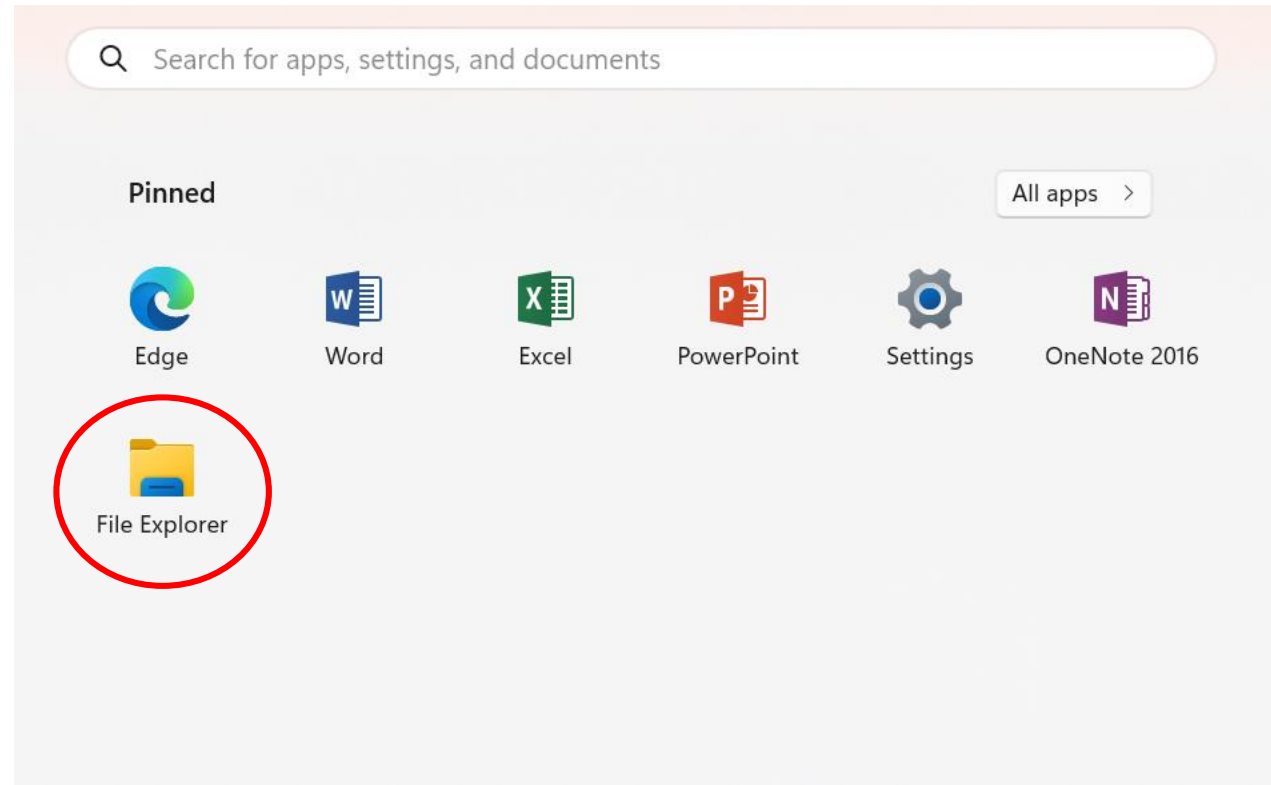


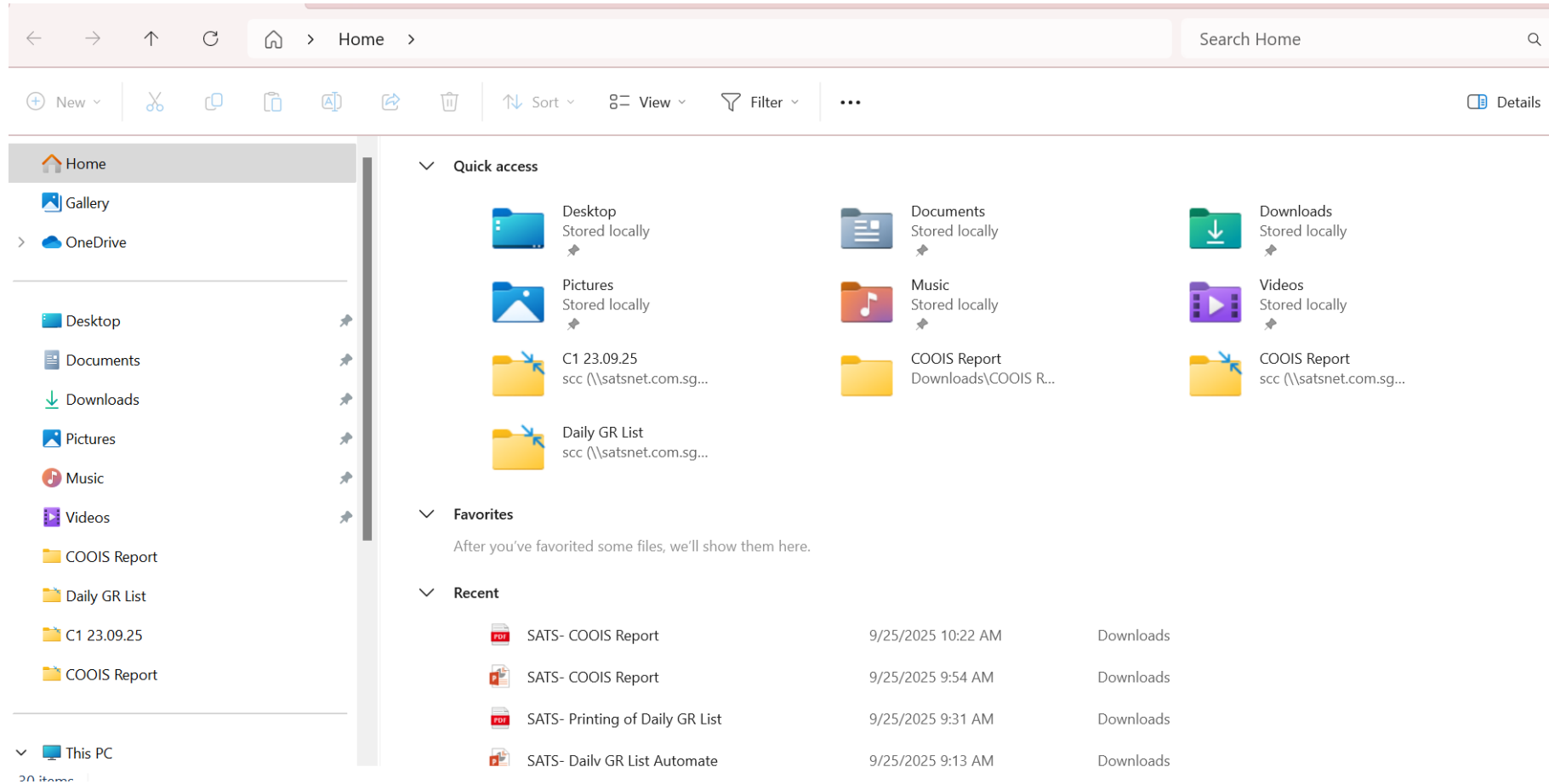
# SATS- Printing of Daily GR List



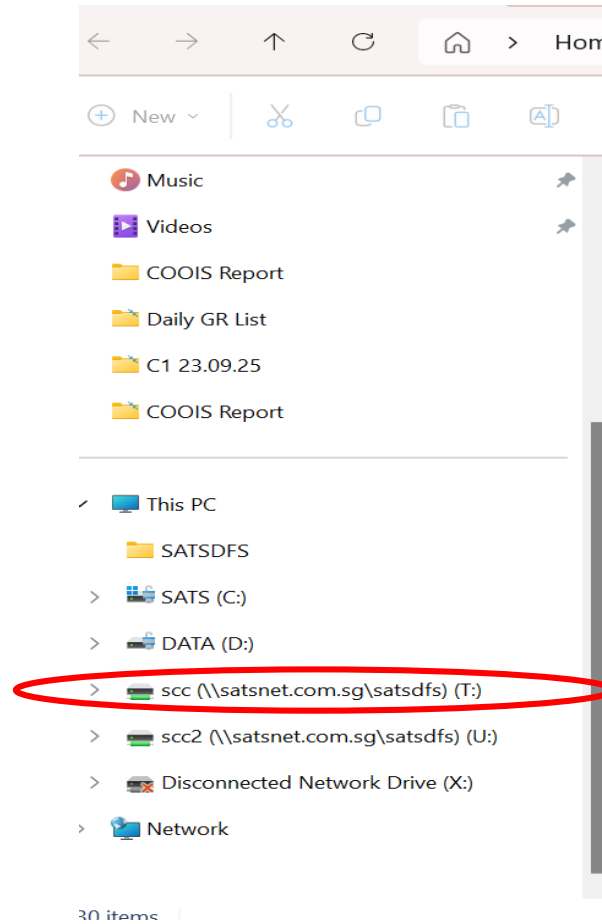
# Step 1: Launch File Explorer on your laptop


















# Step 2: After launching file explorer, it would prompt you to this page



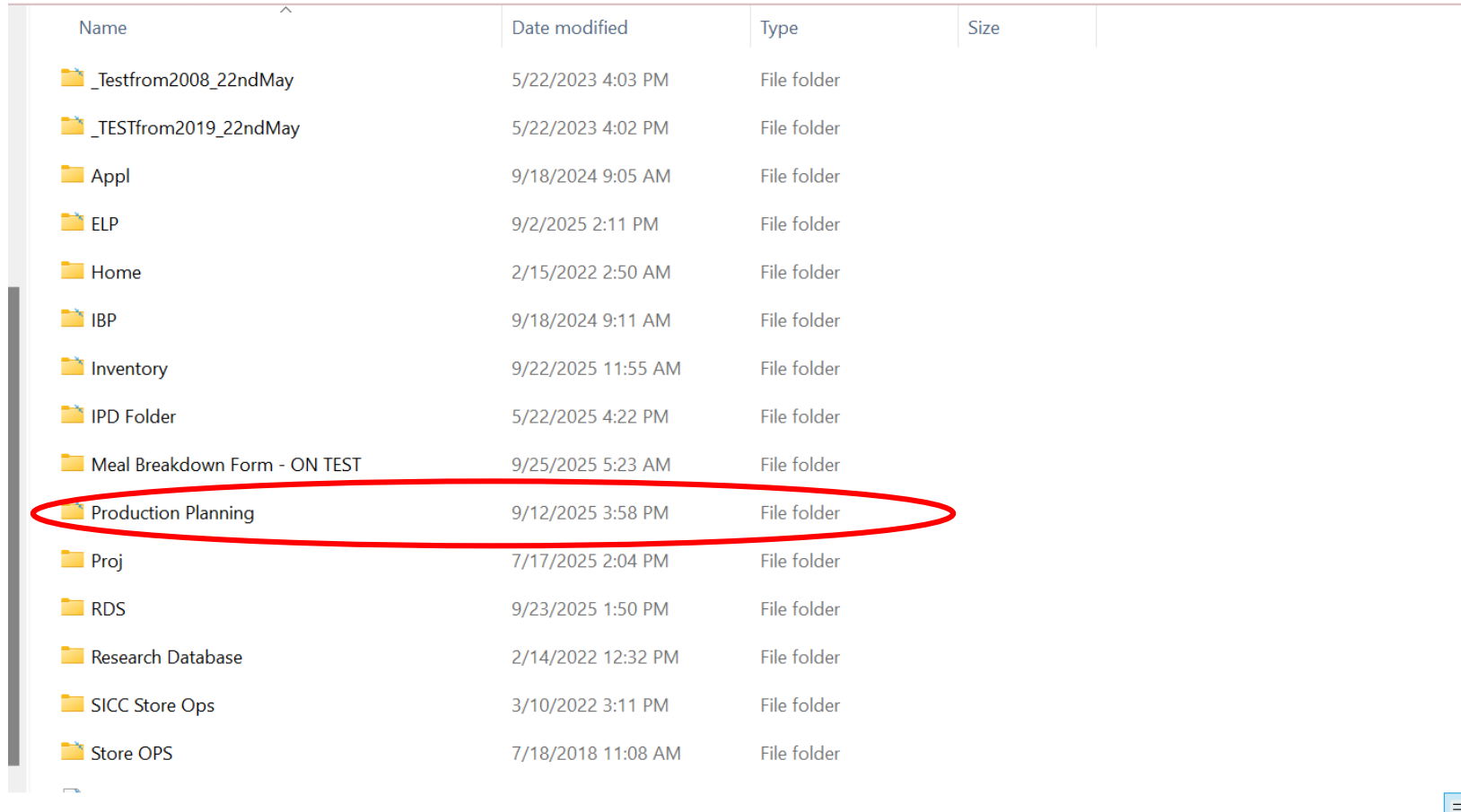
# Step 3: Scroll down to find the T drive file



# Step 4: Click on the T drive file and it would prompt you to this page

Name	Date modified	Type	Size
 _Testfrom2008_22ndMay	5/22/2023 4:03 PM	File folder	
 _TESTfrom2019_22ndMay	5/22/2023 4:02 PM	File folder	
 Appl	9/18/2024 9:05 AM	File folder	
 ELP	9/2/2025 2:11 PM	File folder	
 Home	2/15/2022 2:50 AM	File folder	
 IBP	9/18/2024 9:11 AM	File folder	
 Inventory	9/22/2025 11:55 AM	File folder	
 IPD Folder	5/22/2025 4:22 PM	File folder	
 Meal Breakdown Form - ON TEST	9/25/2025 5:23 AM	File folder	
 Production Planning	9/12/2025 3:58 PM	File folder	
 Proj	7/17/2025 2:04 PM	File folder	
 RDS	9/23/2025 1:50 PM	File folder	
 Research Database	2/14/2022 12:32 PM	File folder	
 SICC Store Ops	3/10/2022 3:11 PM	File folder	
 Store OPS	7/18/2018 11:08 AM	File folder	

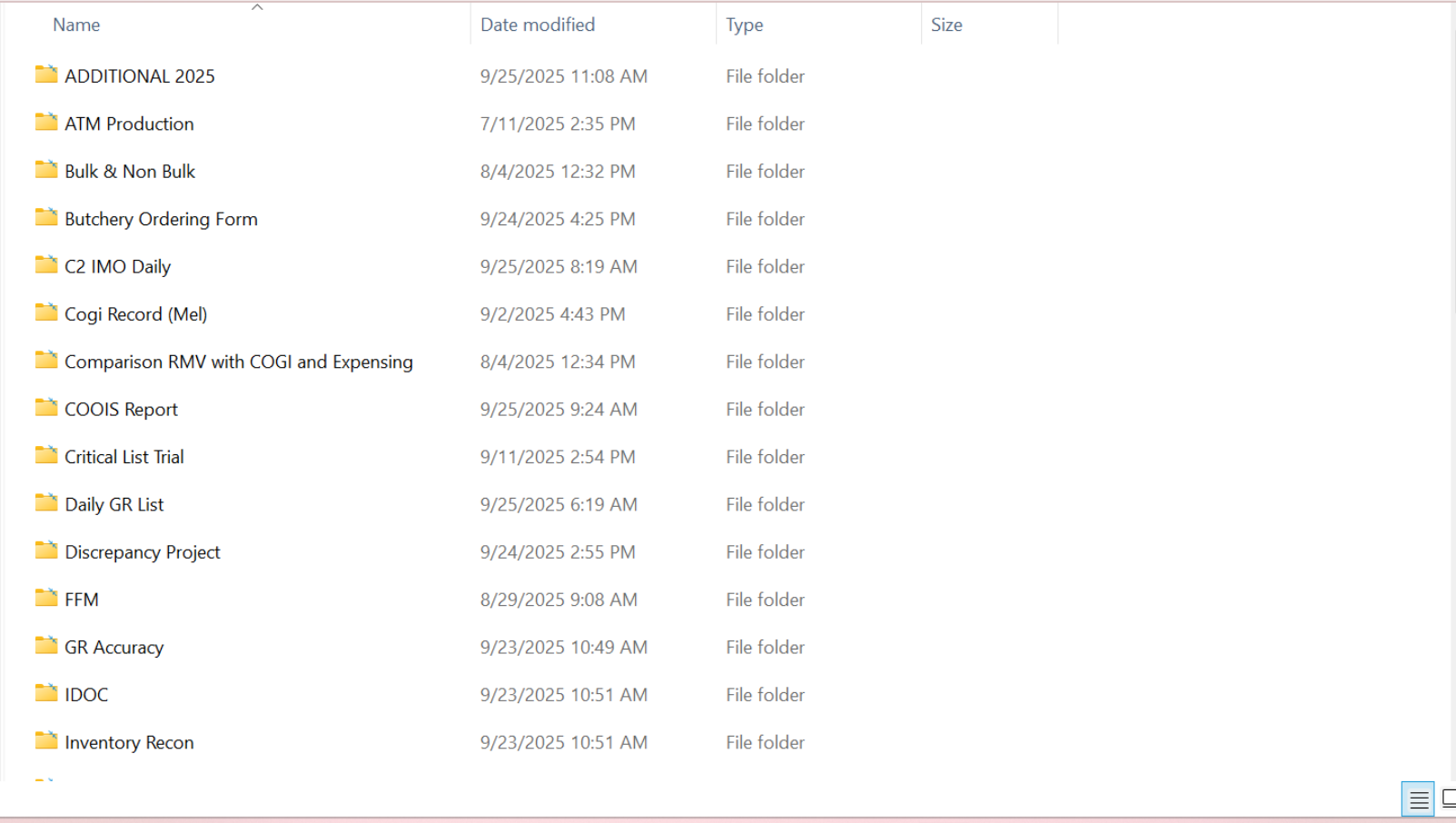
# Step 5: Click on the production planning folder



A screenshot of a file explorer window displaying a list of folders. The 'Production Planning' folder is highlighted with a red oval. The table below represents the data shown in the screenshot.

Name	Date modified	Type	Size
_Testfrom2008_22ndMay	5/22/2023 4:03 PM	File folder	
_TESTfrom2019_22ndMay	5/22/2023 4:02 PM	File folder	
Appl	9/18/2024 9:05 AM	File folder	
ELP	9/2/2025 2:11 PM	File folder	
Home	2/15/2022 2:50 AM	File folder	
IBP	9/18/2024 9:11 AM	File folder	
Inventory	9/22/2025 11:55 AM	File folder	
IPD Folder	5/22/2025 4:22 PM	File folder	
Meal Breakdown Form - ON TEST	9/25/2025 5:23 AM	File folder	
Production Planning	9/12/2025 3:58 PM	File folder	
Proj	7/17/2025 2:04 PM	File folder	
RDS	9/23/2025 1:50 PM	File folder	
Research Database	2/14/2022 12:32 PM	File folder	
SICC Store Ops	3/10/2022 3:11 PM	File folder	
Store OPS	7/18/2018 11:08 AM	File folder	

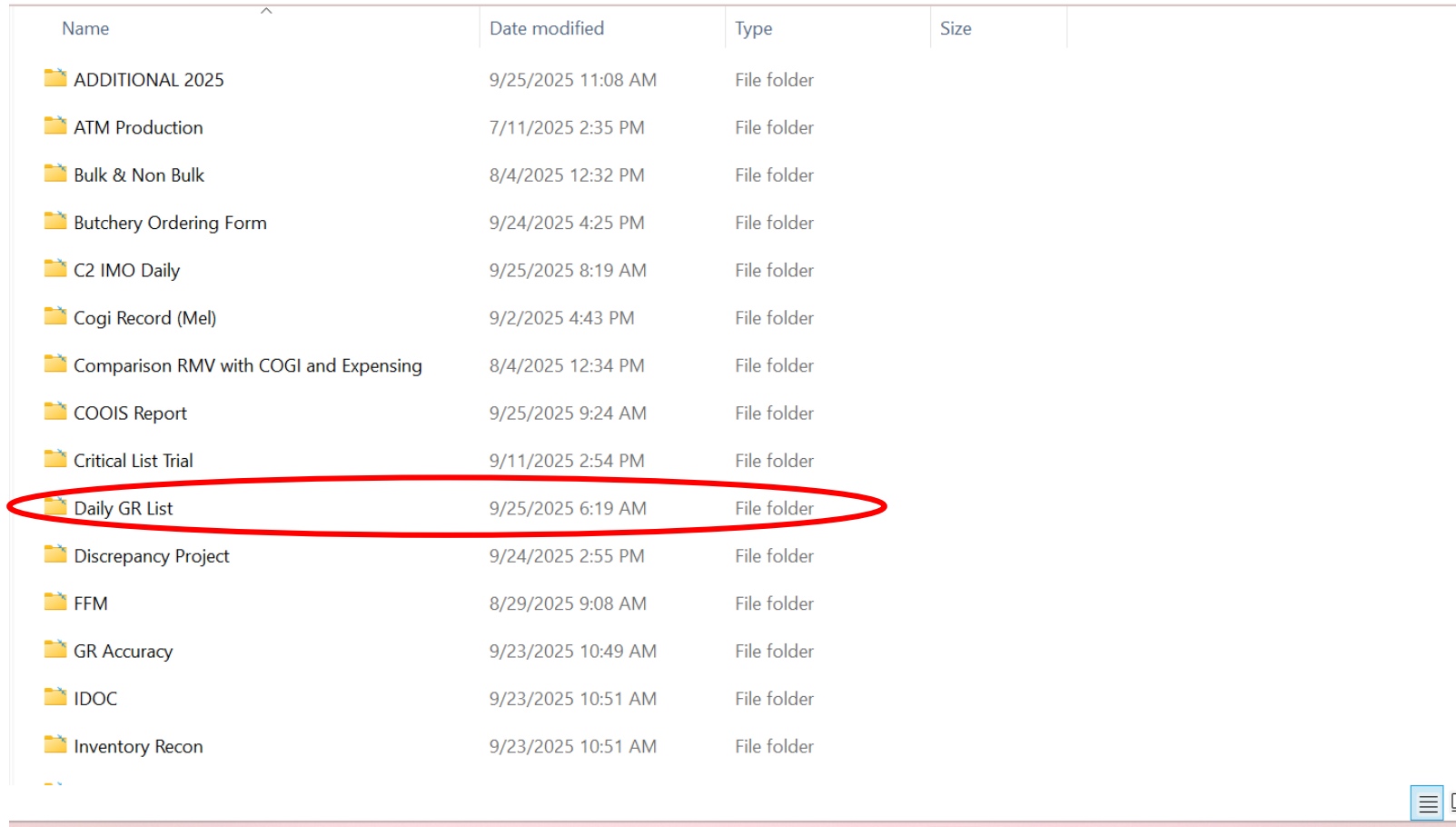
# Step 6: After clicking on the production planning folder, it would prompt you to this page



A screenshot of a file explorer window displaying a list of folders. The window has a title bar at the top and a list of folders below. The folders are listed in a table-like format with columns for Name, Date modified, Type, and Size. The folders are all of type 'File folder' and are listed in chronological order of modification. The 'Name' column is the widest, followed by 'Date modified', 'Type', and 'Size'.

Name	Date modified	Type	Size
ADDITIONAL 2025	9/25/2025 11:08 AM	File folder	
ATM Production	7/11/2025 2:35 PM	File folder	
Bulk & Non Bulk	8/4/2025 12:32 PM	File folder	
Butchery Ordering Form	9/24/2025 4:25 PM	File folder	
C2 IMO Daily	9/25/2025 8:19 AM	File folder	
Cogi Record (Mel)	9/2/2025 4:43 PM	File folder	
Comparison RMV with COGI and Expensing	8/4/2025 12:34 PM	File folder	
COOIS Report	9/25/2025 9:24 AM	File folder	
Critical List Trial	9/11/2025 2:54 PM	File folder	
Daily GR List	9/25/2025 6:19 AM	File folder	
Discrepancy Project	9/24/2025 2:55 PM	File folder	
FFM	8/29/2025 9:08 AM	File folder	
GR Accuracy	9/23/2025 10:49 AM	File folder	
IDOC	9/23/2025 10:51 AM	File folder	
Inventory Recon	9/23/2025 10:51 AM	File folder	








# Step 7: Click on the Daily GR List folder



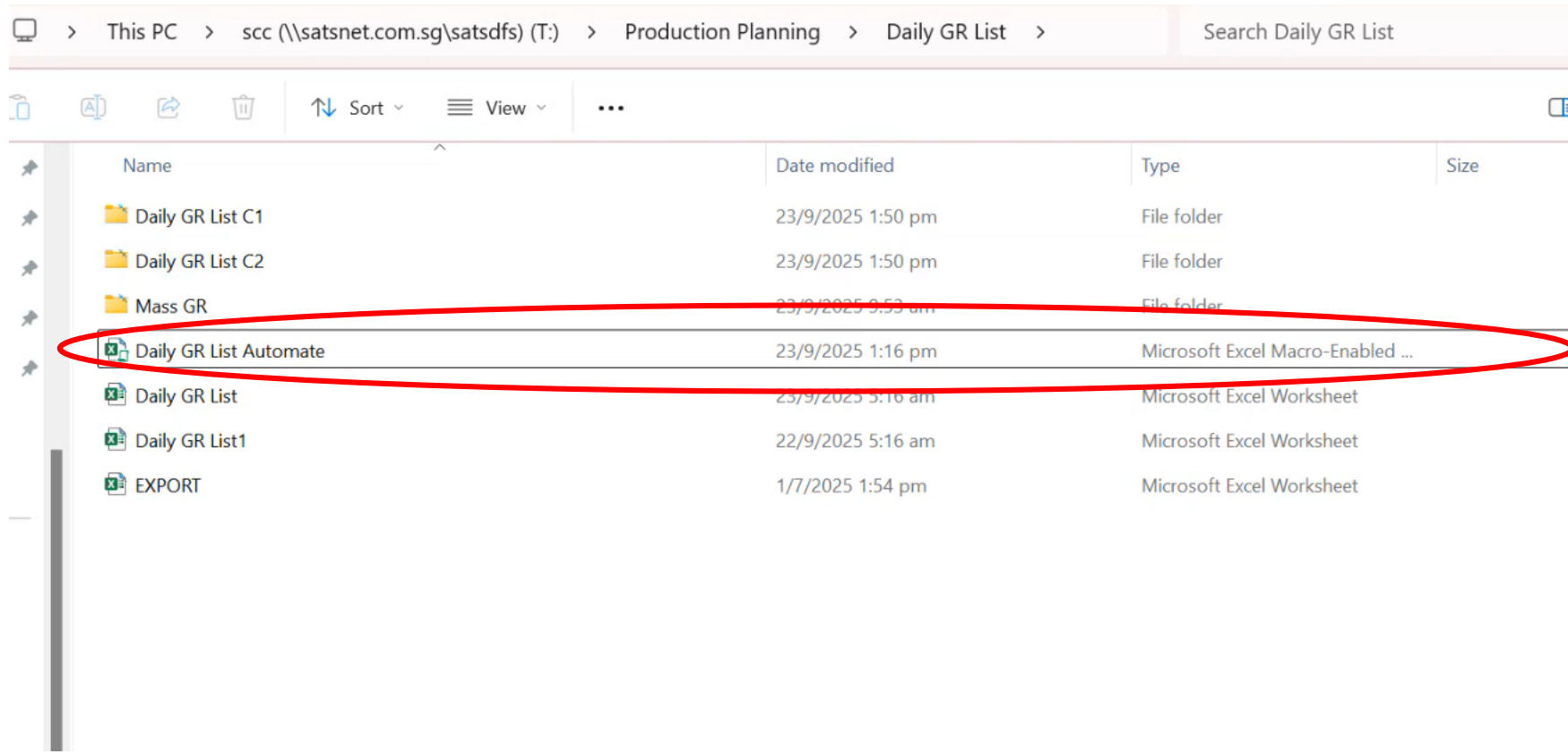
A screenshot of a file explorer window displaying a list of folders. The 'Daily GR List' folder is highlighted with a red oval. The table below represents the data shown in the screenshot.

Name	Date modified	Type	Size
ADDITIONAL 2025	9/25/2025 11:08 AM	File folder	
ATM Production	7/11/2025 2:35 PM	File folder	
Bulk & Non Bulk	8/4/2025 12:32 PM	File folder	
Butchery Ordering Form	9/24/2025 4:25 PM	File folder	
C2 IMO Daily	9/25/2025 8:19 AM	File folder	
Cogi Record (Mel)	9/2/2025 4:43 PM	File folder	
Comparison RMV with COGI and Expensing	8/4/2025 12:34 PM	File folder	
COOIS Report	9/25/2025 9:24 AM	File folder	
Critical List Trial	9/11/2025 2:54 PM	File folder	
Daily GR List	9/25/2025 6:19 AM	File folder	
Discrepancy Project	9/24/2025 2:55 PM	File folder	
FFM	8/29/2025 9:08 AM	File folder	
GR Accuracy	9/23/2025 10:49 AM	File folder	
IDOC	9/23/2025 10:51 AM	File folder	
Inventory Recon	9/23/2025 10:51 AM	File folder	

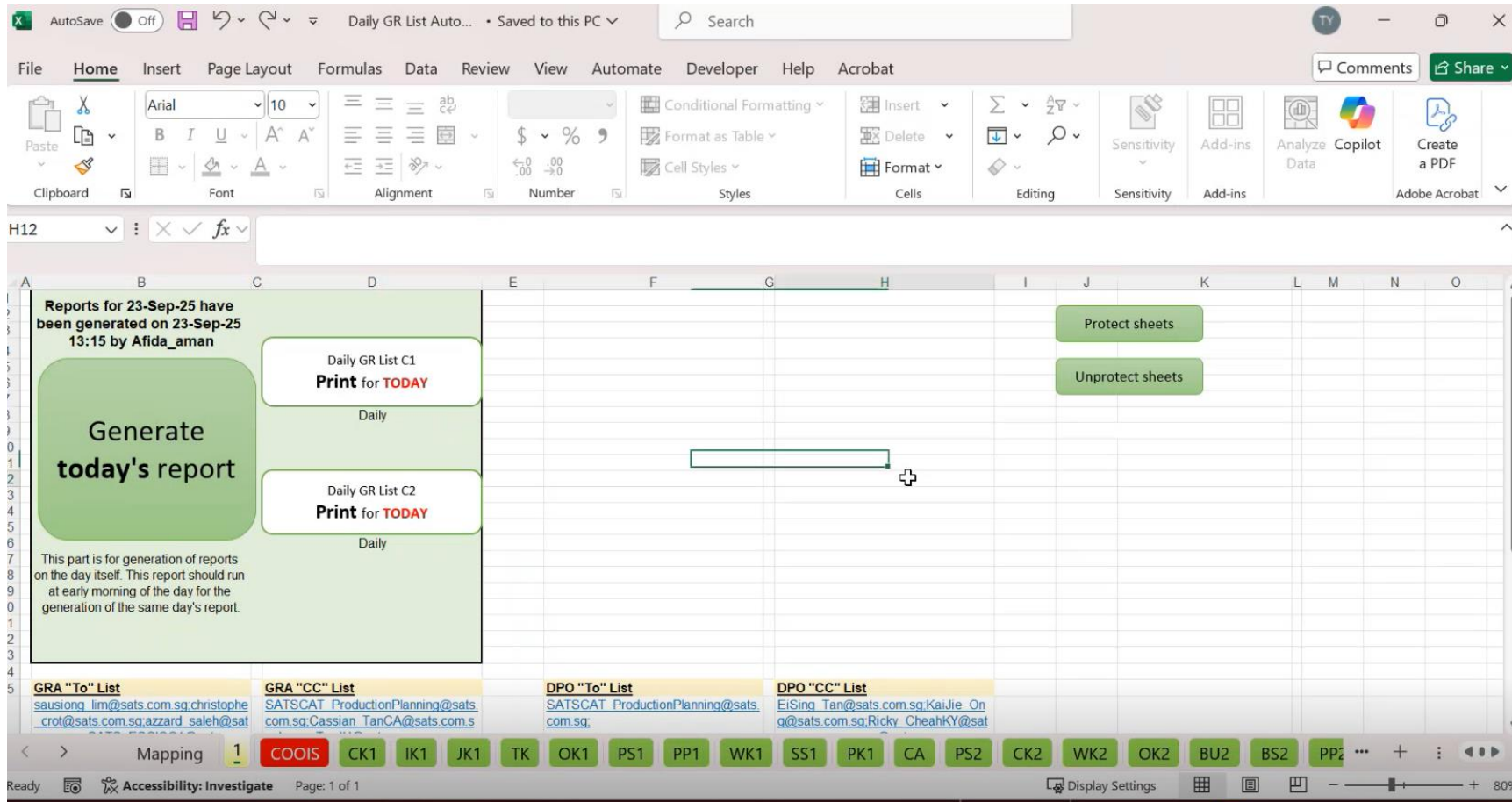
# Step 8: After clicking on the Daily GR list folder, it would prompt you to this page

Name	Date modified	Type	Size
 Daily GR List C1	9/25/2025 6:18 AM	File folder	
 Daily GR List C2	9/25/2025 6:18 AM	File folder	
 Mass GR	9/23/2025 9:53 AM	File folder	
 Daily GR List Automate	9/25/2025 6:19 AM	Microsoft Excel Macr...	455 KB
 Daily GR List	9/24/2025 5:16 AM	Microsoft Excel Work...	258 KB
 Daily GR List1	9/22/2025 5:16 AM	Microsoft Excel Work...	252 KB
 EXPORT	7/1/2025 1:54 PM	Microsoft Excel Work...	6 KB

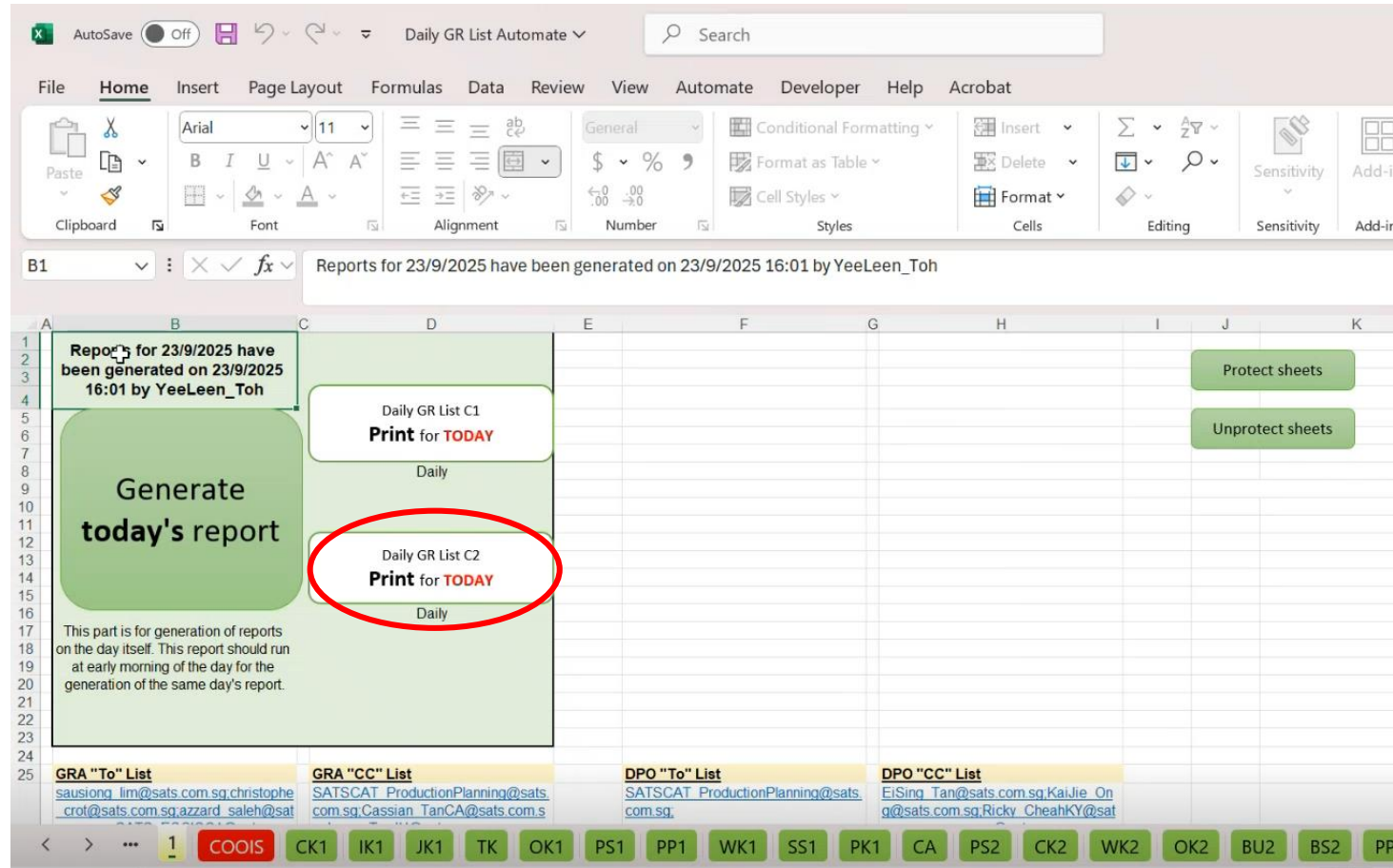
# Step 9: Once that is done, click on the Daily GR list Automate File



# Step 10: After clicking on it, it would prompt you to this page



# Step 11: If you want to print Daily GR List C2 click on it



# Step 12: After clicking on it, it would show that it is printing

The screenshot shows an Excel spreadsheet with a printing dialog box open. The dialog box is titled "Printing" and contains the text: "Now printing 'PS1\_23.09.25' on the \\SINIC2SM2K16P01.satsnet.com.sg\SINIC2SCCGNQP152 on". There is a "Cancel" button in the dialog box.

The spreadsheet has a table with the following data:

No	Order	Material	Material description	Order quantity (GMEIN)	UOM	QTY
1	830489638	50A0065205	ALMOND CRUMBLE PS	15.8	KG	
2	830488327	50A0051691	ALMOND FLAKE(TOASTED\ROASTED) PS	1.65	KG	
3	830490138	50007364	APPLE CHEESECAKE BASE KG PS	3.75	KG	
4	830488487	50004825	APPLE POUND CAKE KG PS	0.3	KG	
5	830493345	50007161	APPLE PUREE KG PS	8.3	L	
6	830492223	50A0031105	APPLE RAISIN COMPOTE PS	5.6	KG	
7	830489128	50005985	BADAM CHIKKI (CARAMELISED MIX NUT) KG PS	0.16	KG	
8	830489211	50007365	BAKED APPLE CHEESE W VANILA SPONGE KG PS	4.15	KG	
9	830492928	50005195	BANANA CARAMELIZED (DISKS) KG PS	0.06	KG	
10	830492395	50006286	BANANA CHEESECAKE KG (NO MASCARPONE) PS	2	KG	

# Step 13: Once all files have been printed this pop up would appear and press ok

