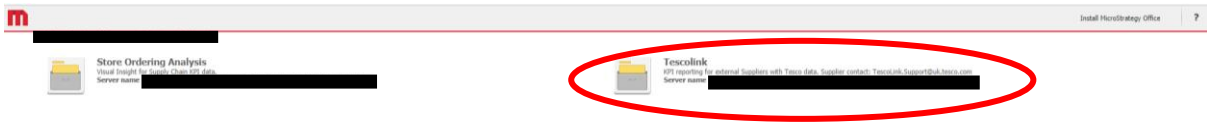
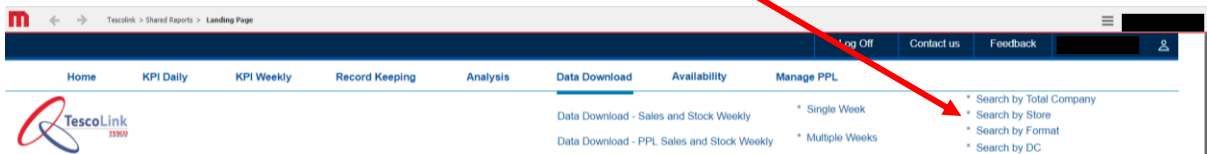


Who Buys My Food App – Tesco Link Reports

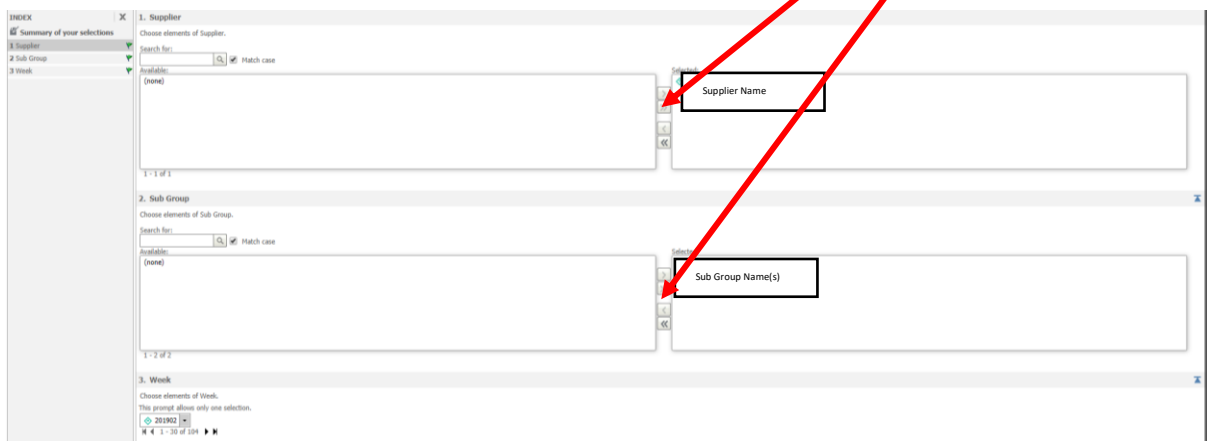
1. Logon to Tesco Link <https://www.tescolink.com/MicroStrategy/servlet/mstrWeb>
2. You may see this welcome screen – click “Tesco Link”



3. In the main Tesco Link screen click
Data Download >
Data Download – Sales and Stock Weekly >
***Single Week >**
Search By Store



4. A new tab will open. For both the Supplier and Sub Group sections, click the >> (Add All) buttons to move the Supplier and Sub Group details over to the “Selected” boxes



5. Select the date (see below for more details)(the default is the most recent week) and click Export

- Modify each exported spreadsheet to include only 12 necessary columns. The following columns have to be deleted: H, I, K, M, N, O, S, T (Sales % Var LY, LFL % TY, Sales % Var LY (Vol), Margin % LY, Profit TY, Profit % Var LY, Days Cover TY (Vol), Days Cover Var LY (vol)).
- Modify each exported spreadsheet to include the columns in the right order. Cut the column L (Stock Volume TY) and paste to the left of the column J (Waste Value TY). Your final version should look like the one below.

TPNB	TPNB Description	Store ID	Store Name	Year Week Number	Promotion Indicator	Sales Value TY	Sales Volume TY	Margin % TY	Stock Volume TY	Waste Value TY	Waste % TY
X	X	2050	BAGULEY EXTRA	201919	N	12.32	6	41.79%	5	4	36.36%
X	X	2096	BARROW EXTRA	201919	N	21.77	12	41.79%	3	12	54.34%

- Finally, go to Who Buys My Food app (whobuysmyfood.co.uk), login with your details, and click "Upload" button in the top left corner. Upload your spreadsheets by clicking "Select files" and selecting the correct files.

If this is your first time requesting data for the Who Buys My Food app **please request the most recent 13 weeks**. This will require you to repeat the above process 13 times (to export 13 weekly reports).

After this, we just **require you to upload the most recent single week every week** to update the app's data feed.

To check which reports you still need to upload go to "Brand Store Performance" tab in the WBMF app.

The Tesco week calendar is on the following page.

If you have any questions please let us know.

2018 / 2019

Quarter 1

Period 1

26-Feb-2018	01
05-Mar-2018	02
12-Mar-2018	03
19-Mar-2018	04
26-Mar-2018	05

Period 2

02-Apr-2018	06
09-Apr-2018	07
16-Apr-2018	08
23-Apr-2018	09

Period 3

30-Apr-2018	10
07-May-2018	11
14-May-2018	12
21-May-2018	13

Quarter 2

Period 4

28-May-2018	14
04-Jun-2018	15
11-Jun-2018	16
18-Jun-2018	17
25-Jun-2018	18

Period 5

02-Jul-2018	19
09-Jul-2018	20
16-Jul-2018	21
23-Jul-2018	22

Period 6

30-Jul-2018	23
06-Aug-2018	24
13-Aug-2018	25
20-Aug-2018	26

Quarter 3

Period 7

27-Aug-2018	27
03-Sep-2018	28
10-Sep-2018	29
17-Sep-2018	30
24-Sep-2018	31

Period 8

01-Oct-2018	32
08-Oct-2018	33
15-Oct-2018	34
22-Oct-2018	35

Period 9

29-Oct-2018	36
05-Nov-2018	37
12-Nov-2018	38
19-Nov-2018	39

Quarter 4

Period 10

26-Nov-2018	40
03-Dec-2018	41
10-Dec-2018	42
17-Dec-2018	43
24-Dec-2018	44

Period 11

31-Dec-2018	45
07-Jan-2019	46
14-Jan-2019	47
21-Jan-2019	48

Period 12

28-Jan-2019	49
04-Feb-2019	50
11-Feb-2019	51
18-Feb-2019	52

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2019 / 2020

Quarter 1

Period 1

25-Feb-2019	01
04-Mar-2019	02
11-Mar-2019	03
18-Mar-2019	04
25-Mar-2019	05

Period 2

01-Apr-2019	06
08-Apr-2019	07
15-Apr-2019	08
22-Apr-2019	09

Period 3

29-Apr-2019	10
06-May-2019	11
13-May-2019	12
20-May-2019	13

Quarter 2

Period 4

27-May-2019	14
03-Jun-2019	15
10-Jun-2019	16
17-Jun-2019	17
24-Jun-2019	18

Period 5

01-Jul-2019	19
08-Jul-2019	20
15-Jul-2019	21
22-Jul-2019	22

Period 6

29-Jul-2019	23
05-Aug-2019	24
12-Aug-2019	25
19-Aug-2019	26

Quarter 3

Period 7

26-Aug-2019	27
02-Sep-2019	28
09-Sep-2019	29
16-Sep-2019	30
23-Sep-2019	31

Period 8

30-Sep-2019	32
07-Oct-2019	33
14-Oct-2019	34
21-Oct-2019	35

Period 9

28-Oct-2019	36
04-Nov-2019	37
11-Nov-2019	38
18-Nov-2019	39

Quarter 4

Period 10

25-Nov-2019	40
02-Dec-2019	41
09-Dec-2019	42
16-Dec-2019	43
23-Dec-2019	44

Period 11

30-Dec-2019	45
06-Jan-2020	46
13-Jan-2020	47
20-Jan-2020	48

Period 12

27-Jan-2020	49
03-Feb-2020	50
10-Feb-2020	51
17-Feb-2020	52
24-Feb-2020	53