1. Buka File Excel Sales Data

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		Jpdate Per 7-	Dec-22																														
		fendor Nam X/	ACTI INDOS	ICSN, PT																													
																	Date																
N	lo.	Purchase order i	item number	Text	UoM	5PQ	Outsta	6-Dec	7-Dec	8-Dec	9-Dec	10-Dec 11-De	12-De	13-De	14-Dec	15-Dec	16-Dec	7-0ec 1	8-Dec 19-De	ec 20-Der	21-Dec	2-Dec 2	3-Dec <mark>2</mark>	4-Dec 2	5-0ec 2	5-Dec 2	7-Dec	28-Dec	29-Dec	30-Dec	31-0ec	Total	Balance
1	1	C	MWAAS14	PCB AS	Pcs	160		800					960		1600				160			1600					1920					8480	-8480
	2	0	MWAA514	PCB ASS	Pcs	206		800					900		1800				2000			800					2000					7360	-7300
1	3	0	MVAAS14	LED PCE	Pcs	490		1470					960		14/0				14.0			1960	_			_	1960					9250	-9290
- 4	4	a	MWAAS10	LEDPCE	Pcs	490		980							1470				280			1960					1470					6860	-6860
1	5	a	MWA731	PCB AS	Pcs	164		2080					1600		2090				2084			980					2450					11270	-11270
	6	0	MWAAS14	LED PCE	Pcs	490	(I	1960					1470		1950				245			2450	_				2450				1	12740	-12740
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	7	0	MWAASI	LED PCE	Pcs	490		2450					980		2450				245			_	_	_			2450					10780	10790
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4	7 8 9	a a	MWAASI MWAASIA MWAASIA	LED PCE LED PCE LED PCE	Pes Pes Pes	490 490 490		2450 2450 2450					980		2450 2450 2450				2454 1964 2454			1470 490					2450 1900 2450	_				10780 10290 11270	10790 10290 11270

2. Block dan copy semua data pada kolom B (No) sampai kolom AN (31-Dec) sesuai dengan format terlampir dan pastikan semua kolomnya tidak di Hide

Belloerz Scheider Ald Update Per 7-Dec-22 Vendor Nam XACII INDONESIA, PT																																			
								Date																											
No.	Purchase order	Item number	Text	UoM	SPQ	Outsta	3-Dec	4 Dec	5-Dec	6-Dec	7-Dec	8-Dec	9-Dec	10 Oec	11-Dec	12-Dec	13-Dec	14-Dec	15-Dec	16-Dec	17-Dec	18-Dec	19-Dec	20-Dec	21-Dec	22-Dec	23-Dec	24-Dec 25	Dec 26-	Dec 27	-Dec 2	8-Dec	29-Dec	30-Dec	31-0
1		CMMAAS1	PCB AS	Pcs	160					800						960		1600					1600			1600				1	920				
2		CMMAAS1	PCB AS	Pcs	160					800						960		1600					1600			800				1	600				
3		CMMAAS1	LED PC	Pcs	490					1470						960		1470					1470			1960				1	960				
4		CMMAAS1	LED PC	Pcs	490					980								1470					980			1960				1	470				
5		CMMAAS1	PCB AS	Pcs	160					2080						1600		2080					2080			980				2	450				
6		CMMAAS1	LED PC	Pcs	490					1960						1470		1960					2450			2450				2	450				
7		CMMAAS1	LED PC	Pcs	490					2450						960		2450					2450							2	450				
8		CMMAAS1	LED PO	Pcs	490					2450								2450					1960			1470				1	960				
9		CMMAAS1	LED PC	Pes	490					2450						980		2450					2450			490				2	450				
10		CMMAATS	(PCB AS	Pcs	490													9800					9800							. 9	800				

3. Jika ada baris yang di Hide mohon menggunakan tool Find & Select dan pilih Go To Special dan pilih Visible Cell only



4. Pilih semua baris dan kolom yang akan di copy, kemudian pilih Visible Cell only Klik "OK" Kemudian copy cell yang akan di Upload seperti Gambar di bawah ini

	А	В	С	D	Е	F	G	AK	AL	AM
1										
2		Delivery Sch	nedule AVI							
4		Vendor Name	XACTI INDONESIA, PT							
5		Month	Jan-23							
6										
7	No.	Purchase order	Item number	Text	UoM	SPQ	Qty Outstanding	30-Jan	31-Jan	Total
8	1		CMMAAS14B115-AC00	PCB ASSY 1 RH15-AT11E1CP	Pcs	160		800		6080
12	2		CMMAAS14B115-BC00	PCB ASSY 1 LH15-AT12E1CP	Pcs	160		800		6880
16	3		CMMAAS14B115-CA00	LED PCB ASSY 2 RH15-AT11E2CP	Pcs	490		980		6370
20	4		CMMAAS14B115-DA00	LED PCB ASSY 2 LH15-AT12E2CP	Pcs	490		980		6860
24	5		CMMAAS14B115-EC00	PCB ASSY 115-AT13E1CP	Pcs	160		800		2880
28	6		CMMAAS14B115-FA00	LED PCB ASSY 2 RH15-AT13E2CP	Pcs	490		980		4410
32	7		CMMAAS14B115-GA00	LED PCB ASSY 3 LH15-AT14E2CP	Pcs	490		980		4410
37	8		CMMAAS14B115-HA00	LED PCB ASSY 2 RH15-AT13E3CP	Pcs	490		980		2450
41	9		CMMAAS14B115-JA00	LED PCB ASSY 3 LH15-AT14E3CP	Pcs	490		980		3430
45	10		CMMAAT14B115-BA00	PCB ASSY	Pcs	490		9800		44100
50 51										134930

5. Klik dan paste data terlampir kedalam textbox yang ada pada web



6. Setelah di paste maka akan tampil data yang di copy, kemudian pilih Check All pada pojok kiri atas tabel

Id	Check All	Purchase_Order	ltem_Number	Text	UoM	SPQ	Outstanding	DMY	Day_1Day_	2Day_3D	ay_4Day_5	Day_6	Day_7	Day_8
1			CMMAAS14B115- AC00	PCB ASSY 1 RH15- AT11E1CP	Pcs	160		12/22/2022 12:00:00 AM				800		
2			CMMAAS14B115- BC00	PCB ASSY 1 LH15- AT12E1CP	Pcs	160		12/22/2022 12:00:00 AM				800		
3			CMMAAS14B115- CA00	LED PCB ASSY 2 RH15- AT11E2CP	Pcs	490		12/22/2022 12:00:00 AM				1470		
4			CMMAAS14B115- DA00	LED PCB ASSY 2 LH15- AT12E2CP	Pcs	490		12/22/2022 12:00:00 AM				980		
5			CMMAAS14B115- EC00	PCB ASSY 115- AT13E1CP	Pcs	160		12/22/2022 12:00:00 AM				2080		
6			CMMAAS14B115- FA00	LED PCB ASSY 2 RH15- AT13E2CP	Pcs	490		12/22/2022 12:00:00 AM				1960		
7			CMMAAS14B115- GA00	LED PCB ASSY 3 LH15- AT14E2CP	Pcs	490		12/22/2022 12:00:00 AM				2450		

7. Setelah di klik maka table akan berubah warna menjadi kuning yang menandakan semua baris data telah di pilih

Id	Check All	(Purchase_Order)	tem_Number	Text	UoM	SPQ	OutstandingDMY	Day_1Day_2Day_	_3Day_4Day_5Day_6	Day_7Day_8Day_9
1	•		CMMAAS14B115- AC00	PCB ASSY 1 RH15- AT11E1CP	Pcs	160	12/22 12:00: AM	/2022 :00	800	
2	•		CMMAAS14B115- BC00	PCB ASSY 1 LH15- AT12E1CP	Pcs	160	12/22 12:00 AM	:/2022 :00	800	
3	•		CMMAAS14B115- CA00	LED PCB ASSY 2 RH15- AT11E2CP	Pcs	490	12/22 12:00: AM	:/2022 :00	1470	
4	•		CMMAAS14B115- DA00	LED PCB ASSY 2 LH15- AT12E2CP	Pcs	490	12/22 12:00: AM	:/2022 :00	980	
5	ø		CMMAAS14B115- EC00	PCB ASSY 115- AT13E1CP	Pcs	160	12/22 12:00: AM	:/2022 :00	2080	
6	2		CMMAAS14B115- FA00	LED PCB ASSY 2 RH15- AT13E2CP	Pcs	490	12/22 12:00: AM	:/2022 :00	1960	
7			CMMAAS14B115-	LED PCB ASSY 3	Pcs	490	12/22	:/2022	2450	

8. Kemudian klik tombol simpan

Sin	mpan	4						
Id	Check All	Purchase_Order	ltem_Number	Text	UoM	SPQ	Outstanding	DMY
1			CMMAAS14B115- AC00	PCB ASSY 1 RH15- AT11E1CP	Pcs	160		12/22/2022 12:00:00 AM
			CMMAAS14B115-	PCB ASSY				12/22/2022

9. Jika data berhasil di simpan maka ada pemberitahuan dibawah ini

