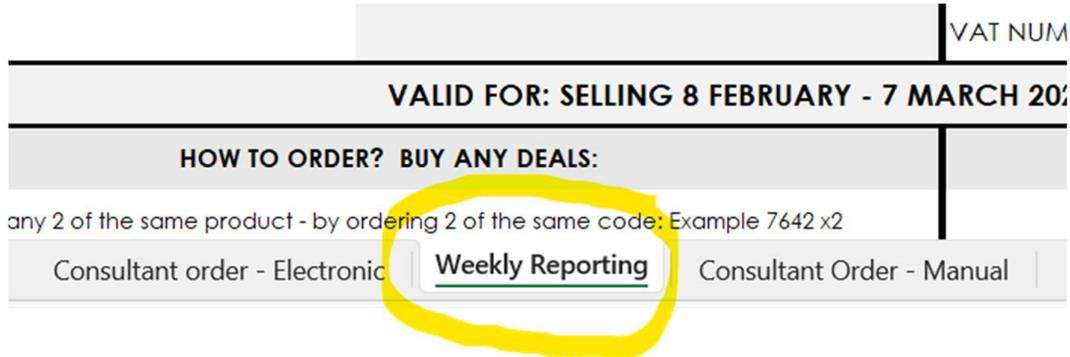
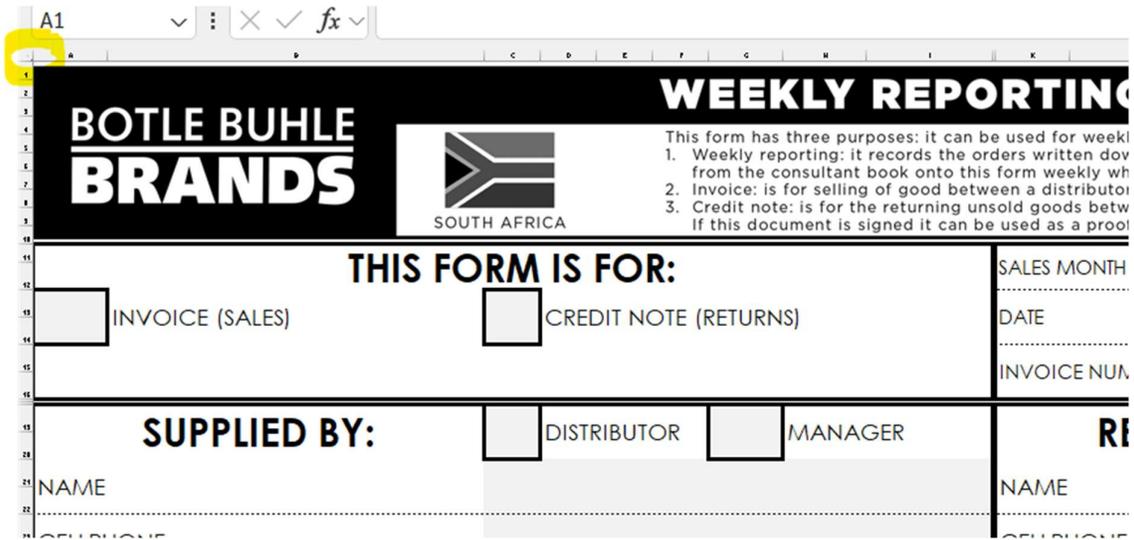


**STEP 1 – How to delete the old Weekly Reporting and Invoice / Credit Note when the current month has ended.**

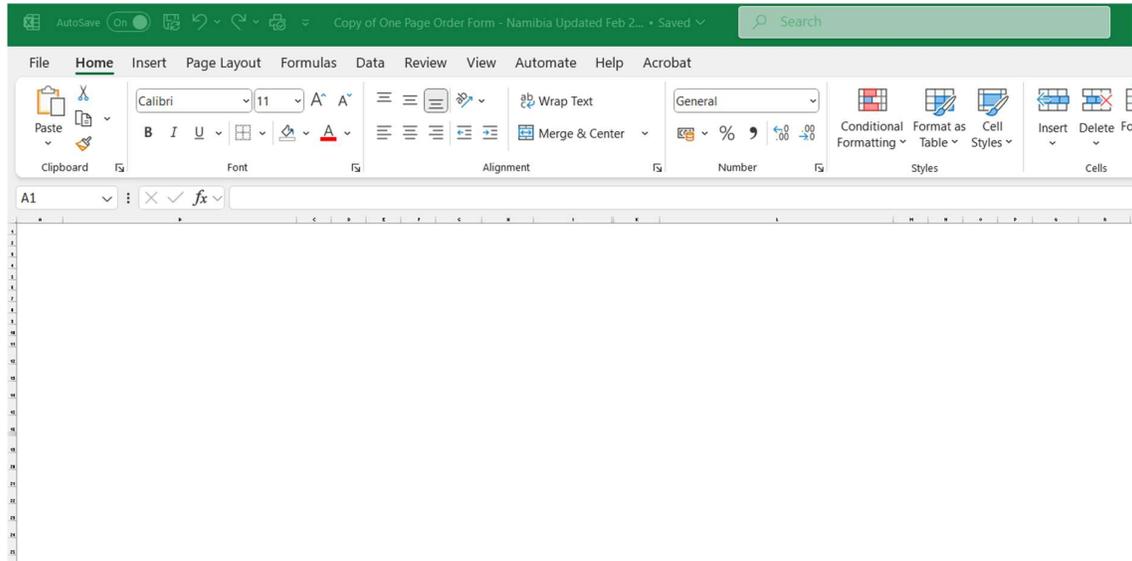
- Open the Weekly Reporting tab in the One Page Order spreadsheet.



- Click on the top left corner to select all,

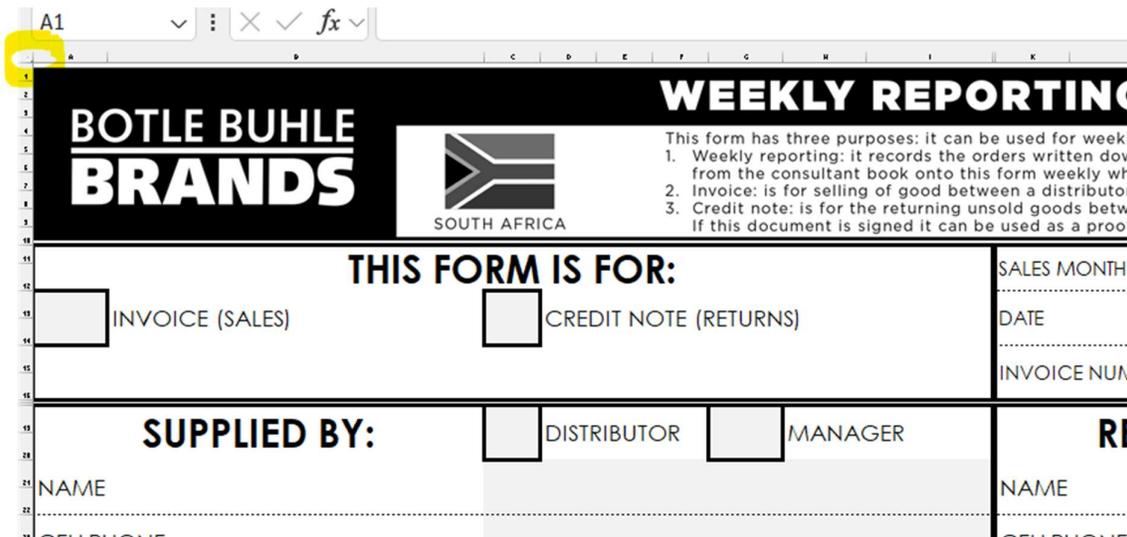


- Once selected, click the delete button. Then click “Merge and Center”, followed by “no border” and “no fill”.
- Click on the remaining heading and click the delete button.
- The spreadsheet will now be blank.



**STEP 2 – Selecting and copying the new Weekly Reporting and Invoice / Credit Note for the new month**

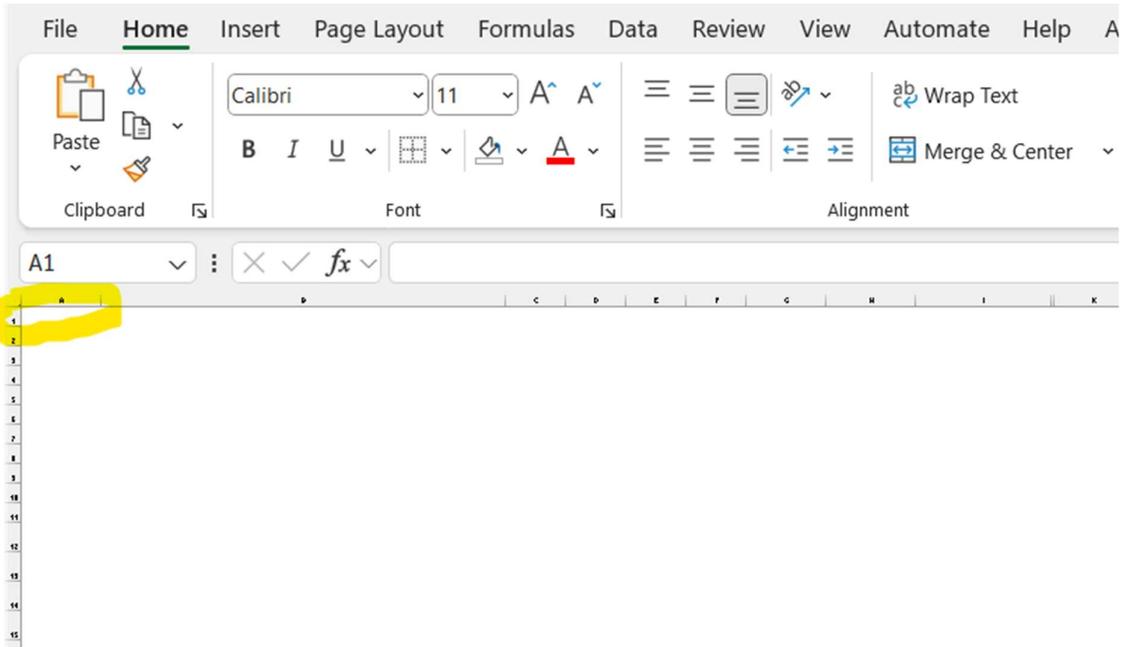
- Open the new Weekly Reporting and Invoice / Credit Note spreadsheet received from Support Office.
- Click on the top left corner to select all,



- The select copy.

**STEP 3 – Pasting the Weekly Order and Invoice / Credit Note into the One Page Order**

- Select cell A1 on the One Page Order.



- The select paste.
- The new Weekly Reporting and Invoice / Credit Note will be displayed.

The image shows a spreadsheet with a form titled "WEEKLY REPORTING & INVOICE / CREDIT NOTE" for Botle Buhle Brands South Africa. The form includes fields for "THIS FORM IS FOR:" (Invoice or Credit Note), "SALES MONTH", "DATE", "INVOICE NUMBER", "SUPPLIED BY:" (Distributor or Manager), "RECEIVED BY:" (Manager or Consultant), and contact information (Name, Cellphone, Address, Email Address, VAT Number). It also features a validity period: "VALID FOR: SELLING 8 FEBRUARY - 7 MARCH 2025 | DELIVERY IN MARCH 2025" and instructions on how to order.

**VERY NB!** – Save this as a template for the new month.