JOHN LEWIS
& PARTNERS

JOHN LEWIS
PARTNERSHIP

WAITROSE
& PARTNERS

SOR Suppliers: Using the Weekly Data

This guide will help you get the most out of the new weekly SOR data attached to your Purchase Order. This data is downloadable directly from Coupa and is in an excel format.

Converting to Number

Once the report is downloaded you will need to convert column N to number, this is achieved by highlighting the data in the column (numbers only), a box will appear at the top which you select 'Convert to Number'.

This will allow you to utilise the data to sum, to use formulas and pivot tables.
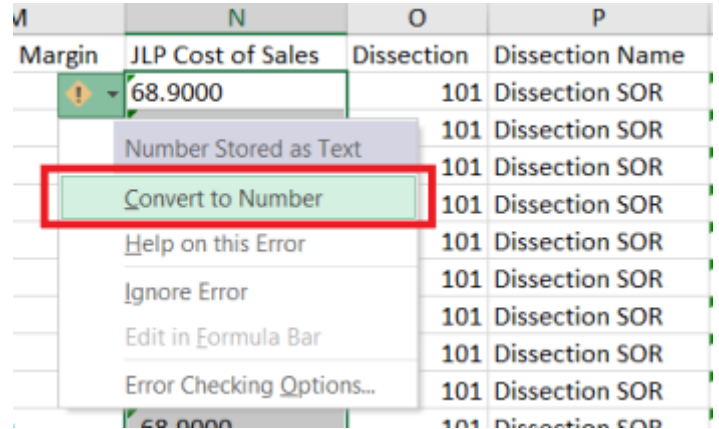
Using Pivot Tables

Pivot tables are a very useful tool that enables you to report on different aspects of the report (Daily Sales, Sales by Branch, Product Code etc) without compromising the original dataset.

To create a Pivot table, highlight the whole data (including headers) from A-U, click 'Insert' from the top toolbar and then select 'PivotTable'.
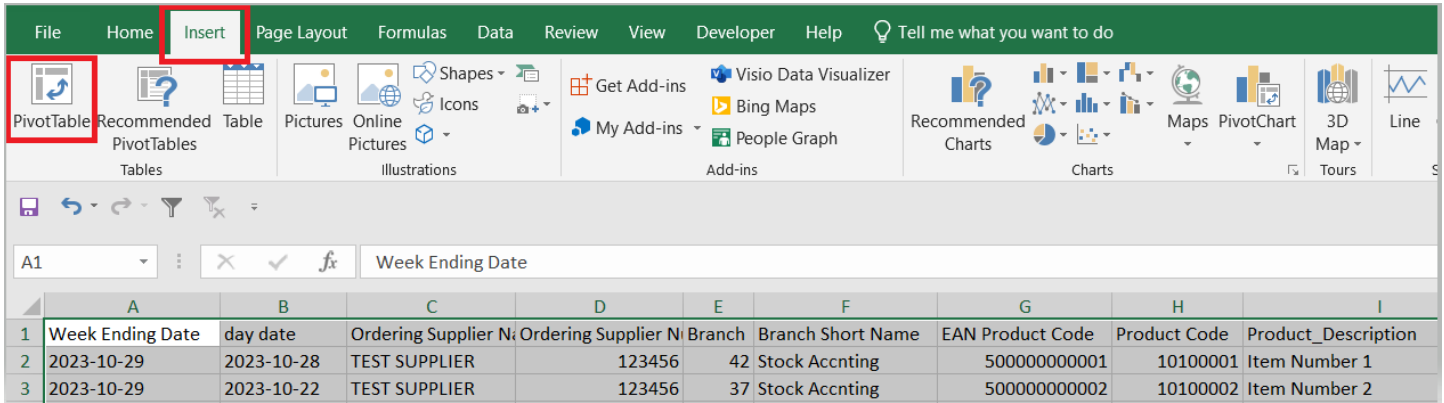
This will bring up a box which you should ensure 'New Worksheet' is selected before pressing 'OK'.

JOHN LEWIS
& PARTNERS

JOHN LEWIS
PARTNERSHIP

WAITROSE
& PARTNERS

On the right hand side of the screen you will have a number of options to customise the reporting to suit your objectives and targets at that time. Further down are a few combinations you could use to report on.

JLP Cost of Sales is what your PO is calculated on so this column should be used if you are verifying the PO. When this field is dragged into the 'Values' section it will need to be formatted from 'Count' to 'Sum' and this is done by selecting the arrow within the field, selecting 'Value Field Settings' and changing it to 'Sum'.

You can change the subject in the 'Row' Field by dragging and dropping it into the 'Row' field and removing the previous one that was there.
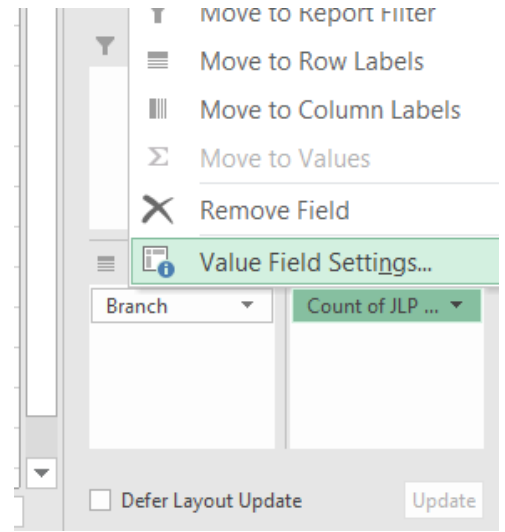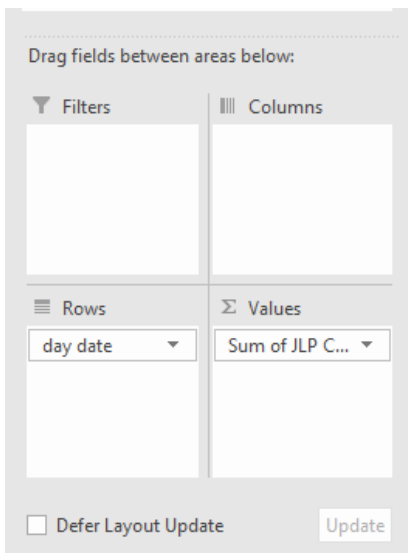
A few examples are below for you.

JLP Sales by Branch: Row = Branch, Values = Sum of JLP Cost of Sales
JLP Sales by Product Code: Row = Product Code, Values = Sum of JLP Cost of Sales
JLP Sales by Day: Row = day date, Values = Sum of JLP Cost of Sales

The images below show the JLP Sales by Day example from above.

Row Labels	Sum of JLP Cost of Sales
2023-10-22	275.60
2023-10-23	413.40
2023-10-24	206.70
2023-10-26	206.70
2023-10-27	275.60
2023-10-28	551.20
Grand Total	**1,929.20**

This method of reporting is flexible and adjustable to your company's objectives and needs.