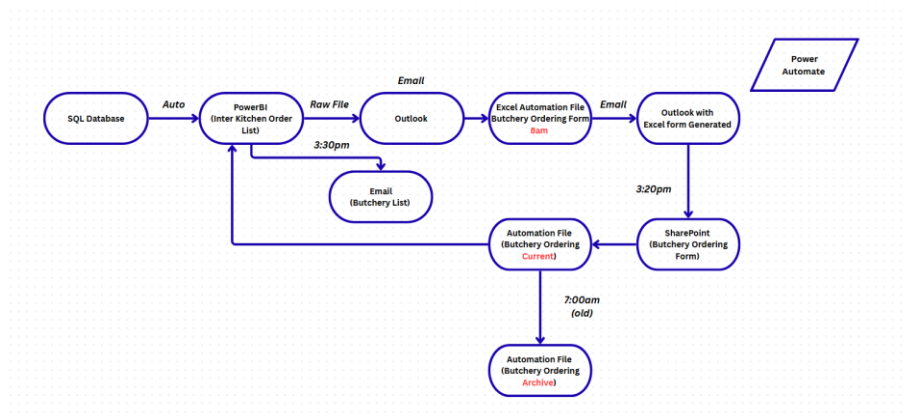
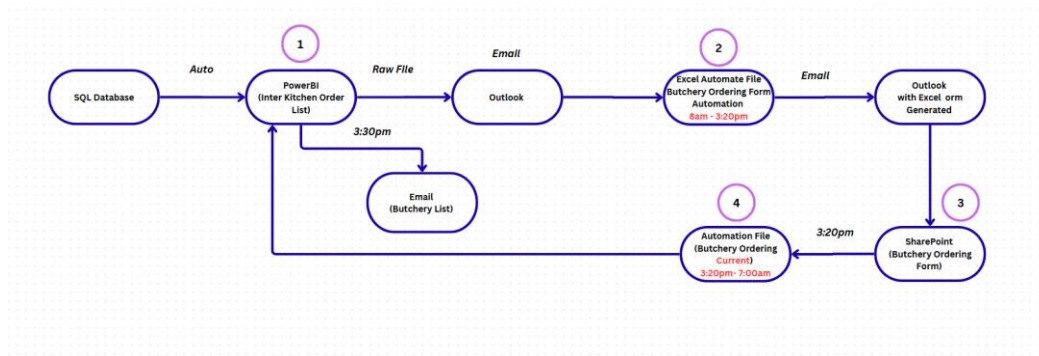


Butchery Ordering Form (Admin)



This is the overall process flowchart for the butchery ordering form (admin)

Butchery Ordering Form (User) detailed version



This is the overall process flowchart for the butchery ordering form (User)

1. **Inter-Kitchen Ordering List**
 1. **Refresh time: 6am**
 1. Send out raw data for generation of Butchery ordering form
 2. **Refresh time: 330pm**
 1. Consolidate kitchens' requirements and send out to the relevant kitchens
2. **Excel automate file**
 1. Manual
 2. Generation time: 8am
3. **SharePoint (Butchery Ordering Form)**
 1. File available time: 8am - 320pm
 2. Kitchens fill in their requirements
4. **SharePoint (current)**
 1. File available time: 320pm - 7am

Step 1: Head to the Butchery Ordering Form which is located in the production planner folder in the shared T drive.

<div> > .. scc (\\satsnet.com.sg\satsdfs) (T:) > Production Planning > Butchery Ordering Form </div>				
<div> Sort ▾ View ▾ ... </div>				
Name	Date modified	Type	Size	
Butchery Ordering Form Automation	11/3/2025 2:52 PM	Microsoft Excel Macr...	2,479 KB	
Butchery Ordering Form Generated - 25.10.30	10/30/2025 8:21 PM	Microsoft Excel Macr...	2,494 KB	
Butchery Ordering Form Generated - 25.10.31	10/31/2025 9:13 PM	Microsoft Excel Macr...	2,488 KB	

Step 2: Click on the Butchery Ordering Form Automation

<div> > ... scc (\\satsnet.com.sg\satsdfs) (T:)</div> <div> > Production Planning > Butchery Ordering Form </div>				
<div> Sort ▾ View ▾ ... </div>				
Name	Date modified	Type	Size	
Butchery Ordering Form Automation	11/3/2025 2:52 PM	Microsoft Excel Macr...	2,479 KB	
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Butchery Ordering Form Generated - 25.10.31	10/31/2025 9:13 PM	Microsoft Excel Macr...	2,488 KB	

Step 3: After clicking on it, it would prompt you to this page

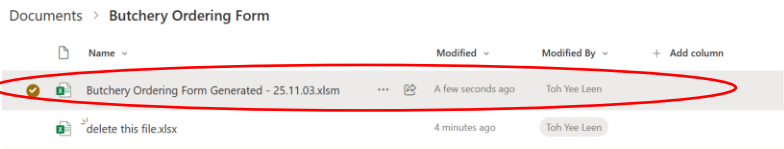
A	B	C	D	E	F	I	J	K	L	M	N	O	P	Q	R	S
Pla	Rec	MG	20*	30*	Description	11.04	11.05	11.05	11.06	11.06	11.07	11.07	11.08	11.08	11.09	11.09
						Req	Ord	Req	Ord	Req	Ord	Req	Ord	Req	Ord	Req
SC01	P1IK	Meat	LAMB LEG ROLLED BONELESS 1-2.5KG/130A0004634	30A0004634	BUM LAMB LEG (25G CUBE) KG	1.65		1.54		1.65		1.76		1.76		1.81
SC01	P1IK		MUTTON CUBE DIAMOND CUT FZN RTC 30011277	30011277	BUM LAMB LEG (MINCE) KG	0.06		0.04		0.04		0.04	432	0.04		0.04
SC01	P1IK		Poultry	CHICKEN LEG BONELESS SKINLESS FZ1 30N0000039	30N0000039	BUM CHIC THIGH BLESS SKOFF (40G) K	4.12	12	4.61		3.39		3.5		3.59	43
SC01	P1IK	CHICKEN LEG BONELESS SKINON UNSI2 30A0005780		30A0005780	BUM CHIC THIGH BLESS (MINCE) FZN K	1.26	2	1.45		1.22		1.71		1.34		0.91
SC01	P1IK	CHICKEN LEG BONELESS 190-210G FRE 30017149		30017149	BUM CHIC LEG SKOFF TRIM BEATEN K	0.03	2	0.02	22	0.02		0.02		0.02		0.02
SC01	P1IK	Seafood	PRAWN HL50 13-15 PC/LB IQF 30N0000047	30N0000047	BUS PRAWN HL50 13-15 (BUTTERFLY)											
SC01	P1IK		SNAPPER RED FILLET 700G-1.5KG FZN 30014086	30014086	BUS SNAPPER RED FLET SKOFF 50G	2		2	15	2		2		2		
Parent SLoc						6/11/25	7/11/25	8/11/25	9/11/25	10/11/25	11/11/25	12/11/25	13/11/25	14/11/25	15/11/25	16/11/25
Parent																
WU																
WU Description																
30011708 - MAML CHIC BREAST SLICE ORIE																
70003438																
70003439																
70019884																
30012608 - JP CHILEAN SEABASS MARINATE																
70012448																
70018871																
30014928 - JP TUNA LOIN(FRESH SHASHIMI)																
70002052																
70002902						36	57	49	27	47	28	42	32	48	51	2
70009577						606	655	511	494	445	480	453	557	505	515	504
70009577											5	5	7	7	4	
70012627																
70015332						11	10	10	8	7						
70018648																
50000023 - CHIC KOFTA MK						85	71	72	77	97	70	76	74	70	76	8
7000228938																
50000076 - CHIC THIGH SCHNITZEL 120G PK																
70000168						21	21	21	21	21	21	21	21	21	21	2
50000199 - CREAM SNAPPER STEAMED 100G																
70021039						1	1	1	1	1	1	1	1	1	1	
500000591						7	11	11	7	11	11	9	7	11	11	
50000290 - LOBSTER THERMIDOR GRATIN P																
70000593						368	365	365	370	370	370	332	368	365	365	37

A	B	C	D	E	F	I	J	K	L	M	N	O	P	Q	R	S
Pla	Rec				Description	11.04	11.05	11.05	11.06	11.06	11.07	11.07	11.08	11.08	11.09	11.09
Reg	Ord	Reg	Ord	Reg	Ord	Reg	Ord	Reg	Ord	Reg	Ord	Reg	Ord	Reg	Ord	Reg
SC01	P1K1	MG	20"	30"	LAMB LEG ROLLED BONELESS 1.2-5KG I	30A0004634										
SC01	P1K1	Meat			BUM LAMB LEG (25G CUBE) KG		1.65	1.54	1.65	1.76	1.76	1.81				
SC01	P1K1				MUTTON CUBE DIAMOND CUT FZN RTC	30011277	0.06	0.04	0.04	0.04	432	0.04	0.04	0.04	0.04	0.04
SC01	P1K1	Poultry			CHICKEN LEG BONELESS SKINLESS FZ	30N0000039	4.12	12	4.61	3.39	3.5	3.69	43	3.36	3.36	3.36
SC01	P1K1				CHICKEN LEG BONELESS SKINON UNSIZ	30A00005780	1.26	2	1.45	1.22	1.71	1.34		0.91	0.91	0.91
SC01	P1K1				CHICKEN LEG BONELESS 190-210G FRE	30017149	0.03	2	0.02	22	0.02	0.02		0.02	0.02	0.02
SC01	P1K1	Seafood			PRAWN HLSO 13-15 PCLB IQF	30N0000047										
SC01	P1K1				SNAPPER RED FILLET 700G-1.5KG FZN	30014086	2	2	15	2	2	2				
Parent SLoc						Parent										
P2JK	P2OK				30011708 - MAML CHIC BREAST SLICE ORIE	70003438										
P2PK	P2WK					70003439										
PPMK	(blank)					70003484										
					30012608 - JP CHILEAN SEABASS MARINATE	70011984										
						70012448										
					30014928 - JP TUNA LOIN(FRESH SHASHIMI)	70011871	47	44	50	42	50	45	41	47	44	50
						70020252	3	3	3	3	3	3	3	3	3	3
						70020292	36	57	49	27	47	28	42	32	48	51
						70009577	666	655	511	494	445	480	453	557	505	515
						70012627						5	5	7	7	50
						70015332	11	10	10	8	7					
						70018648										
						50000023 - CHIC KOFTA MK	85	71	72	77	97	70	76	74	70	76
						50000076 - CHIC THIGH SCHNITZEL 129G PK										
						50000199 - CREAM SNAPPER STEAMED 100G	21	21	21	21	21	21	21	21	21	21
						50000290 - LOBSTER THERMIDOR GRATIN P	1	1	1	1	1	1	1	1	1	1
							7	11	11	7	11	11	9	7	11	11
							368	365	365	370	370	370	332	368	365	365

The image shows the Microsoft Excel ribbon with the **Developer** tab selected. The **Macros** group is highlighted with a red circle. The ribbon also includes groups for **Code** (Add-ins, Excel Add-ins, COM Add-ins), **Controls** (Insert, Design Mode), **Properties** (View Code, Run Dialog), **Source** (Map Properties, Expansion Packs, Refresh Data), and **Import/Export** (Import, Export).

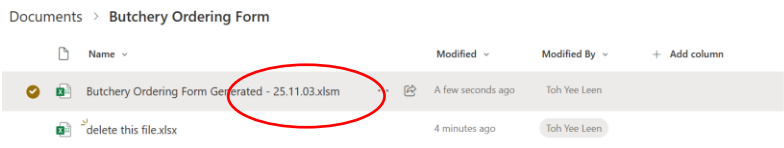
The screenshot shows the 'Macro' dialog box in Microsoft Excel. The 'Macro name:' field contains 'HideDataSheet'. Below this, a list of macros is displayed, with 'HideDataSheet' selected. To the right of the list, the 'Run' button is circled in red. Other buttons visible include 'Step Into', 'Edit', 'Create', 'Delete', and 'Options...'. At the bottom, the 'Macros in:' dropdown is set to 'All Open Workbooks'. The 'Description' field is empty.

Step 7: Once the report is done running, it would appear in the Butchery Ordering Form Folder in the T Drive and also in the Production catering and Planner SharePoint under the Butcher Ordering Form



scc (\\satsnet.com.sg\satsdfs) (T:) > Production Planning > Butchery Ordering Form					Search Butchery
Name	Date modified	Type	Size		
Butchery Ordering Form Automation	11/3/2025 2:52 PM	Microsoft Excel Macr...	2,479 KB		
Butchery Ordering Form Generated - 25.10.30	10/30/2025 8:21 PM	Microsoft Excel Macr...	2,494 KB		
Butchery Ordering Form Generated - 25.10.31	10/31/2025 9:13 PM	Microsoft Excel Macr...	2,488 KB		
Butchery Ordering Form Generated - 25.11.03	11/3/2025 2:49 PM	Microsoft Excel Macr...	2,479 KB		

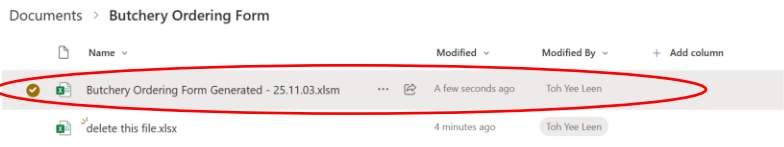
Step 8: Ensure that the date is the current date of that you generate



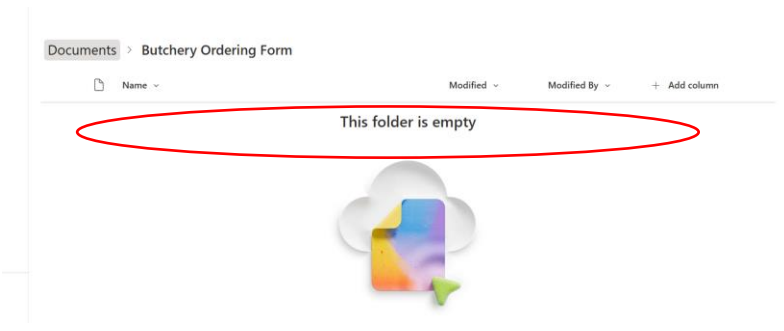
scc (\\satsnet.com.sg\satsdfs) (T:) > Production Planning > Butchery Ordering Form					Search Butchery
Name	Date modified	Type	Size		
Butchery Ordering Form Automation	11/3/2025 2:52 PM	Microsoft Excel Macr...	2,479 KB		
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Butchery Ordering Form Generated - 25.11.03	11/3/2025 2:49 PM	Microsoft Excel Macr...	2,479 KB		

Step 9: Once the form is generated an email would be send to your outlook with the Butchery order form generated attachment.

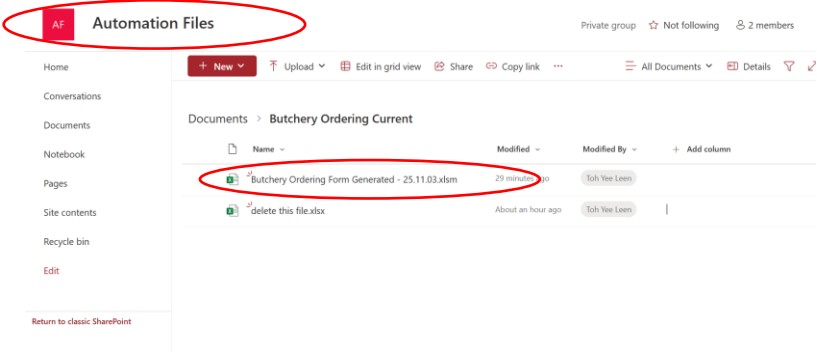
Step 10: Once 3:30pm hits, the Butchery Ordering Form would be transferred to the Automation File under the Butchery Ordering Current and it would be locked from editing



Before



After



Step 11: Afterwards, an email would be sent out to your outlook showing the Butchery list