

RE ORDERS TO BE DONE - move to completed schedule tab 1 month after all done

✓	DATE TO BE DONE	WHAT ORDER TO DO AND LINK TO SCANNED ORDER FORM	NOTES - who@ JJ SYDNEY ACTIONEND AN NOTE STATIONAIRY REPORT NOT ON REC	NOTE ADMIN PERSON WHO ACTIONED ORDERS AND WHEN
✓	14/11/23	MONTHLY	NICK DONE 14/11/2023	
✓	15/11/23	FORTNIGHTLY	NICK DONE 14/11/2023	
✓	22/11/23	CHRISTMAS MONTHLY RE ORDER	NICK/BRAD DONE 22/11/2023	
✓	29/11/23	FORTNIGHTLY	NICK P DONE 281123	
✓	1/12/23	CHRISTMAS QUARTLEY RE ORDER	NICK G DONE 291123	
✓	1/12/23	CHRISTMAS OPERATIONS QUARTERLY RE ORDER	NICKG DONE 29/11/2023	
✓	8/12/23	CHRISTMAS FORTNIGHTLY RE ORDER	SCAN FROM NICK 0812	ORDERED MATT 09/12/23
✓	8/12/23	STATIONARY		BRAD ADDED AS WE ARE LOW ON NOTE PADS
✓	10/01/24	FORTNIGHTLY	NICKG - 10/01/24	
✓	16/01/24	MONTHLY	SCAN FROM CAR SUPPORT	
✓	18/01/24	FORTNIGHTLY	SCAN FROM CAR SUPPORT	
✓	24/01/24	FORTNIGHTLY	NICKG DONE 25/01/24	JENNIFER 25/01/24
✓	08/02/14	FORTNIGHTLY	NICKG DONE 08/02/24	JENNIFER 08/02/14
✓	14/02/24	MONTHLY	NICK DONE 14/02/24	JENNIFER 15/02/24
✓	22/02/2024	FORTNIGHTLY	NICKG DONE	JENNIFER 20/02/24
✓	05/03/2024	FORTNIGHTLY	NICKG DONE	JENNIFER 05/03/24
✓	19/03/2024	FORTNIGHTLY	NICK DONE 19/03/24	JENNIFER 19/03/24
✓	20/03/2024	MONTHLY	NICK DONE 19/03/24	JENNIFER 19/03/24
✓	02/04/2024	FORTNIGHTLY	NICK DONE 03/04/24	JENNIFER 04/04/24
✓	16/04/2024	FORTNIGHTLY	NICK DONE 16/04/24	JENNIFER 16/04/24
✓	20/04/2024	MONTHLY	NICK G DONE 19/04/24	JENNIFER 19/04/24
✓	30/04/2024	FORTNIGHTLY	NICK G DONE 01/05/24	JENNIFER 01/05/24
✓	15/05/24	FORTNIGHTLY	NICK G DONE 15/05/24	JENNIFER 15/05/24
✓	20/05/2024	MONTHLY	NICK G DONE 21/05/24	JENNIFER 21/05/24
✓	28/05/2024	FORTNIGHTLY	NICK G DONE 29/05/24	JENNIFER 29/05/24
✓	01/06/2024	QUARTLEY	NICK G DONE 03/06/24	JENNIFER 03/06/24
✓	01/06/2024	STATIONARY	NICKG DONE 06/06/24	JENNIFER 06/06/24
✓	11/06/2024	FORTNIGHTLY	NICK G DONE 12/06/24	JENNIFER 13/06/24
✓	20/06/2024	MONTHLY	NICK G DONE 11/06/24	JENNIFER 12/06/24
✓	25/06/2024	FORTNIGHTLY	NICK G DONE 26/06/24	JENNIFER 27/06/24
✓	11/07/2024	FORTNIGHTLY	NICK G DONE 08/07/24	JENNIFER 08/07/24
✓	20/07/2024	MONTHLY	NICK G DONE 16/07/24	JENNIFER 16/07/24
✓	25/07/2024	FORTNIGHTLY	NICK G DONE 22/07/24	JENNIFER 22/07/24
✓	09/08/2024	FORTNIGHTLY	NICK G DONE 06/08/24	JENNIFER 06/08/24
✓	20/08/2024	MONTHLY	NICK G DONE 22/08/24	JENNIFER 23/08/24
✓	23/08/2024	FORTNIGHTLY	NICK G DONE 20/08/24	JENNIFER 20/08/24
✓	06/09/2024	FORTNIGHTLY	NICK G DONE 03/09/24	JENNIFER 04/09/24
✓	14/09/2024	STATIONARY QUARTLEY	NICK G DONE 02/09/24	JENNIFER 03/09/24
✓	20/09/2024	MONTHLY	NICK G DONE 17/09/24	JENNIFER 17/09/24
✓	20/09/2024	FORTNIGHTLY	NICK G DONE 16/09/24	jennifer 16/09/24
✓	03/10/2024	FORTNIGHTLY	NICK G DONE 30/09/24	JENNIFER 30/09/24
✓	17/10/2024	FORTNIGHTLY	NICK G DONE 15/10/24	JENNIFER 15/10/24
✓	20/10/2024	MONTHLY	NICK G DONE 17/10/24	JENNIFER 17/10/24
✓	01/11/2024	FORTNIGHTLY	NICK G DONE 29/10/24	JENNIFER 29/10/24
<input type="checkbox"/>	01/11/2024	MONTHLY	NICK G DONE	
<input type="checkbox"/>	14/11/2024	STATIONARY QUARTLEY		
<input type="checkbox"/>	14/11/2024	QUARTLEY		
<input type="checkbox"/>	15/11/2024	FORTNIGHTLY		

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<input type="checkbox"/>	20/11/2024	MONTHLY		
<input type="checkbox"/>	29/11/2024	FORTNIGHTLY		
<input type="checkbox"/>	03/12/2024	XMAS QUARTLEY		
<input type="checkbox"/>	04/12/2024	XMAS MONTHLY		
<input type="checkbox"/>	05/12/2024	XMAS FORTNIGHTLY		
<input type="checkbox"/>				

RE ORDER REPORT LINKS

	LINK TO TEMPLATE & GUIDE	CS@ GUIDE HOW TO DO THE ORDER
ALL TOGETHER RE ORDER REPORT	ALL TOGETHER RE ORDER REPORT	CS@ CONSUMABLES RE ORDER
FORKLIFT RE ORDER	FORKLIFT & EQUIPMENT RE ORDER REPORT	
ORGANISING COLLECTION OF ITEM	GUIDE FOR ARRANGING PICK UPS -CS TO ORGANIZE ALL -	PICK UP OF AN ITEM NOT ON REORDER
JJ ONSITE WHEN RECIEVING CONSUMABLES	RECEIVE CONSUMABLES GUIDE	
LINK TO GUDIE FOR UPDATING THE REPORT REPORTS TABLE	LINK TO GUIDE FOR UPDATING THE REORDER REPORTS	
GUIDE DOC FOR STAFF FOR SENDING MISC ORDER TO CS	LINK TO GUDIE FOR STAFF FOR SENDING ORDER TO CS	Template page for misc cs orders for staff
GUIDIE FOR CS WHEN THE YRECIEVE MISC ORDE FROM STAFF	LINK FOR CS GUIDE	

AWAITING ORDERS TAB- REGULAR ITEMS												
GUIDES	LINK TO OVERALL GUIDE FOR THIS TASK		GUIDE FOR CS STAFF WHEN WE DO NEW ORDER		LINK TO SUPPLIERS TEMPLATE FOR WAREHOUSE CONSUMABLES		GUIDE FOR OPERATIONS STAFF WHEN WE DO NEW ORDER		GUIDES FOR CS FOR FOLLOWING UP ON ORDERS WITH ISSUES		JJ WAREHOUSE STAFF GUIDE FOR STEPS WHEN WE RECEIVE GOODS	
	DATE ORDER PLACED AND WHO PLACED ORDER	REF NUMBER FROM RE	ITEM DETAILS	SUPPLIER	LOCATION IN WAREHOUSE	STOCK LEVEL CHECK	CURRENT STOCK LEVEL	MIN STOCK LEVEL	ORDER QTY	MIN ORDER QTY	ORDER NOTES - fill this in for ordering items	DETAILS OF ITEMS RECEIVED QTY by who & date & Delivery delay notes
	01/11/24	JENNIFER	113	GEARBOX BRACKETS	LINK TO ORDER PROCESS GUIDE	FSG1	Q	250	2000	1000	WORKING DOC	
	01/11/24	JENNIFER	61	CARDBOARD TAGS- AVERY 17000 TAGS 73 X 146MM	LINK TO ORDER PROCESS GUIDE	SMR2A4	M	5	3 BOXES	6	6 BOXES	WORKING DOC
	01/11/24	JENNIFER	30	MAKITA 19MM X 22MM STAPLES / 504 (JJ NOTES USED FOR BOXING ENGGBOX)	LINK TO ORDER PROCESS GUIDE	STOREROOM CL3B1	M	1	2 BOXES	5	5 BOXES	WORKING DOC
	01/11/24	JENNIFER	26	Toilet Paper TLLV4009	LINK TO ORDER PROCESS GUIDE	FSE5	M	2	2 BOXES	5	5 BOXES	WORKING DOC
	01/11/24	JENNIFER	20	CODE # SSS CARDBOARD BOXES - 36X25X305 SMALL (JJ NOTES SMALL DISPATCH BOX)	LINK TO GUIDE POWER PACKAGING	EDITS UPPER LH EXCESS STOCK = YNR2	M	1/2	1/2 PALLET = 200	2	2 PALLET = 800	WORKING DOC Received inv 440475 4/11 nickg
	01/11/24	JENNIFER	21	BOX CODE # A3P CARDBOARD BOXES 265X430X20MM MEDIUM (JJ NOTES MEDIUM DISPATCH BOX)	LINK TO GUIDE POWER PACKAGING	CREDITS UPPER RH EXCESS STOCK = YNR3	M	1/2	1/2 PALLET = 200	2	2 PALLET = 800	WORKING DOC Received inv 440475 4/11 nickg
	01/11/24	JENNIFER	22	BOX CODE # L3 R02 CARDBOARD BOXES - 430 430X430X430MM PLAIN CARTONS (JJ NOTES LARGE DISPATCH BOX)	LINK TO GUIDE POWER PACKAGING	P BAY UPPER LH SIDE EXCESS STOCK = YNR2 / YNR3	M	1	1 PALLET = 150	3	3 PALLET = 450	WORKING DOC
	01/11/24	JENNIFER	13	FORNS LUNCH UTENSILS 85210302	LINK TO ORDER PROCESS GUIDE	SALES OFFICE/ UNDER COFFEE BENCH	M	1	1 PACKET = 100	2	2 PACKET = 200	WORKING DOC
	01/11/24	JENNIFER	14	SPOONS LUNCH UTENSILS - 25189688	LINK TO ORDER PROCESS GUIDE	SALES OFFICE UNDER COFFEE BENCH	M	1	1 PACKET = 100	2	2 PACKET = 200	WORKING DOC
	29/10/24	JENNIFER	7	EURO TIMBER PALLETS 1200X800 FOR SHIPPING ENGGBOX TOLL	LINK TO GUIDE ACTIVE PALLET	EAST BACK CORNER	F	60	60 SKIDS	120	120 SKIDS	WORKING DOC RECEIVED 120 QTY 31/10/24 ROBERT M H
	29/10/24	JENNIFER	5	METAL STRAPPING SIGNODE RIBBON WOULD STEEL STRAP 16MM CODE CR1990	LINK TO GUIDE POWER PACKAGING	FSE1	F	7	10 ROLLS	12	12 ROLLS	WORKING DOC received inv 440261 31/10/24 nickg
	29/10/24	JENNIFER	3	HEAVY BUBBLE WRAP P205X700 P205X DISOED HEAVY GRADE 1.5 MX100M	LINK TO GUIDE POWER PACKAGING	ABOVE BUYING OFFICE	F	4	5 ROLLS	10	10 ROLLS	WORKING DOC received 10 rolls #75131 ves 31/10/24
	29/10/24	JENNIFER	76	ICB CONTAINERS USED	LINK TO ORDER PROCESS GUIDE	EAST SIDE OUTSIDE	Q	5 CONTAINERS	5 CONTAINERS	5 CONTAINERS	WORKING DOC	
	17/10/24	JENNIFER	70	ANZ DEPOSIT BAGS	LINK TO GUIDE	SALES MANAGER BANKING DRAW	M	1	1 BAG = 50	3	3 BAGS = 150	WORKING DOC
	17/10/24	JENNIFER	60	BLANK TYVEK Tags 6 114*73 1/8" W/patch & Metal Eyelet 1000/Bx (USED FOR ENGGBOX MECH AND MECH PARTS)	LINK TO ORDER PROCESS GUIDE	SMR2A3	M	4	4 BOXES	5	5 BOXES	WORKING DOC
	17/09/24	JENNIFER	60	BLANK TYVEK Tags 6 114*73 1/8" W/patch & Metal Eyelet 1000/Bx (USED FOR ENGGBOX MECH)	LINK TO ORDER PROCESS GUIDE	SMR2A3	M	4	4 BOXES	5	5 BOXES	WORKING DOC Received 3 9/10/24 nick no invoice
	16/07/24	JENNIFER	63.2	600MM POLY TUBING, 100UM, ROLLS (JJ NOTES USED FOR MGS5 PACKAGING PARTS, HAS JJ)	LINK TO ORDER PROCESS GUIDE	FSE3	M	9	28 ROLL	28	28 ROLLS	WORKING DOC RECEIVED 1 POLYTUBE ROLL only out of 28 9

RECEIVED ORDERS TAB- ADD FRESH FROM THE TOP

RECEIVED ORDERS TAB- ADD FRESH FROM THE TOP												JJ WAREHOUSE STAFF LINK TO GUIDE		DETAILS OF ITEMS RECEIVED - By Warehouse Delivery delay dates	
DATE ORDER PLACED	REF NUMBER FROM RE ORDER	ITEM DETAILS	SUPPLIER	LOCATION IN WAREHOUSE	STOCK LEVEL	CURRENT STOCK LEVEL	MIN STOCK LEVEL	ORDER QTY	MIN ORDER QTY	ORDER NOTES - fill this in for ordering items					
2023-08-24	10	SALES OFFICE	SALES OFFICE	SALES OFFICE	M	4	8 BOXES	6	8 BOXES						
2023-08-24	6	EAST BACK CORNER	EAST BACK CORNER	F	100	250 SKIDS	500	500 SKIDS							
2023-08-24	132	CL4B11	CL4B11	Q	200	UNITS	500	500 UNITS							
2023-08-24	2	IN AA READY BAY	IN AA READY BAY	F	10	ROLLS	20	20 ROLLS							
2023-08-24	82	SM12A4	SM12A4	M	0	2 BOTTLES	3	3 BOTTLES							
2023-08-24	67	STORE ROOM CL3B4	STORE ROOM CL3B4	M	1	2 CANS	10	12 CANS							
2023-08-24	41	SL1A4	SL1A4	M	6	7 CARTRIDGE	10	10 CARTRIDGE							
2023-08-24	42	SL1A4	SL1A4	M	3	7 CARTRIDGE	10	10 CARTRIDGE							
2023-08-24	43	SL1A4	SL1A4	M	2	7 CARTRIDGE	10	10 CARTRIDGE							
2023-08-24	44	SL1A4	SL1A4	M	6	7 CARTRIDGE	10	10 CARTRIDGE							
2023-08-24	45	SL1A5	SL1A5	M	3	1 BOX + 100	10	10 BOXES + 1000							
2023-08-24	36	STORE ROOM CL4B5	STORE ROOM CL4B5	M	0	2 BAGS + 200	10	12 BAGS + 1200							
2023-08-24	37	STORE ROOM CL4B5	STORE ROOM CL4B5	M	1	2 BAGS + 200	10	12 BAGS + 1200							
2023-08-24	106	STORE ROOM CL5B5	STORE ROOM CL5B5	Q	2	PACKETS OF 10	10	2 PACKETS OF 10							
2023-08-24	31	STORE ROOM CL5B5	STORE ROOM CL5B5	M	5	ROLLS	10 ROLLS	12 ROLLS							
2023-08-24	2	IN AA READY BAY	IN AA READY BAY	F	7	10 ROLLS	20	20 ROLLS							
2023-08-24	5	FSE1	FSE1	F	5	10 ROLLS	10	12 ROLLS							
2023-08-24	1	ABOVE PICKUPS BAY	ABOVE PICKUPS BAY	F	5	8 ROLLS	10	12 ROLLS							
2023-08-24	173.1														
2023-08-24	64	LUNCH ROOM MEDICAL KIT	LUNCH ROOM MEDICAL KIT	M	0	1 KIT	1	1 KIT							
2023-08-24	65	LUNCH ROOM MEDICAL KIT	LUNCH ROOM MEDICAL KIT	M	1	1 BOX	3	3 BOX							
2023-08-24	66	NDBE1 (Back rick's area)	NDBE1 (Back rick's area)	M	4	5 BAGS	10	10 BAGS							
2023-08-24	58	SMR2A1	SMR2A1	M	2	3 ROLL	10 ROLLS	12 ROLLS							
2023-08-24	13	SALES OFFICE UNDER	SALES OFFICE UNDER	M	0.5	1 PACKET + 100	2	2 PACKET + 200							
2023-08-24	14	SALES OFFICE UNDER	SALES OFFICE UNDER	M	1	1 PACKET + 100	2	2 PACKET + 200							
2023-08-24	15	SALES OFFICE UNDER	SALES OFFICE UNDER	M	1	1 PACKET	TRUCK OF 200	3 PACKS							
2023-08-24	16	SALES OFFICE UNDER	SALES OFFICE UNDER	M	1	1 CAN	4	4 CAN							
2023-08-24	11	SALES OFFICE	SALES OFFICE	M	3	5 BOXES	10	10 BOXES							
2023-08-24	6	EAST BACK CORNER	EAST BACK CORNER	F	100	250 SKIDS	500	500 SKIDS							
2023-08-24	35	STORE ROOM CL3B5	STORE ROOM CL3B5	M	0	2 CANS	3	4 CANS							
2023-08-24	4	SMR1A1	SMR1A1	F	5	5 BOXES	5	5 BOXES							
2023-08-24	2	IN AA READY BAY	IN AA READY BAY	F	2	10 ROLLS	20	20 ROLLS							
2023-08-24	3	ABOVE BUYING OFFICE	ABOVE BUYING OFFICE	F	2	5 ROLLS	10	10 ROLLS							
2023-08-24	56	SM14A3	SM14A3	M	1	1 BOX	1	1 BOX							
2023-08-24	213	SL1B3	SL1B3	STAT	10	HOPE PADS	100	10 HOPE PADS							
2023-08-24	7	EAST BACK CORNER	EAST BACK CORNER	F	40	80 SKIDS	100	100 SKIDS							
2023-08-24	5	FSE1	FSE1	F	8	10 ROLLS	10	12 ROLLS							
2023-08-24	200	STAT	STAT	2	3 PACKETS	5	5 PACKETS								
2023-08-24	197	SL1A2	SL1A2	STAT	1	2 BOXES	2	2 BOXES							
2023-08-24	196	SL2A5	SL2A5	STAT	3	4 PACKETS	3	3 PACKETS							
2023-08-24	187	SL2A4	SL2A4	STAT	3	4 PACKETS	3	3 PACKETS							
2023-08-24	52	SM12A4	SM12A4	M	5	2 BOTTLES	3	3 BOTTLES							
2023-08-24	49	SL4A1	SL4A1	M	1	1 BOX	3	3 BOXES							
2023-08-24	17	IN AA READY BAY DAILY	IN AA READY BAY DAILY	M	1	1 PALLET + 200	2	20 ROLLS							
2023-08-24	63.2	FSE3	FSE3	M	10	20 ROLL	20	20 ROLLS							
2023-08-24	68	WASH BAY	WASH BAY	M	1	1 CONTAINER	2	2 CONTAINER							
2023-08-24	67	YU1E1 - This is engine	YU1E1 - This is engine	M	4	2 ROLLS	4	4 ROLLS							
2023-08-24	57	SM14A4	SM14A4	M	1	1 BOX	1	1 BOX							
2023-08-24	63.1	SMR3A3	SMR3A3	M	3	2 BOXES	10	4 BOXES							
2023-08-24	48	SL3A3	SL3A3	M	4	7 UNITS	10	10 UNITS							
2023-08-24	44	SL1A4	SL1A4	M	2	7 CARTRIDGE	10	10 CARTRIDGE							
2023-08-24	41	SL1A4	SL1A4	M	3	7 CARTRIDGE	10	10 CARTRIDGE							
2023-08-24	35	STORE ROOM CL3B5	STORE ROOM CL3B5	M	0	2 CANS	4	4 CANS							
2023-08-24	31	STORE ROOM CL3B5	STORE ROOM CL3B5	M	0	5 ROLLS	10	12 ROLLS							
2023-08-24	27	FSG2	FSG2	M	5	5 ROLLS	5	5 BOXES							
2023-08-24	24	FSE2	FSE2	M	3	2 BOXES	5	5 BOXES							
2023-08-24	4	SMR1A1	SMR1A1	F	5	5 BOXES	5	5 BOXES							
2023-08-24	2	IN AA READY BAY	IN AA READY BAY	F	8	10 ROLLS	20	20 ROLLS							
2023-08-24	566			Z											
2023-08-24	18	PICK UP BAY EXCESS	PICK UP BAY EXCESS	M	1	1 PALLET + 100	1	3 PALLET + 400							
2023-08-24	45	SL1A5	SL1A5	M	1	1 BOX + 100	10	10 BOXES + 1000							
2023-08-24	2	IN AA READY BAY	IN AA READY BAY	F	10	10 ROLLS	10	20 ROLLS							
2023-08-24	22	PICK UP BAY	PICK UP BAY	M	1	1 PALLET + 100	1	3 PALLET + 400							
2023-08-24	2	IN AA READY BAY	IN AA READY BAY	F	10	10 ROLLS	10	20 ROLLS							
2023-08-24	6	EAST BACK CORNER	EAST BACK CORNER	F	200	250 SKIDS	500	500 SKIDS							
2023-08-24	37	STORE ROOM CL4B5	STORE ROOM CL4B5	M	2	2 BAGS + 200	10	12 BAGS + 1200							
2023-08-24	1	ABOVE PICKUPS BAY	ABOVE PICKUPS BAY	F	5	5 ROLLS	10	12 ROLLS							
2023-08-24	4	SMR1A1	SMR1A1	F	5	2 BOXES	2	2 BOXES							
2023-08-24	68	WASH BAY	WASH BAY	M	1	4 BOXES	5	5 BOXES							
2023-08-24	60	WASH BAY	WASH BAY	M	0	1 CONTAINER	2	2 CONTAINER							
2023-08-24	20	CREDITS UPPER RH	CREDITS UPPER RH	M	10	1 PALLET + 400	1	2 PALLET + 800							
2023-08-24	21	CREDITS UPPER RH	CREDITS UPPER RH	M	10	1 PALLET + 400	1	2 PALLET + 800							
2023-08-24	71.2	SALES OFFICE UNDER	SALES OFFICE UNDER	M	1	1 BOTTLE	2	2 BOTTLES							
2023-08-24	55	SM13B1	SM13B1	M	0	1 BOTTLE	4	2 BOTTLE							
2023-08-24	2	IN AA READY BAY	IN AA READY BAY	F	9	10 ROLLS	20	20 ROLLS							
2023-08-24	5	FSE1	FSE1	F	5	10 ROLLS	10	12 ROLLS							
2023-08-24	7	EAST BACK CORNER	EAST BACK CORNER	F	20	80 SKIDS	100	100 SKIDS							

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DATE ORDER PLACED	REF NUMBER FROM RE ORDER	ITEM DETAILS	SUPPLIER	LOCATION IN WAREHOUSE	STOCK CHECK	CURRENT STOCK LEVEL	MIN STOCK LEVEL	ORDER QTY	MIN ORDER QTY	ORDER NOTES - fill this in for entering items	JJ WAREHOUSE STAFF LINK TO GUIDE
											DETAILS OF ITEMS RECEIVED - 50 WH/ITEMS Delivery delay dates
2023-08-24	65	NON1 BLACK (nic's area)	M	2	5 BAGS	10	10 BAGS		
2023-08-24	46	SL2A1	M	126	1 BOX	3	3 BOX		
2023-08-24	67	TYU11 This is engine	M	9	2 ROLLS	4	4 ROLLS		
2023-08-24	40	STORE ROOM CL384	M	5	6 CANS	24	24 CANS		
2023-08-24	61	SMR2A4	M	3	2 BOXES	5	5 BOXES		
2023-08-24	57	SML4A4	M	0.5	1 BOX	1	M2		
2023-08-24	18	PICK UP BAY	M	1	1 PALLET	2	3 PALLETS + 200		
2023-08-24	13	SALES OFFICE	M	1	1 PACKET	2	2 PACKET + 200		
2023-08-24	14	SALES OFFICE UNDER	M	1	1 PACKET	2	2 PACKET + 200		
2023-08-24	2	IN AA READY	F	3	19 ROLLS	20	20 ROLLS		
2023-08-24	3	ABOVE BUYING OFFICE	F	5	8 ROLLS	10	10 ROLLS		
2023-08-24	82	SML2A4	M	2	2 BOTTLES	5	5 BOTTLE		
2023-08-24	4	EAST BACK CORNER	F	200	200 SKIDS	500	500 SKIDS		
2023-08-24	11	SALES OFFICE	M	5	5 BOXES	10	10 BOXES		
2023-08-24	4	WEST BAY	F	4	5 BOXES	5	5 BOXES		
2023-08-24	80	WEST BAY	Q	10	10 bags	20	20 bags		
2023-08-24	85	STORE ROOM CL384	Q	100	200	400	400		
2023-08-24	22	PICK UP BAY	M	0.5	100	200	200		
2023-08-24	31	STORE ROOM CL384	M	1	8 ROLLS	12	12 ROLLS		
2023-08-24	1	ABOVE BUYING OFFICE	F	8	8 ROLLS	12	12 ROLLS		
2023-08-24	7	EAST BACK CORNER	F	47	60 SKIDS	100	100 SKIDS		
2023-08-24	5	FSE1	F	9	19 ROLLS	12	12 ROLLS		
2023-08-24	2	IN AA READY	F	2	19 ROLLS	20	14 ROLLS		
2023-08-24	58	SMR2A1	M	2	3 ROLL	12	12 ROLLS		
2023-08-24	43	SL1A4	M	8	7 CARTRIDGE	10	10 CARTRIDGE		
2023-08-24	37	STORE ROOM CL384	M	9	2 BAGS + 200	12	12 BAGS + 200		
2023-08-24	36	STORE ROOM CL384	M	2	2 BAGS + 200	12	12 BAGS + 100		
2023-08-24	35	STORE ROOM CL384	M	0	2 CANS	4	4 CANS		
2023-08-24	21	STORE ROOM CL384	M	100	500	500	500		
2023-08-24	20	STORE ROOM CL384	M	100	500	500	500		
2023-08-24	10	SALES OFFICE	M	5	5 BOXES	4	4 BOXES		
2023-08-24	6	EAST BACK CORNER	F	211	250	500	500		
2023-08-24	311	STAT	STAT	0.5	1 PACKET	5	2 PACKETS		
2023-08-24	215A	STAT	STAT	2.5	3 BOX OF 24	5	2 BOX OF 24		
2023-08-24	215	STAT	STAT	3	8 BOX OF 100	4	8 BOX OF 100		
2023-08-24	204	STAT	STAT	9	2 BOXES	10	10 BOXES		
2023-08-24	198	STAT	STAT	0.5	2 PACKET	5	5 PACKET		
2023-08-24	187	STAT	STAT	0.5	4 PACKETS	5	3 PACKETS		
2023-08-24	76	EAST SIDE OUTSIDE	Q	3	5	5	5		
2023-08-24	179	ESSENTRA	Q	1	2	2	2		
2023-08-24	130	ESSENTRA	Q	200	500	500	500		
2023-08-24	127	ESSENTRA	Q	200	500	500	500		
2023-08-24	123	ESSENTRA	Q	200	500	500	500		
2023-08-24	107	STORE ROOM CL384	Q	1	1	2	2		
2023-08-24	105	STORE ROOM CL384	Q	3	4	2	2 BOXES		
2023-08-24	104	STORE ROOM CL384	Q	6	4	2	2 BOXES		
2023-08-24	87	STORE ROOM CL384	Q	9	1/2 box	5	3 box		
2023-08-24	29.2	STORE ROOM CL384	M	100	200	400	400		
2023-08-24	4	SMR1A1	F	4	5 boxes	4	5 boxes		
2023-08-24	172	STORE ROOM CL384	Q	8	8 PCS	12	12 PCS		
2023-08-24	49	SL4A1	M	0.5	1 BOX	3	3 BOXES		
2023-08-24	66	NON1 BLACK (nic's area)	M	5	5 BAGS	10	10 BAGS		
2023-08-24	71	FXA3	M	3	5	5	5		
2023-08-24	55	SML3B1	M	9	1 BOTTLE	2	2		
2023-08-24	51	SMR2A3	M	1	2 BOTTLES	4	5		
2023-08-24	19	PICK UP BAY	M	10	100	500	500		
2023-08-24	15	SALES OFFICE UNDER	M	1	1 PACKET	5	5 PACKS		
2023-08-24	14	SALES OFFICE UNDER	M	1	1 PACKET	2	2 BOX		
2023-08-24	13	SALES OFFICE UNDER	M	1.5	1 PACKET	2	2 BOX		
2023-08-24	3	IN AA READY	F	5	5	8	8		
2023-08-24	2	IN AA READY	F	12	10	14	14		
2023-08-24	69	BUYING OFFICE/CL380	M	5	5	5	5		
2023-08-24	52	SML2A4	M	2	2 BOTTLES	3	3		
2023-08-24	42	SL1A4	M	6	7	10	10		
2023-08-24	41	SL1A4	M	2	7	10	10		
2023-08-24	88	STORE ROOM CL384	Q	1	box	5	8 box		
2023-08-24	2	IN AA READY	F	9	10	14	14		
2023-08-24	5	FSE1	F	9	10 ROLLS	12	12 ROLLS		
2023-08-24	22	EAST BACK CO	M	5	100	250	250		
2023-08-24	6	EAST BACK CO	F	30	250	500	500		
2023-08-24	71	FXA3	M	5	5	5	5		
2023-08-24	141.2	HEADLIGHT	Q	5	10	10	10 PADS		
2023-08-24	18	PICK UP BAY	M	100	500	500	500		
2023-08-24	17	EAST BACK CO	M	100	100	500	500		
2023-08-24	7	EAST BACK CO	F	98	60	100	120		
2023-08-24	62	SML2A4	M	1	2 BOTTLES	3	3		
2023-08-24	68	WASH BAY	M	1	1	2	2		
2023-08-24	76	TOP BACK ABOVE ROOM	Q	19	20	20	20		
2023-08-24	35	STORE ROOM CL384	M	1	2 CANS	4	4		
2023-08-24	34	STORE ROOM CL384	M	1	2 CANS	10	12		
2023-08-24	67	TYU11 This is engine	M	2	2 ROLLS	4	4		
2023-08-24	63	SMR1A3	M	2	2 BOXES	10	10 boxes		
2023-08-24	31	STORE ROOM CL382	M	5	5 ROLLS	10	12		
2023-08-24	27	FSG2	M	5	1 BOX	6	6 BOX		
2023-08-24	26	FSE5	M	5	2 BOXES	5	5 BOX MIN		
2023-08-24	13	SALES OFFICE	M	2	1 PACKET	2	2 BOX		
2023-08-24	11	SALES OFFICE	M	3	8 BOXES	10	10 BOX		

RECEIVED ORDERS TAB- ADD FRESH FROM THE TOP

RECEIVED ORDERS TAB- ADD FRESH FROM THE TOP											
DATE ORDER PLACED	REF NUMBER FROM RE ORDER	ITEM DETAILS	SUPPLIER	LOCATION IN WAREHOUSE	STOCK CHECK	CURRENT STOCK LEVEL	MIN STOCK LEVEL	ORDER QTY	MIN ORDER QTY	ORDER NOTES - fill this in for entering items	JJ WAREHOUSE STAFF LINK TO GUIDE
											DETAILS OF ITEMS RECEIVED - See warehouse Delivery delay notes
18/11/2023	75	CLAR REPLY	LINK TO ORDER	EAST SIDE	Q	5	5	5			
18/11/2023	2	CLAR REPLY	LINK TO ORDER	IN AA READY	F	2	10	14	14		
18/11/2023	4	CLAR REPLY	LINK TO ORDER	SMR1A1	F	4	5 boxes	5	5 boxes		
18/11/2023	2	CLAR REPLY	LINK TO ORDER	IN AA READY	F	6	10	14	14		
18/11/2023	3	CLAR REPLY	LINK TO ORDER	ABOVE BUYING	F	4	5	5	8		
18/11/2023	1	CLAR REPLY	LINK TO ORDER	ABOVE PICKUPS BAY	F	5	8	12	12		
18/11/2023	6	CLAR REPLY	LINK TO ORDER	EAST BACK CORNER	F	120	250	500	500		
18/11/2023	58	CLAR REPLY	LINK TO ORDER	SMR2A1	M	5	3 ROLL	12	12 ROLLS		
18/11/2023	2	CLAR REPLY	LINK TO ORDER	IN AA READY	F	6	10	14	14		
18/11/2023	47	CLAR REPLY	LINK TO ORDER	SL2A4	M	8	10	10	10		
18/11/2023	37	CLAR REPLY	LINK TO ORDER	STORE ROOM CL8B	M	2	2 BAGS	10	10 BAGS		
18/11/2023	36	CLAR REPLY	LINK TO ORDER	STORE ROOM CL8B	M	2	2 BAGS	10	10 BAGS		
18/11/2023	31	CLAR REPLY	LINK TO ORDER	STORE ROOM CL8B	M	4	5 ROLLS	12	12		
18/11/2023	10	CLAR REPLY	LINK TO ORDER	SALES OFFICE	M	4	5 BOXES	6	6 BOX		
18/11/2023	4	CLAR REPLY	LINK TO ORDER	SMR1A1	F	3	5 boxes	5	5 boxes		
18/11/2023	5	CLAR REPLY	LINK TO ORDER	FSE1	F	2	10 Roles	12	12 Roles		
18/11/2023	24	CLAR REPLY	LINK TO ORDER	FSE2	M	2	2 BOXES	5	5 BOXES		
18/11/2023	16	CLAR REPLY	LINK TO ORDER	SALES OFFICE UNDER	M	1	1 CAN	4	4 CAN		
18/11/2023	45	CLAR REPLY	LINK TO ORDER	SL1A4	M	1	1 BOX	10	10 BOXES		
18/11/2023	67	CLAR REPLY	LINK TO ORDER	TYU1 This is engine	M	1	2 ROLLS	4	4		
18/11/2023	21	CLAR REPLY	LINK TO ORDER	CREDITS UPPER RH	M	100	500	500	500		
18/11/2023	20	CLAR REPLY	LINK TO ORDER	CREDITS PER LH	M	100	500	500	500		
18/11/2023	66	CLAR REPLY	LINK TO ORDER	NOBE (Back mcs8 area)	M	1	5 BAGS	10	10 BAGS		
18/11/2023	2	CLAR REPLY	LINK TO ORDER	IN AA READY	F	6	10	14	14		
18/11/2023	63.A	CLAR REPLY	LINK TO ORDER	FSE3	M	1	1 ROLL	10	10 ROLLS		
18/11/2023	69	CLAR REPLY	LINK TO ORDER	BUYING (OFFCOURSED)	M	4	5	5	5		
18/11/2023	7	CLAR REPLY	LINK TO ORDER	EAST BACK CORNER	F	60	120	120	120		
18/11/2023	49	CLAR REPLY	LINK TO ORDER	SL4A1	M	0.5	1 BOX	5	3 BOXES		
18/11/2023	22	CLAR REPLY	LINK TO ORDER	PICK UP BAY	M	5	100	250	250		
18/11/2023	5	CLAR REPLY	LINK TO ORDER	FSE1	F	2	10 Roles	12	12 Roles		
18/11/2023	2	CLAR REPLY	LINK TO ORDER	IN AA READY	F	10	10	4	14		
18/11/2023	68	CLAR REPLY	LINK TO ORDER	WASH BAY	M	1	1	2	2		
18/11/2023	82	CLAR REPLY	LINK TO ORDER	SM2A4	M	1	2 BOTTLES	5	3		
18/11/2023	35	CLAR REPLY	LINK TO ORDER	STORE ROOM CL8B	M	1	2 CANS	4	4		
18/11/2023	23	CLAR REPLY	LINK TO ORDER	FSE3	M	0.5	1 CONTAIN	1	1 CONTAIN		
18/11/2023	15	CLAR REPLY	LINK TO ORDER	SALES OFFICE	M	1	1 PACKET	PACK OF 50	5 PACKS		
18/11/2023	6	CLAR REPLY	LINK TO ORDER	EAST BACK CORNER	F	200	250	500	500		
18/11/2023	13	CLAR REPLY	LINK TO ORDER	SALES OFFICE	M	1	1 PACKET	5	2 BOX		
18/11/2023	11	CLAR REPLY	LINK TO ORDER	SALES OFFICE	M	2	5 BOXES	10	10 BOX		
18/11/2023	4	CLAR REPLY	LINK TO ORDER	SMR1A1	F	4	5 boxes	5	5 boxes		
18/11/2023	2	CLAR REPLY	LINK TO ORDER	IN AA READY	F	6	10	14	14		
18/11/2023	82	CLAR REPLY	LINK TO ORDER	STORE ROOM CL8B	Q	200	400	400	400		
18/11/2023	65	CLAR REPLY	LINK TO ORDER	TYU1 This is engine	M	2	2 ROLLS	4	4		
18/11/2023	20	CLAR REPLY	LINK TO ORDER	CREDITS PER LH	M	80	100	500	500		
18/11/2023	21	CLAR REPLY	LINK TO ORDER	CREDITS UPPER RH	M	5	100	500	500		
18/11/2023	40	CLAR REPLY	LINK TO ORDER	SL1A4	M	5	7	10	10		
18/11/2023	14	CLAR REPLY	LINK TO ORDER	SALES OFFICE UNDER	M	1	1 PACKET	2	2 BOX		
18/11/2023	3	CLAR REPLY	LINK TO ORDER	ABOVE BUYING	F	1	5	5	8		
18/11/2023	71	CLAR REPLY	LINK TO ORDER	Q BAY AREA IN BACK BAY	F	100	500	500	500		
18/11/2023	2	CLAR REPLY	LINK TO ORDER	IN AA READY	F	10	14	14	14		
18/11/2023	30	CLAR REPLY	LINK TO ORDER	STORE ROOM CL8B	M	5 ROLLS	12	12	12		
18/11/2023	60	CLAR REPLY	LINK TO ORDER	SM2A3	M	2 BOTTLES	5	5	5		
18/11/2023	4	CLAR REPLY	LINK TO ORDER	SMR1A1	F	5 boxes	5	5 boxes	5 boxes		
18/11/2023	5	CLAR REPLY	LINK TO ORDER	FSE1	F	10 Roles	12	12 Roles	12 Roles		
18/11/2023	6	CLAR REPLY	LINK TO ORDER	F	F	250	750	500	500		
18/11/2023	7	CLAR REPLY	LINK TO ORDER	EAST BACK CORNER	F	60	120	120	120		
18/11/2023	186	CLAR REPLY	LINK TO ORDER	SL1A2	STAT			5			
18/11/2023	204	CLAR REPLY	LINK TO ORDER	SL1B1	STAT			10			
18/11/2023	209	CLAR REPLY	LINK TO ORDER	SL1A5	STAT			4			
18/11/2023	211	CLAR REPLY	LINK TO ORDER	SL3A1	STAT			2			
18/11/2023	5	CLAR REPLY	LINK TO ORDER	ABOVE PICKUPS BAY	F	8	12	12	12		
18/11/2023	4	CLAR REPLY	LINK TO ORDER	SMR2A3	M	4 BOXES	5	5	5		
18/11/2023	111	CLAR REPLY	LINK TO ORDER	SMR1A4	Q	m 500	2000	2000	2000		
18/11/2023	142	CLAR REPLY	LINK TO ORDER	HEADLIGHT	Q	2	6	6	6 BOXES		
18/11/2023	2	CLAR REPLY	LINK TO ORDER	IN AA READY	F	10	14	14	14		
18/11/2023	104	CLAR REPLY	LINK TO ORDER	STORE ROOM CL8B	Q	1	2	2	2		
18/11/2023	126	CLAR REPLY	LINK TO ORDER	CL4B10	Q	200	500	500	500		
18/11/2023	136	CLAR REPLY	LINK TO ORDER	CL8B12	Q	200	200	200	200		
18/11/2023	18	CLAR REPLY	LINK TO ORDER	PICK UP BAY	M	100	500	500	500		
18/11/2023	22	CLAR REPLY	LINK TO ORDER	PICK UP BAY	M	100	250	250	250		
18/11/2023	4	CLAR REPLY	LINK TO ORDER	SMR1A1	F	5 boxes	5 boxes	5 boxes	5 boxes		
18/11/2023	5	CLAR REPLY	LINK TO ORDER	FSE1	F	10 Roles	12	12	12		
18/11/2023	77	CLAR REPLY	LINK TO ORDER	NOBE MC65 BAY	Q	10	20	20	20		
18/11/2023	83	CLAR REPLY	LINK TO ORDER	SM2A1	Q	1	3	2	2		
18/11/2023	68	CLAR REPLY	LINK TO ORDER	SALES MANAGER	M	1	1 BAG	5	5		
18/11/2023	20	CLAR REPLY	LINK TO ORDER	CREDITS PER LH	M	100	100	500	500		
18/11/2023	21	CLAR REPLY	LINK TO ORDER	CREDITS UPPER RH	M	100	100	500	500		
18/11/2023	23	CLAR REPLY	LINK TO ORDER	FSE2	M	2	2 BOXES	5	5		
18/11/2023	61	CLAR REPLY	LINK TO ORDER	SMR2A3	M	2	2 BOXES	10	10		
18/11/2023	59	CLAR REPLY	LINK TO ORDER	SMR2A4	M	3	3 BOXES	5	6		
18/11/2023	60	CLAR REPLY	LINK TO ORDER	SMR2A2	M	5 ROLLS	10	10 ROLLS	10 ROLLS		
18/11/2023	58	CLAR REPLY	LINK TO ORDER	SMR2A3	M	4	4 BOXES	5	5		
18/11/2023	55	CLAR REPLY	LINK TO ORDER	SM1A4	M	1 BOX	2	M2	M2		
18/11/2023	65	CLAR REPLY	LINK TO ORDER	TYU1 This is engine	M	2 ROLLS	4	4	4		
18/11/2023	19	CLAR REPLY	LINK TO ORDER	PICK UP BAY	M	100	500	500	500		
18/11/2023	178	CLAR REPLY	LINK TO ORDER	STAT	STAT	4 units	4	4	4		

RECEIVED ORDERS TAB- ADD FRESH FROM THE TOP

JJ WAREHOUSE STAFF LINK TO GUIDE DETAILS OF ITEMS RECEIVED - By Warehouse Delivery delay notes											
DATE ORDER PLACED	REF NUMBER FROM RE ORDER	ITEM DETAILS	SUPPLIER	LOCATION IN WAREHOUSE	STOCK LEVEL CHECK	CURRENT STOCK LEVEL	MIN STOCK LEVEL	ORDER QTY	MIN ORDER QTY	ORDER NOTES - fill this in for ordering items	
07/11/2023	180	STAT									
07/11/2023	189	STAT						2	5		
07/11/2023	198	STAT						2	10		
07/11/2023	201	STAT						2	5		
07/11/2023	209	STAT									
07/11/2023	174	STAT						1	2		
07/11/2023	175	STAT									
07/11/2023	176	STAT									
07/11/2023	177	STAT									
31/10/2023	5	STAT						10	5		
20/10/2023	61	STAT						2 BOTTLES	3		
18/10/2023	22	STAT						100	250		
19/10/2023	1	STAT						8	12		
18/10/2023	30	STAT						5 ROLLS	12		
18/10/2023	48	STAT						1 BOX	3 BOXES		
16/10/2023	64	STAT						5 BAGS	M 10 BAGS		
16/10/2023	66	STAT						1	2		
16/10/2023	68	STAT						1 BAG CONTAINS 10			
20/10/2023	61	STAT						2 BOTTLES	3		
18/10/2023	24	STAT						2 BOXES	5 BOX MIN		
18/10/2023	26	STAT						1 BOX	5 BOX		
18/10/2023	20	STAT						100	500		
19/10/2023	6	STAT						200	400		
19/10/2023	7	STAT						60	120		
18/10/2023	10	STAT						4 BOXES	5 BOX		
19/10/2023	2	STAT						10	14		
19/10/2023	4	STAT						5	5		
19/10/2023	5	STAT						10	5		
23/10/2023	102	STAT						6	24		
06/10/2023	F38	STAT									
16/10/2023	11	STAT						10 BOXES	10 BOX		LESS RECEIVED 10 BOXES OF 10 ITEMS 11/10/23
16/10/2023	12	STAT						1 PACKET	2 BOX		LESS RECEIVED 2 PACKETS OF 10 ITEMS 11/10/23
16/10/2023	13	STAT						1 PACKET	2 BOX		LESS RECEIVED 2 PACKETS OF 10 ITEMS 11/10/23
16/10/2023	14	STAT						1 PACKET	2 BOX		LESS RECEIVED 2 PACKETS OF 10 ITEMS 11/10/23
20/11/2023	34	STAT						2 CANS	4		
20/11/2023	36	STAT						2 BAGS	12 bags of 100		
20/11/2023	42	STAT						7	10		
20/11/2023	43	STAT						7	10		
20/11/2023	47	STAT						7	10		
22/11/2023	63	STAT						1 BOTTLE	2		
22/11/2023	64	STAT						5 BAGS	10	M 10 BAGS	
22/11/2023	66	STAT						1	2		
18/11/2023	141A	STAT						1	5	5 BOXES	
18/11/2023	141	STAT						1	5	5 BOXES	
15/11/2023	33	STAT						2 CANS	12		
15/11/2023	35	STAT						2 BAGS	10		
15/11/2023	41	STAT						7	10		
15/11/2023	63	STAT						1 BOTTLE	2		
15/11/2023	2	STAT						10	14	14	
15/11/2023	3	STAT						5	8	8	
15/11/2023	5	STAT						10	5	5	
15/11/2023	6	STAT						250	130	500	
15/11/2023	6	STAT						250	390	500	

RE ORDERS DONE

53/50 completed

✓	DATE TO BE DONE	WHAT ORDER TO DO AND LINK TO SCANNED ORDER FORM	NOTES - who@ JJ SYDNEY ACTIONED AND NOTE STATIONARY REPORT NOT ON REC	NOTE ADMIN PERSON WHO ACTIONED ORDERS AND WHEN
<input checked="" type="checkbox"/>	17/06/2022	QUARTLEY-	BRAD-DONE 30/06	
<input type="checkbox"/>	44721	QUARTERLY		
<input checked="" type="checkbox"/>	44721	FORTNIGHTLY-	BRAD-DONE 06/09	
<input checked="" type="checkbox"/>	44721	MONTHLY-	BRAD-DONE 06/09	
<input checked="" type="checkbox"/>	21/09/2022	FORTNIGHTLY	BRAD-DONE 21/09	
<input checked="" type="checkbox"/>	28/09/2022	STATIONARY-	BRAD-DONE 28/09	
<input checked="" type="checkbox"/>	44839	FORTNIGHTLY & MONTHLY-	BRAD-DONE 05/10	
<input checked="" type="checkbox"/>	18/10/2022	QUARTERLY	BRAD-DONE 18/10	
<input checked="" type="checkbox"/>	18/10/2022	OPERATIONS QUARTERLY	HIRA-DONE 18/10/22	
<input checked="" type="checkbox"/>	44853	FORTNIGHTLY-	BRAD-DONE 19/10/22	
<input checked="" type="checkbox"/>	44867	FORTNIGHTLY & MONTHLY-	BRAD & RYAN-DONE 02/11/22	
<input checked="" type="checkbox"/>	44881	FORTNIGHTLY-	BRAD-DONE 15/11/2022	
<input checked="" type="checkbox"/>	44895	FORTNIGHTLY	BRAD TO DO-23/11/2022	
<input checked="" type="checkbox"/>	44909	FORTNIGHTLY & MONTHLY & QUARTERLY	BRAD TO DO-23/11/2022	
<input checked="" type="checkbox"/>	14/12/2022	OPERATIONS QUARTERLY	HIRA TO DO-23/11/2022	
<input checked="" type="checkbox"/>	44923	FORTNIGHTLY-	BRAD TO DO-09/12/2022	
<input checked="" type="checkbox"/>	44937	FORTNIGHTLY & MONTHLY-	BRAD-DONE 10/01/2023	
<input checked="" type="checkbox"/>	44951	FORTNIGHTLY-	BRAD-DONE 20/01/2023	
<input checked="" type="checkbox"/>	44965	FORTNIGHTLY & MONTHLY-	BRAD-DONE 08/02/2023	
<input checked="" type="checkbox"/>	44979	FORTNIGHTLY-	BRAD-DONE 22/02/2023	
<input checked="" type="checkbox"/>	44993	FORTNIGHTLY & MONTHLY & QUARTERLY-	BRAD-DONE 15/03/2023	
<input checked="" type="checkbox"/>	45141	OPERATIONS QUARTERLY	BRAD-DONE 15/03/2023	
<input checked="" type="checkbox"/>	45007	FORTNIGHTLY-	BRAD-DONE 22/03/2023	
<input checked="" type="checkbox"/>	45021	FORTNIGHTLY & MONTHLY	BRAD-DONE 05/04/2023	
<input checked="" type="checkbox"/>	45035	FORTNIGHTLY-	VEE-DONE 18/04/2023	
<input checked="" type="checkbox"/>	45049	FORTNIGHTLY & MONTHLY-	VEE-DONE 02/05/2023	
<input checked="" type="checkbox"/>	45063	FORTNIGHTLY-	BRAD-DONE 16/05/2023	
<input checked="" type="checkbox"/>	45077	FORTNIGHTLY-	BRAD-DONE 24/05/2023	
<input checked="" type="checkbox"/>	45091	FORTNIGHTLY & MONTHLY & QUARTERLY	BRAD-DONE 14/05/2023	
<input checked="" type="checkbox"/>	14/06/23	OPERATIONS QUARTERLY	BRAD-EMAILED-OPERATIONS--16/06/23	
<input checked="" type="checkbox"/>	28/06/23	FORTNIGHTLY-	BRAD-DONE 27/06/2023	
<input checked="" type="checkbox"/>	12/07/23	FORTNIGHTLY-	VEE-DONE 11/07/2023	
<input checked="" type="checkbox"/>	14/07/23	MONTHLY-	VEE-DONE 26/07/2023	
<input checked="" type="checkbox"/>	26/07/23	FORTNIGHTLY-	VEE-DONE 25/07/2023	
<input checked="" type="checkbox"/>	09/08/23	FORTNIGHTLY-	VEE-DONE 09/08/2023	
<input checked="" type="checkbox"/>	14/08/23	MONTHLY	VEE-DONE 18/08/2023	
<input checked="" type="checkbox"/>	23/08/23	FORTNIGHTLY-	NICK AND BRAD-DONE 22/08	
<input checked="" type="checkbox"/>	30/08/2023	GAP RE ORDER	BRAD-DONE 29/08/2023	
<input checked="" type="checkbox"/>	06/09/23	FORTNIGHTLY-	NICK-DONE 06/09/2023	
<input checked="" type="checkbox"/>	14/09/23	MONTHLY	BRAD-DONE 14/09/2023	
<input checked="" type="checkbox"/>	15/09/23	QUARTLEY-	NICK-DONE 19/09/2023	
<input checked="" type="checkbox"/>	14/09/23	OPERATIONS QUARTERLY	THERESA-EMAILED-OPERATIONS-19/09	
<input checked="" type="checkbox"/>	20/09/23	FORTNIGHTLY-	BRAD-DONE 20/09/2023	
<input checked="" type="checkbox"/>	04/10/23	FORTNIGHTLY-	NICK-DONE 04/10/2023	
<input checked="" type="checkbox"/>	14/10/23	MONTHLY-	NICK-DONE 16/10/2023	
<input checked="" type="checkbox"/>	18/10/23	FORTNIGHTLY-	NICK-DONE 18/10/2023	
<input checked="" type="checkbox"/>	01/11/23	FORTNIGHTLY-	NICK-DONE 31/10/2023	
<input checked="" type="checkbox"/>	02/11/23	STATIONARY-	NICK-DONE 2/11/2023	

RE ORDERS DONE

53/50 completed

✓	DATE TO BE DONE	WHAT ORDER TO DO AND LINK TO SCANNED ORDER FORM	NOTES - who@ JJ SYDNEY ACTIONED AND NOTE STATIONARY REPORT NOT ON REC	NOTE ADMIN PERSON WHO ACTIONED ORDERS AND WHEN
<input checked="" type="checkbox"/>	14/11/23	<u>MONTHLY</u>	NICK DONE 14/11/2023	
<input checked="" type="checkbox"/>	15/11/23	<u>FORTNIGHTLY</u>	NICK DONE 14/11/2023	
<input checked="" type="checkbox"/>	22/11/23	<u>CHRISTMAS MONTHLY RE ORDER</u>	NICK/BRAD DONE 22/11/2023	
<input checked="" type="checkbox"/>	29/11/23	<u>FORTNIGHTLY</u>	NICK P DONE 28/11/23	
<input checked="" type="checkbox"/>	1/12/23	<u>CHRISTMAS QUARTLEY RE ORDER</u>	NICK G DONE 29/11/23	
<input checked="" type="checkbox"/>	1/12/23	<u>CHRISTMAS OPERATIONS QUARTERLY RE ORDER</u>	NICKG DONE 29/11/2023	