



"DOOBIZ" Parts Dealer portal manual











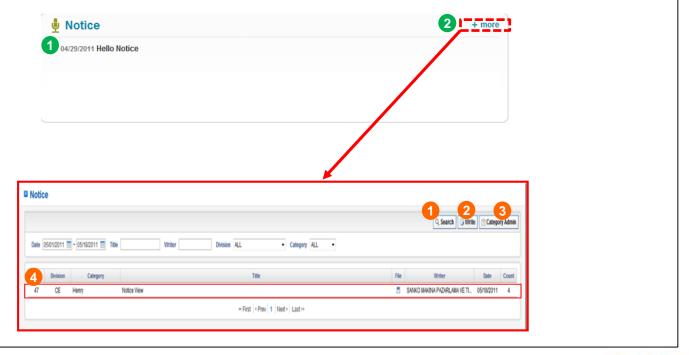




How this manual works

Symbols	Definition
	Main-menu
	Sub-menu
	A dotted-lined box leads to a pop-up window.
	A Red-lined box is a pop-up window.
→	An arrow points to the next step.

A Sample Page:





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- 8.4 Dealer Performance Report(CE)



1. Access to DOOBIZ Portal

1.1. Access



Connect to Doosan Passport

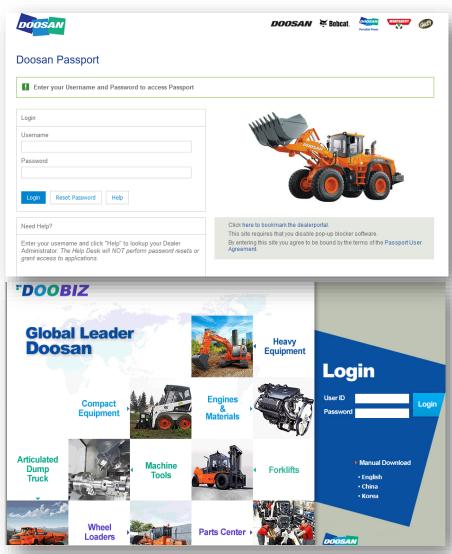


https://www.doosanpassport.com/Login/Login.aspx

2

Connect to **DOOBIZ**







How do Lorder Parts ?



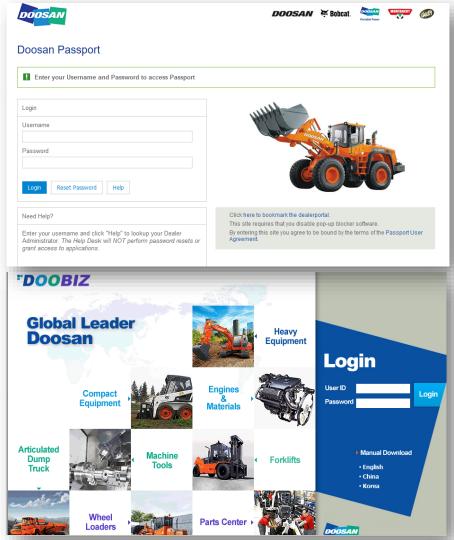
Connect to Doosan Pass port

https://www.doosanpassport.com/Login/Login.aspx

2

Connect to DOOBIZ

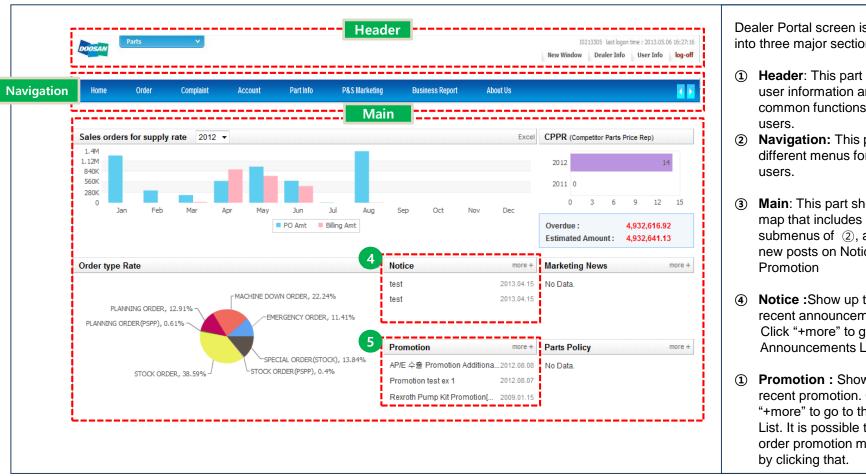






1. Access to DOOBIZ Portal

1.2. Main Screen 1



Dealer Portal screen is divided into three major sections.

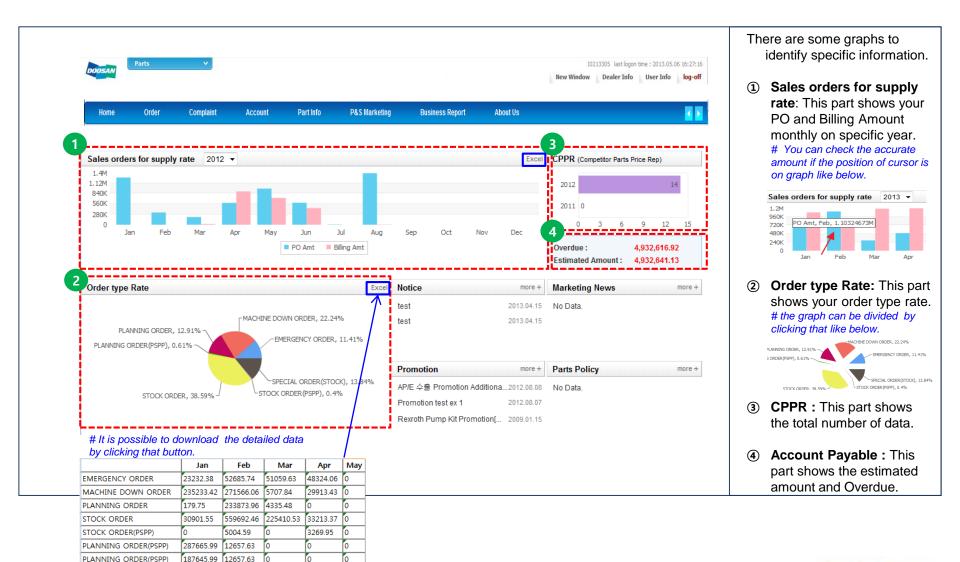
- Header: This part includes user information and common functions or all
- **Navigation:** This part show different menus for different
- Main: This part shows sitemap that includes all submenus of (2), as well as new posts on Notice and
- Notice: Show up to 3 recent announcements. Click "+more" to go to the Announcements List
- **Promotion:** Show up to 5 recent promotion. Click "+more" to go to the Q&A List. It is possible to make order promotion materials



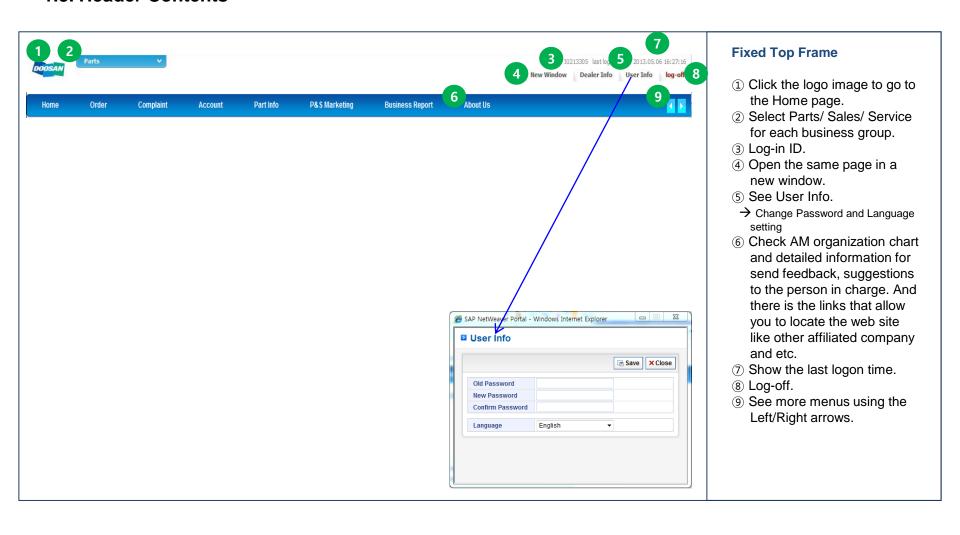
1. Access to DOOBIZ Portal

"DOOBIZ

1.2. Main Screen_2



1.3. Header Contents





1.4. Main Contents Overview_1

Home	
Home	Return to the initial home screen by clicking the Home button
Announcement	To help you plan ahead , Doosan announce public new or events to you.
Promotion	Dealers can check and place order for promotion.
Recommend Stock List by Demand	We suggest the recommended replenishment stock list(RSL) with quantity for dealer's inventory management, RSL was calculated based on dealer's demand history.
Listening Post	Dealers can suggest the opinions about our service(Price, Materials, etc) freely to the person in charge. And there will be the fast feedback for dealers.
Survey	In case of investigation, Dealers can respond to the survey of ours,

Order	
Create	Manage Parts Order
Merchandize	Manage Merchandize order(Miniature, Catalog)
Display	By order type or each order number, you can easily see order information
Order Status	Mainly you can find out order quantity of the PO and check information about the superseded part no
Invoice status	Current status of Invoice(B/L etc) is available to check and it is possible to download excel , pdf file of invoice.
Order Status Summary	Current status of PO, billing number and Nota fiscal are available to check in Order status summary



1.4. Main Contents Overview_2

Complaint							
Complaint Create	Dealers can create complaint order with reference						
Complaint Display	Based on created order, you can find out process result and return status						

Account						
AP List It shows whole AP list of yours						
AP Schedule	Dealers can find AP list by due date					

Part Info							
Part Info Dealers can find parts information (weight, serviceability, lead time etc) by searching part							
Parts Book	Online Parts Book that is linked to GPES						

P&S Marketing	P&S Marketing								
Marketing News Announcements & News bulletin for parts promotions and other marketing activities									
Sales Library Sales reference and marketing materials such as brochure, posters and leaflets									
DI News	Dealers can check Doosan Magazine and Infracore news								
Parts Bulletin	There is some useful tips and information of Parts								

1.4. Main Contents Overview_3

Business Report									
Parts Sales Report	It shows your parts order pattern by period								
Inventory Management Report	It shows the consumption for dealers about specific model								
CPPR	Competitor Parts Price Report – a reportto review competitor's parts price information								
Dealer Performance Report(CE)	Online Parts Book that is linked to GPES								

About Us								
Organization Chart	Dealers can check our organization chart and the person in charge, contact point, etc.							
Reference Links	There is some links that allow dealers to locate the useful sites in an easiest way.							

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2.1 Announcement 2. Home

Announcement

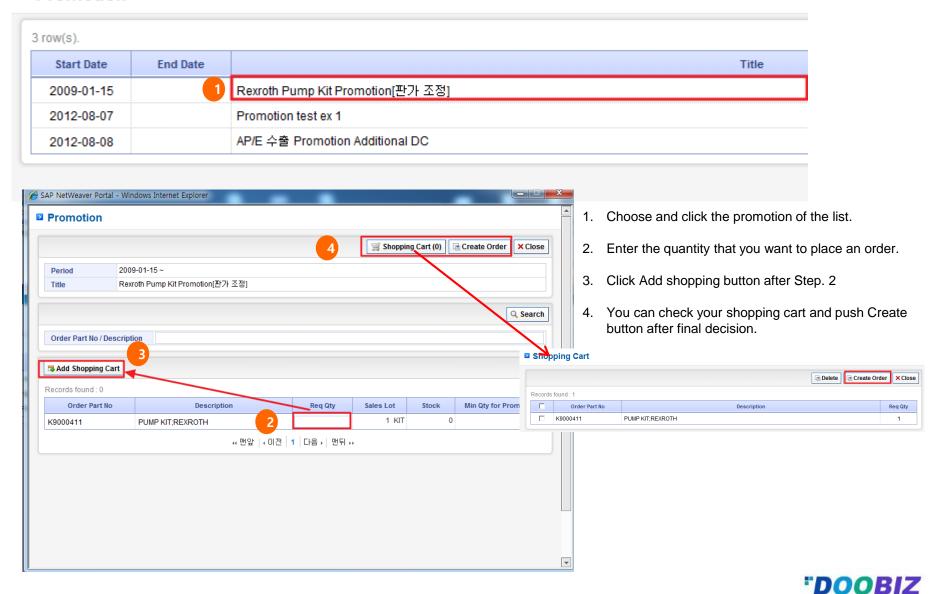


- ① The announcement appeared in this page. You can easily find out all of information of Doosan.
- 2) Please click this button if you want to check the notice of before March 2013.



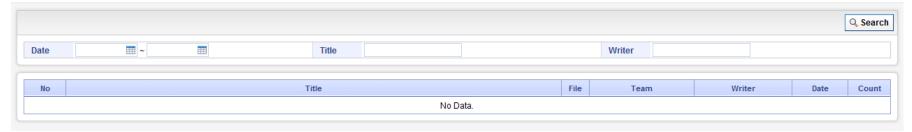
2.2 Promotion 2. Home

Promotion



2.3 Parts Policy 2. Home

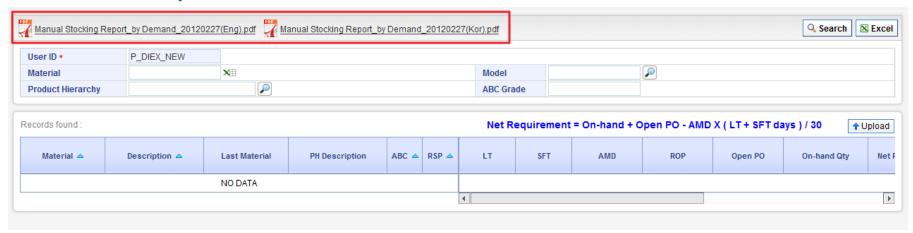
Policy



There are our Parts Polish. And you can find the thing you want to check by using Data, Title, Writer



Recommend Stock List by Demand



We suggest the recommended replenishment stock list(RSL) with quantity for dealer's inventory management, RSL was calculated based on dealer's demand history.

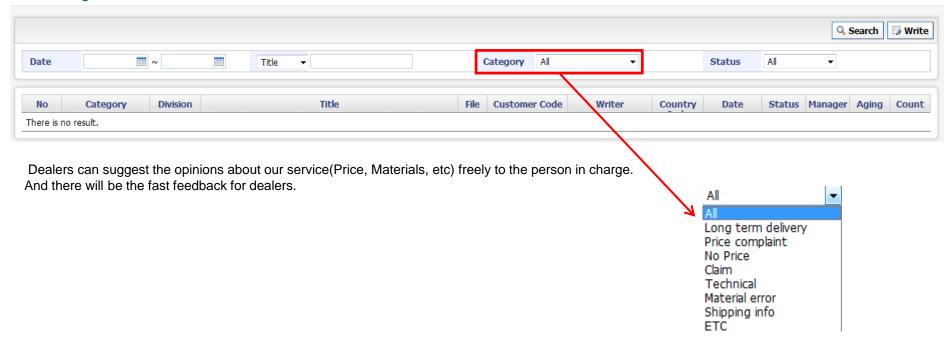
To better understanding please kindly refer to the manual in Red box.



2.4 Listening Post

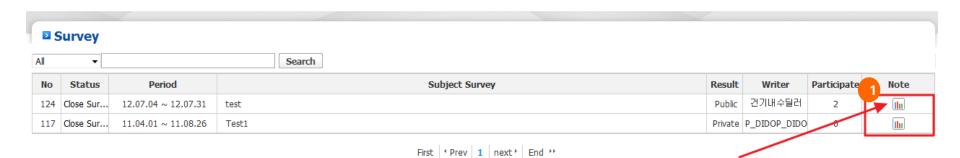
2. Home

Listening Post





2.5 Survey 2. Home



There will be our survey for better service to dealers.

① Please click that button for responding the survey



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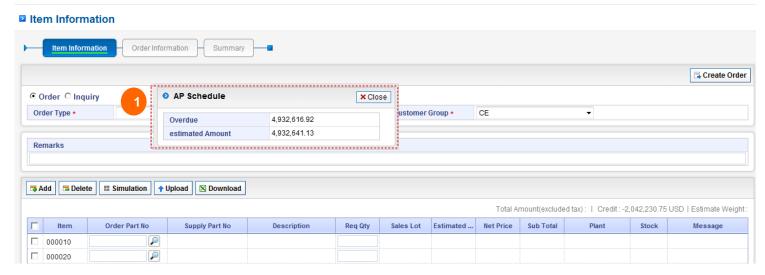
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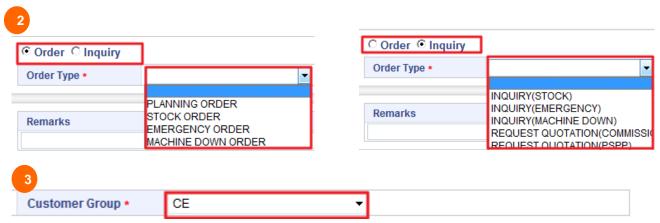


3.1 Create 3. Parts Order

[Screen information]



- 1. AP Schedule will be shown to notice regarding Overdue amount and Account Payable Amount.
- 2. After closing this pop up window, you can place an order by selecting order type.
 - Order: Sales order creation
 - Inquiry: Dealers can create inquiry before creation sales order with the purpose of checking price and etc. Your inquiry can be transferred to Sales order naturally.
- 3. Choose Customer group.

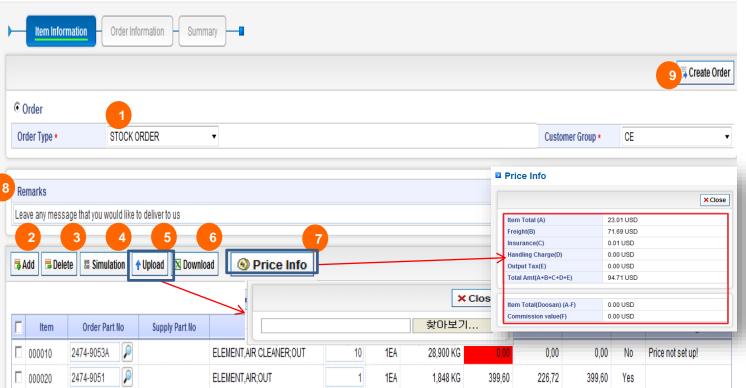




3.1 Create

[Detailed information]

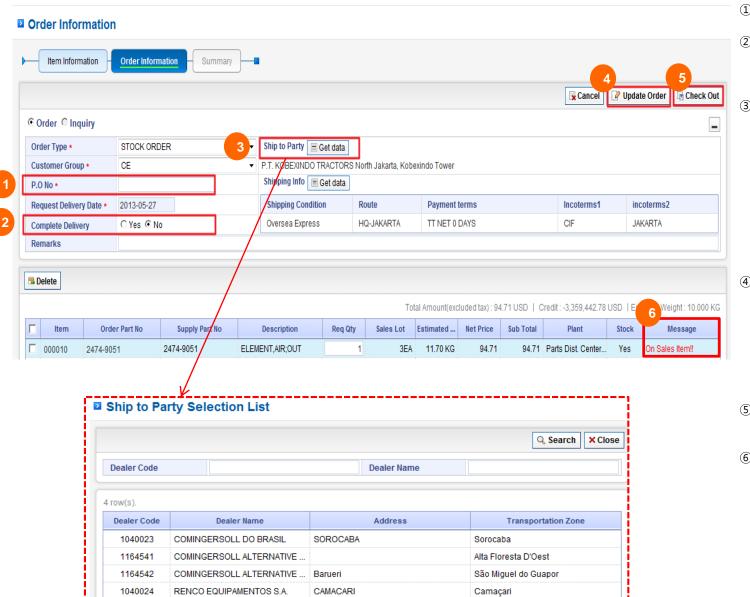
Item Information



- 3. Parts Order
- ① Order Type is a prerequisite for step ②, Simulation.
- 2 To add more items, click "Add"
- To remove checked line(s) from the list, click "Delete Checked Lines."
- 4 Simulation checks the availability of the selected parts #.
- For multiple orders, use file upload function. (file type: .txt or .xls)
- 6 Download the current Parts # list OR simulation result as an Excel(xls) file.
- 7 The simulation result will be shown Freight, Insurance, etc, total amount.
- Leave any message that you need to deliver
- To refer to the page for PO # click "Create Order"
- The simulation results will show in red highlight on the very top of the list if there is no availability. Reason will appear on the Error Notes column.
- Total Amount, Credit and Estimated Weight will be appear after simulation



3.1 Parts Order



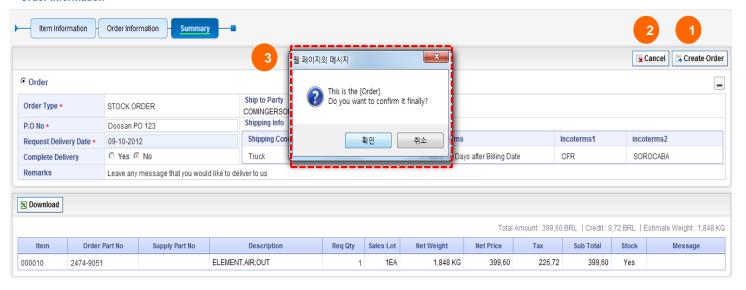
- Enter your PO number
- ② If you would like to get complete delivery then click "Yes" button
- In case of multiple ship to party, you can select proper ship to party by clicking "Change "button. Then Ship to party selection list will be shown. If you need to add list of ship to party please kindly contact to admin group
- 4 Click this button when you change order information, And then you can check the accurate information that is reflected the newest one.
- 5 Click check out to go next step
- ⑥ Don't loose this message. Because there is one significant about the item that you want to place.



3.1 Parts Order

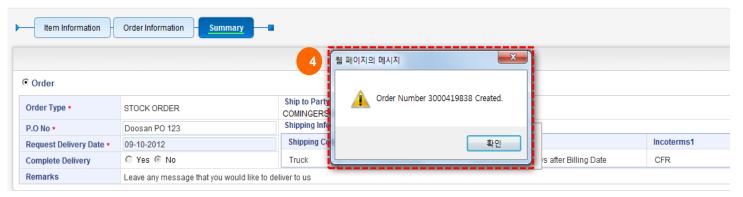
3. Parts Order

Order Information



- After reviewing all information, you can place an order by clicking "Create Order"
- 2 Cancel the order process and go to Parts Search/ Order Entry screen at the same time
- 3 Then confirmation notice will be pop up
- 4 If an order is successfully created, Doosan Order # will appear.

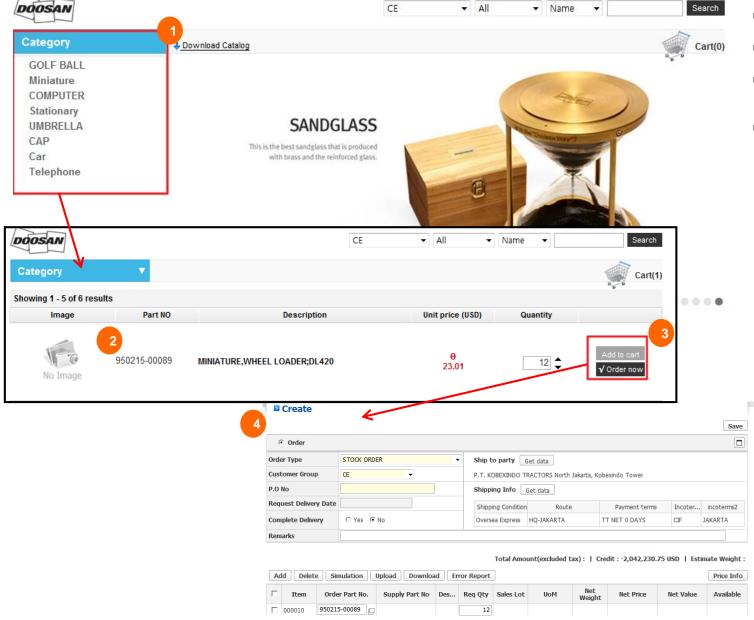
Order Information





3.2 Merchandize

3. Parts Order



- Choose Category
- ② Select the materials
- 3 Click Order Add to cart or Order now button
- 4 Then you will see this screen. It is equal to normal order screen. So place refer to previous page.

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3.3 Display

3. Parts Order

1. Order handling

Display



- Choose document type
- ② Search condition such as Order no, PO No, Order type and period is available to find out your sales order
- 3 Click search button then order list will be shown
- When you click the order number then it will move to detail information screen

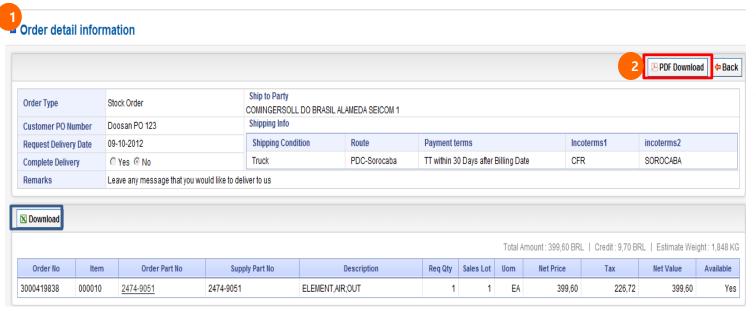
143 row(s).

Order No	Order Type	Shipping Condition	Shipping Condition P.O No [Doc date Line Item		Curr.
<u></u>					308	1.592.436,35	BRL
3000419838	STOCK ORDER	Truck	Doosan PO 123	24-09-2012 20:23	1	399,60	BRL
2000315156	EMERGENCY ORDER(TRI)	Truck	1111	24-09-2012 10:59	1	52,58	BRL
3000419834	STOCK ORDER	Truck	JACKY	23-09-2012 09:09		399,60	BRL
2000315148	EMERGENCY ORDER	Truck	JACKY	23-09-2012 09:07	1	421,80	BRL
2000315147	EMERGENCY ORDER	Truck	venda ST	21-09-2012 02:55	2	550,04	BRL
2000315146	EMERGENCY ORDER(TRI)	Truck	TRIDOM	21-09-2012 02:07	9	7.494,80	BRL



3.3 Display

1. Order handling



In Order detail information, you can see the specific information of sales order.

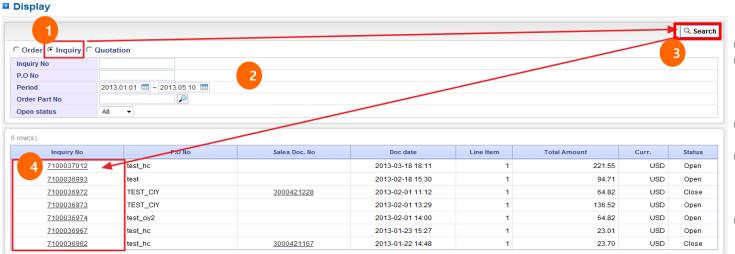
3. Parts Order

 Order confirmation file is able to download by clicking PDF Download



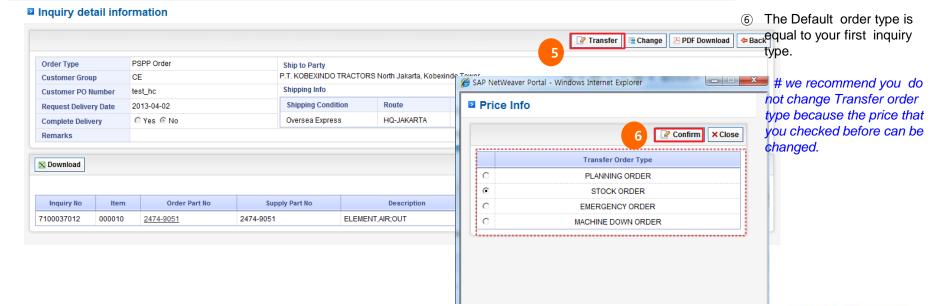
3.3 Display 3. Parts Order

2. Inquiry handling



- Choose document type
- Search condition such as Inquiry no, PO No., Period is available to find out your Inquiry
- Click search button then order list will be shown
- When you click the inquiry number then it will move to detail information screen
- Check the detailed information and then click Transfer button

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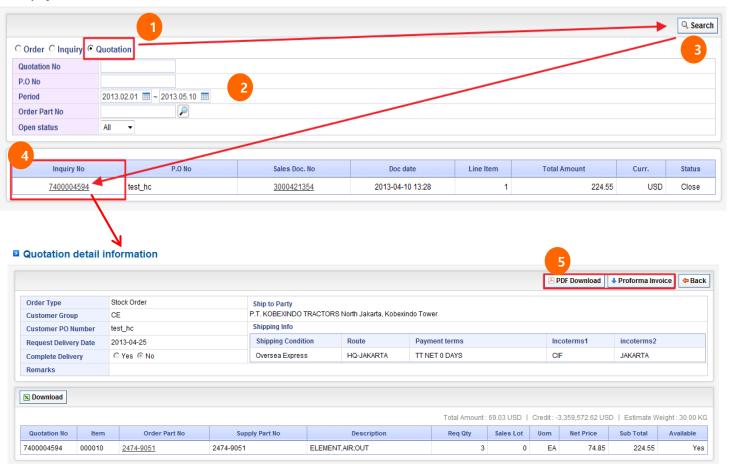


3.3 Display

3. Parts Order

3. Quotation handling





- Choose document type
- Search condition such as Quotation no, PO No, and period is available to find out your quotation
- Click search button then order list will be shown
- When you click the inquiry number then it will move to detail information screen
- You can check and print Profoma invoice in this screen.
- # Quotation can be created only the person in charge Doosan Sales team. Thus, please inquiry to them for creation Quotation.



3.4 Order Status

3. Parts Order



- You can download order status as excel file
- ② Download only backorder you have
- ③ Find out total quantity according to various condition

Records found: 440

PO No	Order Type	Order No	Order Date	Item No	Order Part No	Supply Part No	Description	Order Qty	Reserved Qty	Packed Qty	Ship Complete Qty	B/O Qty
							3	6.388	93	392	5.866	522
2012091101	Machine Down Order	1000118869	10-09-2012	000010	2474-9051	2474-9051	ELEMENT,AIR;OUT	3	0	0	3	0
2012091101	Machine Down Order	1000118869	10-09-2012	000020	K1000178	K1000178	LINK,PUSH	2	0	0	2	0
2012091107	Machine Down Order	1000118870	11-09-2012	000010	K1000178	K1000178	LINK,PUSH	5	0	5	0	5
2012091107	Machine Down Order	1000118870	11-09-2012	000020	2474-9051	2474-9051	ELEMENT,AIR;OUT	3	0	3	0	3
2012091108	Machine Down Order	1000118871	11-09-2012	000010	K1000178	K1000178	LINK,PUSH	1	0	1	0	1
2012091109	Machine Down Order	1000118872	11-09-2012	000010	2474-9051	2474-9051	ELEMENT,AIR;OUT	4	0	4	0	4



3.4 Order Status

3. Parts Order



- You can download order status as excel file
- ② Download only backorder you have
- ③ Find out total quantity according to various condition

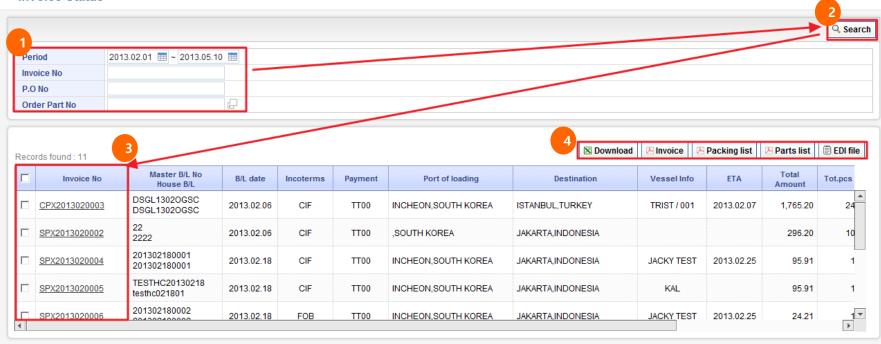
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2012091101	Machine Down Order	1000118869	10-09-2012	000020	K1000178	K1000178	LINK,PUSH	2	0	0	2	0
2012091107	Machine Down Order	1000118870	11-09-2012	000010	K1000178	K1000178	LINK,PUSH	5	0	5	0	5
2012091107	Machine Down Order	1000118870	11-09-2012	000020	2474-9051	2474-9051	ELEMENT,AIR;OUT	3	0	3	0	3
2012091108	Machine Down Order	1000118871	11-09-2012	000010	K1000178	K1000178	LINK,PUSH	1	0	1	0	1
2012091109	Machine Down Order	1000118872	11-09-2012	000010	2474-9051	2474-9051	ELEMENT,AIR;OUT	4	0	4	0	4



3.5 Invoice Status 3. Parts Order

Invoice Status

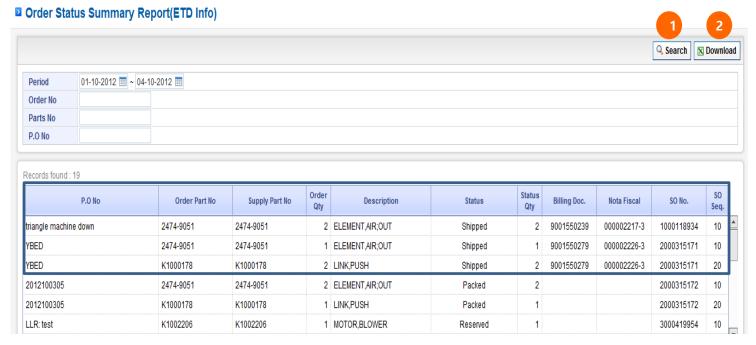


- ① Search condition such as Period, Invoice number, PO No and order Part No. is available to find out your invoice.
- 2 Click search button then invoice list will be shown
- 3 When you click the invoice number then it will move to detail information screen
- 4 You can check and print invoice and Packing list, Parts list

	Master B/L No					
Invoice No	House B/L Shipr	Shipment	H.U. No	Order Part No	Supply Part No	Description
CPX2013020003	DSGL1302OGSC DSGL1302OGSC	0001076006	100173482	2474-9051	2474-9051	ELEMENT,AIR;OUT
CPX2013020003		0001076006		2474-9051	2474-9051	ELEMENT.AIR:OUT



3.6 Order Status Summary



- Based on your searching condition, you can see the result
- ② Download the list
- * It contains more detail information about sales order such as Billing doc, Nota fiscal by item line of sales order



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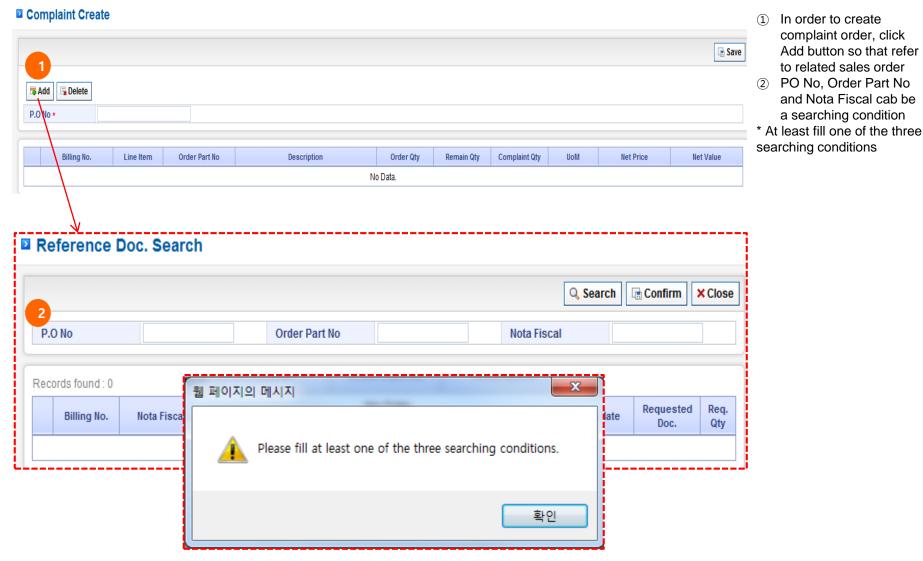
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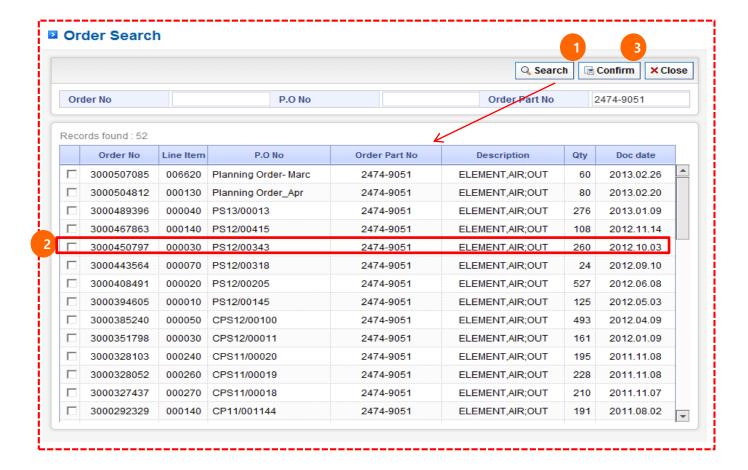
4.1 Complaint Create







4.1 Complaint Create



- Search to find out list
- ② Select proper line that you need to create complaint order by clicking radio button
- ③ Confirm the line
 * If you searching based on specific part no, all of list will be shown even complaint order was already created. That is, requested doc means that this line already created complaint order



4.1 Complaint Create



- Choose proper reason of complaint order
- Input any text if needed
- 3 It's able to attach the file
- You can enter complaint quantity of sales order
- 5 Click the box then you can save
- If an order is successfully created, Doosan Order # will appear.

4.2 Complaint Display

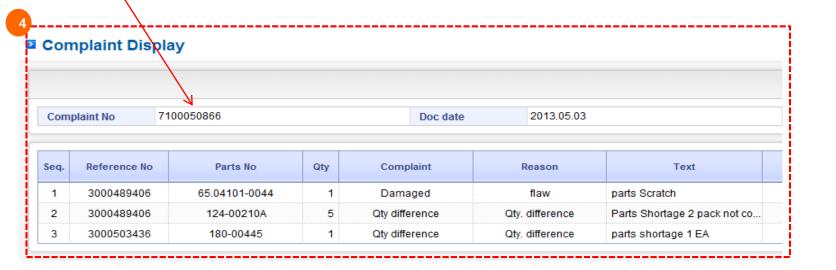
4. Parts Order

Complaint Display



- Enter your Complaint order number.
- ② Click search button
- 3 Then result will be appeared.
- ④ By clicking complaint order, detail complaint order information will be shown.

(Of course, you can enter reference no which is original sales order number, parts number and Nota fiscal number in order to search your complaint order.





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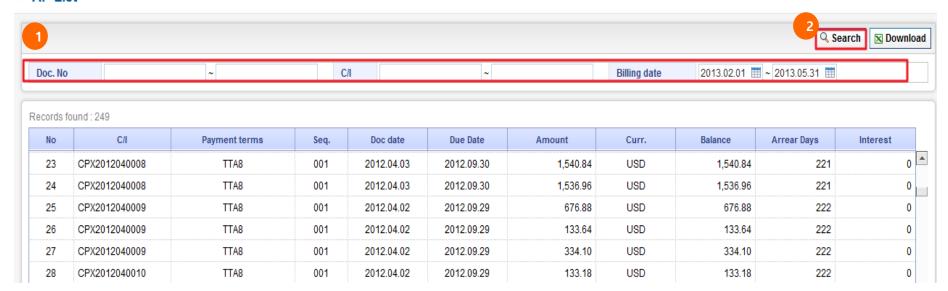
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5.1 AP List 5. Account

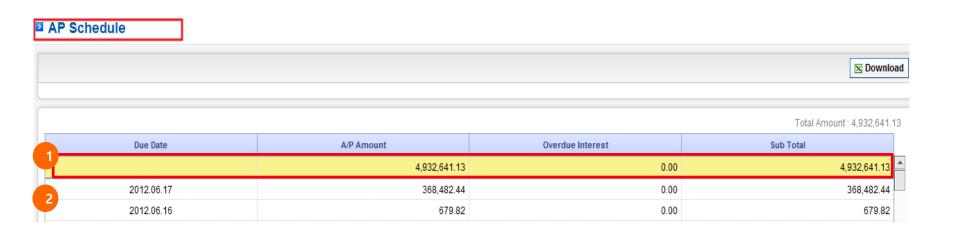
AP List



- ① Document No, Commercial invoice No.and billing date can be a searching conditions
- ② Click search on the menu bar, all account payable items will be displayed. Also you can see balance of each billing doc with arrear days if you are behind in due date



5.2 AP Schedule 5. Account



- ① Total A/P Amount, Overdue Interested and Sub total amount will be displayed
- 2 Based on due date, each of AP amount and overdue interest



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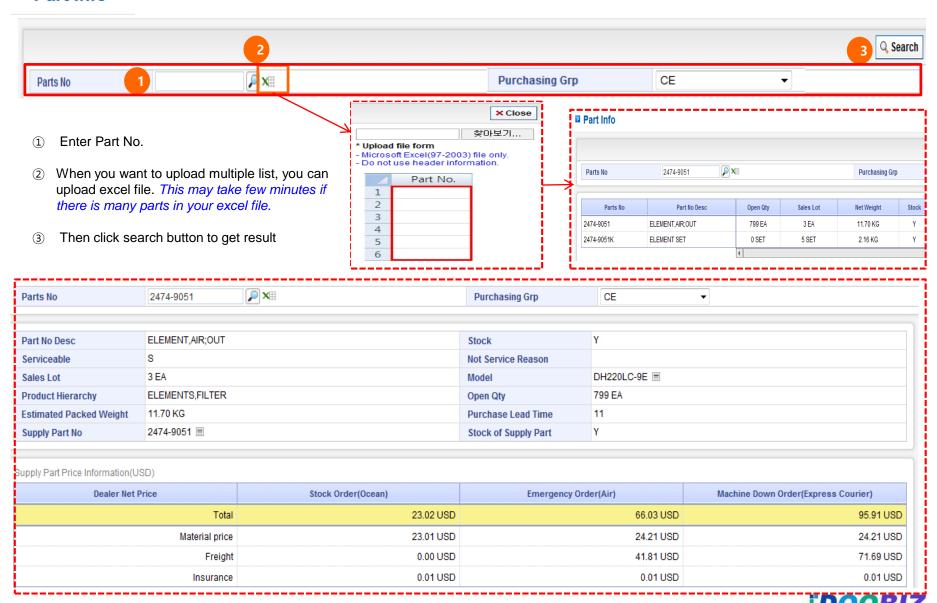
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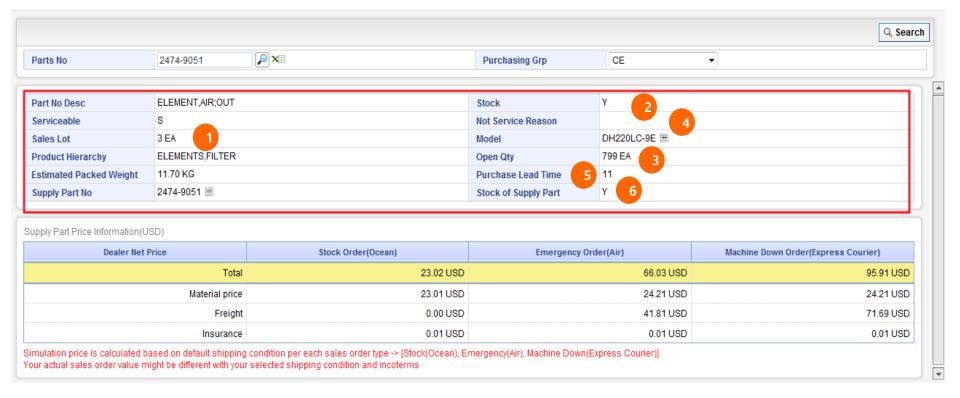
5.1 Part Information 6. Part Info

Part Info



5.1 Part Information 6. Part Info

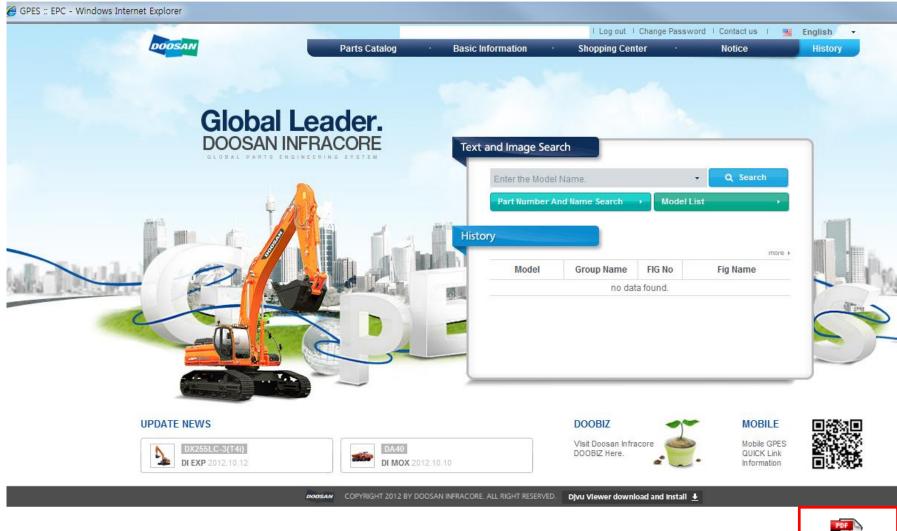
Part Info



- 1. Sales Lot: the minimum order quantity
- 2. Stock Y/E/N:
- Y: We have available stock for order
- E : We have available stock only for Emergency order.
- N : We don't have any available stock for order.
- 3. Open Qty: Not delivered quantity about dealers order.
- 4. Not service Reason: If entered materials is not service, dealers can check the reason in this field.
- 5. **Purchase lead Time**: When we don't have any available stock, we need to purchase it .This lead time it will take to get item from our vender.
- 6. Stock of Supply Part: : If there is substitute materials, we check stock of that materials like b.



5.2 Parts Book 6. Part Info



When you click "Parts Book" on top menu, it will automatically move to GPES(Global Parts Engineering System) site. At this time, you don't have to double login to this system.



1. Access to DOOBIZ Portal

- 1.1. Access
- 1.2. Main Screen Description
- 1.3. Header Contents
- 1.4. Main Contents Overview

2. Home

- 2.1 Announcement
- 2.2 Promotion
- 2.3 Parts Policy
- 2.3 Recommend Stock list by Demand
- 2.4 Listening Post
- 2.5 Survey

3. Order

- 3.1 Create
- 3.2 Merchandize
- 3.3 Display
- 3.4 Order Status
- 3.5 Invoice Status
- 3.6 Order Status Summary

4. Complaint

- 4.1 Complaint Create
- 4.2 Complaint Display

5. Account

- 5.1 AP List
- 5.2 AP Schedule

6. Part Info

- 6.1 Part Info
- 6.2 Parts Book

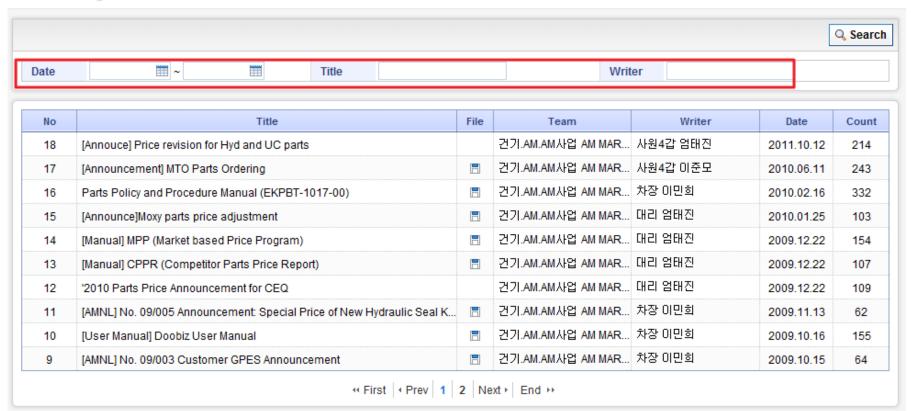
7. P&S Marketing

- 7.1 Marketing News
- 7.2 Sales Library
- 7.3 DI News
- 7.4 Parts Bulletin

- 8.1 Parts Sales Report
- 8.2 Inventory Management Report
- 8.3 CPPR
- 8.4 Dealer Performance Report(CE)



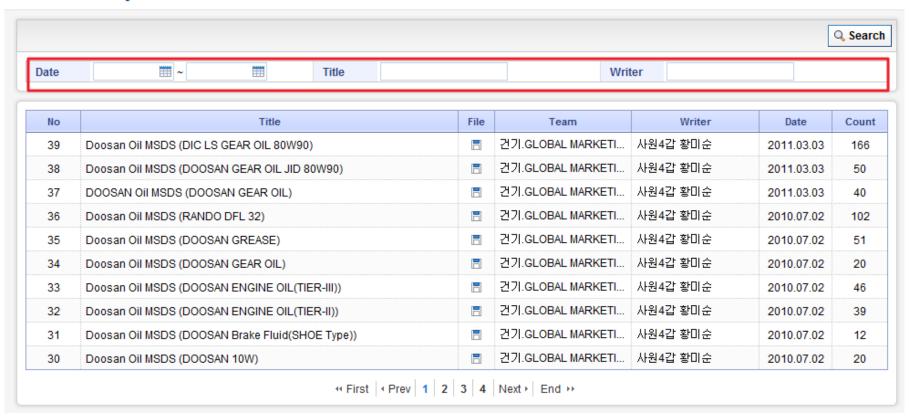
Marketing News



You can find our Marketing news in this field.

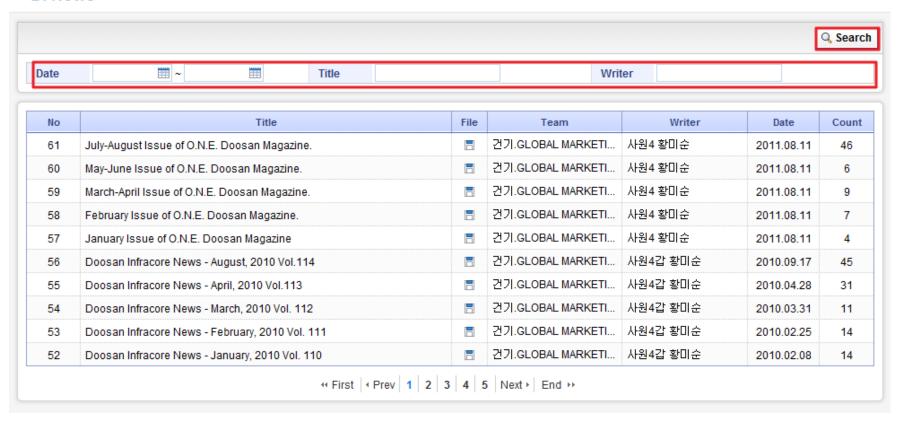


Sales Library



7.3 DI News 7. P&S Marketing

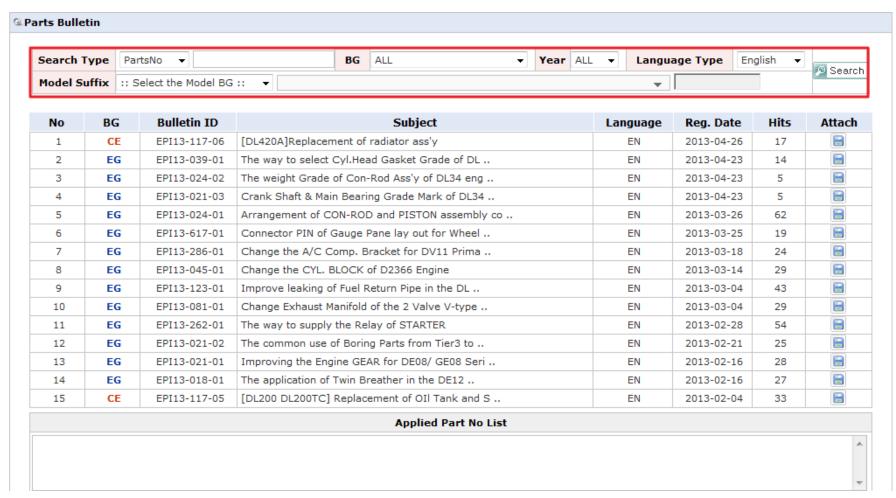
DI News



[#] There are **our magazine** and **Infracore news** in this fields.



7.4 Parts Bulletin



You can find the valuable tip and information about our parts. And Search type, BG, Year, Model Suffix is available to find out subject.



1. Access to DOOBIZ Portal

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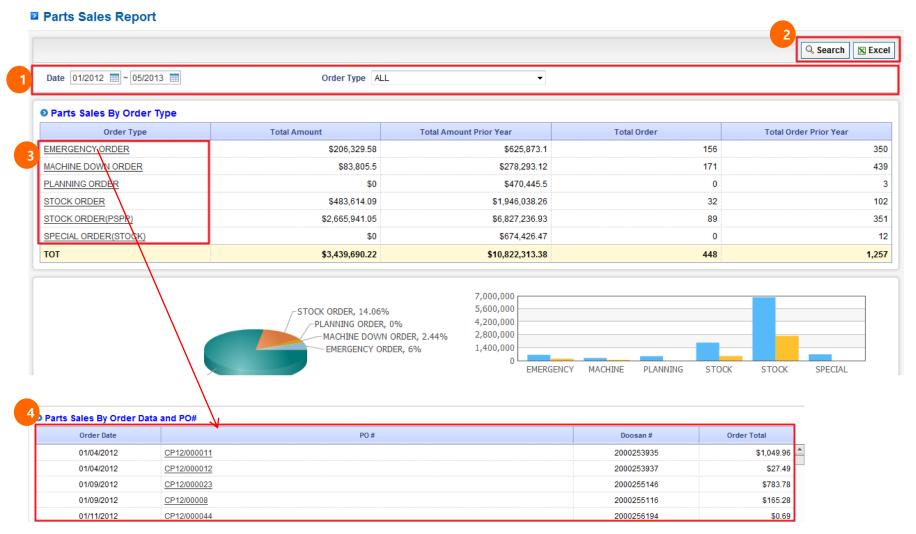
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- **8.3 CPPR**
- 8.4 Dealer Performance Report(CE)



8.2 Parts Sales Report

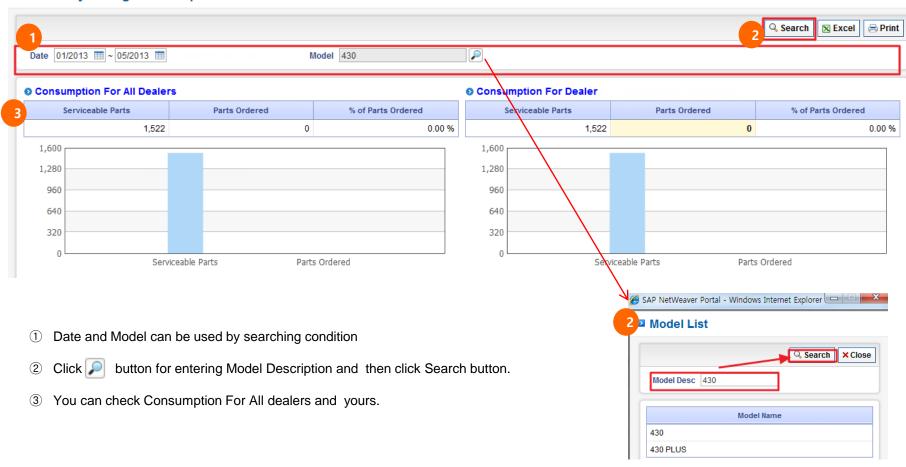


- ① Date and Order type can be used by searching condition.
- ② Click Search button
- 3 Click each order type if you want to check more detailed information like Step 4.
- 4 You can check the detailed data.



8. Parts Sales Report

Inventory Management Report



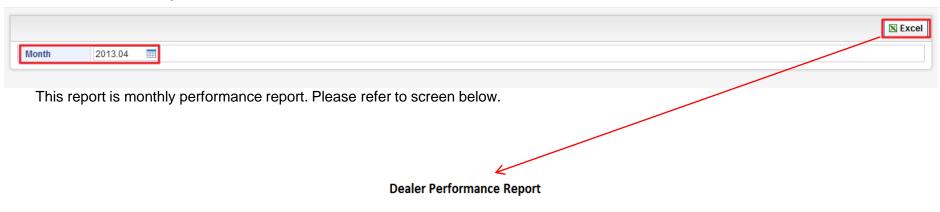


■ CPPR(Competitor Parts Price Report)



8. Parts Sales Report

Dealer Performance Report



Region: AP/E, Asia

Monthly Dealership Report

	Order Amt: Gross Purchase (Unit: 1,000 USD)				Order Type: Number of Lines				Order Type: No. of orders				Competitive Parts Order Amt (Unit: 1,000 USD)				Machine	Monthly DCCR (Unit: 1,000 USD)		
Class	Stock	Emergency	Total	SOR	Stock	Emg.	Total	SOR	Stock	Emg.	Total	SOR	UC	GET	Filter	Fluids	Q'ty (invoiced)	Captured Amount	Opportunity	DCCR
2012.05	896	73	970	92%	480	655	1,135	42%	29	93	122	24%	146	2	19		30	8,845	4,806	184%
2012.06	553	39	592	93%	216	320	536	40%	6	82	88	7%	83		63		18	9,456	4,792	197%
2012.07	386	76	462	83%	287	427	714	40%	6	84	90	7%	8	0	6		42	9,138	4,694	195%
2012.08	214	72	286	75%	297	368	665	45%	8	58	66	12%	31		37		36	8,884	4,745	187%
2012.09	482	113	595	81%	387	314	701	55%	8	83	91	9%	63	27	71		31	8,701	5,046	172%
2012.10	577	147	724	80%	300	705	1,005	30%	11	113	124	9%	9		65	1	20	8,724	5,090	171%
2012.11	303	100	403	75%	231	469	700	33%	11	118	129	9%	148	9	88		5	8,301	5,407	154%
2012.12	410	85	496	83%	354	452	806	44%	4	68	72	6%	4		31		4	7,869	5,449	144%
2013.01	600	175	775	77%	384	580	964	40%	17	109	126	13%	55		110			7,172	5,497	130%
2013.02	859	237	1,096	78%	1,943	497	2,440	80%	9	103	112	8%	24	26	46			7,393	5,476	135%
2013.03	202	88	290	70%	29	650	679	4%	5	139	144	3%	128		1		5	7,553	5,472	138%
2013.04	27	53	80	33%	68	248	316	22%	3	69	72	4%	2		0			7,359	5,478	134%
Total	5,508	1,259	6,767	81%	4,976	5,685	10,661	47%	117	1,119	1,236	9%	699	63	536	1	191	99,394	61,951	160%

^{*}SOR: Stock Order Ratio



E.O.D

