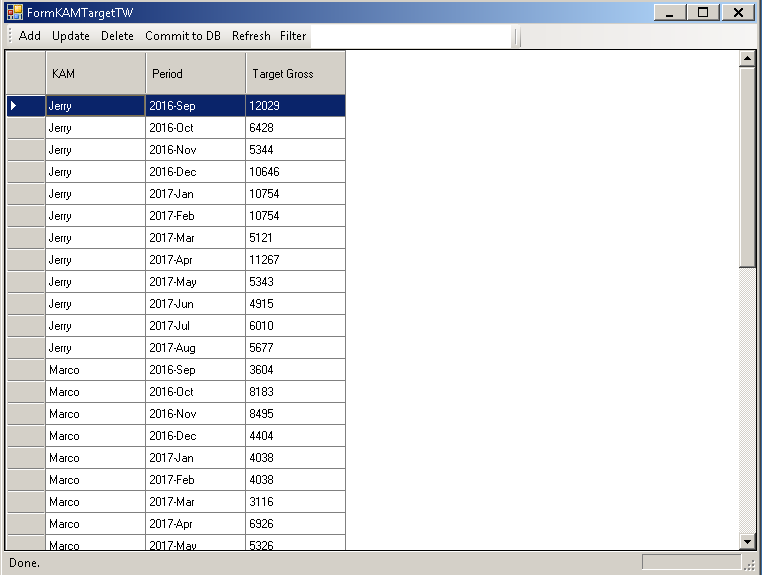
Note:

After you modifiied the record(s) (Add, Update, Delete), you MUST click button Commit to DB, To save your modification to Database.

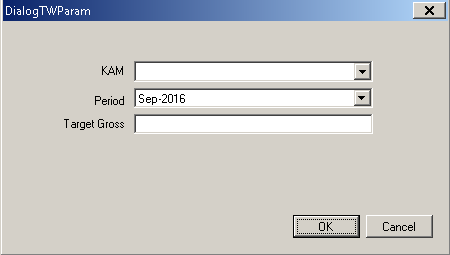
## KAM Target TW

Master > KAM > KAM Target TW





Dialog Interface for Add or Update

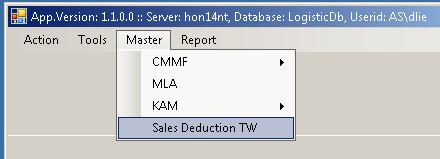


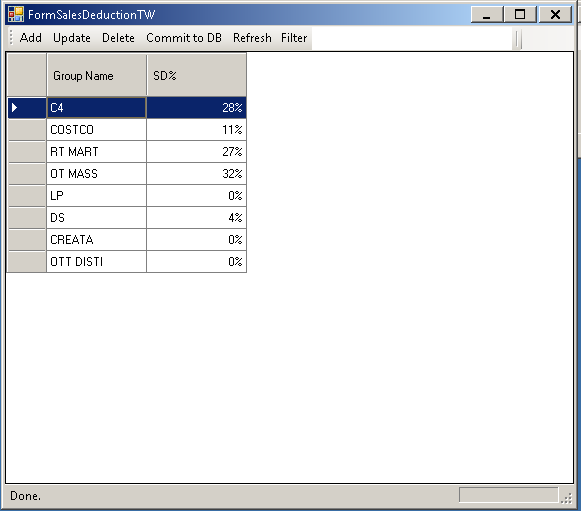
Note:

After you modifiied the record(s) (Add, Update, Delete), you MUST click button Commit to DB, To save your modification to Database.

## Sales Deduction TW

Master > Sales Deduction TW





Finish