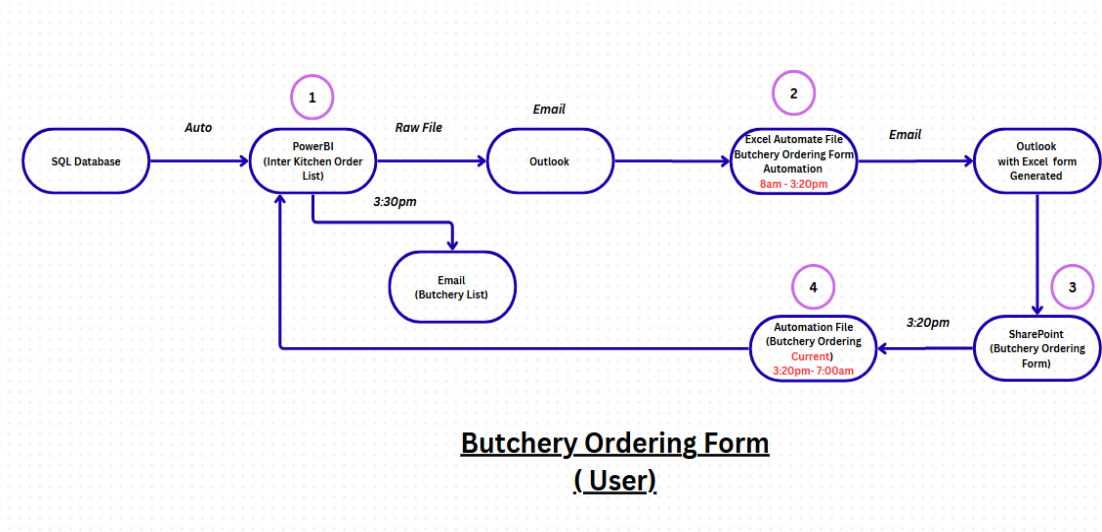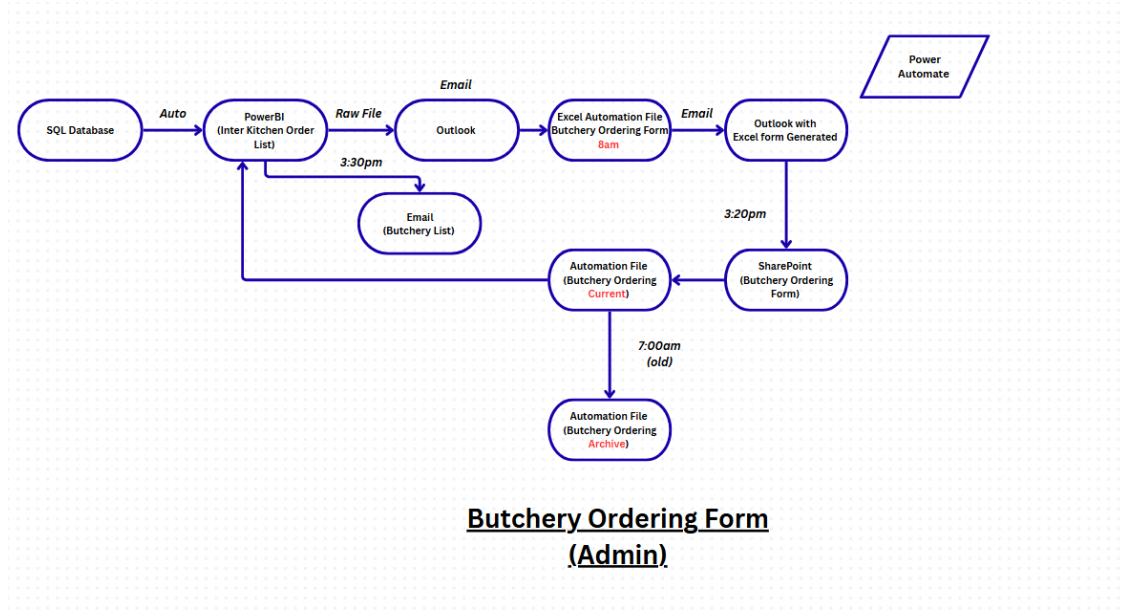# SATS-Butchery Ordering Form

Overview of the Butchery Ordering Form process Flowchart

Butchery Ordering Form (Admin)

- SQL Database →(Auto)→ PowerBI (Inter Kitchen Order List) →(Raw File)→ Outlook →(Email)→ Excel Automation File Butchery Ordering Form 8am →(Email)→ Outlook with Excel form Generated
- PowerBI (Inter Kitchen Order List) →(3:30pm)→ Email (Butchery List)
- Outlook with Excel form Generated →(3:20pm)→ SharePoint (Butchery Ordering Form) → Automation File (Butchery Ordering Current) →(7:00am old)→ Automation File (Butchery Ordering Archive)
- Power Automate

Butchery Ordering Form (User)

- SQL Database →(Auto)→ 1 PowerBI (Inter Kitchen Order List) →(Raw File)→ Outlook →(Email)→ 2 Excel Automate File Butchery Ordering Form Automation 8am - 3:20pm →(Email)→ Outlook with Excel form Generated
- PowerBI (Inter Kitchen Order List) →(3:30pm)→ Email (Butchery List)
- Outlook with Excel form Generated → 3 SharePoint (Butchery Ordering Form) →(3:20pm)→ 4 Automation File (Butchery Ordering Current) 3:20pm- 7:00am
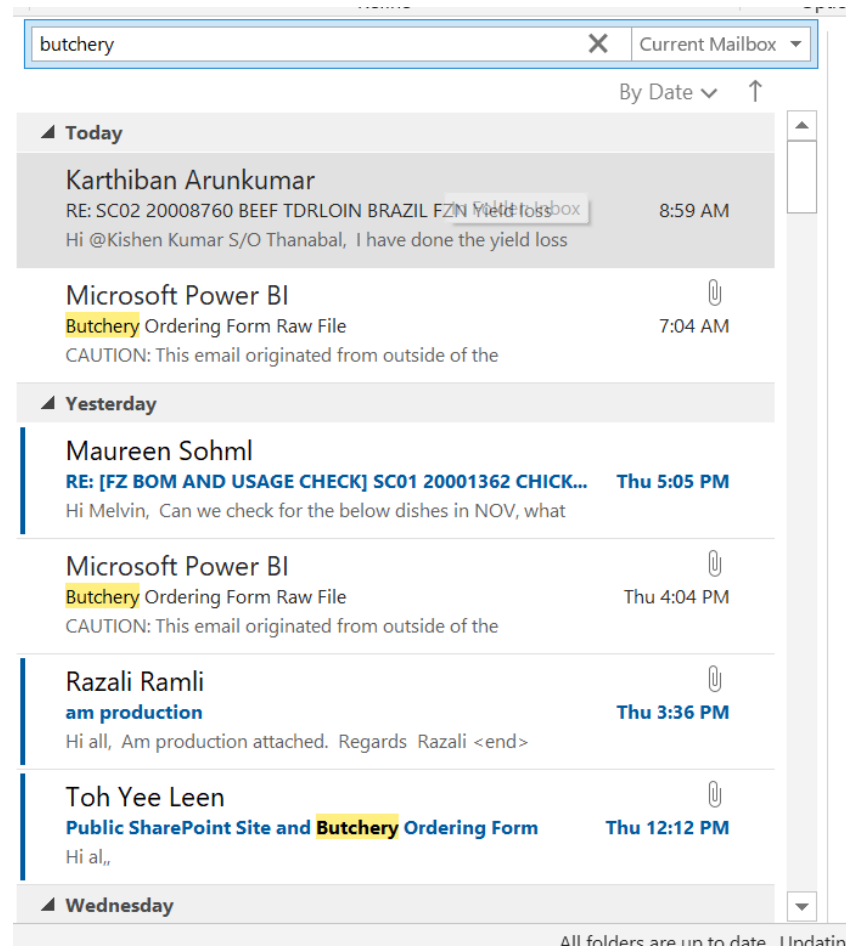
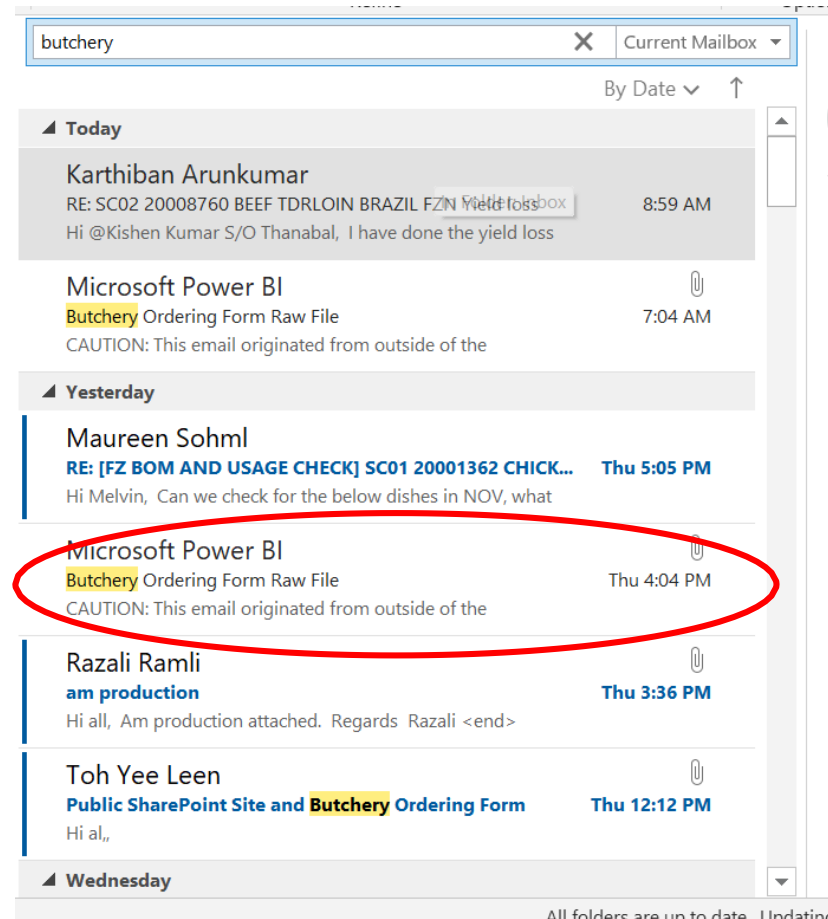# Step 1: Launch Outlook on your laptop
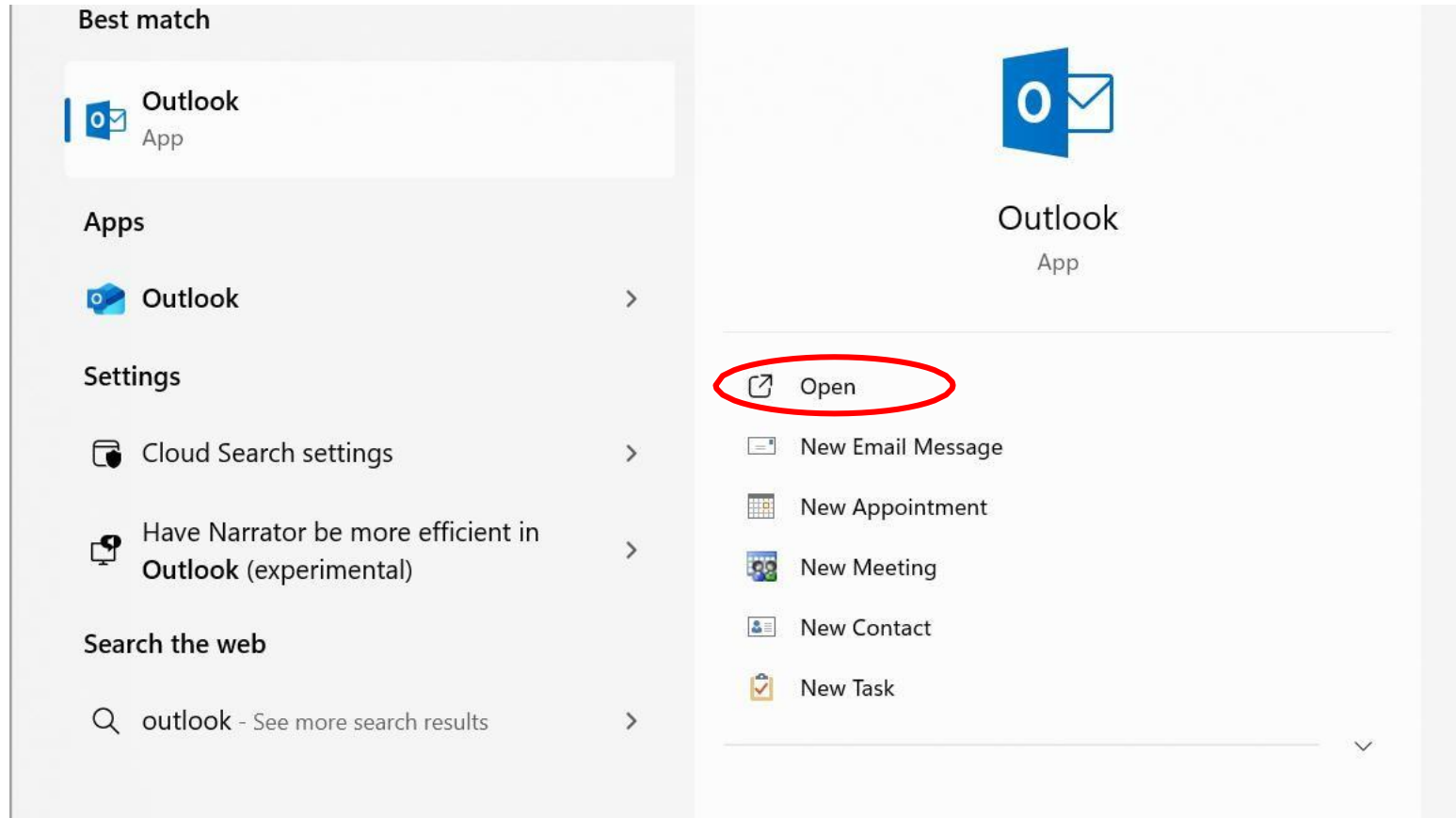
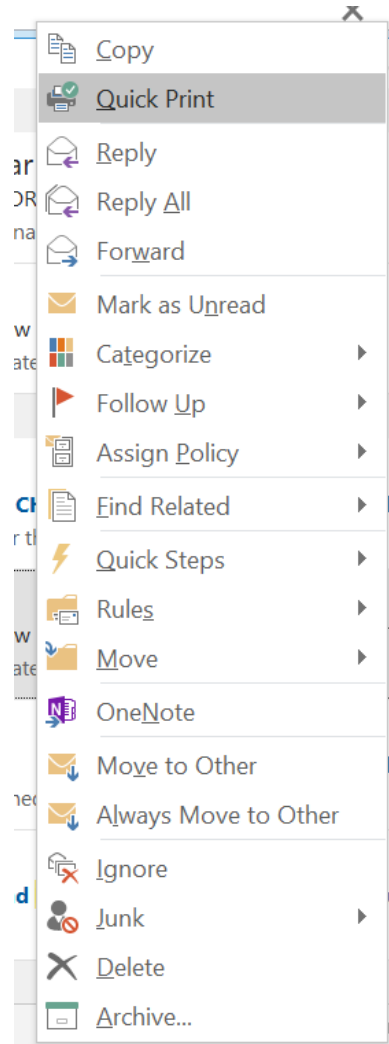# Step 2: After launching outlook, go to the searched bar and type butchery
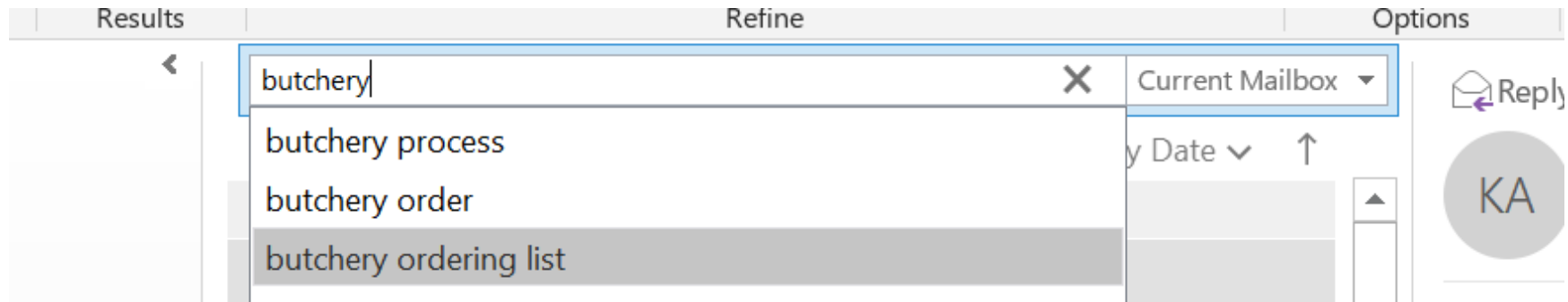
Step 3: After searching butchery click enter and this would show up

Step 4: Look for the Butchery Ordering form Raw File with the title Microsoft Power BI

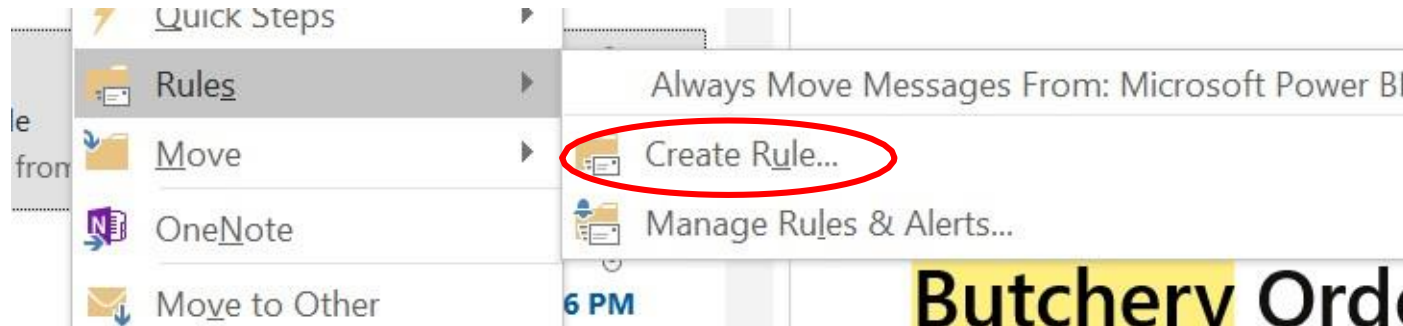# Step 5: Right click on that tab and this would show up
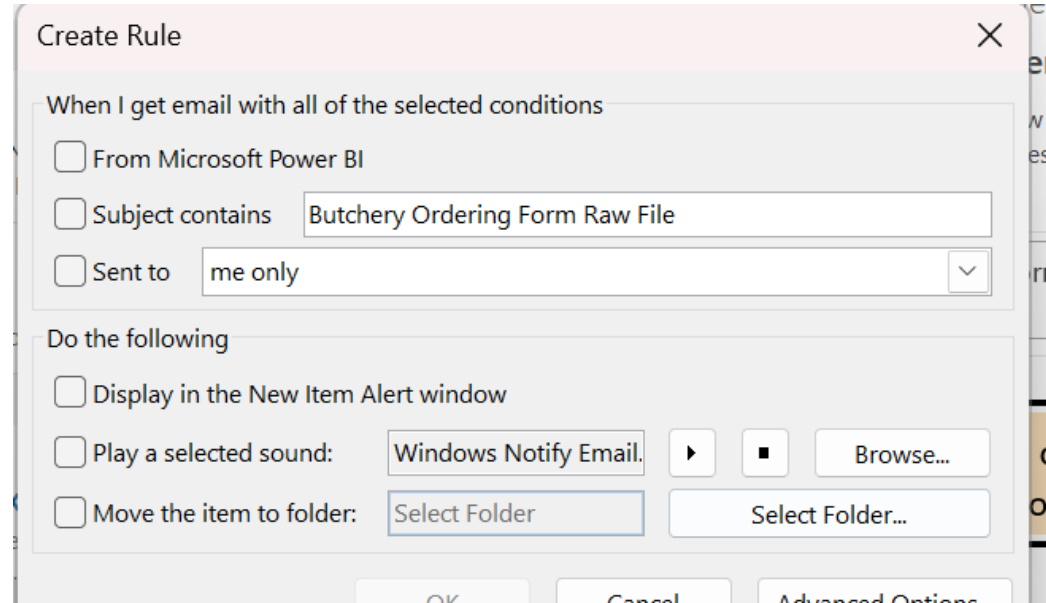
Step 6: Click on Rules and this would show up

Step 7: Click on Create Rule

Step 8: After clicking on rule, this would show up

Step 10: Tick the following circle in red first

Do not touch the sent to as the recipient might change →

Step 11: Next click on select folder

Do the following
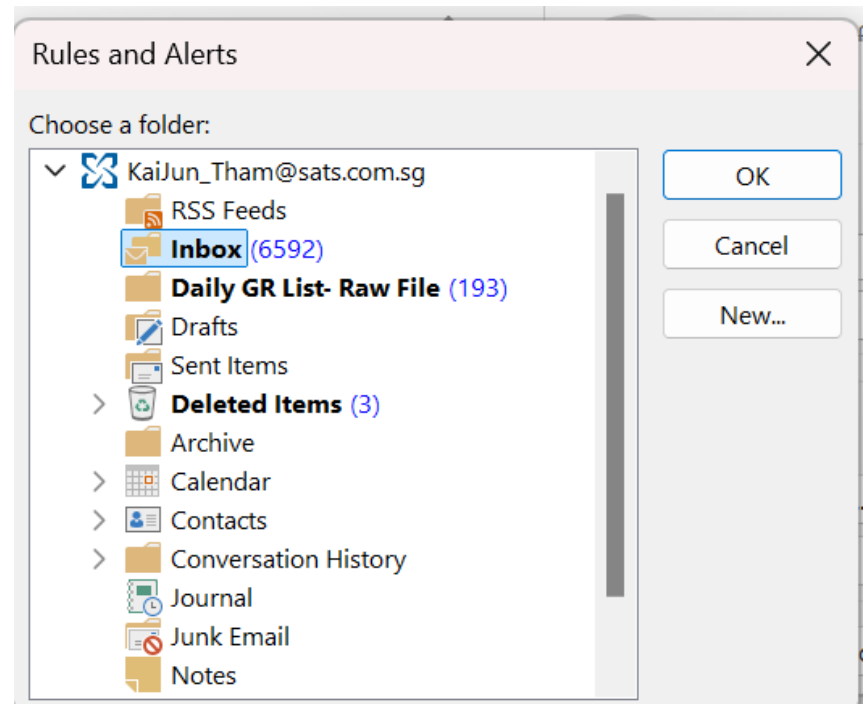
☐ Display in the New Item Alert window

☐ Play a selected sound: Windows Notify Email.   ▶   ■   Browse...

☐ Move the item to folder: Select Folder   Select Folder...
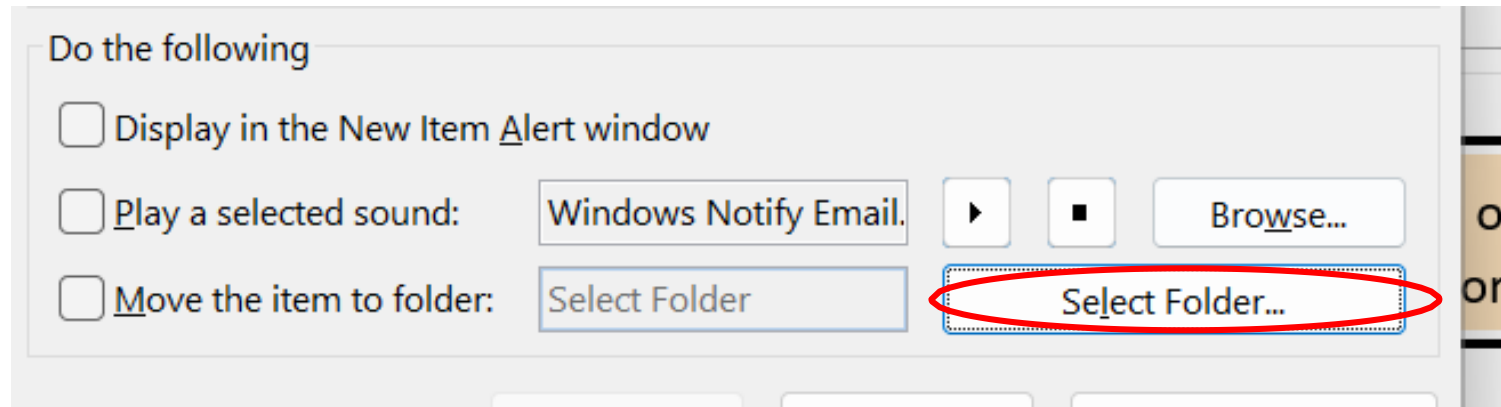
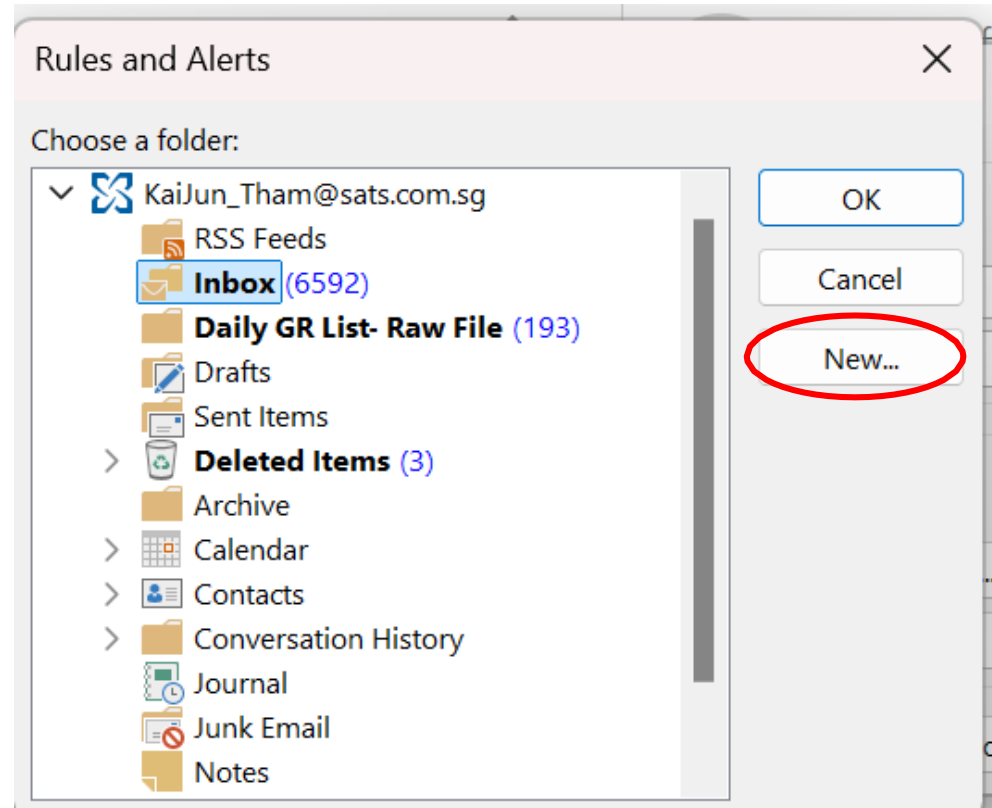# Step 12: After clicking select folder, this would show up

Step 13: Click on new

Rules and Alerts ✕

Choose a folder:

- ⌄ KaiJun_Tham@sats.com.sg
  - RSS Feeds
  - **Inbox** (6592)
  - **Daily GR List- Raw File** (193)
  - Drafts
  - Sent Items
  - ⟩ **Deleted Items** (3)
  - Archive
  - ⟩ Calendar
  - ⟩ Contacts
  - ⟩ Conversation History
  - Journal
  - Junk Email
  - Notes

OK

Cancel
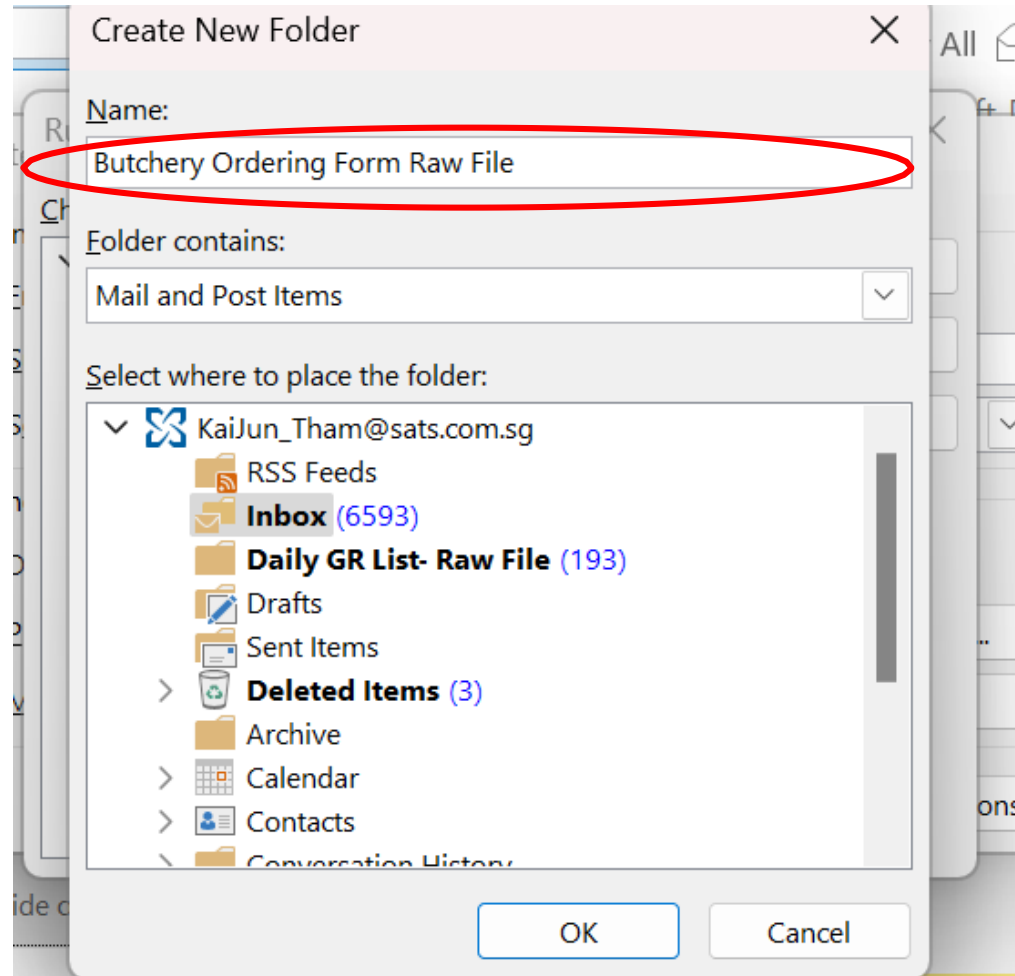
New...

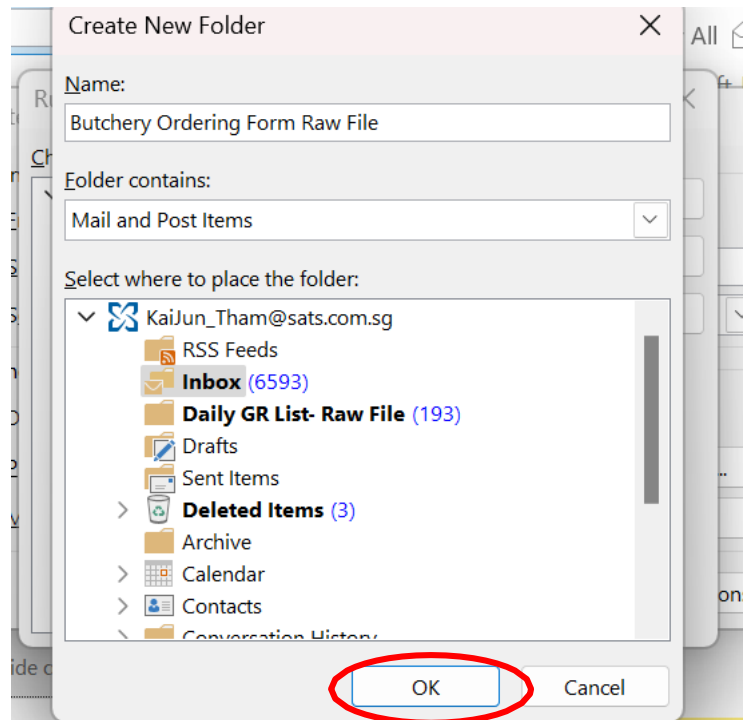# Step 14: After clicking on new, this would show up
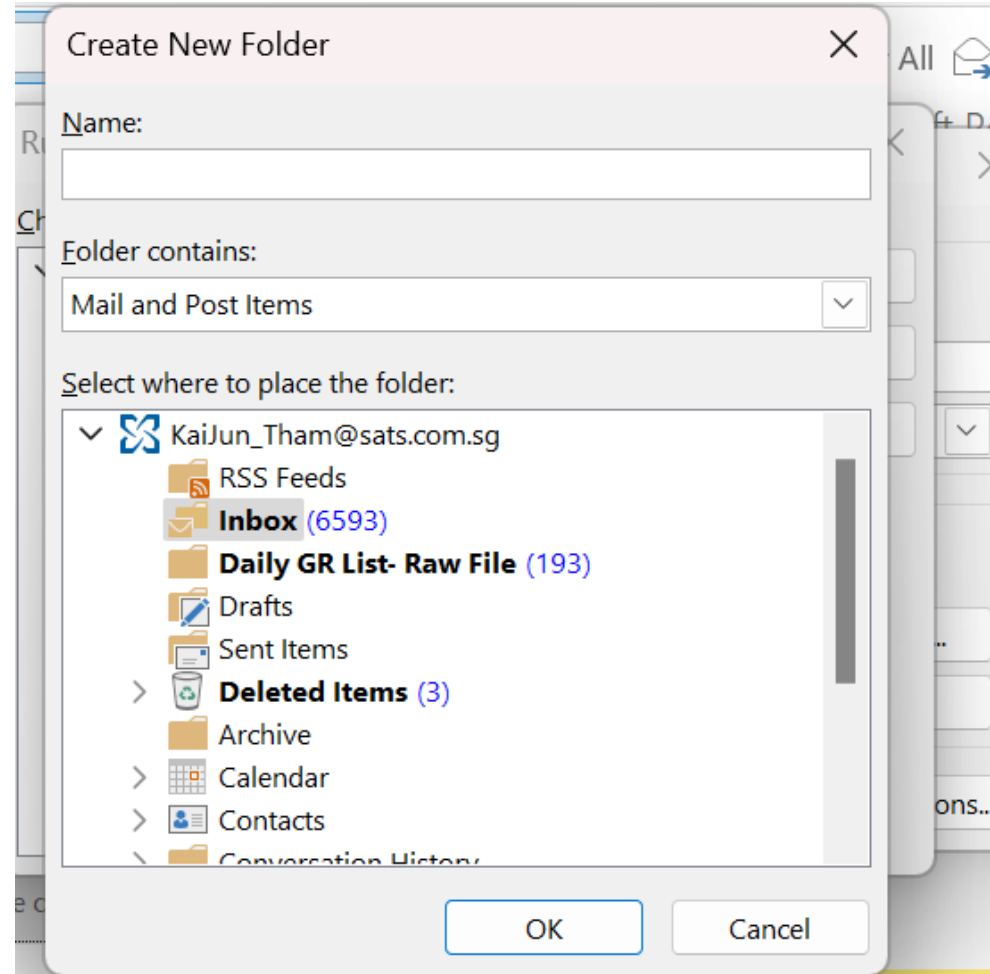
Step 15: Type Butchery Ordering Form Raw File as the name of the folder
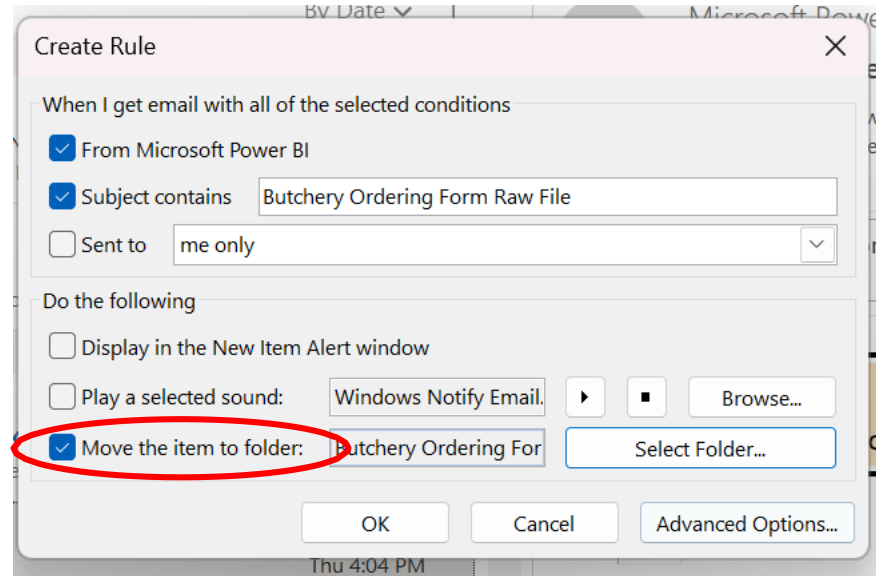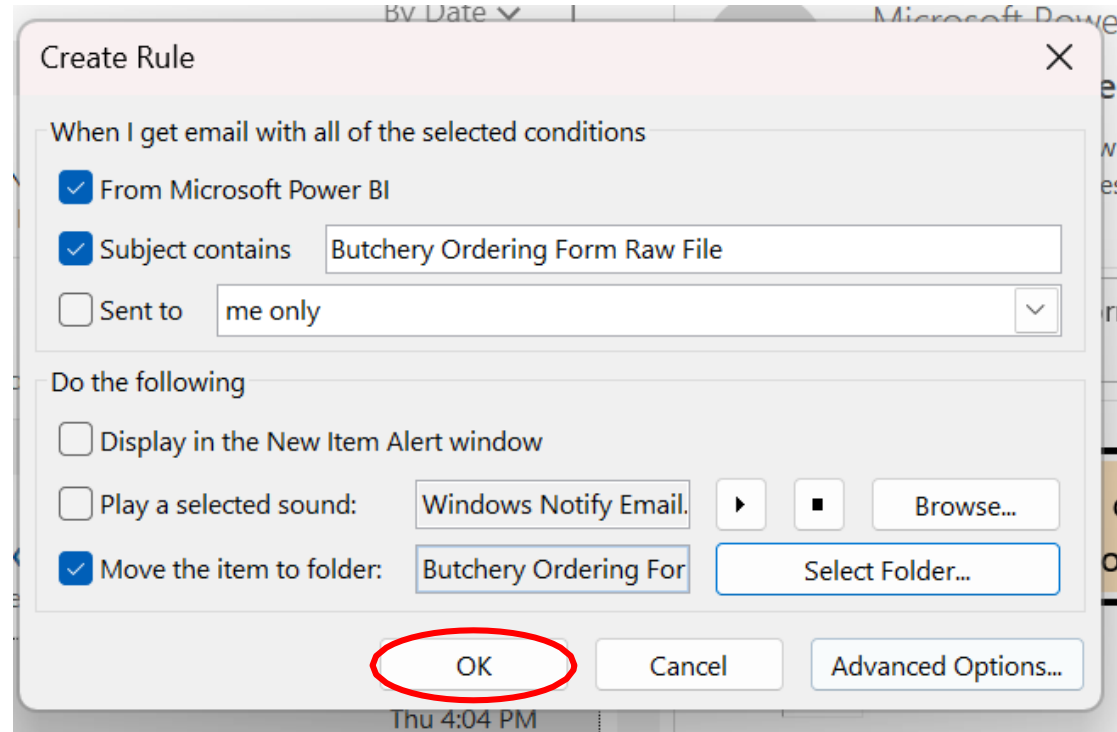
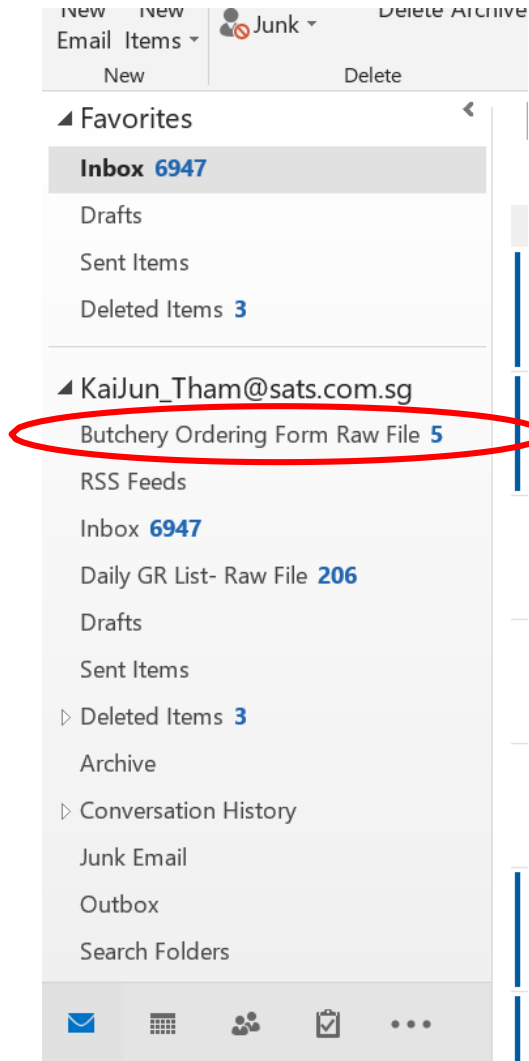# Step 16: Once that's done press ok

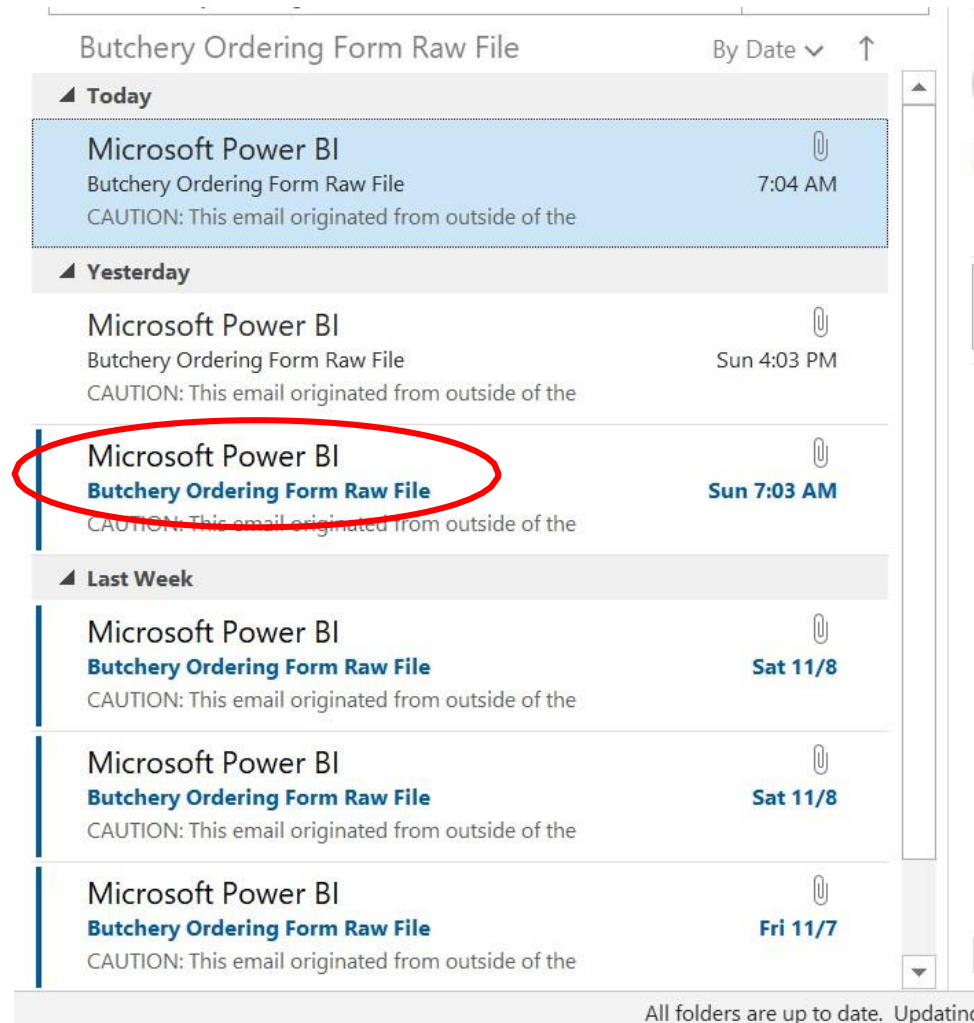# Step 17: Afterwards tick the remaining box that is circle in red

Step 18: Once that's done press ok

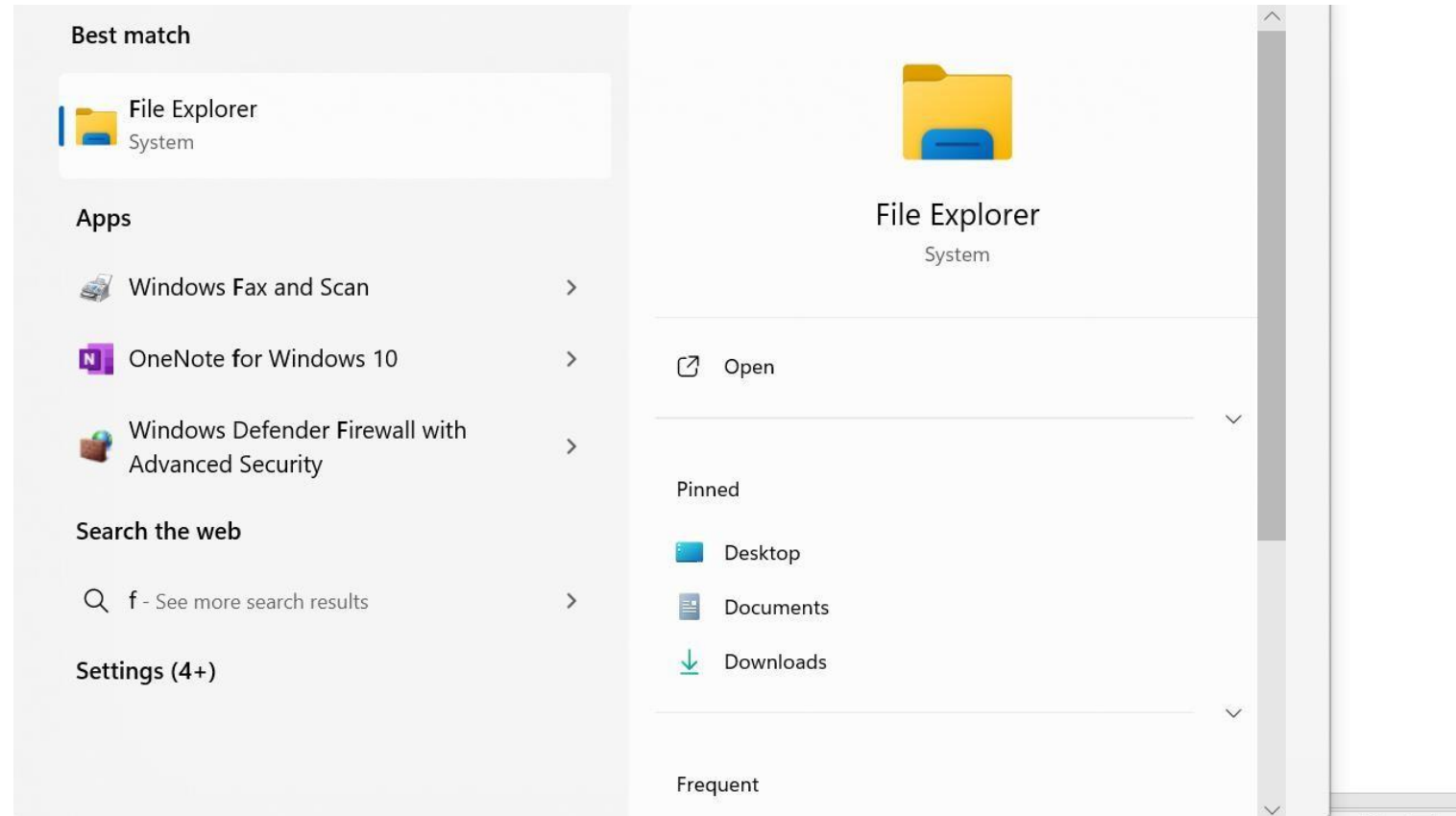# Step 19: After pressing ok, the folder would appear

Step 20: Click on the folder and you will see that it would move all emails from Microsoft Power BI with the subject containing "Butchery Ordering Form Raw File" into the folder "Butchery Ordering Form Raw File".

Butchery Order Form Generation

Step 1: Launch File Explorer on laptop

Step 2: Head to the Butchery Ordering Form Folder which is under the Production Planning Folder in the shared T Drive

> 🖥 > This PC > scc (\\satsnet.com.sg\satsdfs) (T:) > Production Planning > Butchery Ordering Form
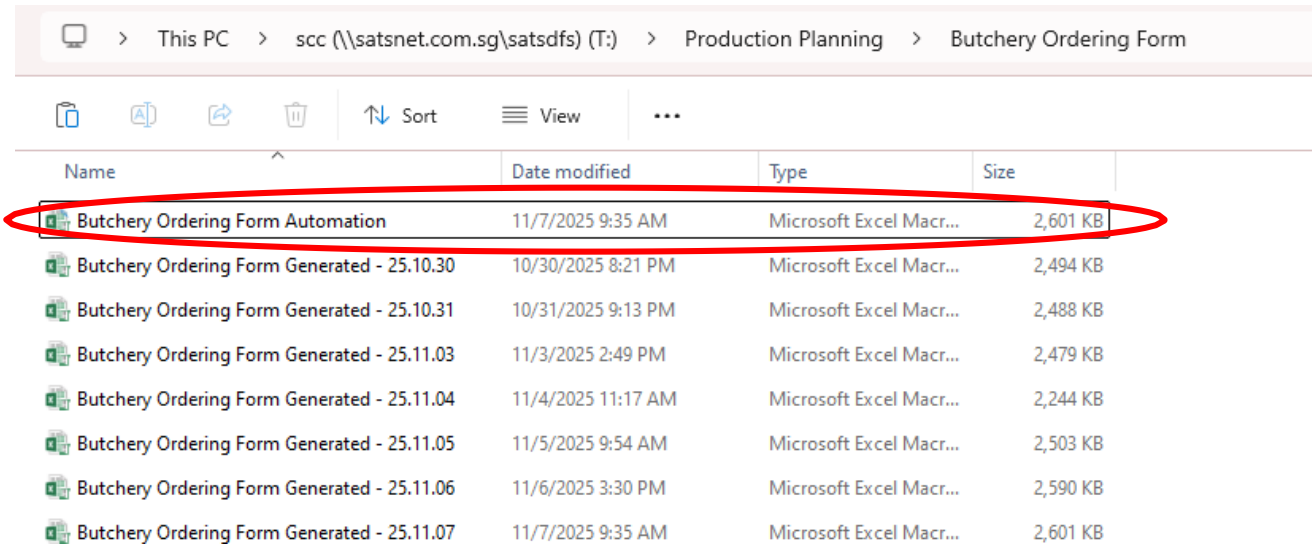
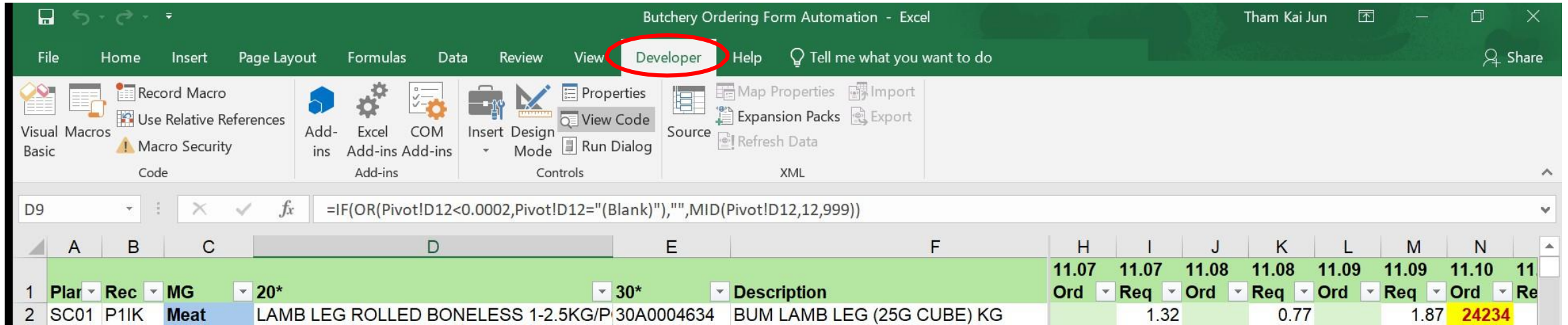| Name	Date modified	Type	Size
📊 Butchery Ordering Form Automation	11/7/2025 9:35 AM	Microsoft Excel Macr...	2,601 KB
📊 Butchery Ordering Form Generated - 25.10.30	10/30/2025 8:21 PM	Microsoft Excel Macr...	2,494 KB
📊 Butchery Ordering Form Generated - 25.10.31	10/31/2025 9:13 PM	Microsoft Excel Macr...	2,488 KB
📊 Butchery Ordering Form Generated - 25.11.03	11/3/2025 2:49 PM	Microsoft Excel Macr...	2,479 KB
📊 Butchery Ordering Form Generated - 25.11.04	11/4/2025 11:17 AM	Microsoft Excel Macr...	2,244 KB
📊 Butchery Ordering Form Generated - 25.11.05	11/5/2025 9:54 AM	Microsoft Excel Macr...	2,503 KB
📊 Butchery Ordering Form Generated - 25.11.06	11/6/2025 3:30 PM	Microsoft Excel Macr...	2,590 KB
📊 Butchery Ordering Form Generated - 25.11.07	11/7/2025 9:35 AM	Microsoft Excel Macr...	2,601 KB

Step 3: Click on the Butchery Ordering Form Automation

Step 4: After clicking on it this would show up

	A	B	C	D	E	F	H	I	J	K	L	M	N	11
							11.07	11.07	11.08	11.08	11.09	11.09	11.10	11
	Plar	Rec	MG	20*	30*	Description	Ord	Req	Ord	Req	Ord	Req	Ord	Re
	SC01	P1IK	**Meat**	LAMB LEG ROLLED BONELESS 1-2.5KG/P	30A0004634	BUM LAMB LEG (25G CUBE) KG		1.32		0.77		1.87	24234	
	SC01	P1IK		MUTTON CUBE DIAMOND CUT FZN RTC	30011277	BUM LAMB LEG (MINCE) KG		0.06	432	0.06		0.04		
	SC01	P1IK	**Poultry**	CHICKEN LEG BONELESS SKINLESS FZN	30N0000039	BUM CHIC THIGH BLESS SKOFF (40G		4.18		4.57	43	3.36		
	SC01	P1IK		CHICKEN LEG BONELESS SKINON UNSIZ	30A0005780	BUM CHIC THIGH BLESS (MINCE) FZ	1.5	1.54	1.5	1.27		0.93	243	
	SC01	P1IK		CHICKEN LEG BONELESS 190-210G FRES	30017149	BUM CHIC LEG SKOFF TRIM BEATEN		0.03		0.03		0.02		
	SC01	P1IK	**Seafood**	PRAWN HLSO 13-15 PC/LB IQF	30N0000047	BUS PRAWN HLSO 13-15 (BUTTERFL								

SC01	SC02

Meat	Others	Poultry	Seafood

BUM BACON BACK DICE BUM BASIC CHICKEN

Parent SLoc

P2JK	P2OK
P2PK	P2WK
PPMK	(blank)

Parent	WU	WU Description	8/11/25	9/11/25	10/11/25	11/11/25	12/11/25	13/11/25	14/11/25	15
⊟30012608 - JP CHILEAN SEABASS MARINATE	⊟70012448	⊟SQ BTC*BJJST*SUZUKI MSC TERIYAKI	50	42	50	45	41	47	44	
	⊟70018871	⊟SQ BTC*BFJST*-SAKANA MSC TERIYAH	3		3	3		3	3	
⊟30014928 - JP TUNA LOIN(FRESH SHASHIMI)	⊟70002052	⊟SQ TUNA SEAR NICOIS POTA PESTO D	65	39	44	28	42	32	48	
	⊟70002902	⊟SQ TUNA TATAKI QUINOA EDA POMEG	680	636	566	480	453	557	505	
	⊟70009577	⊟SQ?CM TUNA TAT SOBA PONZU DR DH				5	5	7	7	
	⊟70012627	⊟SQ TUNA TATAKI NICOI HERB DRG DH	15	13	11					
	⊟70015332	⊟SQR TUNA TATAK CAES RANCH DR DH								
	⊟70018648	⊟SQ TUNA SEARED QUINOA SALAD DH2	94	81	117	70	76	74	70	
⊟50000076 - CHIC THIGH SCHNITZEL 120G PK	⊟70000168	⊟QF CHICKEN SCHNITZEL EMMENTAL S'		21	21	21	21	21	21	
⊟50000199 - CREAM SNAPPER STEAMED 100(	⊟70021039	⊟HO TC SET 1 (CHINESE ENTREE - CYC	1	1	1	1	1	1	1	

Ordering

Step 5: Click on the Developer Tab

Step 6: Next click on Marcos

Step 7: After clicking on Macro this would appear
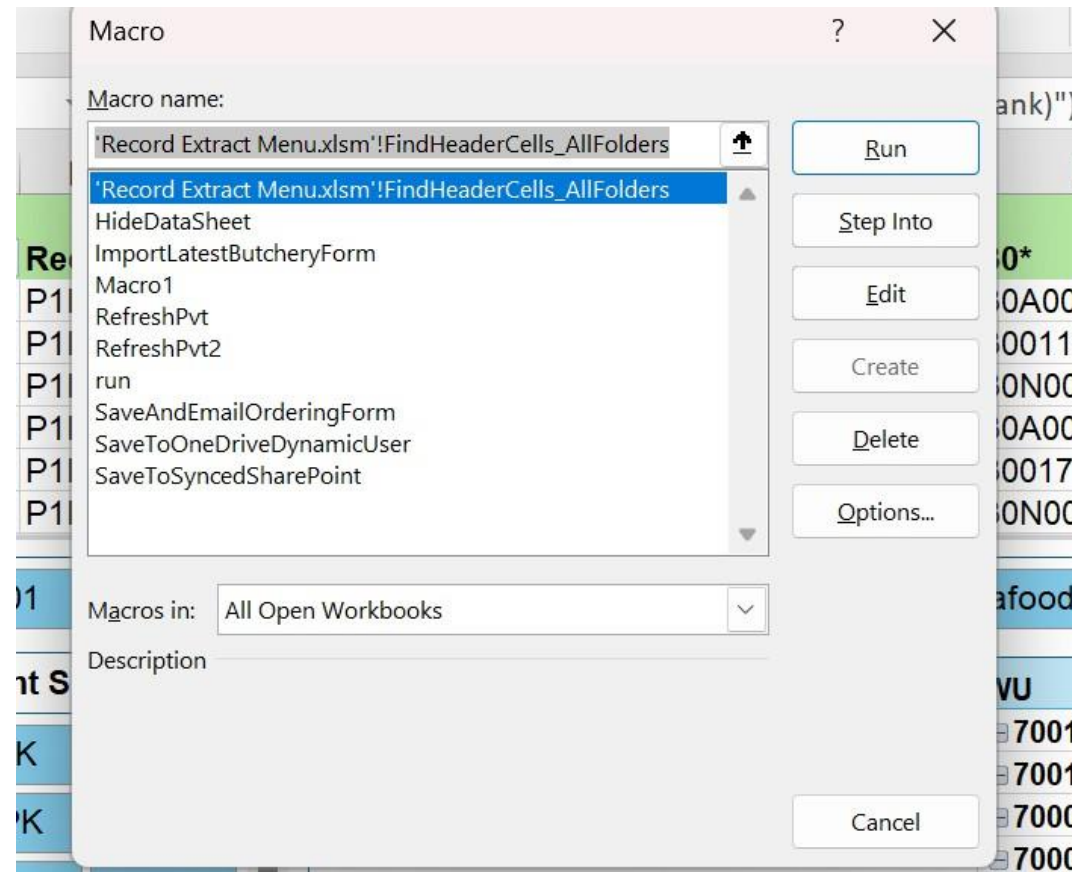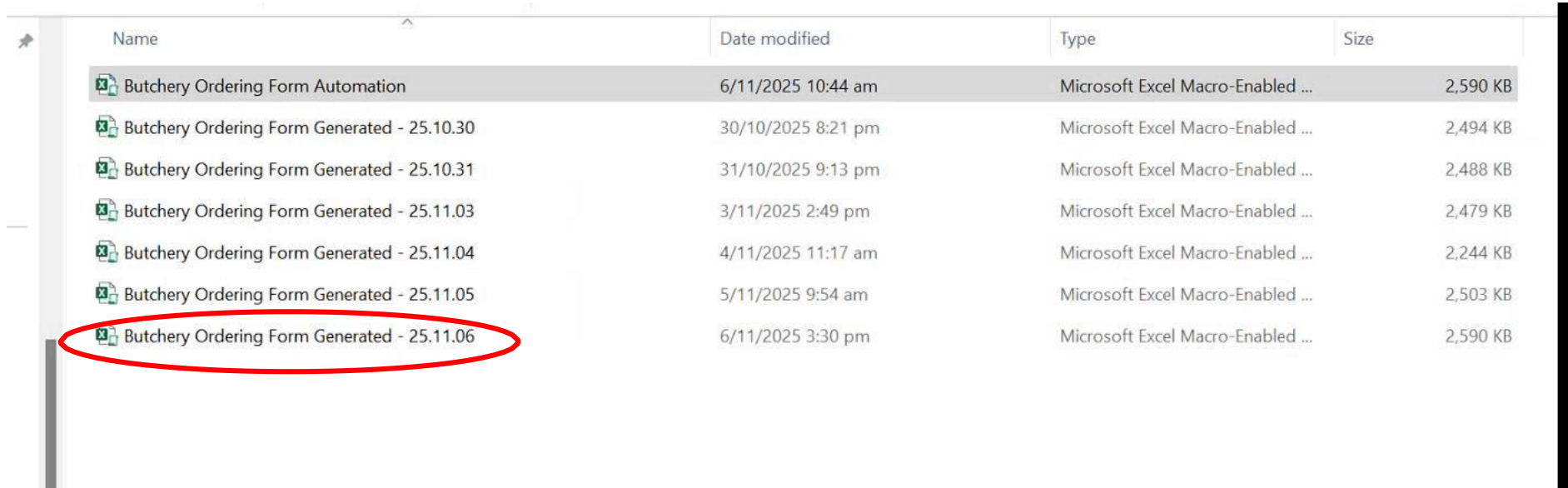
Step 8: Click on run and press Run
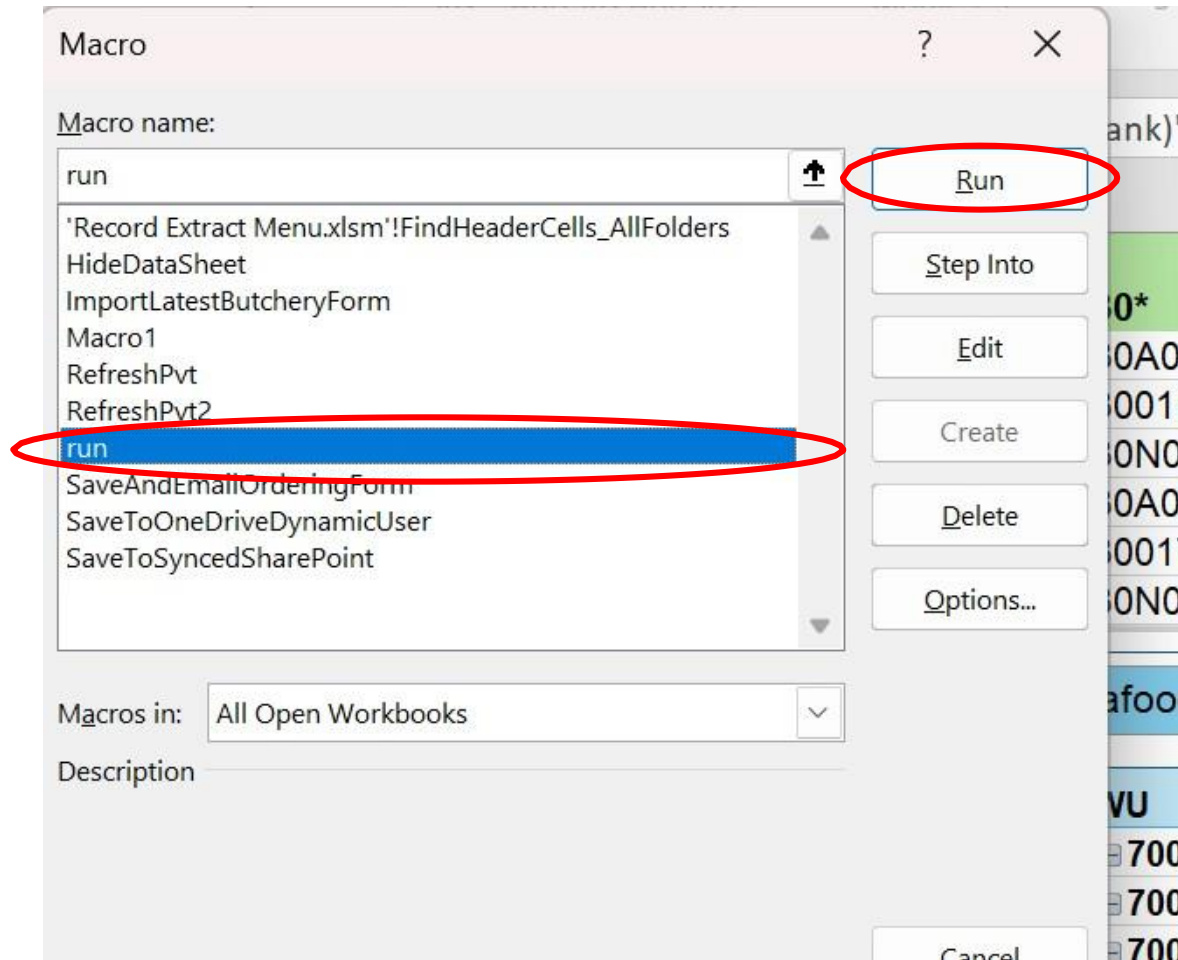
Step 9: Once it's done running, it will be save in the folder with its current date showing

Step 10: Head over to the Production Catering and Planners SharePoint, and you would be able to see the excel file in there too