

# SRM report monthly

Authors	Verification	Approval
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04/10/2017	17.08.2018	XX/XX/XXXX

Version	Date	Description
01	04 Oct 2017	Creation date

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## SRM Report extraction

## Introduction

In this procedure is taught to extract the report regarding the shopping card of SMR from PRS. This task must be done on the first day of each month request by Fatima Rodrigues – PiP ROMP LAM.

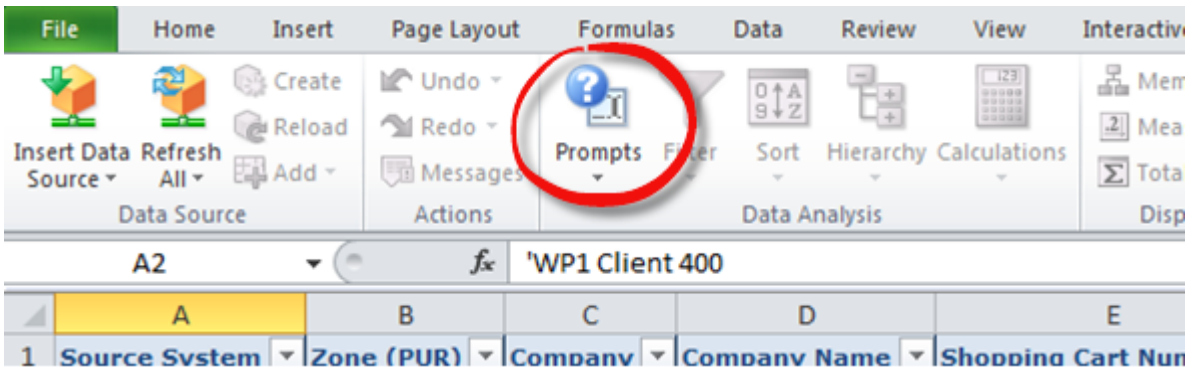
## STEP BY STEP

First Step – Open template available in GDRIVE as SMRtemplate , then click on the label ANALYSIS

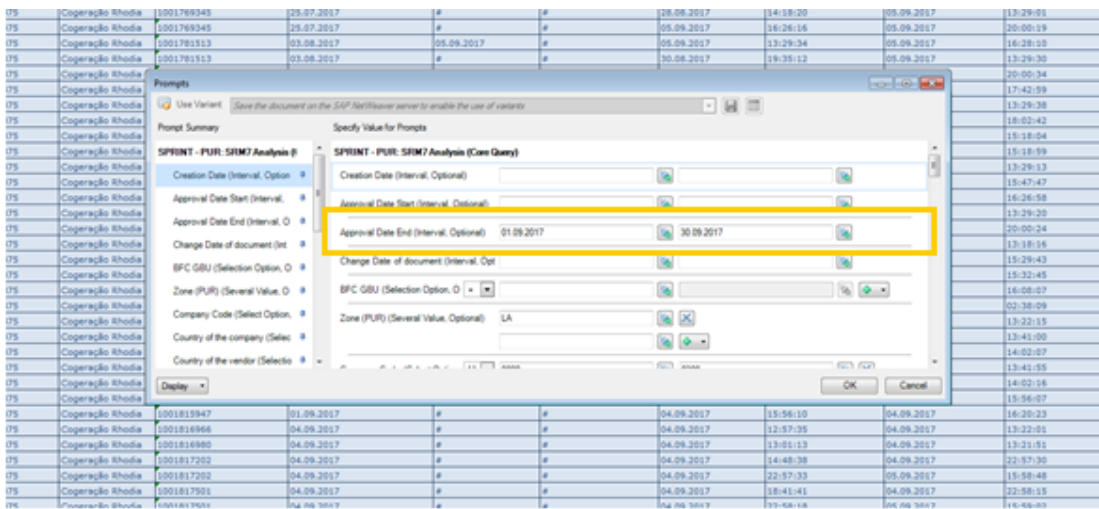
1	Search System	Zone (PRK)	Company Name	Shopping Cart Number	SGI Creation Date	Date of the transfer	Changed Date	Approval Date Sta	Approval Time Start	Approval Date End	Shopping Cart Approval Sta
2	WPI Client 400	LATAM	Copercapla Rhodia	000174045	05.07.2017	05.09.2017	#	05.09.2017	13:29:05	05.09.2017	14:26:13
3	WPI Client 400	LATAM	Copercapla Rhodia	000174046	05.07.2017	05.09.2017	#	05.09.2017	14:18:25	05.09.2017	15:20:05
4	WPI Client 400	LATAM	Copercapla Rhodia	000174045	05.07.2017	05.09.2017	#	05.09.2017	16:26:14	05.09.2017	20:00:19
5	WPI Client 400	LATAM	Copercapla Rhodia	000174113	05.08.2017	05.09.2017	#	05.09.2017	12:05:54	05.09.2017	14:05:10
6	WPI Client 400	LATAM	Copercapla Rhodia	000174113	05.08.2017	05.09.2017	#	05.09.2017	19:35:12	05.09.2017	19:39:30
7	WPI Client 400	LATAM	Copercapla Rhodia	000174113	05.08.2017	05.09.2017	#	05.09.2017	16:20:14	05.09.2017	20:00:34
8	WPI Client 400	LATAM	Copercapla Rhodia	000174138	05.08.2017	05.09.2017	#	05.09.2017	13:09:45	05.09.2017	17:45:59
9	WPI Client 400	LATAM	Copercapla Rhodia	000174138	05.08.2017	05.09.2017	#	05.09.2017	19:37:00	05.09.2017	19:39:30
10	WPI Client 400	LATAM	Copercapla Rhodia	000174138	05.08.2017	05.09.2017	#	05.09.2017	17:40:20	05.09.2017	18:00:42
11	WPI Client 400	LATAM	Copercapla Rhodia	000174255	14.06.2017	05.09.2017	#	05.09.2017	13:26:16	05.09.2017	15:10:04
12	WPI Client 400	LATAM	Copercapla Rhodia	000174255	14.06.2017	05.09.2017	#	05.09.2017	13:25:16	05.09.2017	15:14:59
13	WPI Client 400	LATAM	Copercapla Rhodia	000174255	14.06.2017	05.09.2017	#	05.09.2017	19:30:45	05.09.2017	19:30:13
14	WPI Client 400	LATAM	Copercapla Rhodia	000174255	14.06.2017	05.09.2017	#	05.09.2017	15:19:04	05.09.2017	15:43:47
15	WPI Client 400	LATAM	Copercapla Rhodia	000180135	21.06.2017	05.09.2017	#	05.09.2017	13:29:23	05.09.2017	14:26:38
16	WPI Client 400	LATAM	Copercapla Rhodia	000180150	21.06.2017	05.09.2017	#	05.09.2017	19:33:05	05.09.2017	19:39:30
17	WPI Client 400	LATAM	Copercapla Rhodia	000180150	21.06.2017	05.09.2017	#	05.09.2017	16:27:00	05.09.2017	20:00:24
18	WPI Client 400	LATAM	Copercapla Rhodia	000181893	04.09.2017	04.09.2017	#	04.09.2017	16:33:40	05.09.2017	17:03:16
19	WPI Client 400	LATAM	Copercapla Rhodia	000181874	30.08.2017	05.09.2017	#	04.09.2017	15:26:43	04.09.2017	15:29:43
20	WPI Client 400	LATAM	Copercapla Rhodia	000181874	30.08.2017	05.09.2017	#	04.09.2017	15:29:45	04.09.2017	15:32:45
21	WPI Client 400	LATAM	Copercapla Rhodia	000181874	30.08.2017	05.09.2017	#	05.09.2017	13:31:10	05.09.2017	14:08:07
22	WPI Client 400	LATAM	Copercapla Rhodia	000181830	31.08.2017	05.09.2017	#	31.08.2017	19:31:39	04.09.2017	03:38:09
23	WPI Client 400	LATAM	Copercapla Rhodia	000181830	31.08.2017	05.09.2017	#	04.09.2017	09:38:12	04.09.2017	11:21:15
24	WPI Client 400	LATAM	Copercapla Rhodia	000181420	31.08.2017	05.09.2017	#	31.08.2017	21:14:06	04.09.2017	19:41:00
25	WPI Client 400	LATAM	Copercapla Rhodia	000181420	31.08.2017	05.09.2017	#	04.09.2017	17:41:06	04.09.2017	14:03:07
26	WPI Client 400	LATAM	Copercapla Rhodia	000181483	31.08.2017	05.09.2017	#	31.08.2017	21:47:19	04.09.2017	13:41:50
27	WPI Client 400	LATAM	Copercapla Rhodia	000181483	31.08.2017	05.09.2017	#	04.09.2017	13:41:59	04.09.2017	14:02:16
28	WPI Client 400	LATAM	Copercapla Rhodia	000181947	05.09.2017	04.09.2017	#	05.09.2017	21:57:21	04.09.2017	15:06:07
29	WPI Client 400	LATAM	Copercapla Rhodia	000181947	05.09.2017	04.09.2017	#	04.09.2017	19:56:15	04.09.2017	16:05:28
30	WPI Client 400	LATAM	Copercapla Rhodia	000181966	04.09.2017	05.09.2017	#	04.09.2017	13:57:39	04.09.2017	13:23:01
31	WPI Client 400	LATAM	Copercapla Rhodia	000181660	04.09.2017	05.09.2017	#	04.09.2017	13:51:13	04.09.2017	13:24:51
32	WPI Client 400	LATAM	Copercapla Rhodia	000181720	04.09.2017	05.09.2017	#	04.09.2017	14:46:38	04.09.2017	15:23:30
33	WPI Client 400	LATAM	Copercapla Rhodia	000181720	04.09.2017	05.09.2017	#	04.09.2017	22:07:33	05.09.2017	15:09:49
34	WPI Client 400	LATAM	Copercapla Rhodia	000181760	04.09.2017	05.09.2017	#	04.09.2017	18:41:44	04.09.2017	22:28:19
35	WPI Client 400	LATAM	Copercapla Rhodia	000181760	04.09.2017	05.09.2017	#	04.09.2017	22:18:18	05.09.2017	18:58:02
36	WPI Client 400	LATAM	Copercapla Rhodia	000181730	04.09.2017	05.09.2017	#	04.09.2017	21:05:41	04.09.2017	15:24:35
37	WPI Client 400	LATAM	Copercapla Rhodia	000181730	04.09.2017	05.09.2017	#	04.09.2017	15:24:39	04.09.2017	17:00:38
38	WPI Client 400	LATAM	Copercapla Rhodia	000181874	05.09.2017	05.09.2017	#	05.09.2017	16:07:54	05.09.2017	22:05:26
39	WPI Client 400	LATAM	Copercapla Rhodia	000181874	05.09.2017	05.09.2017	#	05.09.2017	22:07:51	04.09.2017	01:18:31
40	WPI Client 400	LATAM	Copercapla Rhodia	000181893	05.09.2017	05.09.2017	#	05.09.2017	15:41:23	05.09.2017	15:48:12
41	WPI Client 400	LATAM	Copercapla Rhodia	000181893	05.09.2017	05.09.2017	#	05.09.2017	19:40:27	05.09.2017	15:48:12

– Open sheet BW

Second Step – click PROMPT



You will have the following output :



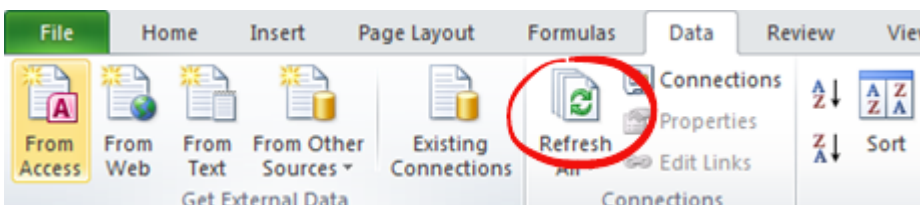
Third Step - You just have to modify the date regarding on the actual month which you are working on, the others parameters are already saved on the template.

You must change the parameter APPROVAL DATE END which starts always with the first day 01.XX.20XX to the last day regarding the month.

When you have finish parameter month click OK.

Fourth Step – Copy the table from sheet BW to RAW DATA, to make sure that the right information is copied you can first of all delete the information below the header from the RAW DATA and then paste the table without formulas.

Fifth Step – In the sheet RAW DATA, in the label data click on REFRESH ALL



Sixth Step – Save the file .

Last step – Send by freshdesk email to the following emails :

<a href="#">blocked URL</a> <a href="#">blocked URL</a>	<a href="#">blocked URL</a>
<a href="#">blocked URL</a> <a href="#">blocked URL</a>	
<a href="#">blocked URL</a> <a href="#">blocked URL</a>	
<a href="#">blocked URL</a> <a href="#">blocked URL</a>	

**With the following message:**

*Dear all,*

*As per Renato's agreement here enclosed can be found the report concerning the shopping cart approvals for SEPTEMBER within LAM region.*

*We remain available for any other question you might have.*

*Best Regards,*

xxxxx

*You can open the following ticket as per example: **Ticket #1145208***