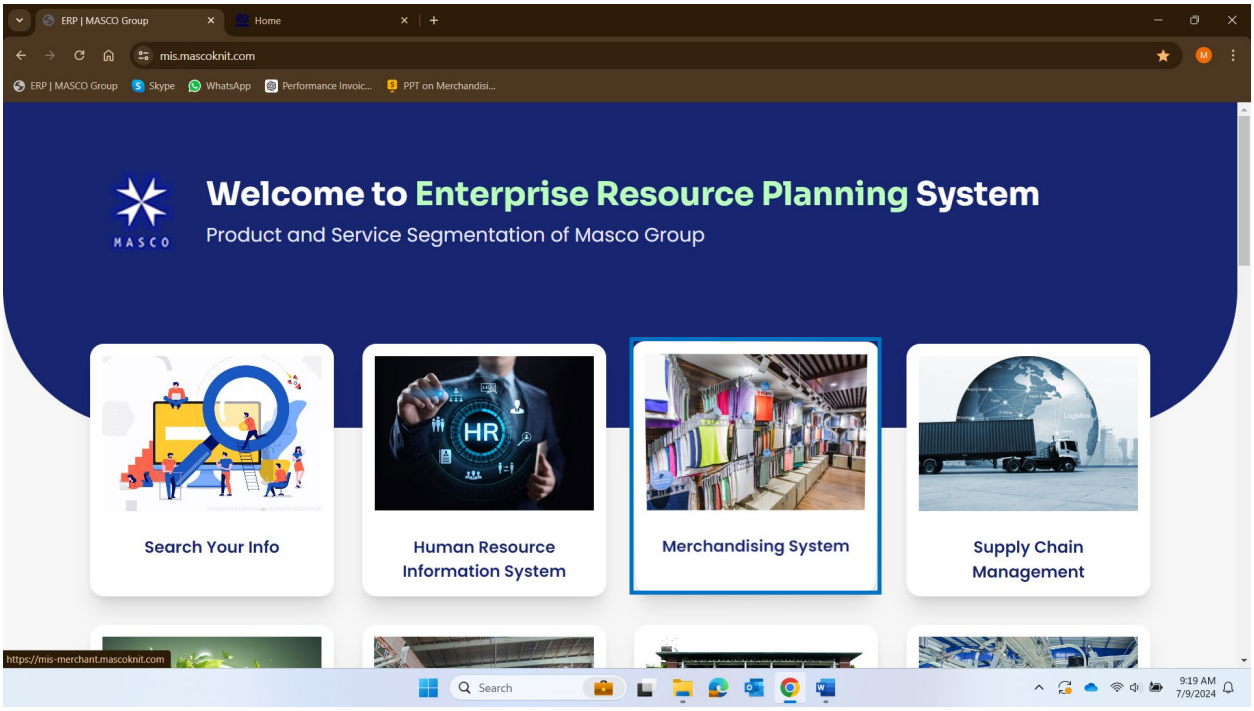
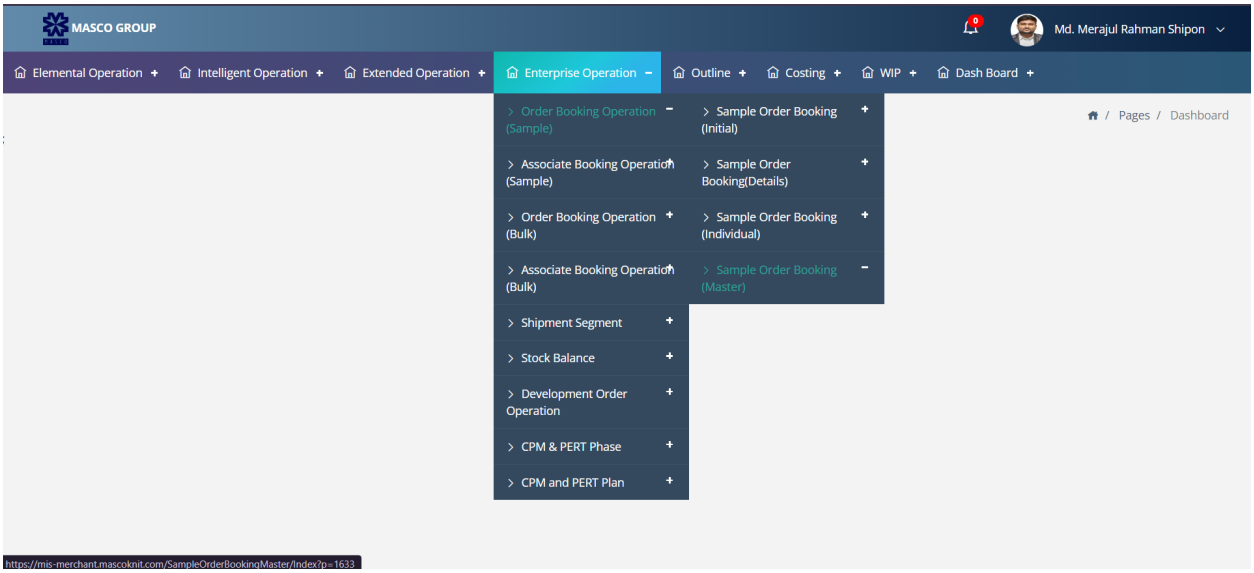
User Manual (Sample Order Booking)

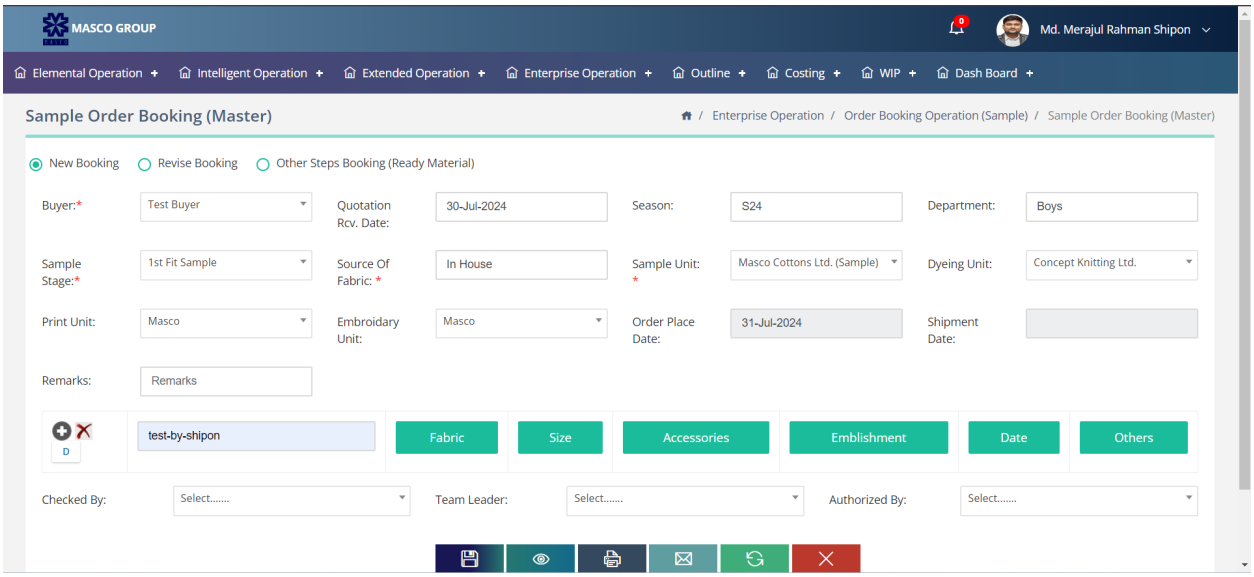
1. Login to your Merchandising System account.



2. Go to Enterprise Operation → Order Booking Operation(Sample) → Sample Order Booking (Master)

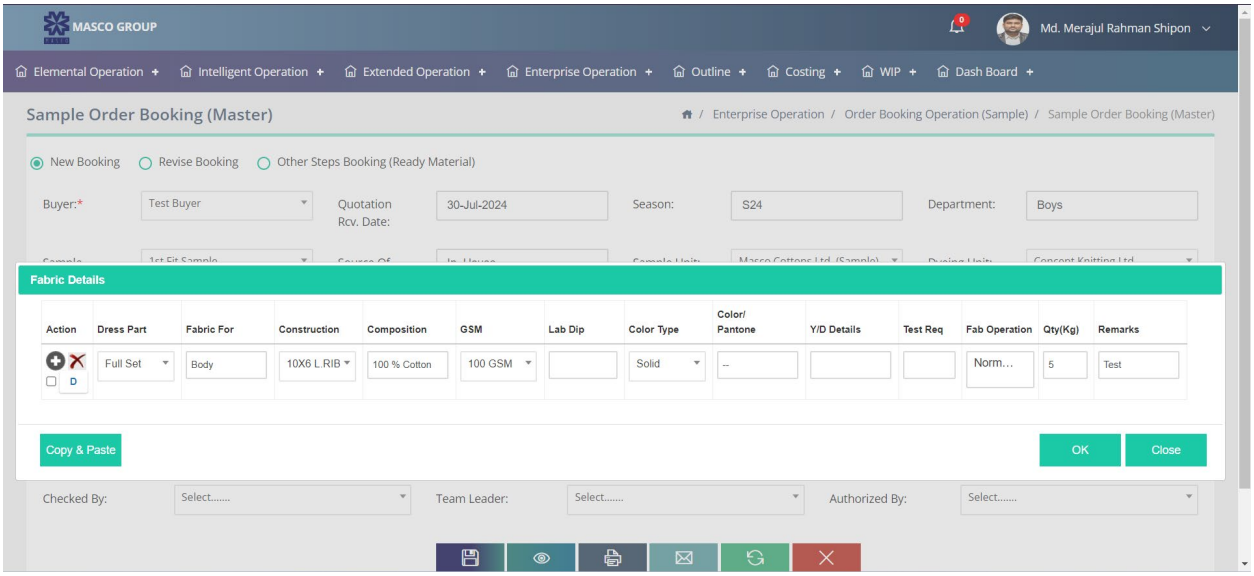


3. Select your Buyer *
    i. Enter Quotation Receive Date. Type Season, and Department
    ii. Select Sample Stage. *
    iii. Enter/Type Source of fabric. *
    iv. Select Sample Unit. *
    v. Select Dyeing/Print/Embroidery Unit (if any).
    vi. Type Remarks (if any).



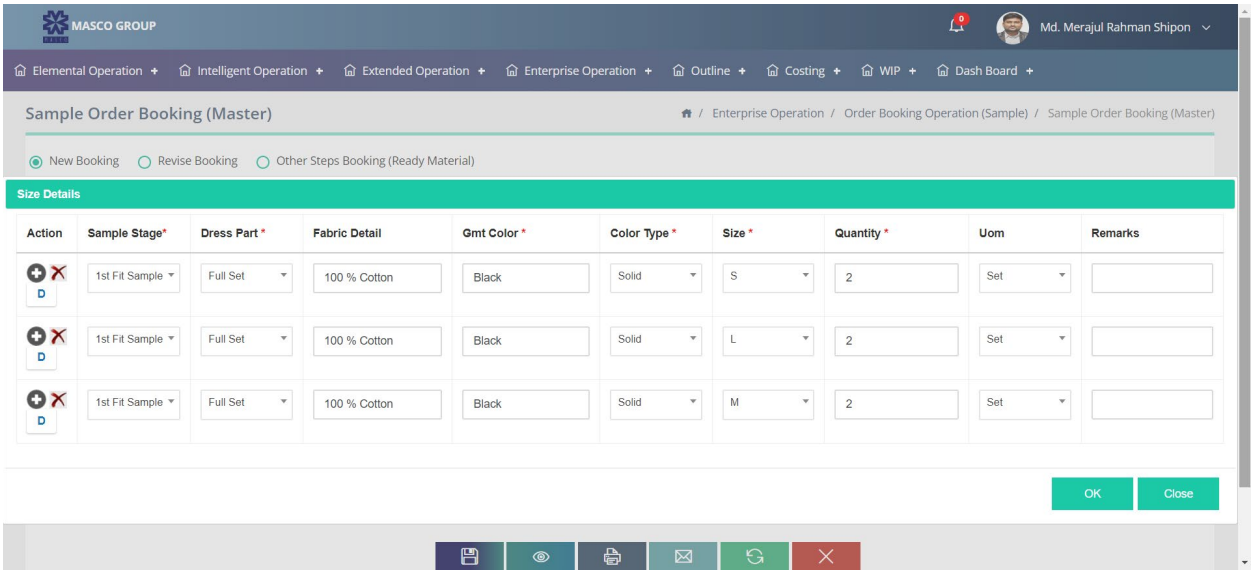
4. Click on Fabric and enter fabric details.
    i. Select Dress Part
    ii. Type Fabric For
    iii. Select Construction.
    iv. Type Composition of the Fabric.
    v. Select Fabric GSM.
    vi. Type Lab Dip (if any).
    vii. Select Color Type, and type Color Panton.
    viii. Type Y/D Details, Test Request, Fab Operations, and Remarks.
    ix. Enter Quantity and Click OK to save fabric details.

Note: You can add multiple Fabric Info in the same order. Click on Plus (+)Sign to add a new fabric, and Click on D to generate a copy of the fabric details. Click cross (X) to remove a fabric.



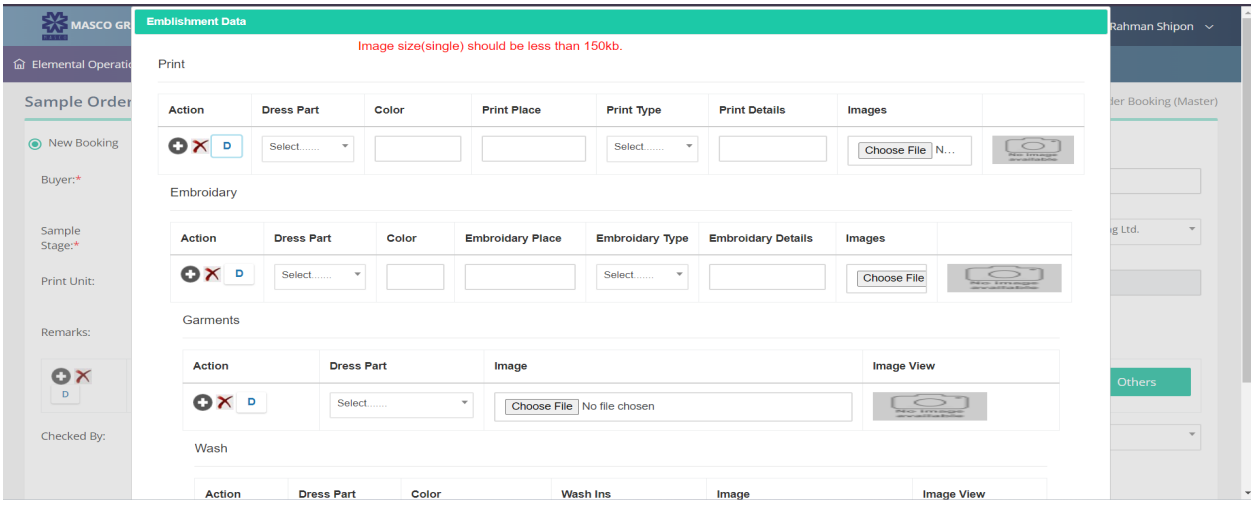
5. Click on Size and enter Size Details.
    i. Select Sample Stage. *
    ii. Select Dress Part. *
    iii. Type Fabric Detail.
    iv. Type Garment Color and select Color Type.
    v. Select Size, Enter Quantity and select the unit of measurement.
    vi. Click Ok to save.

Note: You must provide the color-wise and size-wise breakdown here. Click on (D) to duplicate/copy the size details, and then you can just change the color and size info. Click Add(+) Sign to enter a new color/size. Click Cross (X) to delete an entry.

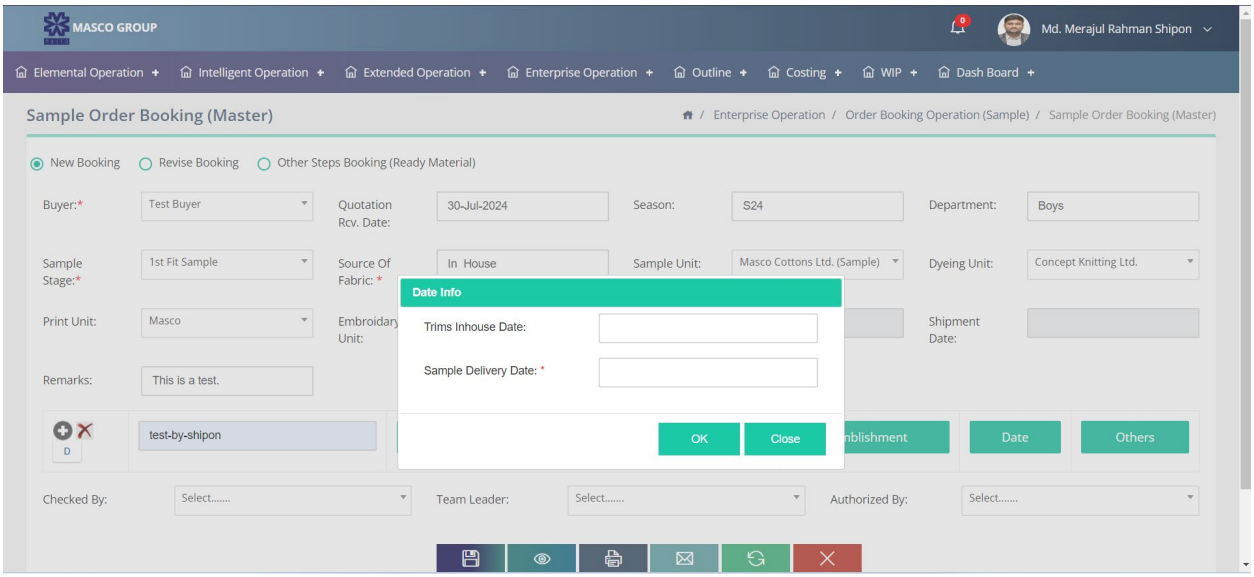


6. Click on Emblishment and enter the necessary data.

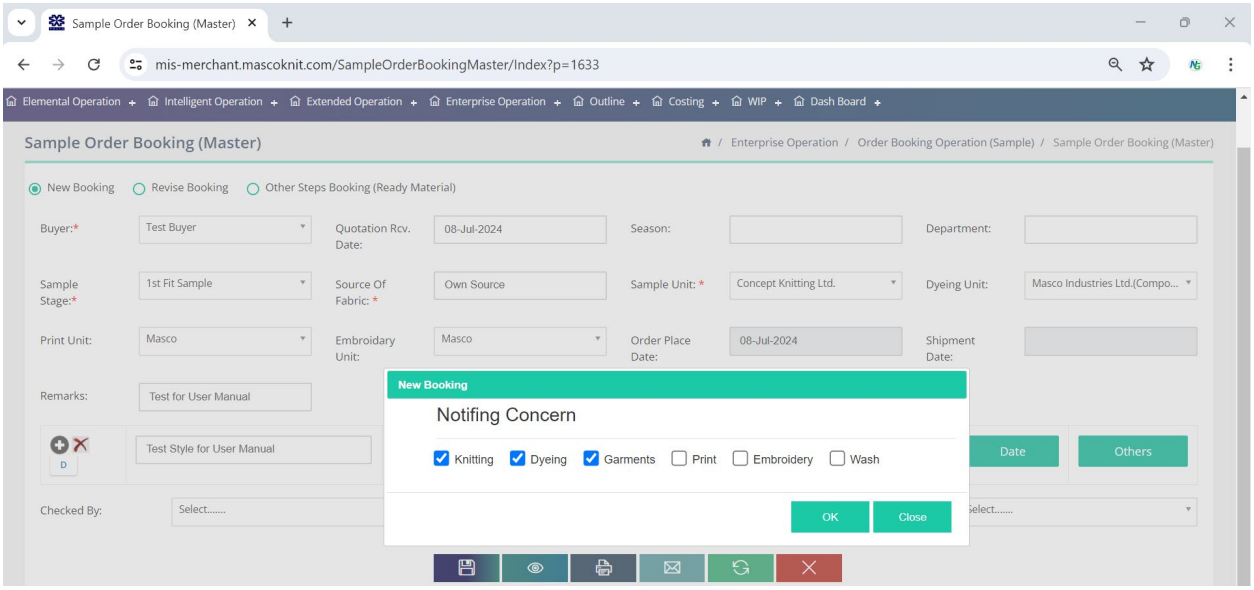
Note: The picture size must be less than 100kb.



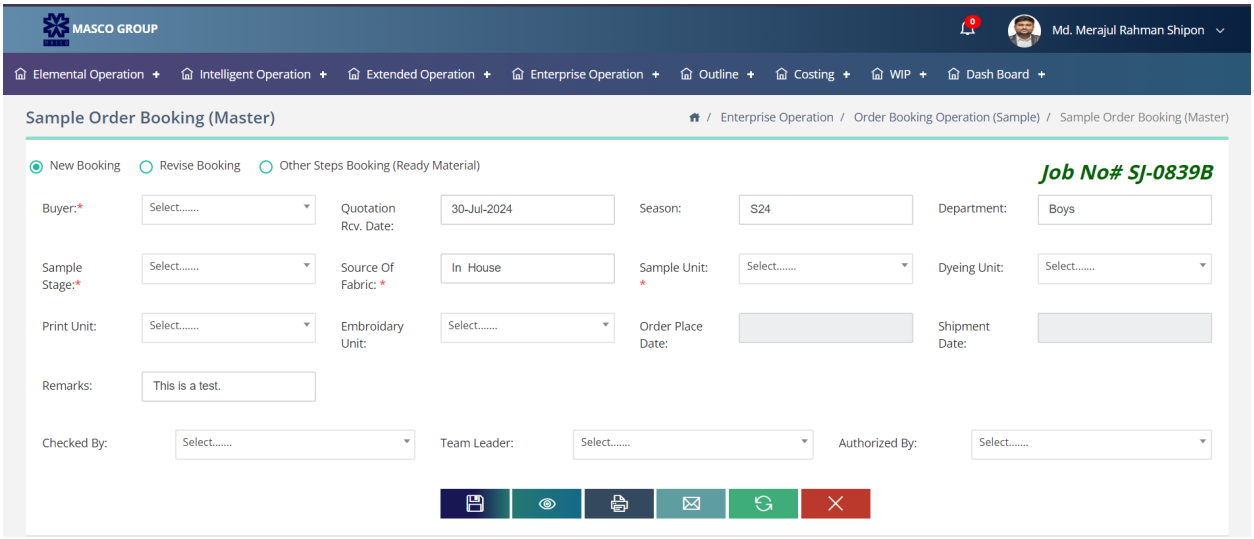
7. Click on Date and enter the shipment date.



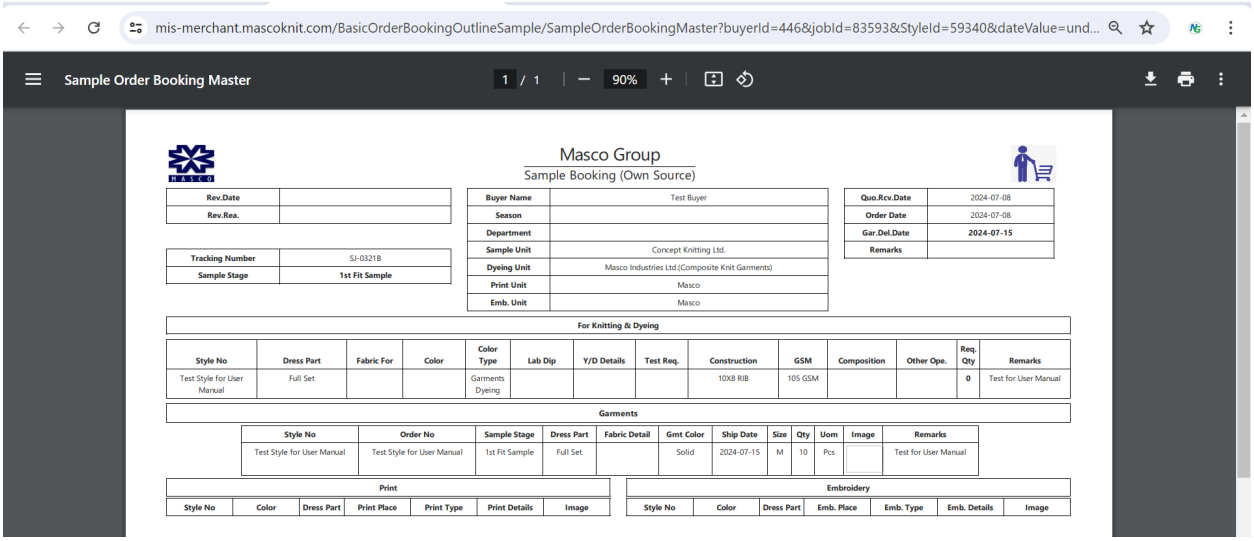
8. Once you entered all the applicable data click save. A pop-up will appear. Select the departments that need to be notified. And click Ok.



9. You will get a Job Number, keep the job number for further tracking and other operations.

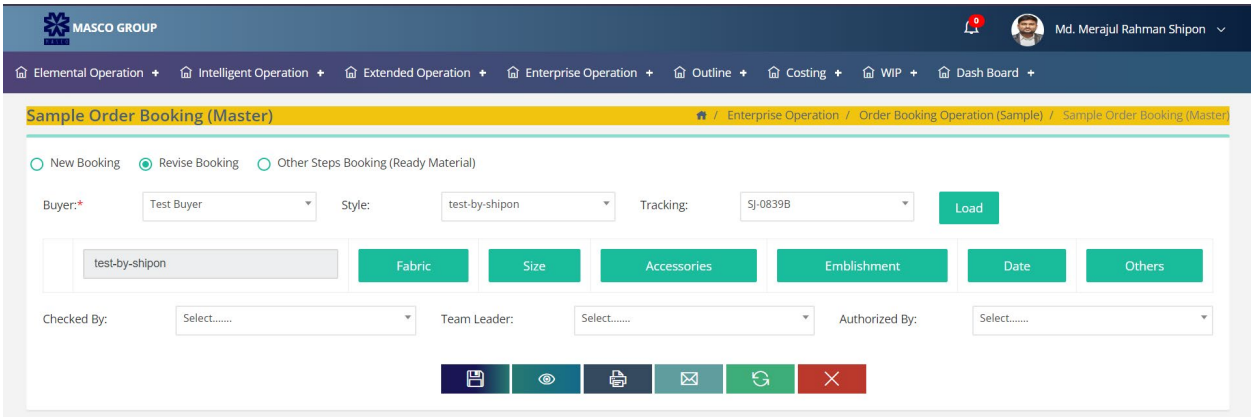
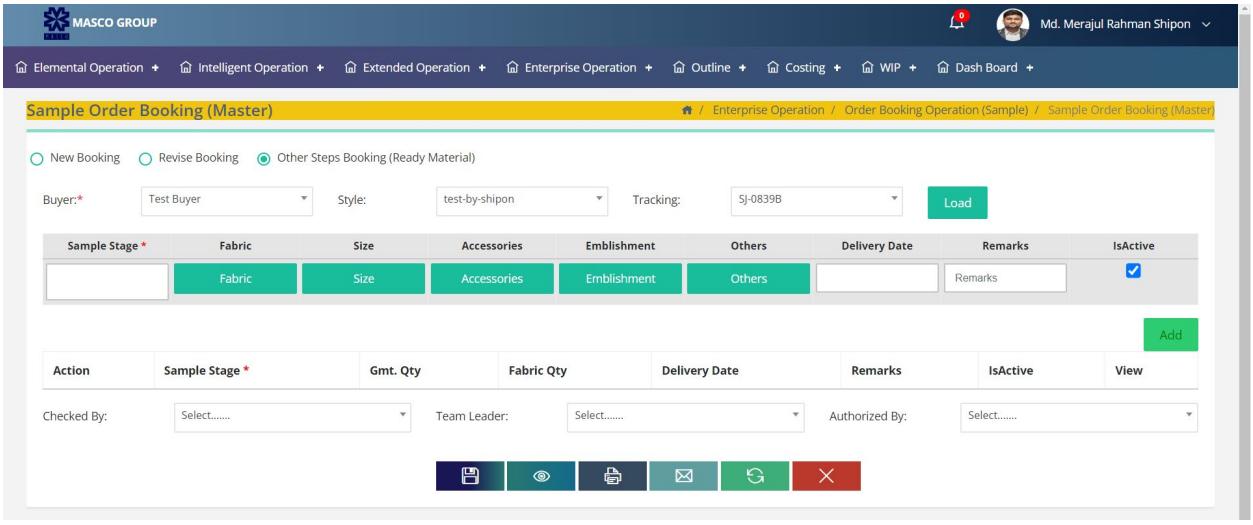


10. We can get this output from the system by clicking print.



11. If we need to change anything in the existing sample order. We can go to the Revise Booking.
    i. Select Buyer.
    ii. Select your Job Number and Click Load.
    iii. Then you can change the required data.

Note: Revise is not possible after cutting/Bundle generation.



12. If we need any other stages of the same sample we can go to Other Steps of Booking.
    i. Select Buyer.
    ii. Select your Job Number and Click Load.
    iii. Select the sample stage.
    iv. Change Fabric, Size, and Embilshment details if necessary.
    v. Enter the delivery date.
    vi. Click Add.
    vii. After adding the necessary sample stages click Svae.