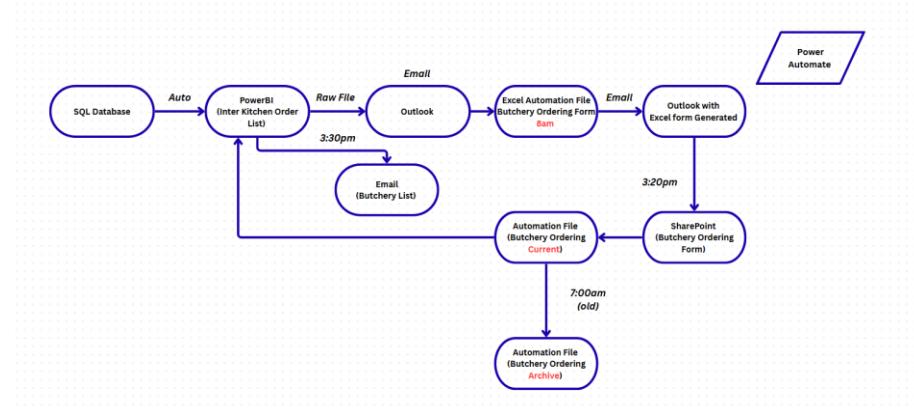
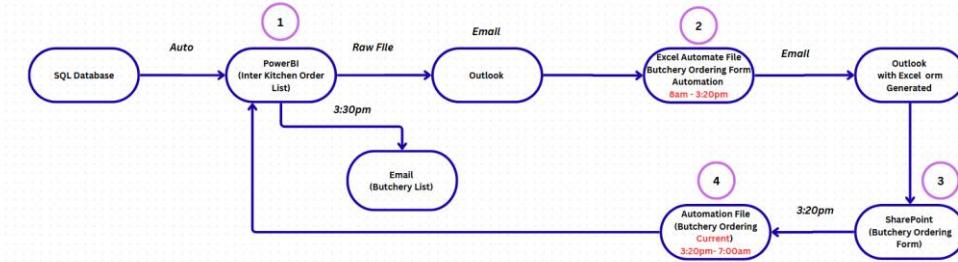


Butchery Ordering Form (Admin)



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.

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

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

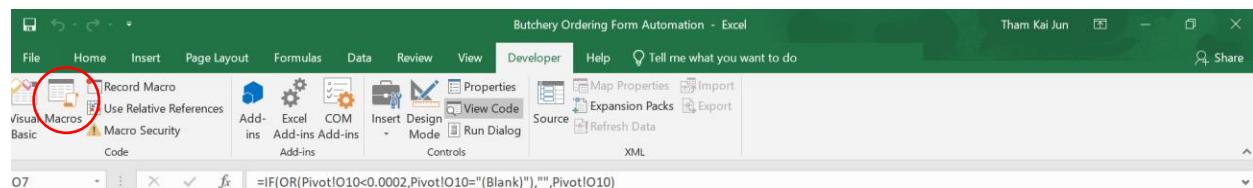
Step 3: After clicking on it, it would prompt you to this page

Pla	Rec	MG	20*	30*	Description	I	J	K	L	M	N	O	P	Q	R	S
						Req	Ord	Req	Ord	Req	Ord	Req	Ord	Req	Ord	Req
SC01 P1IK		Meat	LAMB LEG ROLLED BONELESS 1-2.5KG/130A0004634		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		BUM LAMB LEG (MINCE) KG	0.06		0.04		0.04		0.04		0.04		0.04
SC01 P1IK		Poultry	CHICKEN LEG BONELESS SKINLESS FZI 30N0000039		BUM CHIC THIGH BLESS SKOFF (40G) K	4.12	12	4.61		3.39		3.5		3.59	43	3.36
SC01 P1IK			CHICKEN LEG BONELESS SKINON UNSIZ 30A0005780		BUM CHIC THIGH BLESS (MINCE) FZN K	1.26	2	1.45		1.22		1.71		1.34		0.93
SC01 P1IK		Seafood	CHICKEN LEG BONELESS 190-210G FRE 30017149		BUM CHIC LEG SKOFF TRIM BEATEN K	0.03	2	0.02	22	0.02		0.02		0.02		0.02
SC01 P1IK			PRAWN HLSO 13-15 PC/LB IQF 30N000047		BUS PRAWN HLSO 13-15 (BUTTERFLY)											
SC01 P1IK			SNAPPER RED FILLET 700G-1.5KG FZN 30014086		BUS SNAPPER RED FLET SKOFF 50G	2		2	15	2		2		2		
Parent Sloc		Parent				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
P2JK	P2OK		30011708 - MAML CHIC BREAST SLICE ORIE	70003438	MAINLNFML CHIC BEE HONN VEG F/J											
P2PK	P2WK			70003439	MAINLNFML CHIC BEE HONN VEG S/Y LGE											
PPMK	(blank)			70019884	MAINLNFML CHIC BEE HONN VEG YD											
			30012608 - JP CHILEAN SEABASS MARINATE	70012448	SQ BTC'BJS'TSUZUKI MSC TERIYAKI J	47	44	50	42	50	45	41	47	44	50	41
				70018871	SQ BTC'BJS'TSAKANA MSC TERIYAKI F C	3	3	3		3	3		3	3	3	
			30014928 - JP TUNA LOIN(FRESH SHASHIMI)	7002052	SQ TUNA SEAR NICOIS POTA PESTO DH251	36	57	49	27	47	28	42	32	48	51	2
				7002902	SQ TUNA TATAKI QUINOA EDA POMEG DH26	666	655	511	494	445	480	453	557	505	515	501
				7009577	SQ?CM TUNA TAT SOBA PONZU DR DH02162							5	5	7	7	4
				70012627	SQ TUNA TATAK NICOI HERB DRG DH1730	11	10	10	8	7						
				70015332	SQ TUNA TATAK CAES RANCH DR DH1979											
				70018648	SQ TUNA SEARED QUINOA SALAD DH26734	85	71	72	77	97	70	76	74	70	76	81
				70D0228938	OR J SW(BEET & CHICK KOFTA)											
				50000076 - CHIC THIGH SCHNITZEL 120G PK	70000168	OF CHICKEN SCHNITZEL EMMENTAL SIW C	21	21	21	21	21	21	21	21	21	21
				50000199 - CREAM SNAPPER STEAMED 100G	70021039	HOT TC SET 1 (CHINESE ENTRÉE - CYCLE 3)	1	1	1	1	1	1	1	1	1	1
				50000290 - LOBSTER THERMIDOR GRATIN PI	70000591	SQ BTC BFCLT LOBSTER THERMIDOR H2379	7	11	11	7	11	11	9	7	11	11
				70000593	SQ BTC BFCLT LOBSTER THERMIDOR H2379	368	365	365	370	370	370	332	368	365	365	371

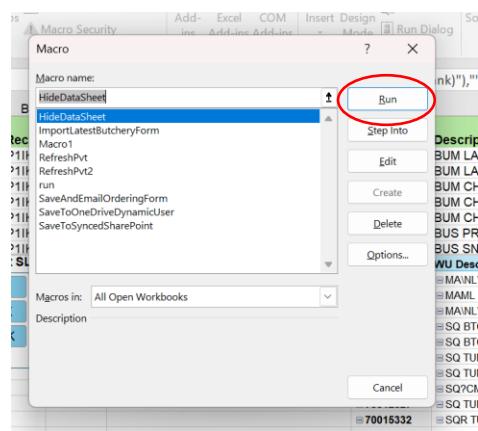
Step 4: Key in the required Order quantity as can be seen highlighted in yellow

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	
SC01 P11K	Meat	LAMB LEG ROLLED BONELESS 1-2.5KG/I30A0004634	BUM LAMB LEG (25G CUBE) KG	1.65	1.54	1.65	1.76	1.76								
SC01 P11K		MUTTON CUBE DIAMOND CUT FZN RTC 30011277	BUM LAMB LEG (MINCE) KG	0.06	0.04	0.04	0.04	0.04								
SC01 P11K	Poultry	CHICKEN LEG BONELESS SKINLESS FZI 30N0000039	BUM CHIC THIGH BLESS SKOFF (40G) K	4.12	12	4.61	3.39	3.5								
SC01 P11K		CHICKEN LEG BONELESS SKINON I30A0005780	BUM CHIC THIGH BLESS (MINCE) FZN K	1.26	2	1.45	1.22	1.71								
SC01 P11K		CHICKEN LEG BONELESS 190-210G FRE 30017149	BUM CHIC LEG SKOFF TRIM BEATEN KC	0.03	2	0.02	0.02	0.02								
SC01 P11K	Seafood	PRAWN HLSO 13-15 PC/LB IQF 30N0000047	BUS PRAWN HLSO 13-15 (BUTTERFLY)													
SC01 P11K		SNAPPER RED FILLET 700G-1.5KG FZN 30014086	BUS SNAPPER RED FLET SKOFF 50G	2	2	15	2	2								
Parent Sloc		Parent	WU Description	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		
		P2JK	P2OK													
		P2PK	P2WK													
		PPMK	(blank)													

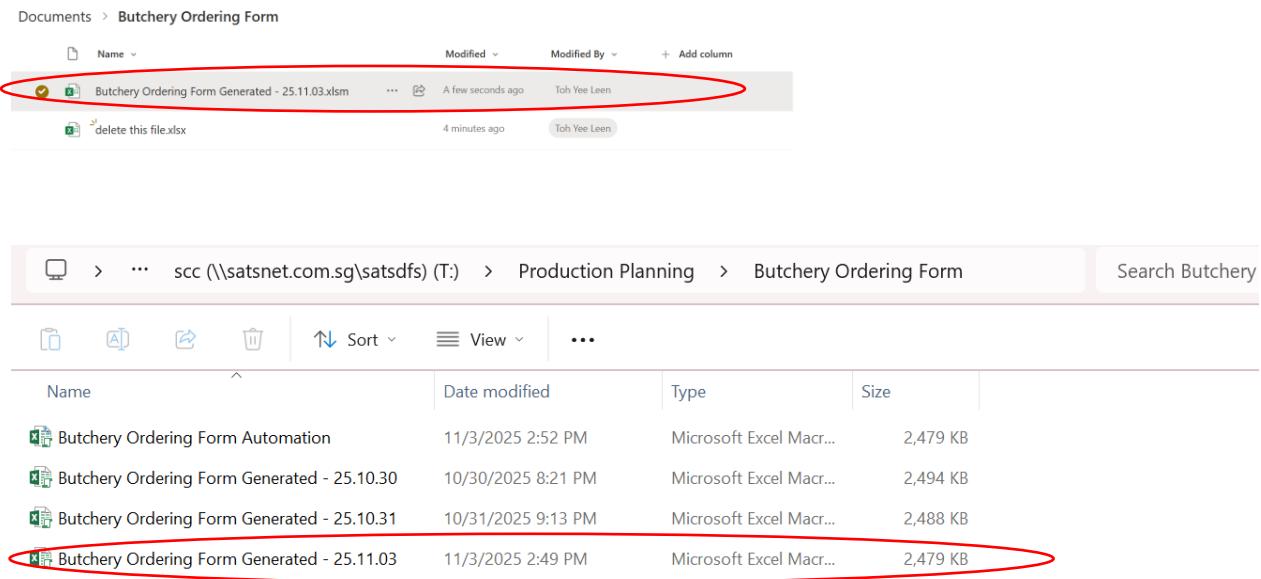
Step 5: Once that's done go to the developer tab and click Macro



Step 6: After clicking on Macro, this would pop up, then click on run and the report would run and be generated



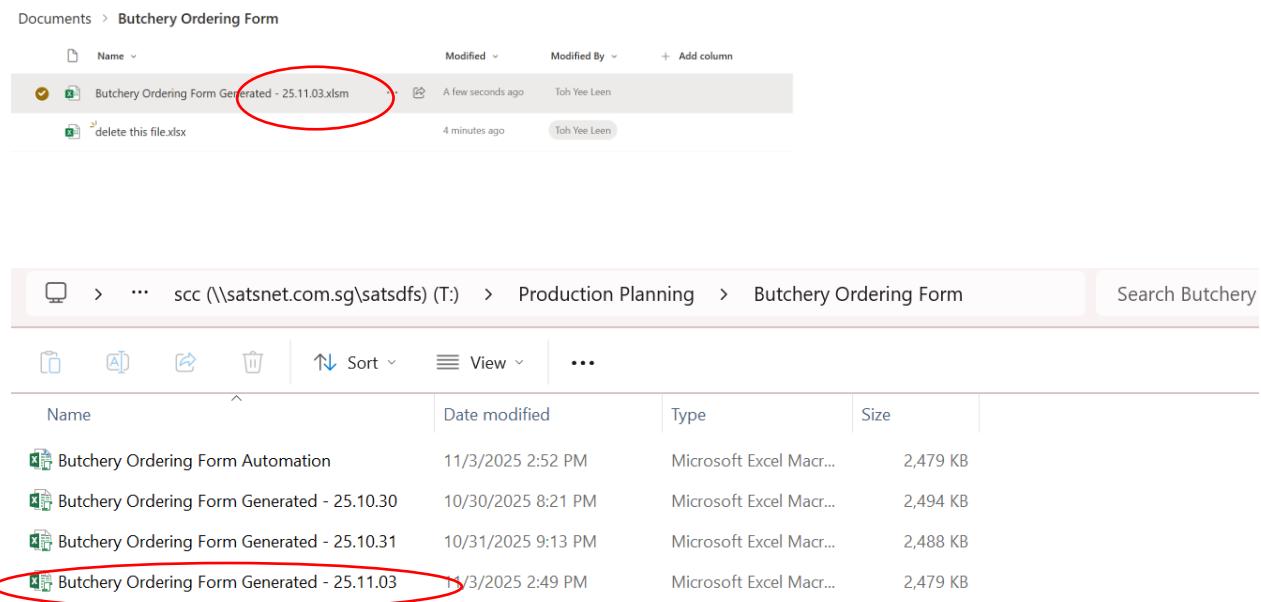
Step 7: Once the report is done running, it would appear in the Butchery Ordering Form Folder in the T Drive and also in the Production catering and Planner SharePoint under the Butcher Ordering Form



The screenshot shows two views of the same document library. The top view is a SharePoint library named 'Butchery Ordering Form' with a single item: 'Butchery Ordering Form Generated - 25.11.03.xlsx'. The bottom view is a file list from a SharePoint site at 'scc (\satsnet.com.sg\satsdfs) (T:) > Production Planning > Butchery Ordering Form', showing four items, with the fourth item 'Butchery Ordering Form Generated - 25.11.03' circled in red.

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
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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



The screenshot shows two views of the same document library. The top view is a SharePoint library named 'Butchery Ordering Form' with a single item: 'Butchery Ordering Form Generated - 25.11.03.xlsx'. The bottom view is a file list from a SharePoint site at 'scc (\satsnet.com.sg\satsdfs) (T:) > Production Planning > Butchery Ordering Form', showing four items, with the fourth item 'Butchery Ordering Form Generated - 25.11.03' circled in red. A red circle also highlights the date '11/3/2025' in the library header.

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 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

Documents > Butchery Ordering Form

Name Modified Modified By + Add column

Butchery Ordering Form Generated - 25.11.03.xlsx ... A few seconds ago Toh Yee Leen

delete this.xlsx 4 minutes ago Toh Yee Leen

Before

Documents > Butchery Ordering Form

Name Modified Modified By + Add column

This folder is empty

After

AF Automation Files

Private group Not following 2 members

New Upload Edit in grid view Share Copy link ... All Documents Details

Home Conversations Documents Notebook Pages Site contents Recycle bin Edit

Return to classic SharePoint

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