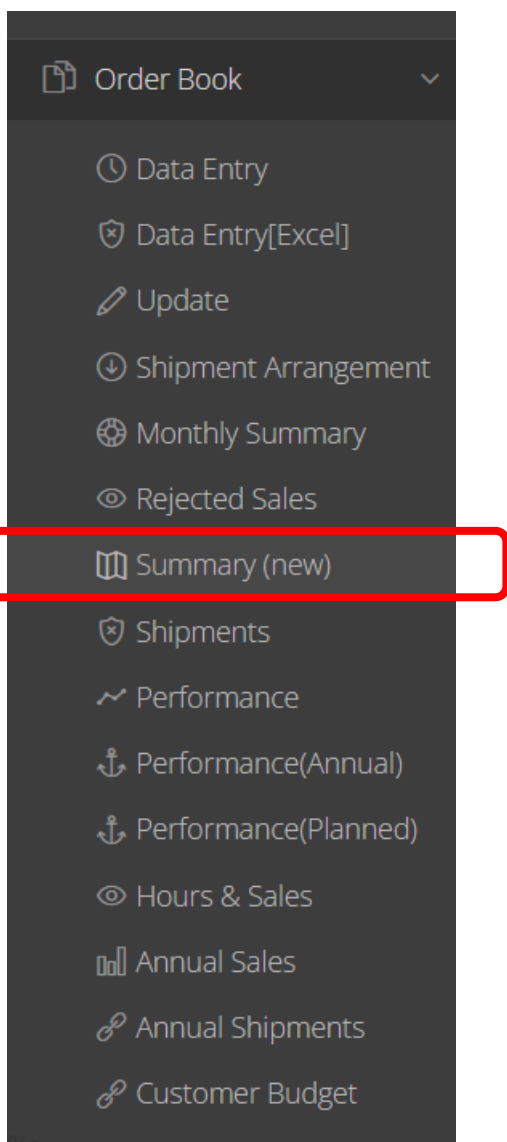


User Guide for Updating Order Tracking Sheet



Home Page



1.Summary New

Order Book Summary

Filter Order Details

From

To

Customer

LUCKY AND ME

SEARCH

ARRANGE SHIPMENTS

My Orders

LOAD MY ORDERS

Order Details

Copy CSV Excel PDF Print

Search:

#	Shipment Stat	Customer	PO Date	Ex-fac	Revised Ex-fac	Actual Ex-fac	PO	Style	Product	Color	OQ-Pcs	OQ-Pks	OQ-Total	Cut	Ship	Price
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Steps to download the data from Order Book to Excel file for updating order tracking sheet

1. Fill the Data Range as follows:
From - Always 01.01.2023 To – 31.12.2025 (Future data to get all the data)
2. Click “LOAD MY ORDERS” Tab
3. Once you get the required data click the “Excel” button to export your order details into Excel file.

Steps to update the downloaded Excel file data into your Excel order tracking sheet

1. Open your Excel Order Tracking Sheet.
2. Delete the “Shipment Stat” column (Select entire “B Column”, right mouse click and select “Delete”) from the order book down loaded Excel file.

#	Shipment Stat	Customer	PO Date	Ex-fac	Revised Ex-fac
1		THIRTEEN AMP-NUT MEG	2024-04-09	2024-09-23	2024-09-23
2		THIRTEEN AMP-NUT MEG	2024-04-09	2024-07-30	2024-07-30
3		THIRTEEN AMP-NUT MEG	2024-04-09	2024-07-30	2024-07-30
4		THIRTEEN AMP-NUT MEG	2024-06-28	2024-09-30	2024-09-30
5		THIRTEEN AMP-SEASALT	2024-06-14	2024-10-10	2024-10-10
6		THIRTEEN AMP-SEASALT	2024-06-14	2024-11-05	2024-11-05

3. Copy the entire data set using “Ctrl + Shift + right arrow & Down arrow”
4. Go to “**OB Upload File tab**” (tab 01 in Blue colour) in your Order tracking sheet, select “Cell B2” and paste as value.
5. Next select the data range till end of “Yellow column” from this file and paste as a value by selecting Yellow highlighted cell = B2 in “**Order Tracking File tab**”(tab 02)
6. Once you want to look at the Sales forecast, select “**Sales Forecast tab**” (tab 03 in green color) select any cell inside pivot table, right mouse click and select “Refresh”.