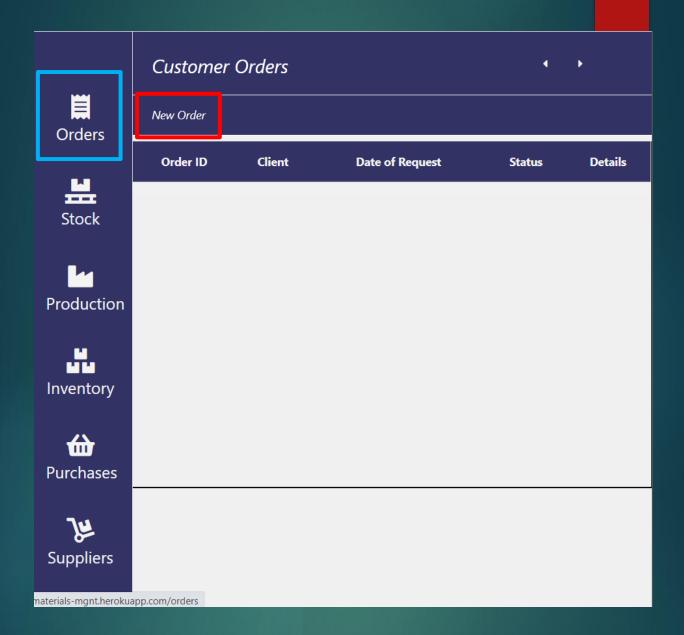
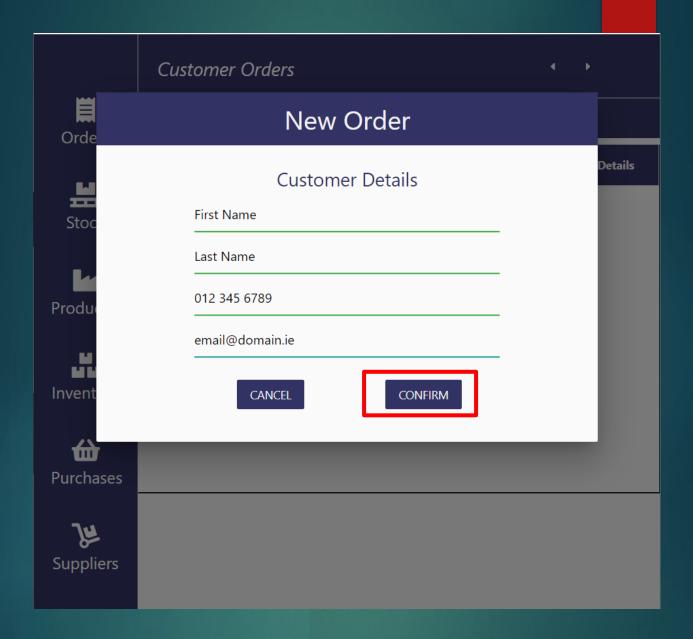
Materials Management

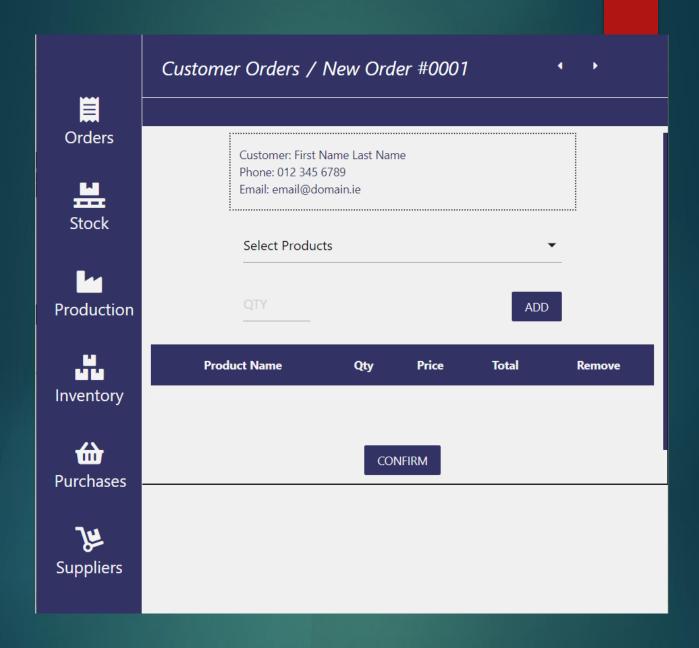
A quick guide showing how to use the system and its main functionalities



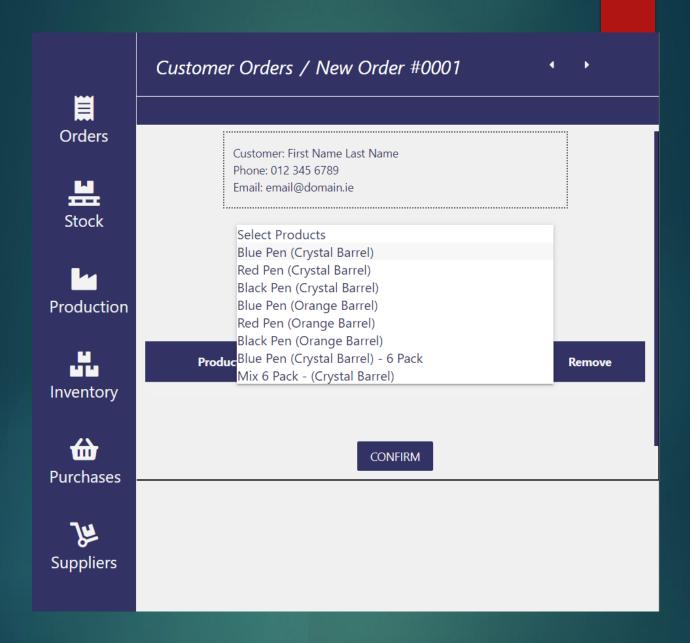
▶ To open a New Order click in NEW ORDER.



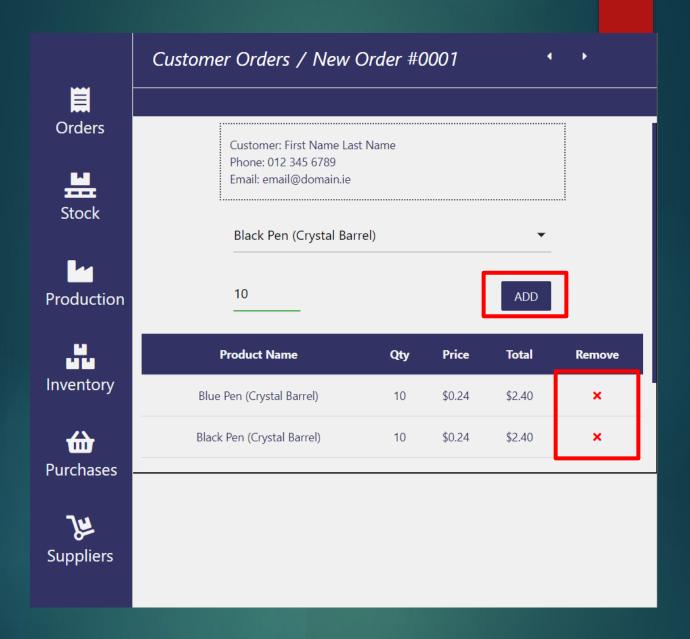
▶ Add the Customer Details and click in CONFIRM.



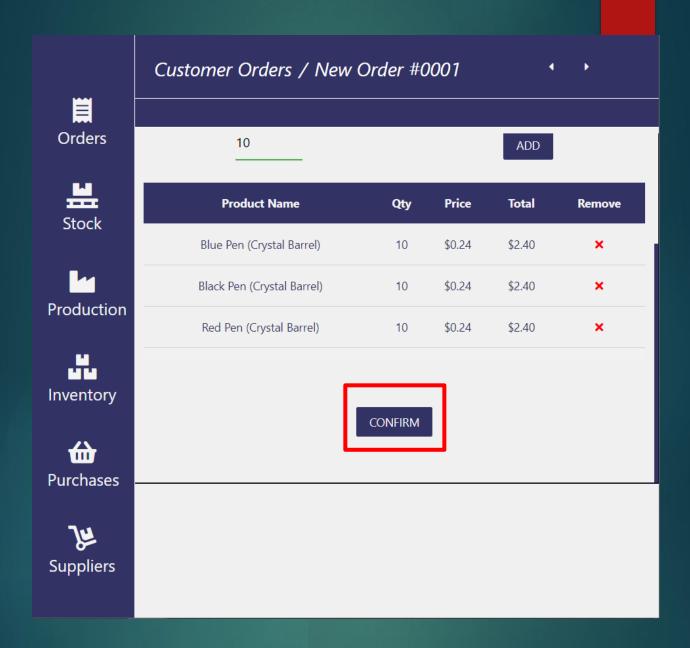
Select the products to be added in the New Order.



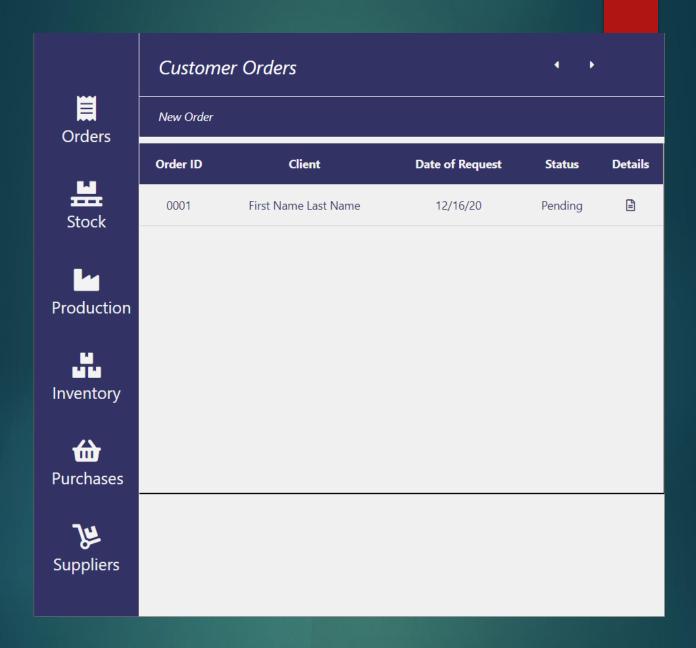
Select the products to be added in the New Order.



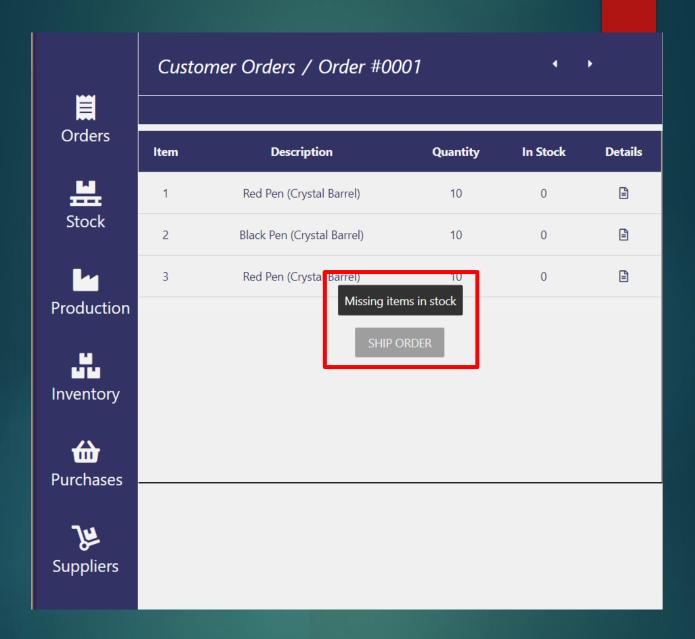
 Products can be added and removed from the order before confirmation



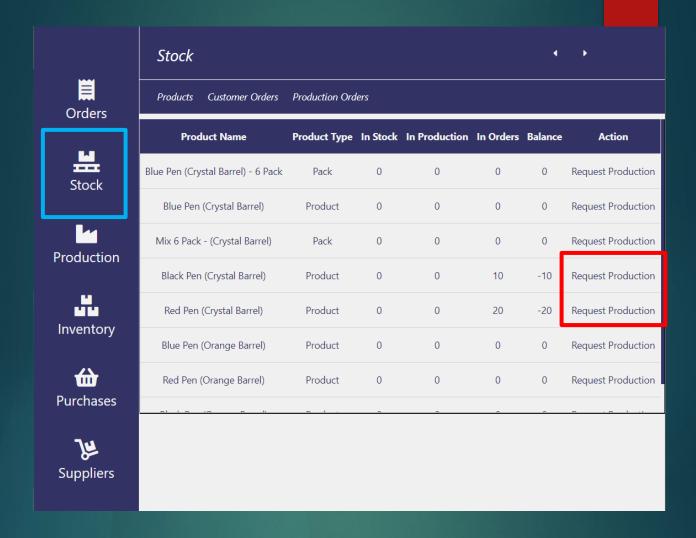
When all products are added to the New Order, click in CONFIRM.



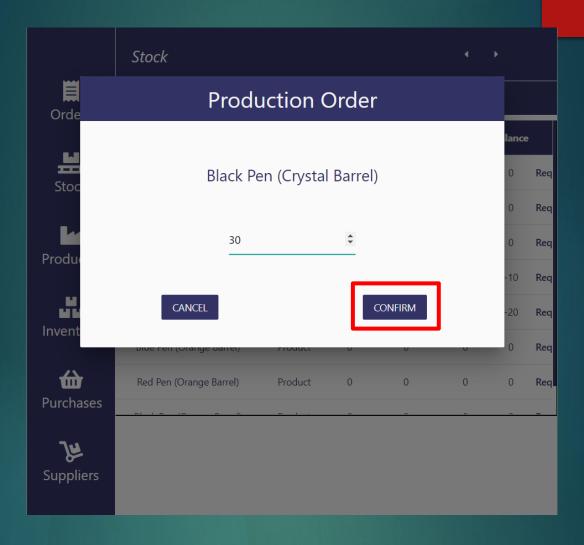
- You will be redirected to a Customer Orders list;
- ▶ Click in the DETAILS icon for more information.



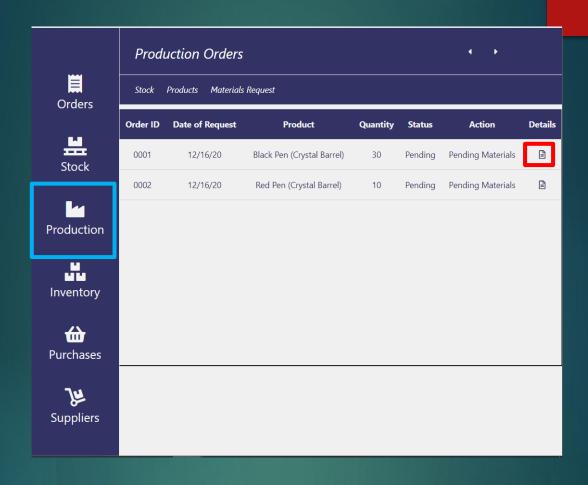
- ▶ It will list all items in this order;
- ► The order can only be shipped if all products are available in STOCK.



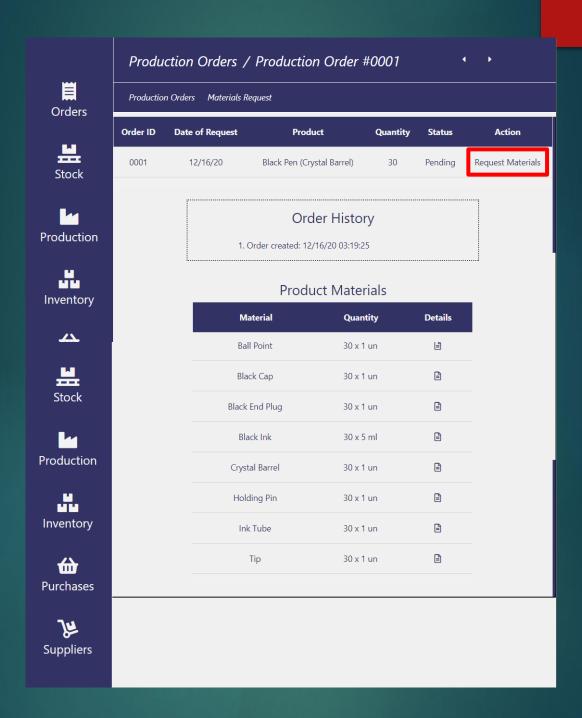
- ▶ In Stock, it is possible to see the missing products in the stock balance;
- To open a new Production Order, click in Request Production



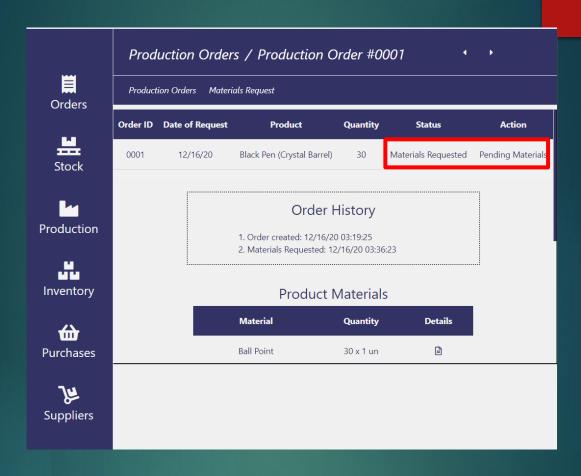
Select the product quantity and click in CONFIRM



- You will be redirected to Production Orders list;
- ▶ Click in the Details icon for more information

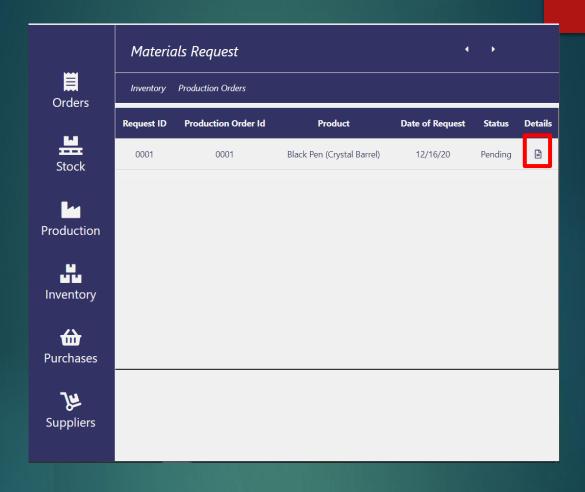


- Once the Production Order is opened, it is possible to request materials for production;
- Click in Request Materials to request materials from inventory.



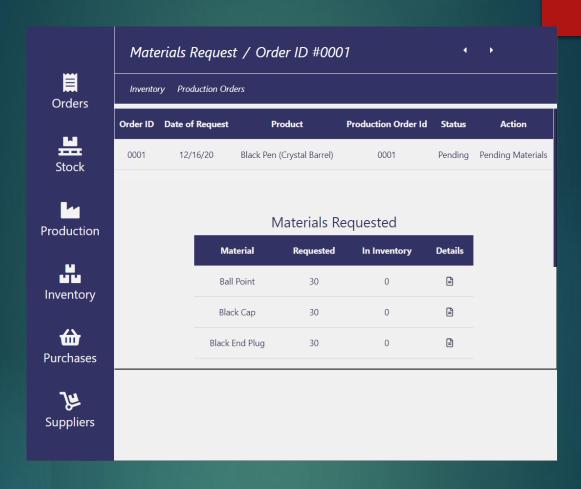
- ▶ The Order History will be updated;
- ► The Production Order status will be set to "Materials Requested";
- No action can be taken until the Requested Materials are made available for production.

Materials Request



- When the materials are requested, a new Material Request is opened;
- Click in the Details icon for details.

Materials Request



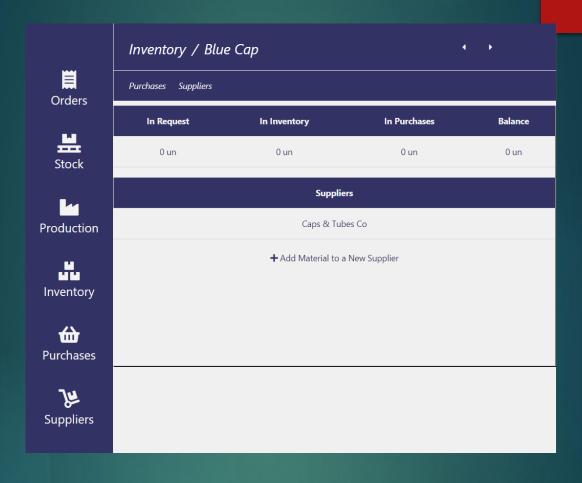
- ▶ It is possible to see the materials that the request is made of as well as the quantity available in Inventory;
- ► The Materials Request status is pending, no action can be taken until the level in inventory is higher than the requested for all materials.

Inventory List

| | Invento | ry | | | • | • | |
|------------|-------------|--|--------------|-------------|--------------|---------|----------|
| Orders | Purchases | Purchases Materials Request New Material | | | | | |
| | Material ID | Material Description | In Inventory | In Requests | In Purchases | Balance | Details |
| Stock | 0001 | Blue Cap | 0 un | 0 un | 0 un | 0 un | |
| Stock | 0002 | Red Cap | 0 un | 0 un | 0 un | 0 un | |
| Production | 0003 | Black Cap | 0 un | 30 un | 0 un | -30 un | |
| Floudction | 0004 | Blue End Plug | 0 un | 0 un | 0 un | 0 un | = |
| 10 to | 0005 | Black End Plug | 0 un | 30 un | 0 un | -30 un | |
| Inventory | 0006 | Red End Plug | 0 un | 0 un | 0 un | 0 un | |
| ₩ | 0007 | Ink Tube | 0 un | 30 un | 0 un | -30 un | |
| Purchases | | 7 | ^ | 22 | ^ | - 22 | |
| Suppliers | | | | | | | |

- ▶ In Inventory list is possible to see all registered materials;
- ► The balance will be the quantity available in the inventory plus the quantity in purchase minus the amount requested;
- If the balance is negative, a New Purchase should be placed;
- ▶ Click in the Details icon for more information.

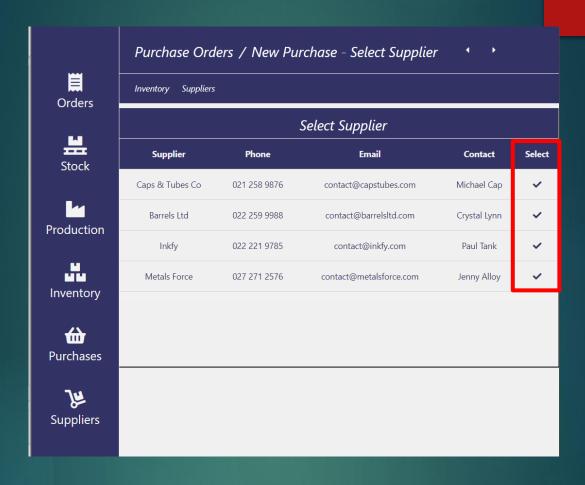
Inventory List



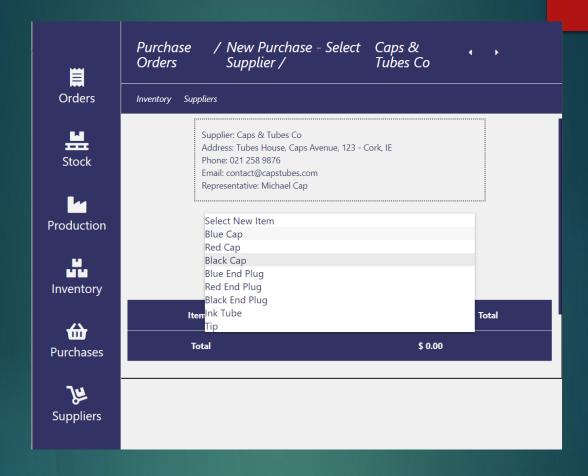
- ▶ As in the previous screen, it is possible to see the quantity level for this material;
- ▶ The material can be assigned to any registered supplier.

| | Purchase Orders | | | • • | | | |
|------------|-----------------|---------------------|-----------------|---------|----------|---------|--|
| Orders | Inventory | Suppliers New Purch | ase | | | | |
| Olders | Order # | Date of Request | Supplier | Total | Status | Details | |
| Stock | #0001 | 12/16/20 | Caps & Tubes Co | \$ 3.85 | Received | | |
| Stock | #0002 | 12/16/20 | Barrels Ltd | \$ 0.90 | Received | | |
| Duaduation | #0003 | 12/16/20 | Inkfy | \$ 3.60 | Received | | |
| Production | #0004 | 12/16/20 | Metals Force | \$ 4.80 | Received | | |
| 10 to | #0005 | 12/16/20 | Inkfy | \$ 3.00 | Received | | |
| Inventory | #0006 | 12/16/20 | Caps & Tubes Co | \$ 0.10 | Received | | |
| ₩ | #0007 | 12/16/20 | Barrels Ltd | \$ 2.00 | Received | | |
| Purchases | "0000 | 10.115.100 | | 4050 | n | 6 | |
| Suppliers | | | | | | | |

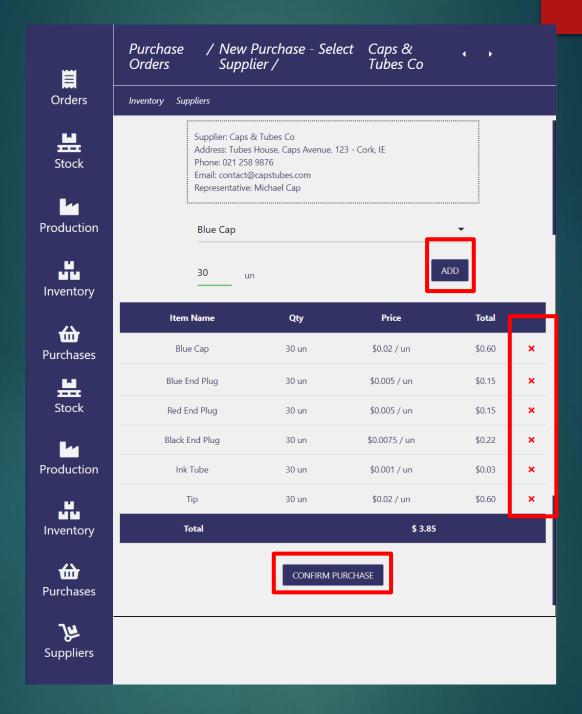
- ▶ In Purchases, you can see a list of Received and Pending Purchases;
- ▶ To make a new purchase, click in New Purchase.



Select the supplier that you want to buy the materials



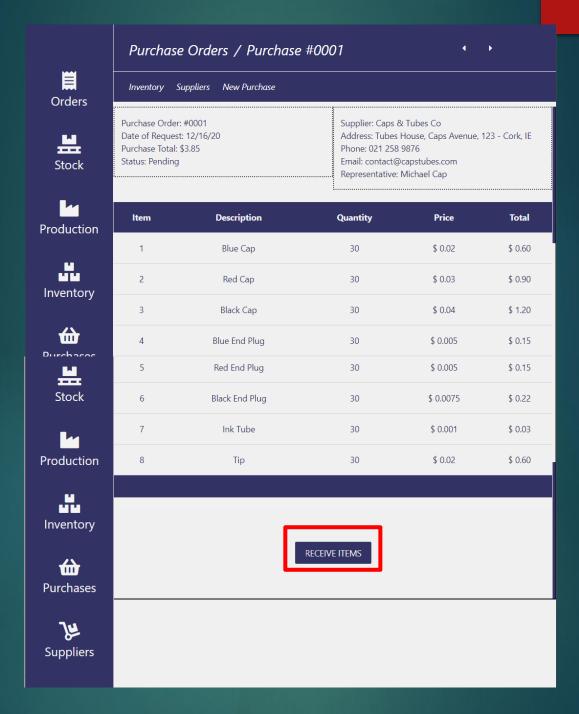
- Select all the materials for this supplier for purchase;
- ▶ It can be purchase only materials that were previous registered in the system.



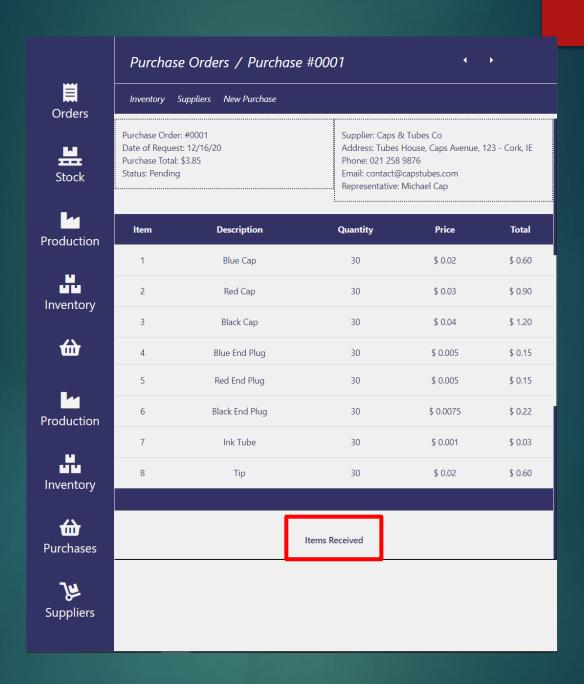
▶ Items can be added and removed before confirming the purchase.

| | Purchase Orders | | | | • • | | | |
|------------------------|-----------------|------------------------|-----------------|---------|----------|---------|--|--|
| E Orders | Inventory | Suppliers New Purchase | | | | | | |
| | Order # | Date of Request | Supplier | Total | Status | Details | | |
| Stock | #0001 | 12/16/20 | Caps & Tubes Co | \$ 3.85 | Received | | | |
| Stock | #0002 | 12/16/20 | Barrels Ltd | \$ 0.90 | Pending | | | |
| Production | #0003 | 12/16/20 | Inkfy | \$ 3.60 | Pending | | | |
| Production | #0004 | 12/16/20 | Metals Force | \$ 4.80 | Pending | | | |
| Inventory | | | | | | | | |
| कि Purchases | | | | | | | | |
| % Suppliers | | | | | | | | |
| | | | | | | | | |

- Once confirmed, you will be redirected to Purchase Orders list;
- ▶ The Purchase Order status will be pending;
- ▶ Click in the Details icon to see the Purchase details.



▶ When the materials are received from the supplier, click in receive items to confirm and to send items to inventory.



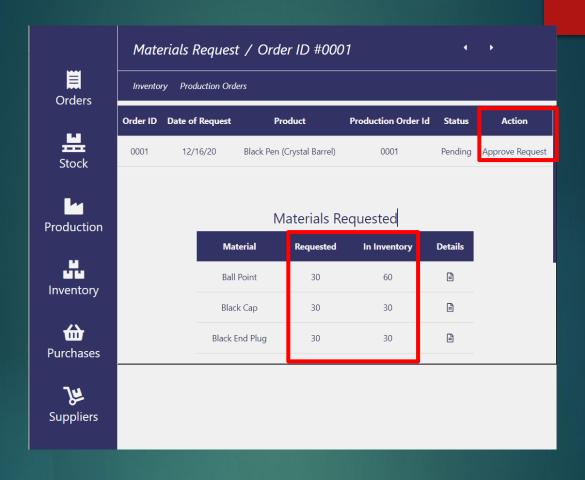
▶ When you click in Receive Items, the Purchase Order status will change to Received and inventory will be updated.

Approve Request

| | Inventory | | | | • • | | | |
|-------------------|-------------|-----------------------|--------------|-------------|--------------|---------|---------|--|
| H rders | Purchases | Materials Request New | Material | | | | | |
| | Material ID | Material Description | In Inventory | In Requests | In Purchases | Balance | Details | |
| ock | 0001 | Blue Cap | 30 un | 0 un | 0 un | 30 un | | |
| CK | 0002 | Red Cap | 30 un | 0 un | 0 un | 30 un | | |
| 1 ction | 0003 | Black Cap | 30 un | 30 un | 0 un | 0 un | | |
| uon | 0004 | Blue End Plug | 30 un | 0 un | 0 un | 30 un | | |
| | 0005 | Black End Plug | 30 un | 30 un | 0 un | 0 un | | |
| ory | 0006 | Red End Plug | 30 un | 0 un | 0 un | 30 un | | |
| | 0007 | Ink Tube | 30 un | 30 un | 0 un | 0 un | | |
| ases | | | 20 | 2.2 | 2 | • | 6 | |
| ppliers | | | | | | | | |

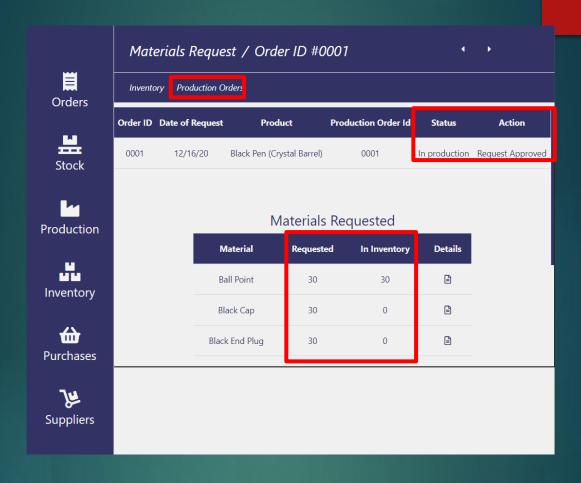
- Back to inventory, you can see now the balance updated;
- Click in Materials Request to make it available for Production.

Approve Request



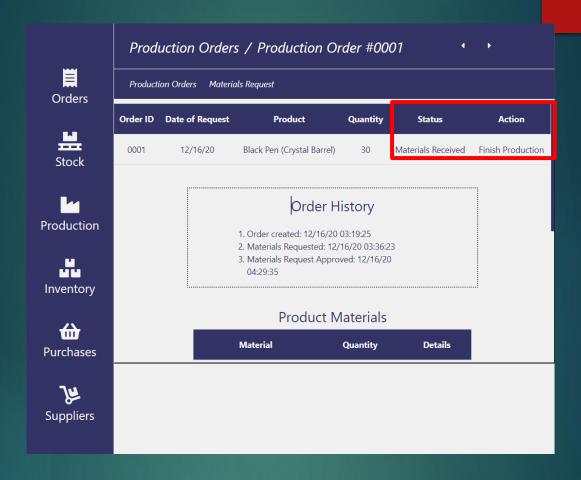
- When all items requested are available in Inventory, you can Approve the Materials Request for production;
- Click in Approve Request.

Approve Request



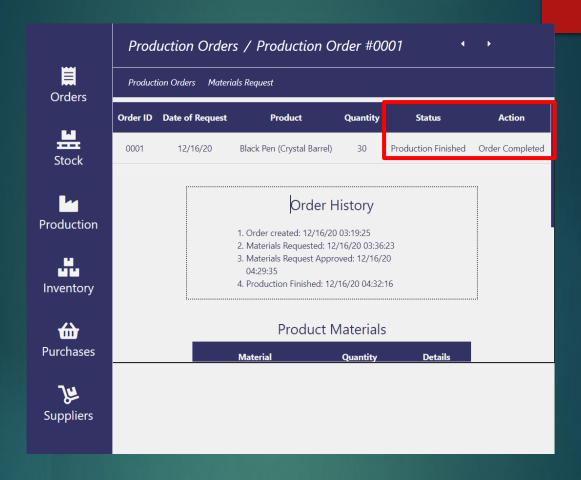
- ▶ It will change the Material Request status to "In Production";
- The inventory will be updated with the new level for each material;
- ▶ Click in Production Orders to see status.

Execute Production Order



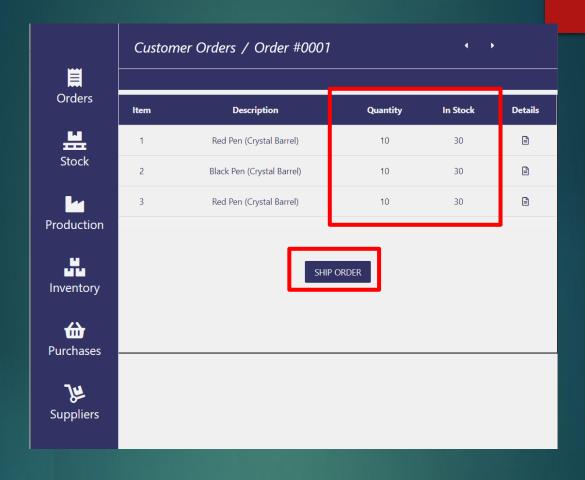
- When a specific order is selected, you can see that with the materials received, it is possible to finish production;
- ▶ Click in Finish Production to execute the order.

Execute Production Order



- It will change the Production Order status, as well as the order history;
- ▶ The finished products are sent to stock.

Ship Order



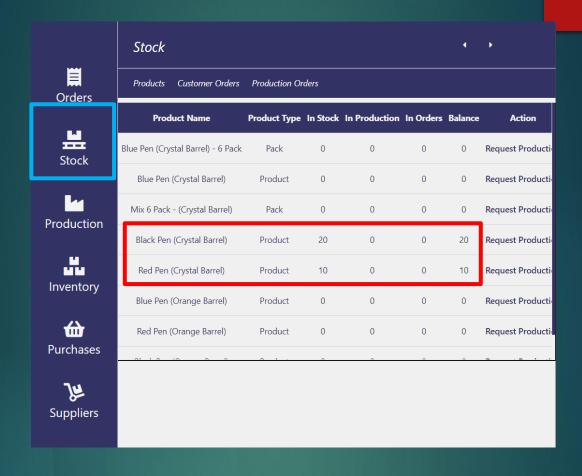
- When all products are available in Stock, it is possible to ship the order;
- Click in Ship Order to ship the order.

Ship Order

| | Customer | Orders / Order #0001 | • | • • | | |
|-----------------------|----------|----------------------------|----------|---------|--|--|
| Orders | | | | | | |
| Orders | Item | Description | Quantity | Details | | |
| # | 1 | Red Pen (Crystal Barrel) | 10 | | | |
| Stock | 2 | Black Pen (Crystal Barrel) | 10 | | | |
| <u>.</u> | 3 | Red Pen (Crystal Barrel) | 10 | | | |
| Production Inventory | | Order Shipped | | | | |
| Purchases | | | | | | |
| % Suppliers | | | | | | |

- Order Shipped;
- ► The stock balance will be updated as it has now lee 10 products of each item in the order.

Ship Order



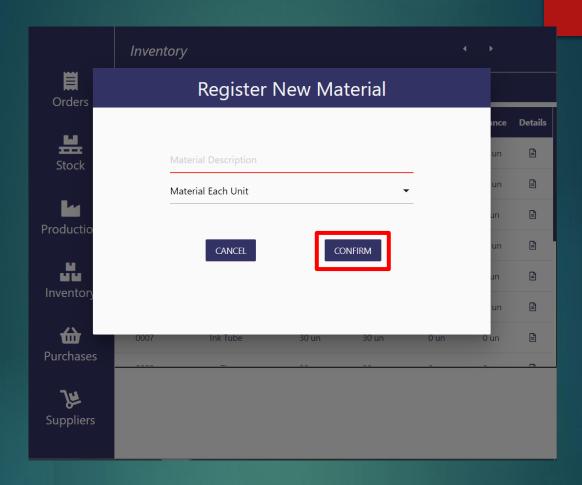
▶ The stock list is updated;

Register New Material

| | Inventory | | | | • • | | | |
|------------|-------------|-----------------------|--------------|-------------|--------------|---------|----------|--|
| Orders | Purchases | Materials Request New | Material | | | | | |
| | Material ID | Material Description | In Inventory | In Requests | In Purchases | Balance | Details | |
| Stock | 0001 | Blue Cap | 30 un | 0 un | 0 un | 30 un | E | |
| Stock | 0002 | Red Cap | 30 un | 0 un | 0 un | 30 un | = | |
| Production | 0003 | Black Cap | 30 un | 30 un | 0 un | 0 un | | |
| Production | 0004 | Blue End Plug | 30 un | 0 un | 0 un | 30 un | | |
| 10 to | 0005 | Black End Plug | 30 un | 30 un | 0 un | 0 un | | |
| Inventory | 0006 | Red End Plug | 30 un | 0 un | 0 un | 30 un | | |
| ₩ | 0007 | Ink Tube | 30 un | 30 un | 0 un | 0 un | | |
| Purchases | | 701 | 2.2 | 2.2 | 0 | • | | |
| Suppliers | | | | | | | | |

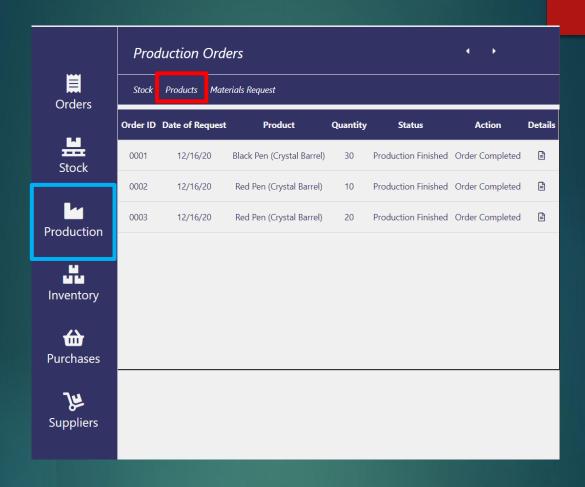
- Back to Inventory, you can Register New Materials;
- Click in Register New Material.

Register New Material



- Enter a description for the new material and its unit;
- Click in CONFIRM.
- The material price and supplier can be assigned in the materials detail screen.

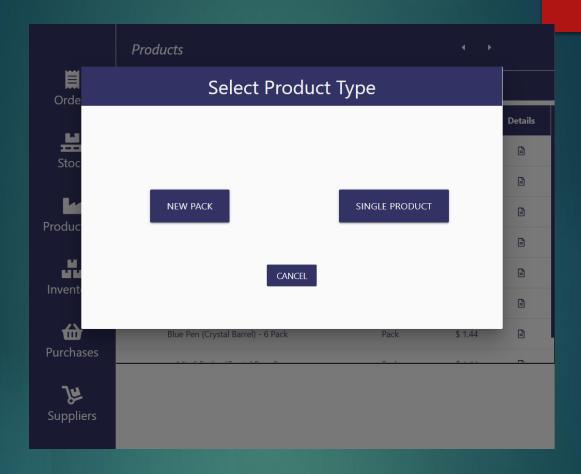
Register New Product



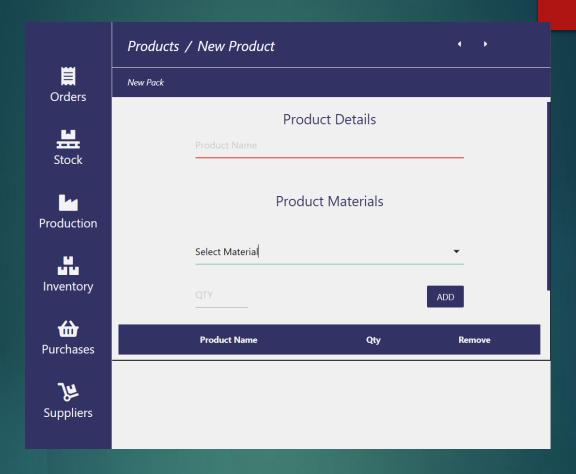
To register a New Product, go to Production screen and click in Products

| | Products | | • • | |
|-----------------------|---|--------------|---------|---------|
| Orders | Stock Production Orders Materials Request | New Product | | |
| | Product Name | Product Type | Cost | Details |
| Stock | Blue Pen (Crystal Barrel) | Product | \$ 0.24 | |
| Stock | Red Pen (Crystal Barrel) | Product | \$ 0.24 | |
| Production | Black Pen (Crystal Barrel) | Product | \$ 0.24 | |
| Production | Blue Pen (Orange Barrel) | Product | \$ 0.24 | |
| | Red Pen (Orange Barrel) | Product | \$ 0.24 | |
| Inventory | Black Pen (Orange Barrel) | Product | \$ 0.24 | |
| ₩ | Blue Pen (Crystal Barrel) - 6 Pack | Pack | \$ 1.44 | |
| Purchases | | | | Γ. |
| % Suppliers | | | | |

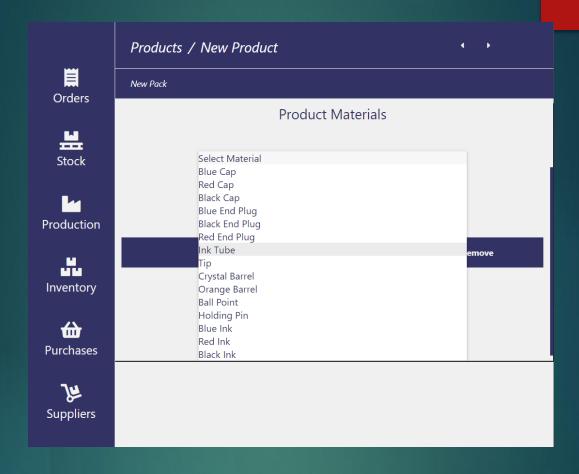
- You will see a list of all registered products;
- ▶ Click in New Product to register a New Product.



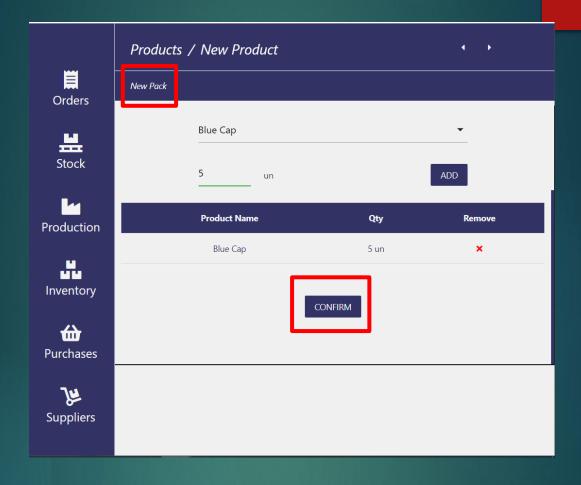
- Select the product type:
- ▶ It can be a Single Product (made of materials) or a Pack, that can contain multiple products. A pack of three blue pens, for example.



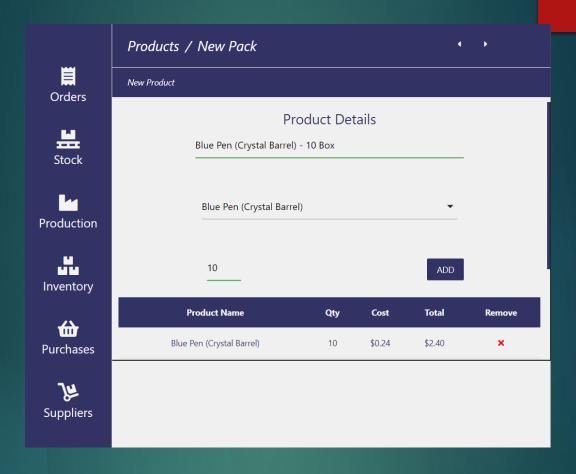
Provide a name to the Product and select its materials or products.



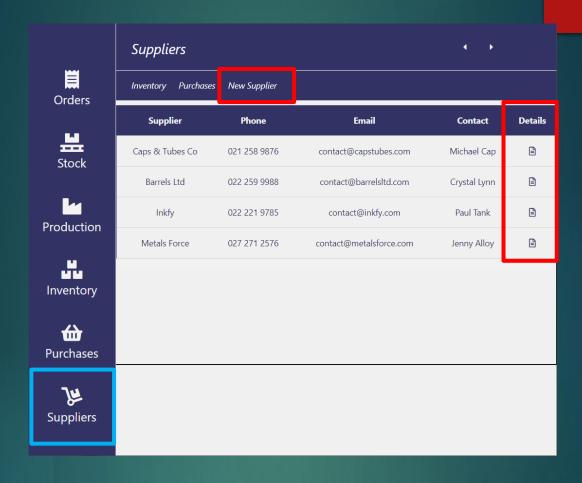
- For a Single Product, select the materials;
- Only materials registered can be chosen.



- Choose the materials and click in confirm to add the new product;
- ▶ To add a new pack instead, click in New Pack

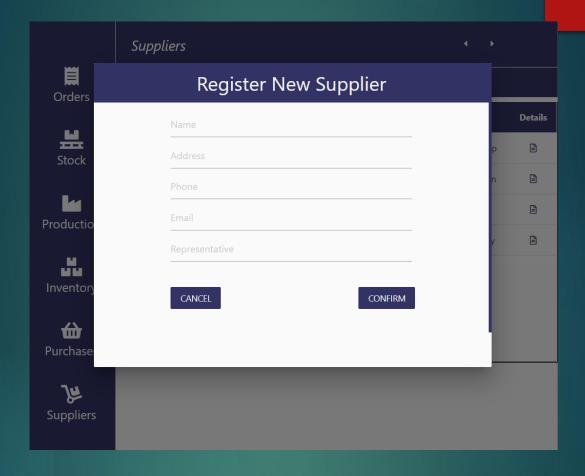


- Give a name to the pack;
- Select the products that will made up the pack;
- Click in confirm to add the new pack.

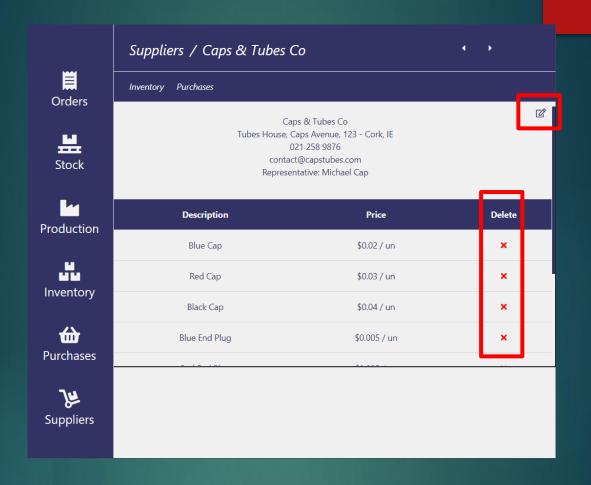


- Click in the Suppliers Icon to see the suppliers list;
- Click in New Supplier to add a New Supplier;
- Click in Details icon to see Supplier details

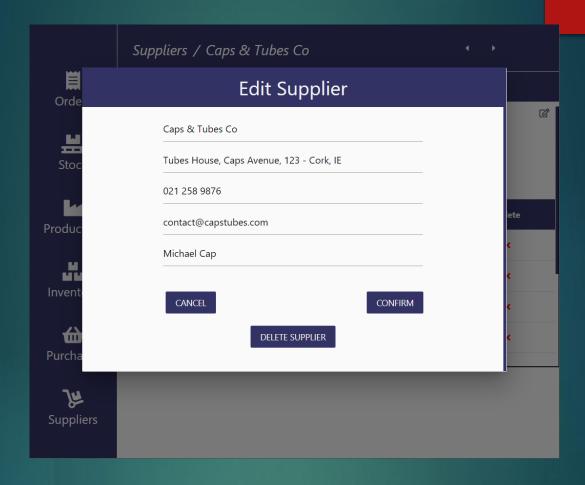
Register a New Supplier



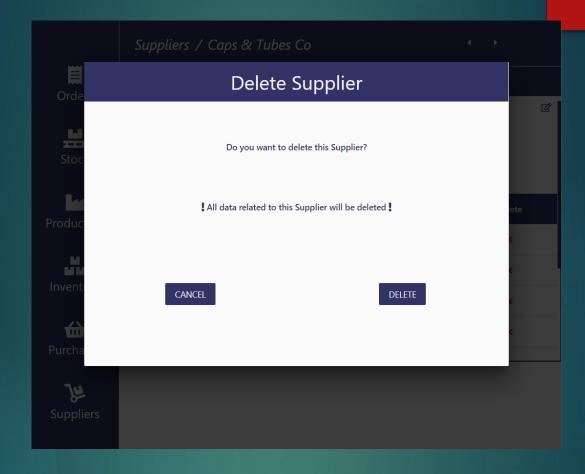
 Add the information of the new supplier and click in CONFIRM.



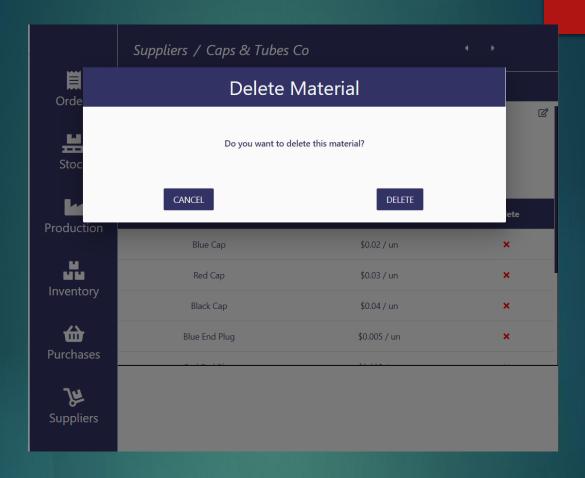
Supplier info can be edited as well as the items of each supplier can be deleted.



- Edit Supplier Info and click in confirm;
- If you want to delete the supplier ("not recommended" click in Delete Supplier

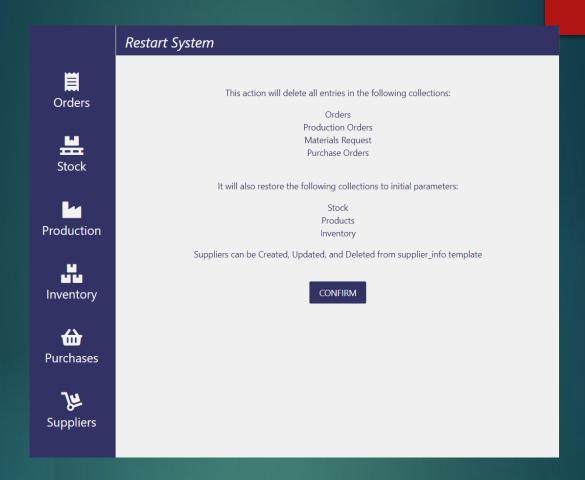


- If you click in delete supplier, a modal confirmation will appear for confirmation;
- Click in DELETE to confirm or click in CANCEL to keep the supplier registered in the system.



If you click to delete the item from the supplier, it will also appear a message to confirm.

Reseting the system



- Well, as everything is a simulation, there is here a button to restore the parameters once pre-defined.
- It was not set options to cancel, delete, edit the other documents as they are interconnected, it would break the system or require load of conditions that were not able to be covered in this version.
- Just go to https://materials-mgnt.herokuapp.com/zz restart system