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.

			VAT NUM
VALID	FOR: SELLING	8 FEBRUARY - 7 N	ARCH 202
HOW TO ORDER? BUY AN	NY DEALS:		
any 2 of the same product - by ordering 2 of Consultant order - Electronic	i the same code <mark>:</mark> E ekly Reporting	xample 7642 x2 Consultant Order - I	Manual
- Click on the top left corner to s	select all,		
BOTLE BUHLE BRANDS		This form has three purposes: Weekly reporting: it record from the consultant book of Invoice: is for selling of go Credit note: is for the return If this document is signed	it can be used for weekl is the orders written dow onto this form weekly wh od between a distributo rning unsold goods betw it can be used as a prool
THIS FO		E (RETURNS)	SALES MONTH DATE INVOICE NUM
	DISTRIBUTO	R MANAGER	

- 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,

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	WEEKLY RE	PORTING
BRANDS	SOUTH AFRICAThis form has three purposes: it1.Weekly reporting: it records from the consultant book on 2.2.Invoice: is for selling of good 3.3.Credit note: is for the return If this document is signed it	can be used for week the orders written dov ito this form weekly wh d between a distributoi ing unsold goods betw can be used as a prool
this	FO <u>RM</u> IS FOR:	SALES MONTH
" INVOICE (SALES)	CREDIT NOTE (RETURNS)	DATE
65 66		INVOICE NUI
SUPPLIED BY:	DISTRIBUTOR	RI
MAME		NAME

- 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.

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

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THIS FC	ORM IS FOR:		SALES MONTH		
INVOICE (SALES)	CREDIT NOTE (RE	eturns)	DATE		
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4					
SUPPLIED BY:	DISTRIBUTOR	MANAGER	RECEIVED BY:	MANAGER	CONSULTANT
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SUPPLIED BY:	DISTRIBUTOR	MANAGER	RECEIVED BY: NAME CELLPHONE	MANAGER	CONSULTANT
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SUPPLIED BY: NAME CELLPHONE ADDRESS EMAIL ADDRESS VAT NUMBER	VALID FOR: SELLI	MANAGER NG 8 FEBRUARY - 7 MA	RECEIVED BY: NAME CELLPHONE ADDRESS EMAIL ADDRESS VAT NUMBER ARCH 2025   DELIVERY IN M	ARCH 2025	CONSULTANT

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