"PKMTS" SOS User Manual

Version : 1.0.0 (English)

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Pungkook Industrial

작성자 : 투아이시스㈜ 서비스사업부

This manual is for English users.

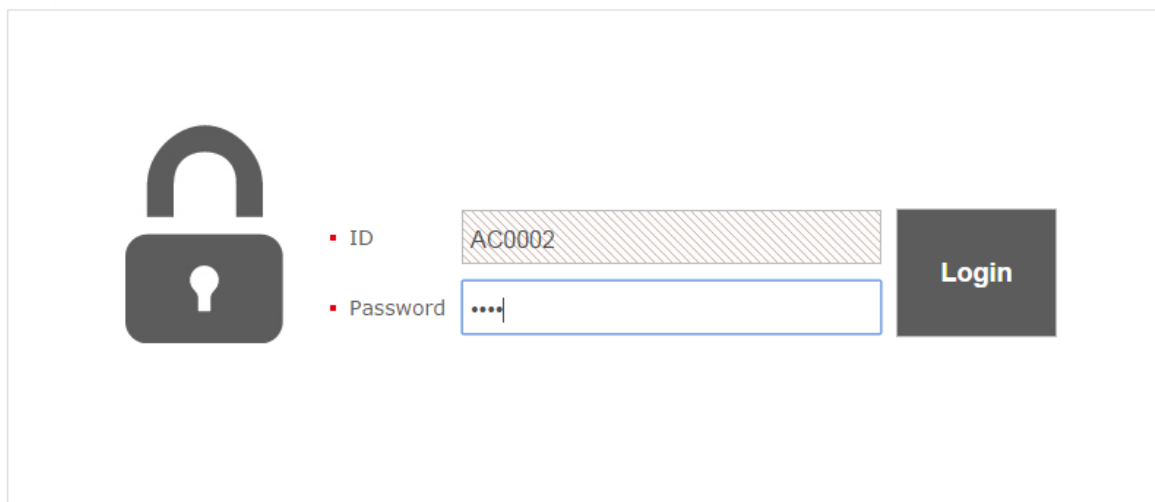This manual might differ from the current system as the current system might be upgraded.

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Index

1. Connecting to the Website and Login Method

Picture(1-1)

Insert the following address, http://mts.pungkookvn.com:8080/PKMTS, on the internet browser, and login to the PKMTS(Pungkook Material Tracking System : PKMTS below) to connect to the site.

Insert the Company ID (it is the same ID with the initial JITT system) and PASSWORD.

There is no distinction in the capital and lower case letters for the ID (Ex : AC0002 and ac0002 is the same).
However, capital and lower case letters are distinguished in the PASSWORD (Ex : Pass000 and pass000 is registered differently).
Insert the received ID and password as described in the picture (1-1).

If one inserts the wrong ID or PASSWORD, the following message, "User information is not available," will appear, as shown on picture (1-2).
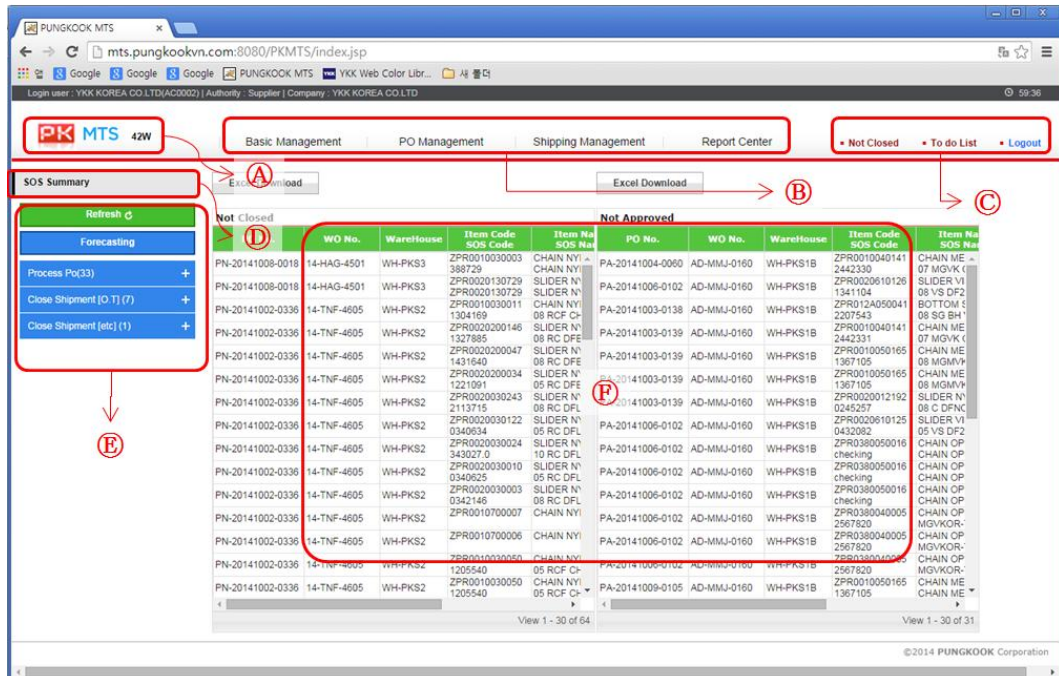
Picture(1-2)

If one forgets the ID or PASSWORD, please contact Pungkook.

2. SOS Function Summary(Initial Screen)

The following page Picture (2-1) will appear once logged on.

Picture (2-1)

The following is the explanation of the functions.

A : "42 W" is the current week of the year (screen example : Week 42).

Every page (Except for the Popup page) has the **PK MTS** logo, and it will move to the initial page(SOS Summary) when clicked.

B : List of the Menu: the functions of the menu is explained in the following Chart (2-1).

Main Menu	Sub Menu	Remark
Basic Management	Item Mapping	Manages SOS Item and PK Item Matching
	Color Matching by SOS	Manages SOS Color and PKMTS Color Matching
	Basic SOS Information	Manages Basic SOS Master Information

PO Management	Forecasting	PO forecast information (will soon be supported)
	Process PO	Receiving PO and Delivery management
	Close Shipment[O.T]	Shipment management, when the Trans. Way is Ocean Freight or Trucking
	Close Shipment[ETC]	Shipment management, on Trans. Way other than Ocean Freight or Trucking
Shipping Management		Not applicable
Report Center	Manual	Manual Download
	MTS Summary	Summary of PO Progress status
	Item Code Matching List	Status of SOS & PK Item Matching
	PO Management	PO Progress Status and history
	Delivery List	PO CloseShipment Progress status

Chart (2-1)

C : This link show the Popup page.

- Not Closed

The following is the list of items that PO was received, but have not been shipped. When clicked on the "Not Closed" Link, the following page Picture (2-2) will appear. The items shown on this page are items that have not yet been shipped. Once double-clicked on the line of the item, it will lead to the Process PO page.

Picture (2-2)

- To do List

If there is a change in the PO on the Process PO, then the Pungkook DOC representative will insert the requested information and send a message to SOS. The changes that Pungkook DOC makes on each item can be seen on the Popup page. The changes that Pungkook requested can be seen on the [Request] column on the Picture (2-3) below. If one double-clicks on the item line, then one can move to the Process PO page.

Picture(2-3)

- Logout

    One can log off from the PKMTS by closing the window or clicking on the Logout logo.

D : The current 'F' Section shows the title of the Page.

E : Menu for Work Process
- The menu on the left (the section E) is the Sub Menu for the Main Menu (on Section B), which is made up of Sub menus needed for the PO management.
- The main difference from the Main Menu is that if there is a '+' sign on the right side of a menu bar, then there is a PO list to be handled at the current work stage, shown as the Picture (2-4). For detail on the usage of each menu, please see the manual for functions of each Web Page.

Picture(2-4)

F : SOS Summary : Initial Page
- The initial page after logging in to the SOS is the [SOS Summary] Page. The [SOS Summary] Page is comprised of Not Closed and Not Approved items, as shown on the Picture(2-5).

Picture(2-5)

- Excel Download :

  The [Not Closed] and [Not Approved] table can be download to an excel file by

  clicking of the [Excel Download] button, as shown on Picture(2-6)

Excel File Open

SOSSummary_AC00....xls

Browser left bottom
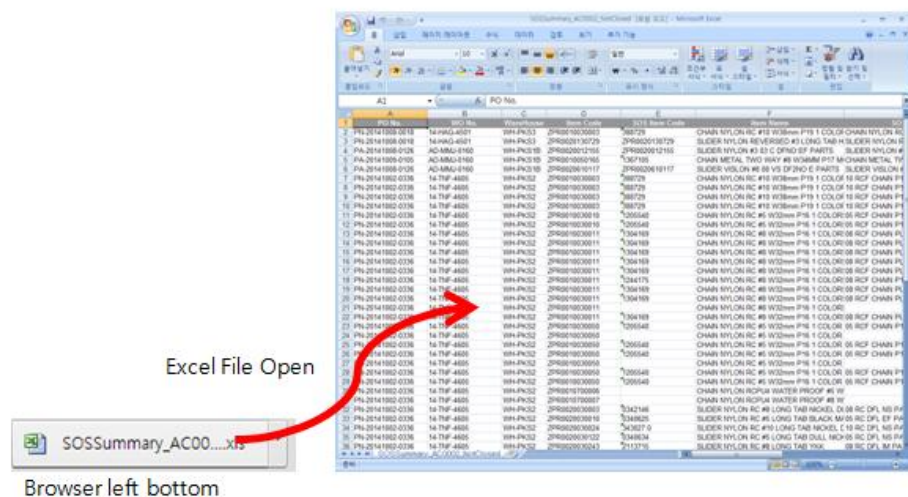
Picture(2-6)

- [Not Closed]

  These are items on the PO item list which have been registered through PO, but
  not yet reached the shipment stage of the process. When double clicked on the
  line of the item, it will move to the [Process PO] page and will be able to see the

details of the selected item.
- [Not Approved]
  These are items that were registered through the [Process PO] Page where changes on the PO (changes such as the unite price, project date, etc) has occurred, and the approval for the changes has been requested to Pungkook, but has not been approved. For urgent items, one needs to request the approval to the Pungkook representative directly. When double clicked on the line of the item, it will move to the [Process PO] page and will be able to see the details of the selected item.

3. Item Mapping

A. Page Location

Click on the [Item mapping] in the Sub menu of the Basic Management within the main menu to move to the page.

B. Summary of the function

The main function of this page is to manage the matching information of the Item code on SOS and PKMTS. Through this page, SOS can find the relevant customer's information on the registrations, inquiries, and/or prints. But if the matching information of an Item is not provided, it is because PKMTS do not have the item information it can provide to SOS.

C. Screen Composition
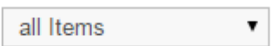
Like shown on picture (3-1), the page is divided into three sections, the SOS information section (1), function buttons sections (2), and Grid section (3) where the registered information can be found.

Picture(3-1)

D. Data Inquiry

SOS on Section (1), Picture (4-1), cannot be changed, and after login, the SOS's information will automatically appear.   One can inquire the Mapping information by selecting the Mapping status on [all Items ▼] Combo box on (2) section

of Picture (3-1). The default is [all items] where the list of all the items can be viewed. To inquire items that has not been Mapped select [the Not Mapped Items] on the Combo box. Mapped items can be viewed by selecting [Mapped Items].

After the inquiry is done, click the Column Header on the upper hand on section (3) to sort the information in ascending or descending order with the reference to the selected column. One can update the information, with the selected sorting condition, by clicking the **Refresh** button. To download the information on an excel sheet, click the **Excel Download** button, as shown on Picture (3-2).
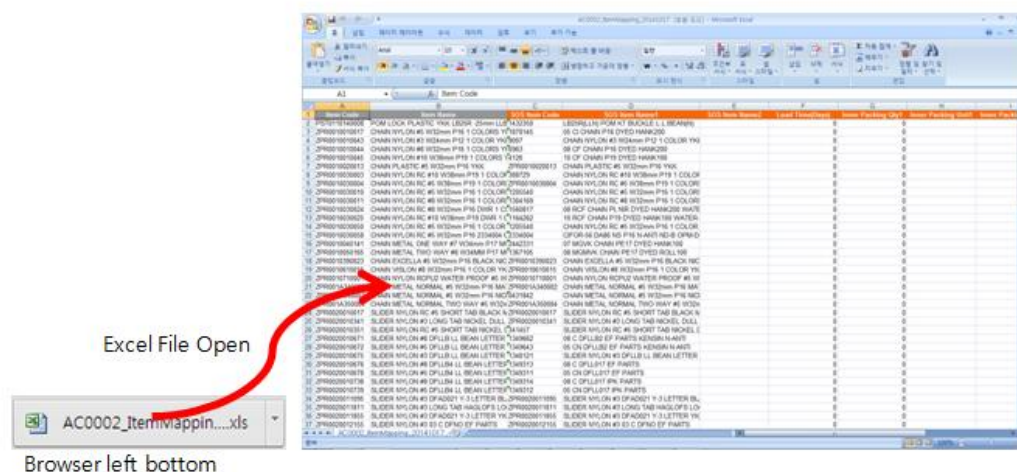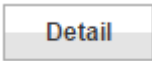
Picture(3-2)
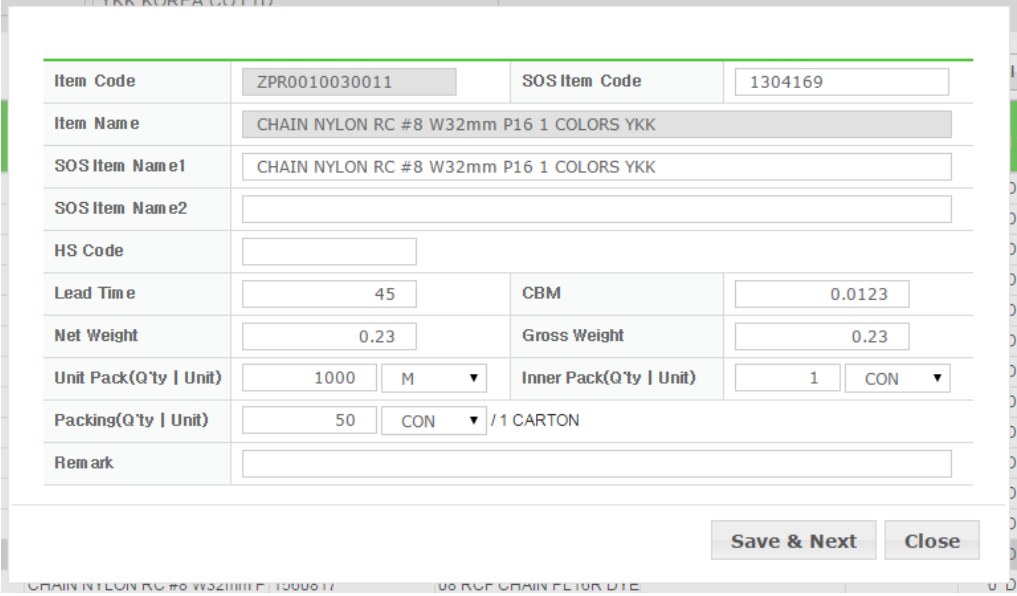
E. Data management

The PKMTS Item cannot be manually inputted on this page. PKMTS's Color shown on this Mapping Page is from the Pungkook's Item information during the registration of the new PO through [Process PO]. The Pungkook Item is automatically loaded to this page.

Among the newly registered PO Item, if some of the PO Item already exists in the Item Mapping because they have been registered in the past, then that Item will not be registered again. But if the PO Item was registered on the Item Mapping before, then the PO Item information will be uploaded automatically.

The SOS representative has the right to modify the information on the registered Items, but they cannot delete the Item.

To fix or change the information on the Item Mapping, double-click on the Item line on the grid or click the [Detail] Button and new page will popup, as shown on Picture (3-3).

Item Code	ZPR0010030011		SOS Item Code	1304169
Item Name	CHAIN NYLON RC #8 W32mm P16 1 COLORS YKK			
SOS Item Name1	CHAIN NYLON RC #8 W32mm P16 1 COLORS YKK			
SOS Item Name2				
HS Code				
Lead Time	45		CBM	0.0123
Net Weight	0.23		Gross Weight	0.23
Unit Pack(Q'ty | Unit)	1000 M		Inner Pack(Q'ty | Unit)	1 CON
Packing(Q'ty | Unit)	50 CON / 1 CARTON			
Remark				

Save & Next   Close

Picture (3-3)

[Item code] : Enter the Item code from Pungkook. The code cannot be modified by the user.

[SOS Item Code] : Enter the code from SOS that can be mapped with the Pungkook's Item code.

[Item Name] : Enter the Item name from Pungkook. The Item name cannot be modified by the user.

[SOS Item Name1] : Enter the SOS Item code name 1 of the SOS Item Code. This name can be found on the [Process PO] and other pages.

[SOS Item Name2] : Enter the SOS Item code name 2 of the SOS Item Code. This name can only be found on the current page and does not show on the [Process PO] or any other pages.

[HS Code] : Enter if there is a HS code.

[Lead Time] : Enter the average lead time of the chosen item. The lead time is based on the number of days. (Ex: if the average lead time is 1.5 months, then the lead time is 45 days)

[CBM] : The base unit of the packing quantity of the item is 1 Carton.

[Net Weight] : Enter the net weight of the Item based on 1 Carton.

[Gross Weight] : Enter the gross weight of the Item based on 1 Carton.
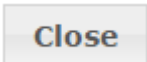
[Inner Packing Q'ty(PO)] : Enter the quantity of individual units in the smaller box. For example when 1 Carton is being shipped and 1 Carton can carry 10 small boxes and each small boxes carry 1000 PC, then the num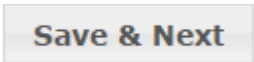ber of items in the inner packing Q'ty(PO) should be **"1000 PC"** If there is no small box, then leave this field black.
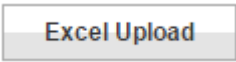
[Inner Packing Q'ty(SOS)] : Enter the quantity based on the number of the small boxes. For example if 1 Carton is being shipped, and 1 Carton contains 10 small boxes, and 1 small box contain 1000 PC, then enter **"1 Box"** If there is no small box, then leave this field black

[Packing Q'ty] : Enter either the quantity of Item or the quantity of the small box.. For example, if there is small boxes packaged in the shipment and there are 10 small boxes in 1 Carton and 1000 PC within the small boxes, then need to enter **"10 Box"** as the quantity. If there are no small boxes, then enter the quantity of items packed in the carton. For unit, use the unit of the Cardon.

[Remark] : Enter comments if there is any.

Click the [Save & Next] button to save the modified information and move to the next Item Mapping information on the Grid that needs to be modified.

Click the [Close] button to finish entering the information and exit the popup page.

One can also make changes on the imported Excel file, save it. Upload the changed information by clicking on the [Excel Upload] button, and the entire Item mapping information on the Excel will be uploaded. As shown on Picture (3-4) only the updated column with the different colored title can be uploaded and updated.

Picture (3-4)

On the [Process PO], the changes in the SOS's Item code or the Item name that was mapped with the PKMTS can also be reflected.

Occasionally, there are SOS Item code and Item name that is identical to the PKMT's

Item code and Item name. That is because SOS Item code and name have not been entered during the Process PO. If the information is left blank, then the Item code and name of PKMT is automatically uploaded as the SOS Item code and name. In this case, the SOS Item code and name can be modified.

4. Color Matching by SOS

A. Page Location

Click on the [Color matched by SOS] in the Sub menu of the Basic Management within the Main Menu to move to the page.

B. Summary of the function

The main function of this page is to manage the matching information between the PKMT Color code and the Color code of SOS. Through this page, SOS can find the relevant Color information on the registrations, inquiries, and/or prints. But if the matching information is not provided, it is because the PKMTS do not have the Color information it can provide to SOS.

C. Screen Composition

As shown on picture (4-1), the page is divided into three sections: the SOS information section (1), function button section (2), and Grid section (3) where registered information can be found.

Picture (4-1)

D. Data Inquiry

SOS on Section (1), Picture (4-1), cannot be modified, and after login, the SOS's information will automatically appear. One can inquire the Mapping information by selecting the Mapping status on [all Items ▼] Combo box on section (2) on Picture (4-1). The default is [all items] where the list of all the Color can be viewed. To inquiry Color list that have not been Mapped can be viewed by selecting the [Not Mapped Items] on the Combo box. Mapped Color list can be viewed by selecting [Mapped Items].

After the inquiry is done, one clicks the Column header on the upper hand on section (3) to sort the information in ascending or descending order with the reference to the selected column. One can update the information, with the selected sorting condition, by clicking the [Refresh] button. To download the information on to an excel sheet, clicks the [Excel Download] button, as shown on Picture (4-2).
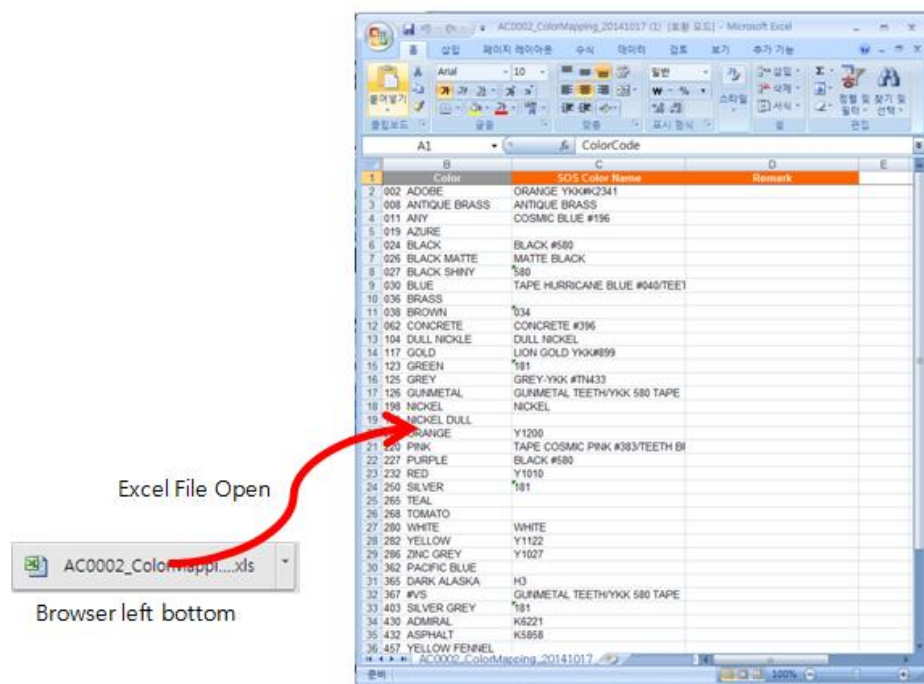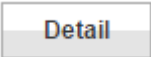
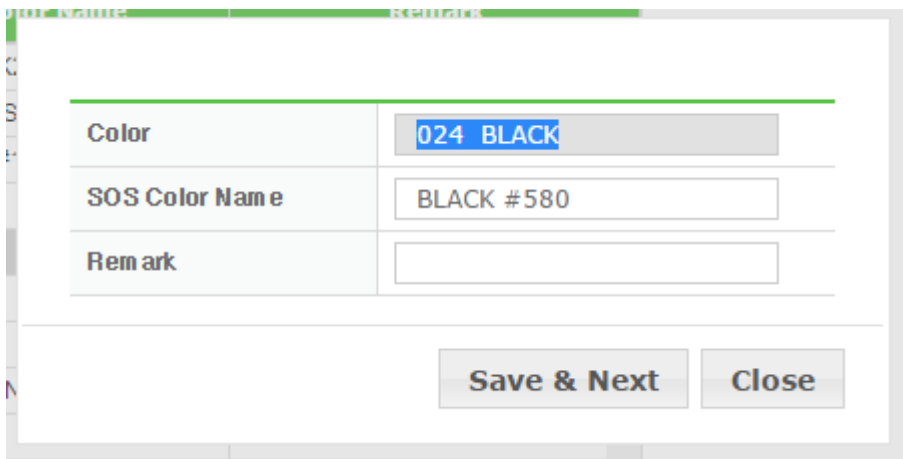

Picture (4-2)

E. Data management

The PKMTS Color cannot be manually inputted on this page. PKMTS's Color shown on this Mapping Page is from the Pungkook's Color information during the

registration of the new PO through [Process PO]. The Pungkook Color is automatically loaded to this page.

Among the newly registered PO Color, if some of the PO Color already exists in the Color Mapping because they have been already registered in the past, then that Color cannot be registered again. But if the PO Color was registered on the Color Mapping, then the registered PO Color will be automatically uploaded.

The SOS representative has the right to modify the information on the registered Color, but they cannot delete the Color.

To fix or change the information on the Color Mapping, double-click on the Color line on the grid or click the [Detail] Button and a new page will popup, as shown on Picture (4-3).
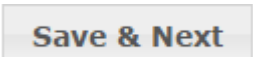
Picture(4-3)
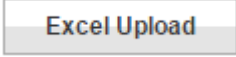
[Color] : Enter the Color code from Pungkook. The color code cannot be modified by the user.
[SOS Color Name] : Enter the SOS Color that is mapped with the Pungkook's Color Code.
[Remark] : Enter comments if there is any.

Click on the [Save & Next] button to save the modified information and move to the next Color Mapping information on the Grid that needs to be modified.

Click on the [Close] button to finish entering the information and exit the popup page.

One can also make changes on the imported Excel file, save it, and upload the changed information by clicking on the [Excel Upload] button and all the Color mapping information on the Excel will be uploaded. As shown on Picture (4-4) only the updated column with the different colored title can be uploaded and updated.

Picture(4-4)

Occasionally, there are SOS Color name that is identical to the PKMT's Color name. That is because the SOS Color name is has not been entered during the Process PO. If the information is left blank, then the Color name of PKMT is automatically uploaded for the SOS Color name. In this case, the SOS Color name can be modified.

5. Basic SOS Information

A. Page Location

Click on the [Basic SOS Information] in the Sub menu of the Basic Management within the main menu to move to the page.

B. Summary of the function

The main function of this page is to manage the SOS information that uses the PKMTS.

C. Screen Composition

As shown on Picture (5-1), the page shows the SOS information and the basic information of SOS.

Picture(5-1)

D. Data Inquiry

The page automatically uploads the registered information when the page is loaded. The SOS cannot be modified by the user, and the SOS Code is automatically loaded.

The information on the page can be cleared by clicking on the [Clear] button.

But the information on the page will not be saved until the [Save] button is

clicked. To load the most current data, click on the **Refresh** button.

E. Data Management

This page manages the basic information of the login information and any other information related close shipment within PKMTS. The provided data is used as a default data as the Header of the Packing List or Invoice on a Close Shipment. By entering the required data for each SOS on this page it will automatically fill in the Invoice and Packing List Header, and will not have to reenter the same information each time.

[Password] : The Password to login to PKMTS can be modified.

[Shipper] : Enter the address of the Shipper for the Invoice and Packing List of the Close shipment. When preparing Invoice and Packing List on the [Close Shipment] page, this Shipper's data will automatically be uploaded to the Shipper information field.

[Notify party] : the Pungkook's address is on this field and the user cannot modify this field.

[Port of Loading] : Select the port of loading

[Carrier] : Enter the most used Carrier.

[Payment Term] : Select the payment terms and conditions with Pungkook.

[LC No & date, Issuing Bank] : Enter the Bank name and L/C No.(this is optional).

[Delivery Term] : Select the most used delivery terms.

[Other reference] : Enter comments for additional information for the trade conditions (this is optional).

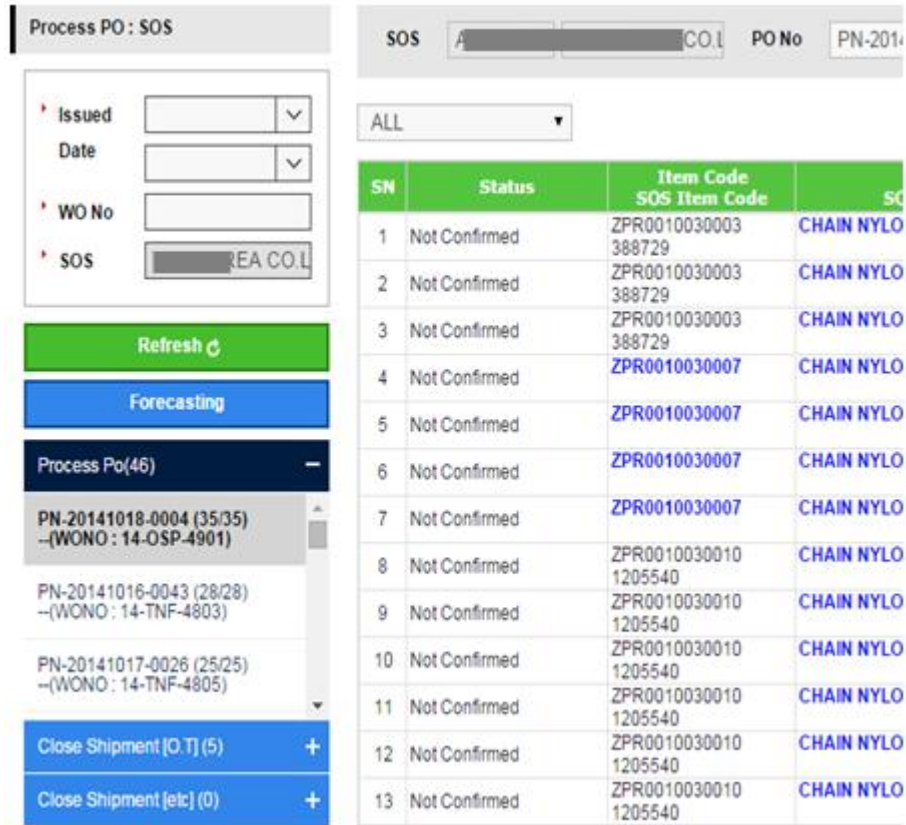Click on the **Save** button to save the entered data.

6. Forecasting

Will be supported soon.

7. Process PO : SOS

A. Page Location

Click on the [Process PO] in the Sub menu of the PO Management within the main menu to move to this page. Also click on the left of the menu to open the [Process PO] page, as shown on Picture (7-1).

Picture(7-1)

Click on PO ![Process Po(46) +] to move to PO List on the [Process PO] for modification, as seen on the Picture (7-1). The number "(46)" on the right of the Process PO shows the number of PO counted according to the Header, at the current Process PO stage. Click on the PO NO, shown at the bottom, to check on the PO's detail. The details will be shown on the right in main section of the page.

All the Items are confirmed if the PO icon is changed to the following green icon ![PA-20141011-0032 (0/3) --(WONO : 14-UMP-3701)] .
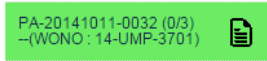
The white colored PO icon ![PA-20141013-0061 (20/20) --(WONO : AD-MMJ-0160)] means that a part or all of the
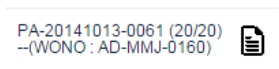
Items has not been confirmed.

If the following icon is attached to the PO, it means that the PO's data has been Downloaded to an Excel file, at least once, and/or the PO Sheet has been printed.

By selecting the dates on **Issued Date** [2014-10-01 ∨] [2014-10-19 ∨], it shows the POs that has been sent to PKMTS within the selected dates, which appears below [Process Po(46) +].
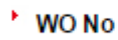
To view a specific WO NO related to the PO List on the left side of the Menu, insert the WO NO in the icon **WO No** [14-TNF-4803] and access the specific PO.

The SOS during the login stage appears in the following icon **SOS** [OREA CO.L], and the SOS shown in the icon can't be modified.

To view the PO list with the most current inquiry terms, click on the [Refresh ↻] button on the left of the Menu.

If each PO on its PO NO and at the bottom shows Work Order No(WO NO), then the numbers in the parenthesis, on the right side of the PO NO, represents the (Number of the Confirmed Item / Total Number of Item). For example, if there are total of 10 Item in a PO, and of the 10 Items, 7 are not Confirmed and 3 is Confirmed, then the parenthesis will be (3/10).

B. Summary of the function

The functions are to provide information about the PO that has been issued to SOS, to show conformation of the issued PO by SOS, and to share information and communicate between SOS and Puyngkook if there are any changes to the PO.

C. Screen Composition

As shown on picture (7-2), the page is divided into three sections, the SOS information section (1), function button section (2), and Grid section (3), where registered information can be found.

Picture (7-2)

D. Data Inquiry

Use the Menu on the top of the screen or the Button Menu in the lift of the screen to move to an empty PO page or to make inquiries about detailed information on the PO's Header (Section (1) of Picture (7-2)) or PO Item (Section (2) of Picture (7-2)).

To check the most recent PO data, click on the [Refresh] button. Use the [ALL ▼] icon to view the PO Item's status (All, Not Confirmed, Confirmed, Requested, Rejected).

Explanation of the PO Item status:

a. [Not Confirmed] : SOS has not confirmed(united price, project date, number of units, etc) the Item. It is the same as when the Item information is first received, and it can't proceed to the Close Shipment stage.

b. [Confirmed] : SOS has confirmed(united price, project date, number of units, etc) the Item. Also Items in the Requested Status will be changed to Confirmed status when SOS receives confirmation from Pungkook regarding the PO Item's project date and/or any other changes. Item in this stage can proceed to the Close Shipment stage.

c. [Requested] : At this stage, the one or more Item's PO terms need to be modified. The modification in all or in part of installment shipment, unit price, Project Date, Trans way, and difference in SOS and PKMTS unite price are needed. Such

modifications have been requested to Pungkook DOC for approval. The Item in this stage is on hold, where it cannot move to the Confirm or the Close Shipment stage. For Items on Request Status to move to the next stage, the Pungkook DOC has to either approve or reject the request.

d. [Rejected] : Items will be rejected and returned when Items that SOS has requested to the Pungkook DOC is rejected because of the differences between the two parties on the Project Date or Unit Price. The rejected Items can be modified and requested again, but it cannot move to the Close Shipment Status.

A specific PO's detail can be searched by entering the PO NO in

| PO No | PN-20141018-0004 | as shown on Picture (7-2) Section (1), and then

clicking the [Refresh] button.

E. Data Management

When SOS issues a PO, Pungkook will check the PO information and either modify the information or confirm it. But the PKMTS PO information cannot be modified on this page. To view the Item detail or modify the information, either double click the specific Item, shown on Picture (7-2) Section (3), or select a specific Item and click the [Detail] button, shown on Picture (7-2) Section (2), as shown on Picture (7-3).

Picture (7-3)

The meanings of each column on Picture (7-3) is as follows.

[Item] : Means Pungkook's Item code and name, and it cannot be modified from SOS.

[Color ways] : Is the name of Pungkook's Color ways for each Item, and it cannot be modified from SOS.

[SOS Item] : SOS Item code and name that is mapped with Pungkook's Item. If the follow Item Mapping information is already registered in the [Basic Management] -> [Item Mapping] then that data will automatically be retrieved. If the information is not registered, then Pungkook's Item code will be retrieved. The Item code and name, which SOS uses for the mapping, can be modified on this page. Item Mapping information saved from this page is automatically updated in [Basic Management] -> [Item Mapping], and do not have to register the information again.

[SOS Color] : It is SOS Color name that is mapped with the Pungkook's Item Color Ways. If the follow Color Mapping information is already registered in the [Basic Management] -> [Color Matching SOS] then that data will automatically be retrieved. If the information is not registered, then Pungkook's Item Color Ways data will be retrieved. The Color Mapping can be modified on this page. Color Mapping information saved from this page is automatically updated in [Basic Management] -> [Color Matching SOS] and do not have to register the information again.

[CBM] : It is CBM information per Packing of the selected Item. The initial data is retrieved from the data saved in [Basic Management] -> [Item Mapping]. Also if the data is modified on this page, then it will automatically be updated on [Basic Management] -> [Item Mapping]. The Item CBM information can be managed either from this page or from [Basic Management] -> [Item Mapping].

[Net weight] : It is Net Weight of one Packing Item. The initial data is retrieved from [Basic Management] -> [Item Mapping]. Also if the data is modified on this page, then it will automatically be updated on [Basic Management] -> [Item Mapping]. The Net Weight information can be managed either from this page or from [Basic Management] -> [Item Mapping].

[Gross weight] : It is the Gross Weight of one Packing Item. The initial data is retrieved from [Basic Management] -> [Item Mapping]. Also if the data is modified

on this page, then it will automatically be updated on [Basic Management] -> [Item Mapping]. The Item Gross Weight information can be managed either from this page or from [Basic Management] -> [Item Mapping].

[Lead Time] : It is the Lead Time data of the Item. The initial data is retrieved from [Basic Management] -> [Item Mapping]. Also if the data is modified on this page, then it will automatically be updated on [Basic Management] -> [Item Mapping]. The Lead Time information can be managed either from this page or from [Basic Management] -> [Item Mapping].

[Need Date] : It is the Pungkook's need date for the selected Item. It cannot be modified through SOS.

[Packing Qty] : It is required to fill in this field. It is the packaged quantity of one packing and the unit of the individual item. When generating the Carton for the Packing during the Close Shipment, the number of Cartons is based on the Packing Qty data.

[PO Total Qty] : Insert the initial PO quantity of the select Item. It cannot be modified through SOS. Even if one Item is shipped in installment shipment, the PO Total Qty does not change.

[Surchage] : Insert the Surcharge amount and the currency unit of the Item.

[Div1,2,3] : The PO Item can be divided into 3 installments, as shown on Picture (7-3). If more than 3 installments are needed, then it can be done by using the Excel Upload function.

[Project Date] : Insert the shipping date. In case of SOS, the date refers to the date when shipment leaves the country of Origin. For the local Vietnamese company, it is the date when the Item arrives at the Pungkook's warehouse. The initial date shown on this field is the Pungkook DOC's Need Date. If the arrival date need to be modified, change the date on [Project Date] and click on the

Apply & Request button, and the date change will be requested to the Pungkook DOC. If the Item cannot be shipped on a single shipment, then enter the dates on the first [Project Date] and second or more [Project Date] as shown on Picture (7-4). If Items are shipped in installments, then each of the following fields, [Project Date], [Project Qty], [Trans. Ways], [Origin], [ETD], and [ETA] all have be

changed in accordance to each shipment data.

SOS Unit Price	0.20250000	Surcharge		0	USD
	Div. 1	Div. 2	Div. 3		
Project Date	2014-11-12 ∨	2014-11-19 ∨	2014-12-15 ∨		
Project Qty	1000	1500	200	2700 / 2700	
Trans. Ways	Air Freight ▼	Ocean Freight ▼	Ocean Freight ▼		
Origin	InCheon ▼	Pusan ▼	Pusan ▼		
ETD	2014-11-15 ∨	2014-11-26 ∨	2014-12-15 ∨		
ETA	2014-11-25 ∨	2014-12-03 ∨	2014-12-22 ∨		
Status	Not Confirmed				

PO Cancel   Apply & Request   Close

Picture(7-4)

The Picture(7-4) is an example page of a PO with 2,700 Project Quantity, that is shipped in three different shipments. 1,000 Packing will be sent on the first shipment from Incheon by Air on 2014-11-12, and the second and the third shipment with 1,500 and 200 packing each will be shipped on 2014-11-10 and 2014-12-15 by Ocean freight from Pusan.

2700 / 2700 shows the total PO quantity of the divided Project Quantity, and if there is a different between the two numbers, then Apply & Request cannot be processed.

To combine the divided shipments, add the shipment data to the shipment that is going to be combined and delete the Project date, Project Qty, ETD, ETA fields of the cancelled shipment column. For example, to combine the 3 shipments on the Picture (7-4) into one shipment, move the data from 2nd and 3rd shipment data to the first shipment and delete the 2nd and 3rd shipment column, as shown on Picture (7-5). If there are more than 3 shipments, use the Excel Import function to upload the data. For further detail, refer to the Excel Import Section.

SOS Unit Price	0.20250000	Surcharge			0	USD	
	Div. 1	Div. 2		Div. 3			
Project Date	2014-11-12						
Project Qty	2700	0		0		2700 / 2700	
Trans. Ways	Ocean Freight	Ocean Freight		Ocean Freight			
Origin	Pusan	Pusan		Pusan			
ETD	2014-11-15						
ETA	2014-11-25						
Status	Not Confirmed						

Picture(7-5)

Picture (7-4) is the example of combining the 3 shipment of the PO Item into one shipment. PO Item of divided shipments can only be combined

To send a PO Cancel Request of the Item to Pungkook DOC, click the
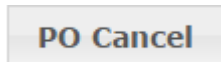
PO Cancel button. It is important to take note that the PO is not cancelled until Pungkook DOC approves the PO Cancel Request.

To save and/or send a request or approval of the modified data, click the
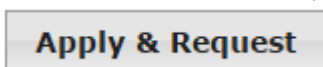
Apply & Request button. The Request is sent when there are changes in the SOS unit price, project date, project Qty, and Trans ways, and changes in the other fields will only be updated without request being sent.

If there is no modification on the data, and need for request, click the **Close** button to close the page.
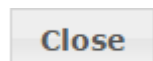
The following is the explanation of the buttons on Picture (7-2) Section (2).
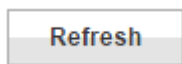
**Refresh** button brings the most current data of the PO.
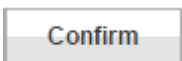
Confirm button is to Confirm the selected PO's Item. It is used to confirm the Not Confirmed Items on the PO. But if the gird column is in red, as shown on the picture below, then the Items cannot be confirmed. The reason is because either the Packing Qty is zero or the SOS unit Price and PO unit price is different.
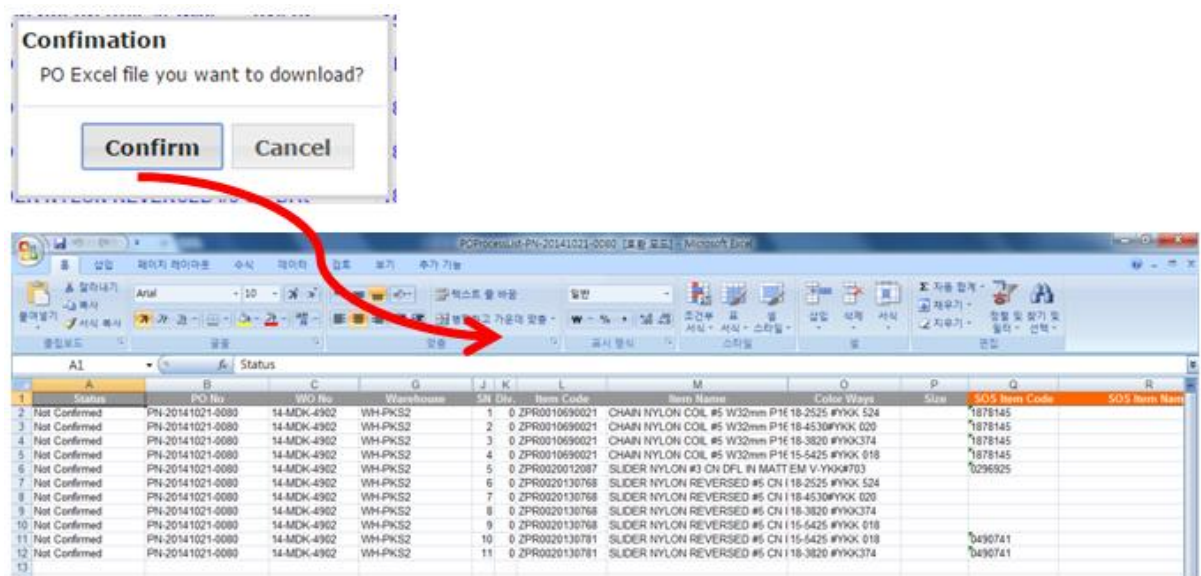
BLACK FACE / WHITE BLACK/SILVER	848.88	849 M	849 M	0	0 M
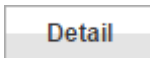
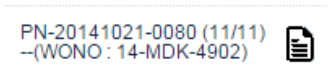button shows the Item's detailed information, as shown in Picture (7-3).
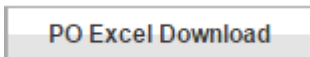
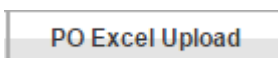button will download the current PO's Item into an Excel File, as shown on Picture (7-6).

Picture(7-6)

Also if the PO was download into an Excel in the past, the following icon

will show on the left Button Menu.

button will upload the modified Excel file. In this case, the Column that can be modified will be in different colored on the Excel file, like the

following . If one needs to modify the Excel File for divided shipment, change the Excel column of a specific Item according to the number of shipment. The Picture (7-7) below shows the Item shipment being divided into 5 shipments.

Picture (7-7)

When dividing shipment on the Excel, copy the whole column of the Item, paste the column according to the number of the shipments, fill in the quantity of the shipment items and the shipment date, and upload the Excel.

The Unite Price and Project date of specific Items can also be modified through Excel and uploaded to change the PO details.

When uploading the Excel file, click on **PO Excel Upload** button, select the Excel file's address as shown on Picture (7-8), select the upload date, and before the file gets uploaded, there will be a popup page of the upload result.

To finish uploading, click the **Save** button. But if there is a problem with the upload data, shown in Picture (7-8), there will be a notice in red, shown as the following Sum of divide Q'ty(200) is different with original PO C. Most of the time, the reason for upload failure is because the sum of the divided shipment's quantity does not match the total PO quantity. In this case go back to the Excel file and make sure that the sum of the divided shipment quantity is equal to the PO quantity and upload the file again.

Picture (7-8)

Click on the **PO Sheet Print** Button to print PO sheet. Check the Picture (7-9) for reference.
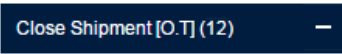

Picture (7-9)

8. Close Shipment[O.T] – Case Trucking

A. Page Location

Click on the [Close Shipment [O.T]] in the Sub menu of the PO Management within the main menu to move to the page. Can also move to the by clicking on the [Close Shipment [O.T]] on the left of the menu, as shown on Picture (8-1).
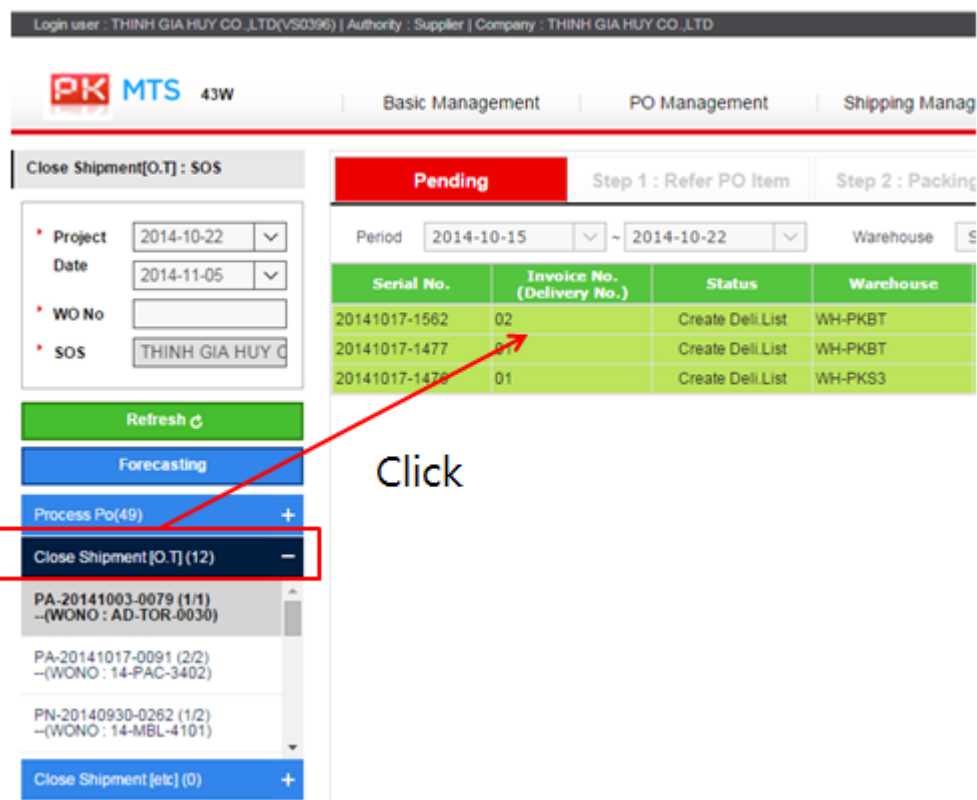
Picture (8-1)

To view the PO list, change the date on [Project Date], located on the top left of the menu, and click [Refresh ↻] button and then the [Close Shipment [O.T] (12) −] button. 2 weeks period from today is automatically uploaded in the [Project Date]. The SOS does not allow to fix start date(today's date), because the PO's Close Shipment work must be done within the Project Date.

Enter the WO NO in the [WO NO] field below the [Close Shipment [O.T] (12) −] to search the WO NO and its PO List. This function is useful when there are too many POs and it is difficult to find a specific PO.

PO NOs below the **Close Shipment [O.T] (12)** button are confirmed at the current process and the PO List can move on to the Close Shipment process. (12) on the right of the Close Shipment [O.T] is the number PO that is confirmed on the Process PO and can proceed to Close Shipment stage.

B. Summary of the function

The main function of this page is to process the trucking delivery service. For example, if the SOS in Vietnam is delivering to a Pungkook's warehouse in Vietnam by truck, then that order should be processed through this page.

There are three process. First process is the [Refer PO Item] process, where the PO Items for the Close Shipment needs to be selected. Second process is the [Delivery Note] process, where the delivery and Carton information is registered and managed. The final process is the [Delivery List Confirm] process, where the delivery note details are confirmed. The [Delivery List Confirm] must be done to move on the Close Shipment stage.

C. Pending

Click on **Close Shipment [O.T] (12)** , as shown on Picture (8-2), to view the Close Shipment's pending page.

Pending	Step 1 : Refer PO Item	Step 2 : Packing List Creation	Step 3 : Invoice Creation					

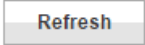| Serial No.	Invoice No. (Delivery No.)	Status	Warehouse	Trans.Ways	Origin	Update Date	PO Cnt	Item Cnt	Carton Cnt
20141017-1562	02	Create Deli.List	WH-PKBT	Trucking	HoChiMinh	2014-10-17	1	1	1
20141017-1477	01	Create Deli.List	WH-PKBT	Trucking	HoChiMinh	2014-10-17	1	1	1
20141017-1476	01	Create Deli.List	WH-PKS3	Trucking	HoChiMinh	2014-10-17	1	1	1

Picture (8-2)

The Picture (8-2), the [Pending] page, shows the current Close Shipment that is either done or on the working process(On Delivery No basis) on a grid.

[Period] means the Project Date period, and to view the delivery history, change the dates on the field to the corresponding period.

[Warehouse] refers to the Pungkook's warehouse that the Items will be delivered to. If no specific warehouse has been designated, then the warehouse that meets the

delivery conditions can be view from the grid.

Insert the specific WO NO in the **[WO No.]** field to inquire the delivery information of the WO NO on the grid. After inserting the [Period], [Warehouse], [WO NO], click the ⬚ Refresh button to search for deliveries that meets in conditions.

[Serial No] on the grid is the delivery number for the PKMTS system to distinguish, and the serial number is automatically granted to each delivery. The serial format is the following [YYYYMMDD].

[Invoice No. Delivery No.] on the grid is Delivery No that is managed by SOS. The serial number is inputted and managed from SOS, and the serial format can be designated by SOS on case by case basis.

[Status] on the grid shows the current process status according to delivery.

[Warehouse] on the grid is the warehouse of Pungkook.

[Trans. Ways] on the grid is the delivery method. It is classified into trucking(local delivery) or Ocean freight(boat).

[Origin] on the grid is the origin of the SOS's company.

[Update Date] on the grid is the last date on which the delivery data was modified.

[PO cnt], [Item cnt], [Carton cnt] on the grid is the number of the PO, Item, and Carton of the selected delivery.

Select a delivery on the grid and click the ⬚ Detail button or double click on the delivery to view the popup page with delivery's details, as shown in the picture (8-3).

Picture (8-3)

Picture (8-3) is an example of a grid that shows the delivery's PO, Item, Carton, and List.

To print the Delivery List of the selected delivery, click the **Print Delivery List** button.

To print the Shipping Mark of the selected delivery, click the **Print Shipping Mark** button.

To fix or modify information of the selected delivery data, click on the **Modify** button. But the data of the delivery at the Delivery List Confirm stage cannot be modified.

To delete the current delivery, click on the **Delete** button. When the delivery is deleted, the Items included in the related PO can be inquired again as PO Item delivery, and can be used in a new delivery. But deliveries that are on the Delivery List Confirmed and Pungkook DOC have proceeded to the Item receipt stage, then the delivery cannot be deleted. To delete the deliveries at this stage, the Pungkook DOC must cancel the Item Receipt. The Item Receipt's progress of each delivery list can be viewed on the [Status] column of grid on the Pending Page, shown on Picture

(8-2).

D. Refer PO Item Stage

The PO Items for the Packing list can be selected on this page.

Picture (8-4)

To proceed on to the Delivery work, click on the PO and move to the [Step 1: Refer PO Item] page, and modify the PO Item List on this page.

Clicked on a PO in the PO List and move to the [Step 1: Refer PO Item] page, as shown on Picture (8-5).

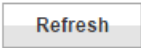Picture(8-5)

Click on the [<< Home] button to cancel the current work and move to the [Pending] page.
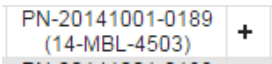
The selected PO's delivery warehouse will automatically uploaded on **[Warehouse]**.

The selected PO's delivery Trans. Ways will automatically uploaded on **[Trans Ways]**.
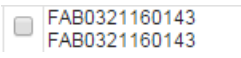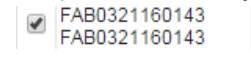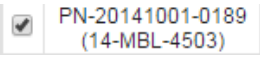
The PO's delivery Project Date(delivery date) will automatically show on **[Project Date]**.

The grid will show all the deliverable POs with the same warehouse, Trans. Ways, and Project Date information of the selected PO, as shown on Picture (8-5).
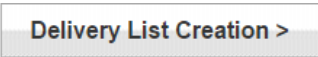
Click on the [Refresh] button, after modifying the [Warehouse], [Trans. Ways], and [Project Date], to search POs with the given criteria.

Click on the "+" sign on the right of the PO, [PN-20141001-0189 (14-MBL-4503) +], to find the Item List on the PO.
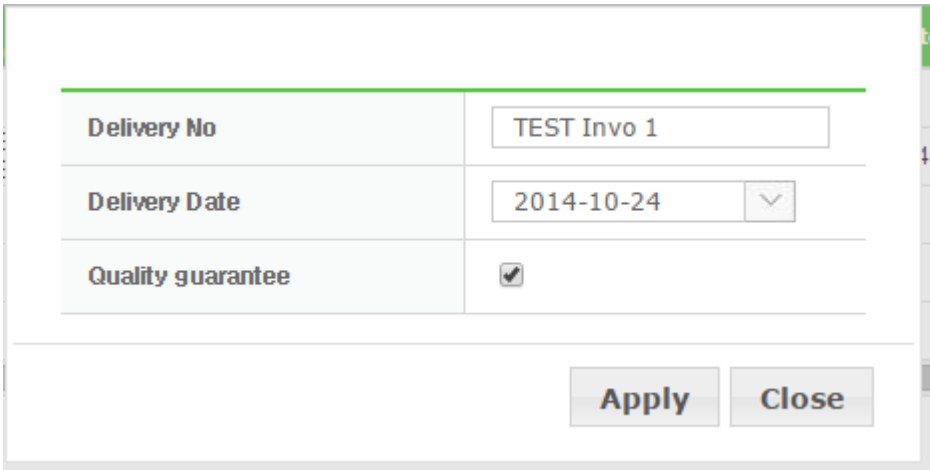
The POs are not always included in the in-process Delivery.

To include a specific PO's Item(s) [☐ FAB0321160143 FAB0321160143] in the in-process Delivery Lists, click on the Check box located on the left of the Item NO, [☑ FAB0321160143 FAB0321160143], or click on the Check box located on the left of the PO NO, [☑ PN-20141001-0189 (14-MBL-4503)] .

To include all the Items of the POs to the Delivery List, click on [Check All].

After following the steps above to include the PO Items on the Delivery List, click on [Delivery List Creation >] button to move to the [Step 2: Delivery Note] Page and to the next stage.

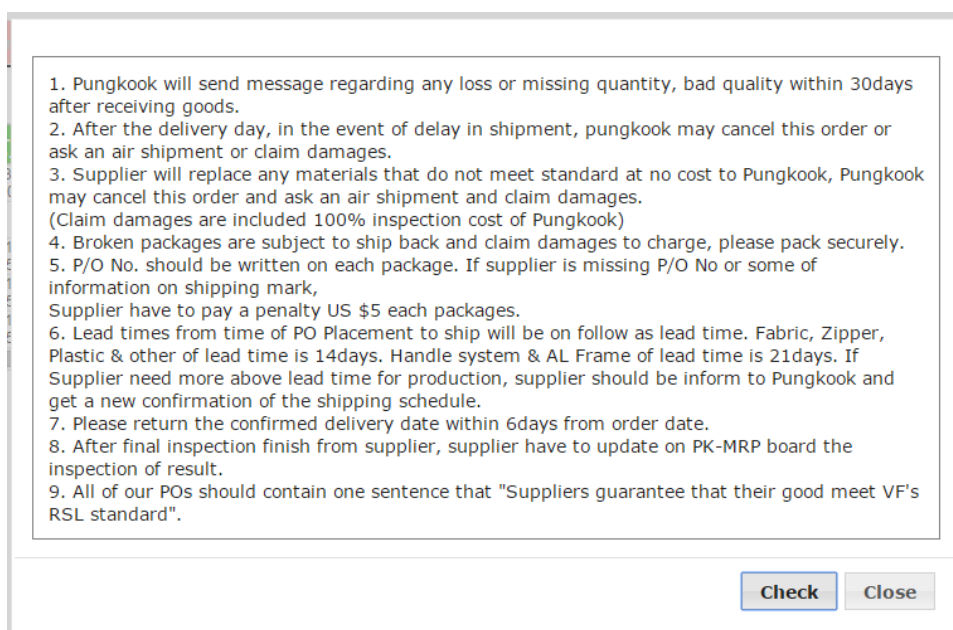The following popup page, shown on Picture (8-6), will appear for the next stage.

Delivery No	TEST Invo 1
Delivery Date	2014-10-24 ∨
Quality guarantee	☑

Apply   Close

Picture (8-6)

[Delivery No] enter the number that is managed in SOS.

[Delivery Date] the date will automatically appear according to the PO's project date, and the date can be fixed on the SOS.

The following popup page, shown on Picture (8-7), will show when **[Quality guarantee]** is clicked. To move on to the next stage, click on the [Check] button.

1. Pungkook will send message regarding any loss or missing quantity, bad quality within 30days after receiving goods.
2. After the delivery day, in the event of delay in shipment, pungkook may cancel this order or ask an air shipment or claim damages.
3. Supplier will replace any materials that do not meet standard at no cost to Pungkook, Pungkook may cancel this order and ask an air shipment and claim damages.
(Claim damages are included 100% inspection cost of Pungkook)
4. Broken packages are subject to ship back and claim damages to charge, please pack securely.
5. P/O No. should be written on each package. If supplier is missing P/O No or some of information on shipping mark,
Supplier have to pay a penalty US $5 each packages.
6. Lead times from time of PO Placement to ship will be on follow as lead time. Fabric, Zipper, Plastic & other of lead time is 14days. Handle system & AL Frame of lead time is 21days. If Supplier need more above lead time for production, supplier should be inform to Pungkook and get a new confirmation of the shipping schedule.
7. Please return the confirmed delivery date within 6days from order date.
8. After final inspection finish from supplier, supplier have to update on PK-MRP board the inspection of result.
9. All of our POs should contain one sentence that "Suppliers guarantee that their good meet VF's RSL standard".

Check   Close

Picture (8-7)

To finish the current work and move on to the next page, click on the [Apply] button on Picture (8-6).

E. Delivery Note Stage
This stage is to print the Delivery Note and Shipping Mark and move on to the next stage(Delivery List Confirm) after the selected (from the previous stage) PO Item's package, Lot No, and Weight information are registered and managed.

Picture (8-8)

Click on the [<< Home] button to cancel the current work and move to the [Pending] page.

Click on the [< Previous Step] button the cancel the work on the current Page and move to the [Step 1: Refer PO Item] page. If wrong PO Item is selected, move to the previous stage to modify the PO Item selection.

[Serial No] is automatically produced, and it cannot be modified on SOS.

When the work on the pervious page is done, the Item's [Packing Qty], [Net weight], [Gross Weight], [CBM] registered to the PO, which is based on the Carton data, is automatically produced when moved to the current page.

[C/N] is the Carton number. The first four digit of the Carton number is given by the SOS system and is fixed. The last four digits of the Carton No are automatically produced by the system in sequence from 1 to 9,999. On the first row of the grid numbered "1" on Picture (8-8), is the total Carton number.

On the second row, the two numbers, [10420394-10420394], is the Item's first and last Carton number. 10420394 is carton number that is given to all the cartons. If there is more than one carton, each carton can be merged or divided. To merge cartons, double click on the carton no. column and a popup page will appear, as shown on Picture (8-9). On this page, select the cartons that are going to be merged and proceed on with the merging job.

Picture (8-9)

[Original PO Q'ty] is the number of Item in a PO.

[Packing Qty] is number of Item Packing in a carton.

[User Packing Unit] is packing unit marked for the items that need inner packing, which makes it easy for SOS to recognize. Please refer to the [Inner Packing Qty] in the [Item mapping].

[Lot No] is the Lot No for each packing. Double click on the column, and modification on the Lot No can be done on through the popup page, shown on Picture (8-10).
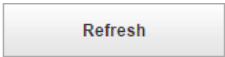
Picture (8-10)

The same Lot No can be given to more than one carton, by selecting the [Carton] range and applying to all the cartons at once.

[Net weight] is the Net weight of the selected Carton. If the net weight of the specific Item's Packing Unit exists in the [Item Mapping], then it will be automatically uploaded. To modify the data, change the first line's total net weight, and it will automatically disperse the data to every carton at once, but the data cannot be individually modified.

[Gross weight] is the gross weight of the Carton. If the gross weight of the specific Item's Packing Unit exists in the [Item Mapping], then it will be automatically uploaded. To modify the data, change the first line's total gross weight, and it will automatically disperse the data to every carton at once, but the data cannot be individually modified.

[CBM] is the CBM for the Carton. If the CBM of the specific Item's Packing Unit exists in the [Item Mapping], then it will be automatically uploaded. To modify the data, change the first line's total CBM, and it will automatically disperse the data to every carton at once, but the data cannot be individually modified.

Click on the [Refresh] button on picture (8-8) to upload the most current data.
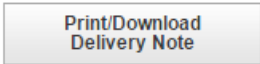
Click on the [Excel Download] button on picture (8-8) to download the current carton information to an Excel File. The [Carton No] and [Carton Qty] on the

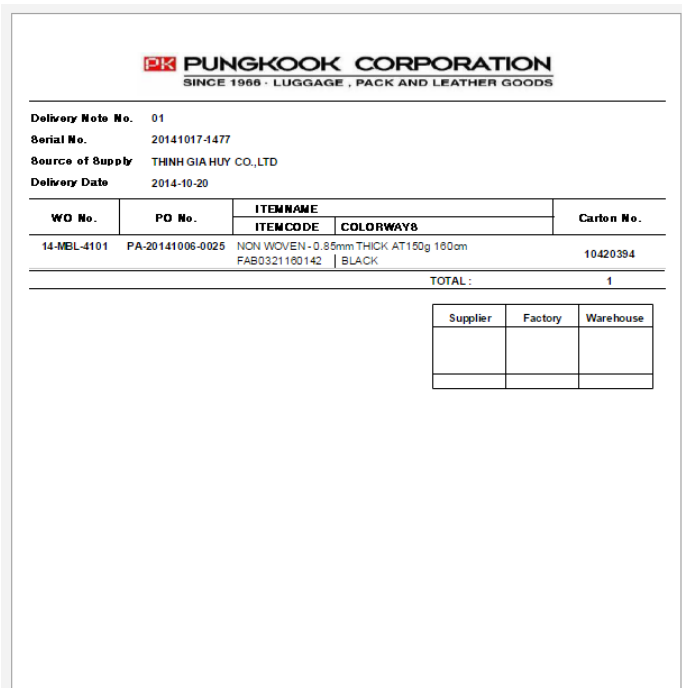downloaded Excel file can be modified and uploaded to the Carton information by clicking the [Excel Upload] button. [Carton No] and [Carton Qty] can be modified and uploaded as shown on picture (8-11)

Picture (8-11)

Click on the [Print/Download Delivery Note] button on picture (8-8) to print or download an Excel file of the delivery note, as shown on picture(8-12)

Picture (8-12)
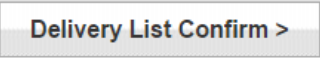
Click on the [Print/Download Shipmark] button on picture (8-8) to print or download an Excel file of the Shipmark, as shown on Picture (8-13).

PKBTA			
P/O No.	PA-20141006-0025, WO : 14-MBL-4101		
PK-CODE	FAB0321160142		
COMP.DESC	NON WOVEN - 0.85mm THICK AT150g 160cm		
COLOR	BLACK		
QUANTITY	1	C/N	10420394
NET WEIGHT	0.00	REMARKS	
GROSS WEIGHT	0.00		
PROJECTED DATE	2014-10-20		
//		Made In Vietnam THINH GIA HUY CO.,LTD	

PKBTA			
P/O No.	PA-20141006-0025, WO : 14-MBL-4101		
PK-CODE	FAB0321160142		
COMP.DESC	NON WOVEN - 0.85mm THICK AT150g 160cm		
COLOR	BLACK		
QUANTITY	1	C/N	10420394
NET WEIGHT	0.00	REMARKS	
GROSS WEIGHT	0.00		
PROJECTED DATE	2014-10-20		
//		Made In Vietnam THINH GIA HUY CO.,LTD	

Picture (8-13)

When all the delivery list is finalized, click on the **Delivery List Confirm >** button on picture (8-8) to close the delivery work. The result of the finalized delivery list can be viewed from the [Pending] page.

9. Close Shipment[O.T] – Case Ocean Freight
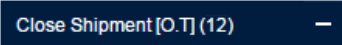
A. Page Location
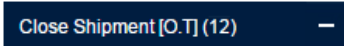
Click on the [Close Shipment [O.T]] in the Sub menu of the PO Management within the main menu to move to the page. Can also move to the [Close Shipment [O.T]] by clicking the menu on the left, as shown on Picture (9-1).
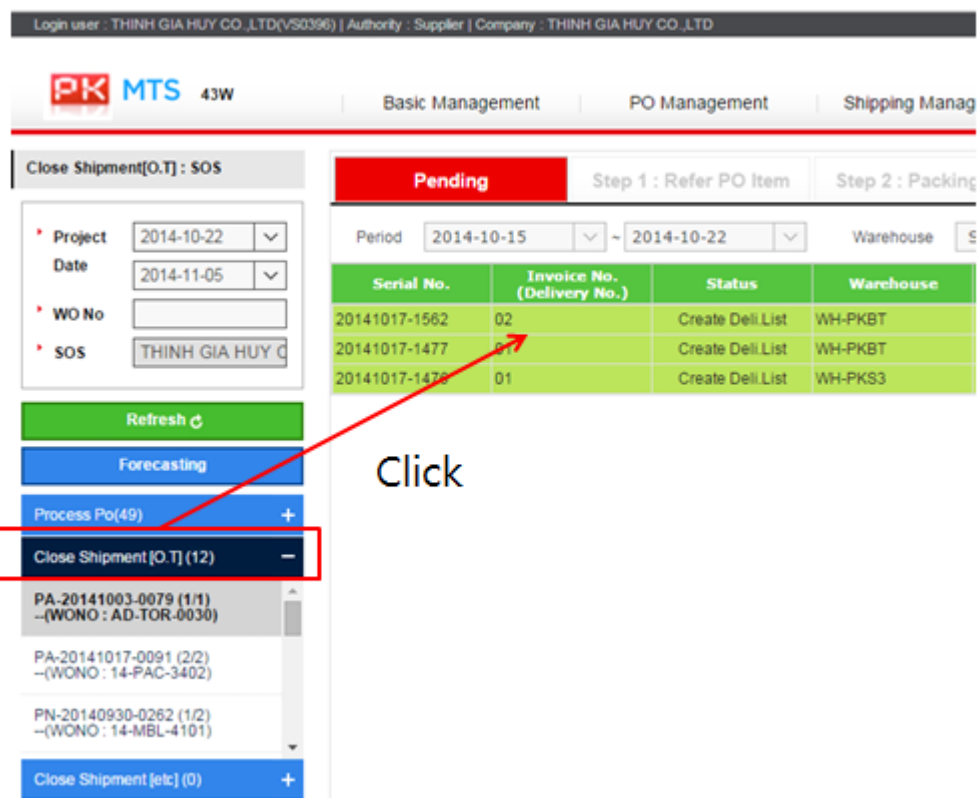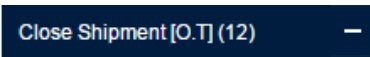

Picture (9-1)

To view the PO list, change the date on [Project Date], located on the top left of the menu, and click [Refresh ↻] button and then the [Close Shipment [O.T] (12) —] button. 2 weeks period from today is automatically inserted in the [Project Date]. The SOS does not allow to fix the start date (today's date), because the PO's Close Shipment work must be done within the Project Date.

Enter the WO NO in the [WO NO] field below the [Close Shipment [O.T] (12) —] to search the WO NO and its PO List. This function is useful when there are too many POs and it is difficult to find a specific PO.

PO NOs below the [Close Shipment [O.T] (12) —] button are confirmed at the

current process and the PO List can move on to the Close Shipment process. (12) on the right of the Close Shipment [O.T] means that the Process PO is confirmed and can proceed to Close Shipment stage.

B. Summary of the function

The main function of this page is to process the Ocean Freight delivery. For example, if the SOS in Korea is delivering to a Pungkook's warehouse in Vietnam by Ocean Freight(Boat), then that order should be processed through this page.

There are four stages to this process. First process is the [Setp1: Refer PO Item], where the PO Items for the Close Shipment needs to be selected. Second process is the [Step 2: Packing List Creation], where the Packing and Carton information is registered and managed. Third process is the [Step 3: Invoice Creation], where invoice details are created. The final process is the [Step 4: Invoice Confirm], where the invoice is confirmed, and the Close Shipment work is finalized.

C. Pending

Click on the   Close Shipment [O.T] (12)   to view the Pending Close Shipment page.
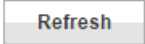
Serial No.	Invoice No. (Delivery No.)	Status	Warehouse	Trans.Ways	Origin	Update Date	PO Cnt	Item Cnt	Carton Cnt
20141021-1851		Packing	WH-JSC	Ocean Freight	Taichung	2014-10-21	1	4	321
20141020-1706		Packing	WH-JSC	Ocean Freight	Taichung	2014-10-20	1	2	141
20141020-1653		Packing	WH-JSC	Ocean Freight	Taichung	2014-10-20	1	4	274
20141020-1611		Packing	WH-JSC	Ocean Freight	Taichung	2014-10-20	1	1	1
20141022-2014	ICF1410029	Closed	WH-PKS3	Ocean Freight	Taichung	2014-10-22	1	2	2
20141022-2012	ICL1410024	Closed	WH-INDO ONE	Ocean Freight	Taichung	2014-10-22	1	1	55
20141022-1990	ICF1410033	Closed	WH-PKS3	Ocean Freight	Taichung	2014-10-22	1	1	1
20141022-1978	ICF1410033	Closed	WH-PKS3	Ocean Freight	Taichung	2014-10-22	1	1	2
20141021-1923	ICF1410042	Closed	WH-INDO ONE	Ocean Freight	Taichung	2014-10-22	1	2	6
20141021-1922	ICF1410034	Closed	WH-INDO ONE	Ocean Freight	Taichung	2014-10-22	1	4	139
20141021-1905	ICB1410010	Closed	WH-PKS2	Ocean Freight	Taichung	2014-10-22	2	1	24
20141017-1464	ICF1410028	Closed	WH-INDO ONE	Ocean Freight	Taichung	2014-10-22	1	2	9
20141016-1340	ICF1410024	Closed	WH-INDO ONE	Ocean Freight	Taichung	2014-10-22	1	1	10
20141016-1322	ICF1410024	Closed	WH-INDO ONE	Ocean Freight	Taichung	2014-10-22	1	1	15
20141016-1320	ICF1410025	Closed	WH-INDO ONE	Ocean Freight	Taichung	2014-10-22	1	3	109
20141016-1317	ICF1410021	Closed	WH-JSC	Ocean Freight	Taichung	2014-10-22	1	2	112

Picture (9-2)

Picture(9-2) is the [Pending] page, which shows the current Close Shipment works and the finalized case(on Invoice No basis) in a grid format.

[Period] is the Project Date, and by modifying the date, all the deliveries within the given period will be searched.

[Warehouse] refers to the Pungkook's warehouse where the items are going to be delivered to. If no specific warehouse has been designated, then the warehouse that meets the delivery conditions can be view from the grid.

Insert the specific WO NO in the [WO No.] field to inquire the delivery information of the WO NO on the grid. After inserting the [Period], [Warehouse], [WO NO], click the [Refresh] button to search for deliveries that meets in conditions and view it on a grid.

[Serial No] on the grid is the delivery number for the PKMTS system to distinguish, and the serial number is automatically granted to each delivery. The serial format is the following [YYYYMMDD].

[Invoice No. Delivery No.] on the grid is Delivery No that is managed by SOS. The serial number is inputted and managed from SOS, and the serial format can be designated by SOS on case by case basis.

[Status] on the grid shows the current process status according to the invoice.

[Warehouse] on the grid is the warehouse of Pungkook.

[Trans. Ways] on the Grid is the delivery method. It is classified either into trucking(local delivery) or Ocean freight(boat).

[Origin] on the Grid is the origin of the SOS's company.

[Update Date] on the grid is the last date on which the delivery data was modified.

[PO cnt], [Item cnt], [Carton cnt] on the grid is the number of the PO, Item, and Carton of the delivery.

By selecting a delivery on the grid and clicking the [Detail] button or double click on the delivery, a popup page with delivery's detail will popup, as shown on Picture (9-3).

Picture (9-3)

PO, Item, and Carton List of the delivery can be searched on a grid as shown on the Picture (9-3).

Click on the [Print Packing List] button to print the current Close Shipment's packing list.

Click on the [Print Shipping Mark] button to print the current Close Shipment's Shipping Mark.

Click on the [Print Invoice] button to print the current Close Shipment's Invoice.

Click on the [Modify] button to move to the current Close Shipment's progress page and modify the selected Close Shipment's data. But the close shipment data cannot be modified when it is in the invoice confirm stage.

To delete the current Close Shipment, click on the [Delete] button. When the Close Shipment is deleted, the Items included in the related PO can be inquired again as PO Item and can be used in new Close Shipment. But Close Shipment that already had the Invoice Confirmed and Pungkook DOC has proceeded to the Item receipt stage, and then the delivery cannot be deleted. To delete the Close Shipment

at this stage, the Pungkook DOC must cancel the Item Receipt. The Item Receipt's progress of each Close Shipment can be viewed on the [Status] column of the grid on the Pending Page, shown on Picture (9-2).

D. Refer PO Item Stage

The PO Items for the Packing list can be selected on this page.

Picture (9-4)

To proceed on to the Packing work, click on the PO and move to the [Step 1: Refer PO Item] page. The PO Item List will automatically be searched, as shown on Picture (9-4).

Click on a PO, among the PO List and move to the [Step 1: Refer PO Item] page, as shown on Picture (9-5).

Picture(9-5)

Click on the **<< Home** button to cancel the current work and move to the [Pending] page.

The selected PO Item's delivery warehouse will automatically upload on **[Warehouse]**.

The selected PO Trans. Ways will automatically upload on **[Trans Ways]**.
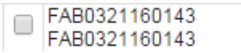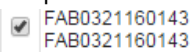
The selected PO's Project Date(delivery date) will automatically upload on **[Project Date]**.

The grid will show all the Close Shipment with the same warehouse, Trans. Ways, and Project Date information as the selected PO, as shown on Picture (8-5).

Click on the **Refresh** button, after modifying the [Warehouse], [Trans. Ways], and [Project Date], to find POs that meet the criteria.

Click on the "+" sign on the right of the PO, **PN-20141001-0189 (14-MBL-4503) +**, to find the Item List on the PO.

The POs are not always included in the in-process Packing List.

To include a specific PO's Item(s) **☐ FAB0321160143 FAB0321160143** in the in-process Delivery Lists, click on the Check box located on the left of the Item NO, **☑ FAB0321160143 FAB0321160143**, or

click on the Check box located on the left of the PO, ☑ PN-20141001-0189 (14-MBL-4503) .

To include all the Items of the POs to the Packing List, click on [Check All].

After following the steps above to include the PO Items on the Packing List, click on **Packing List Creation >** button to move to the [Step 2: Packing List Creation] Page and to the next stage.

The following popup page, shown on Picture (9-6), will appear for the next stage.

Shipper	Test Supplier			
Consignee	PT.PK INDONESIA ONE JL. RAYA PABUARAN-SARENGSENG KM.3. DESA. PABUARAN, KECAMATAN PABUARAN, KABUPATEN SUBANG, JAWA BARAT INDONESIA			
Notify party	PUNGKOOK CORPORATION 307-4 SANGDAEWON-DONG, JUNGWON-KU, SUNGNAM CITY, KYUNGGI DO, KOREA			
Port of Loading	Shanghai ▼	Final Destination	Jakarta ▼
Carrier	TS 201	Sailing on or about	2014-10-23 ⌄
Lc No & date, Issuing Bank		Payment Term	CASH ▼
Delivery Term	Free On Board(FOB) ▼		
Other reference			

Apply   Close

Picture(9-6)

The Picture (9-6) shows the information on the header of the Packing List and the Invoice.

The information above is needed for each Packing List. For efficiency and to limit the repeated work to fill-in the information, enter the basic information when filling in the Packing List in the [Basic Management] > [Basic SOS Information].

Enter the SOS name and address in the [Shipper].

Enter the delivery factory name and the address in the [Consignee]. When the factory is selected, the address and name of the factory is automatically uploaded. This is the Consignee information that is used in the header of Packing List and Invoice.

Enter the name and address of Pungkook headquarters in the [Notify party]. The address will automatically be uploaded.

When the [Quality guarantee] is clicked, a popup page shown on Picture (9-7) will popup. Click on the [Check] button to move to the next stage.

1. Pungkook will send message regarding any loss or missing quantity, bad quality within 30days after receiving goods.
2. After the delivery day, in the event of delay in shipment, pungkook may cancel this order or ask an air shipment or claim damages.
3. Supplier will replace any materials that do not meet standard at no cost to Pungkook, Pungkook may cancel this order and ask an air shipment and claim damages.
(Claim damages are included 100% inspection cost of Pungkook)
4. Broken packages are subject to ship back and claim damages to charge, please pack securely.
5. P/O No. should be written on each package. If supplier is missing P/O No or some of information on shipping mark,
Supplier have to pay a penalty US $5 each packages.
6. Lead times from time of PO Placement to ship will be on follow as lead time. Fabric, Zipper, Plastic & other of lead time is 14days. Handle system & AL Frame of lead time is 21days. If Supplier need more above lead time for production, supplier should be inform to Pungkook and get a new confirmation of the shipping schedule.
7. Please return the confirmed delivery date within 6days from order date.
8. After final inspection finish from supplier, supplier have to update on PK-MRP board the inspection of result.
9. All of our POs should contain one sentence that "Suppliers guarantee that their good meet VF's RSL standard".

Check **Close**

Picture (9-7)

Click on the [Apply] button on Picture(9-7) page to conclude the current work on this stage.

E. Packing List Creation Stage
    This page allows registration and management of the PO Item's packing information, Lot No, and weight, and then print the Packing List, Packing Invoice, and Shipping Mark. After the printing stage, it is ready to move to the Invoice Creation stage.

Picture (9-8)

Click on the [<< Home] button to cancel the current work and move to the [Pending] page.

Click on the [< Previous Step] button to cancel the current work, and move to [Step 1: Refer PO Item] page. PO Items can be reselected on the PO Item selection stage, when there is a problem with the list.

[Serial No] is created automatically and cannot be modified from SOS.

This page uses the [Packing Qty], [Net weight], [Gross Weight], and [CBM] information of the Item from the system, which was registered during the PO registration stage, to create the Carton information automatically. The Carton information can be modified from SOS.

[C/N] is the Carton number. The first four digit of the Carton number is given by the SOS system and is fixed. The last four digits of the Carton No are automatically produced by the system in sequence from 1 to 9,999. On the first row of the grid numbered "1" on Picture (9-8), is the total Carton number.

The [48324016-48324027] on the second row of the grid is the Item's first and last Carton number.

The Carton number given to the Carton on the third row of the grid starts from

48324016
48324017
48324018
48324019
.

If there is more than one carton, cartons can be merged or divided. To merge cartons, double click on the carton no. column and a popup page will appear, as shown on Picture (9-9). On this page, select the cartons that are going to be merged and proceed with the merging job.

Picture (9-9)

[Original PO Q'ty] is the number of Item's PO.

[Packing Qty] is the number of Carton's Item Packing.

[User Packing Unit] is packing unit marked for the items that needs inner packing, which makes it easy for SOS to recognize. Please refer to the [Inner Packing Qty] in the [Item mapping].

[Lot No] is the Lot No for each packing. Double click on the column and modification on the Lot No can be done on the popup page, shown on Picture (9-10).
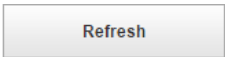
Picture (9-10)

The same Lot No can be given to more than one carton, by selecting the [Carton] range and applying to all the cartons at once.

[Net weight] is the Net weight of the selected Carton. If the net weight of the specific Item's Packing Unit exists in the [Item Mapping], then it will be automatically uploaded. To modify the data, change the first line's total net weight, and it will automatically disperse the data to every carton at once, but the data cannot be individually modified.

[Gross weight] is the gross weight of the Carton. If the gross weight of the specific Item's Packing Unit exists in the [Item Mapping], then it will be automatically uploaded. To modify the data, change the first line's total gross weight, and it will automatically disperse the data to every carton at once, but the data cannot be individually modified.

[CBM] is the CBM for the Carton. If the CBM of the specific Item's Packing Unit exists in the [Item Mapping], then it will be automatically uploaded. To modify the data, change the first line's total CBM, and it will automatically disperse the data to every carton at once, but the data cannot be individually modified.

Click on the [Refresh] button on picture (9-8) to upload the most current data.

Click on the [Excel Download] button on picture (9-8) to download the current carton information to an Excel File. The [Carton No] and [Carton Qty] on the downloaded Excel file can be modified and be upload to the Carton information by clicking the [Excel Upload] button. [Carton No] and [Carton Qty] can be modified and uploaded as shown on picture (9-11)

Picture(9-11)

Click on the **Print/Download Packing List** button on picture (9-8) to print or download an Excel file of the Packing List, as shown on picture(9-12).

Picture(9-12)

Click on the **Print/Download Packing List** button on picture (9-8) to print or download an Excel file of the Shipmark, as shown on picture(9-13).

Picture(9-13)

Click on the [Update Packing List Header] button to modify the Packing List Header information, as shown on Picture (9-14).

Shipper	⬤ SE CO., LTD
Consignee	PUNGKOOK SAIGON III CO.,LTD 1A HAMLET, AN PHU COMMUNE, THUAN AN DISTICT BINH DUONG PROVINCE, VIETNAM.
Notify party	PUNGKOOK CORPORATION 307-4 SANGDAEWON-DONG, JUNGWON-KU, SUNGNAM CITY, KYUNGGI DO, KOREA

Port of Loading	Taichung	Final Destination	HoChiMinh
Carrier	HANJIN	Sailing on or about	2014-10-28
Lc No & date, Issuing Bank	TAIWAN BANK	Payment Term	T/T-45 days
Delivery Term	Free On Board(FOB)		
Other reference			

Apply   Close

Picture(9-14)

After the Packing List Creation is done, click on [Invoice Creation >] button to finalize the Packing List Creation, as shown on Picture (9-15), and a popup page to enter the Invoice No will appear.

F. Invoice Creation Stage

This is the invoice creation stage. Click on the ☐ Quality guarantee on the Picture (9-8) and the Popup page, to enter the Invoice No., shown on Picture (9-15) will appear.

Invoice No	[ ]	Invoice Date	2014-10-28 ▾
Shipper	YAWLIAMY ENTERPRISE CO., LTD		
Consignee	PUNGKOOK SAIGON III CO.,LTD 1A HAMLET, AN PHU COMMUNE, THUAN AN DISTICT BINH DUONG PROVINCE, VIETNAM.		
Notify party	PUNGKOOK CORPORATION 307-4 SANGDAEWON-DONG, JUNGWON-KU, SUNGNAM CITY, KYUNGGI DO, KOREA		
Port of Loading	Taichung ▾	Final Destination	HoChiMinh ▾
Carrier	HANJIN	Sailing on or about	2014-10-28
Lc No & date, Issuing Bank	TAIWAN BANK	Payment Term	T/T-45 days ▾
Delivery Term	Free On Board(FOB) ▾		
Other reference			

Invoice Creation   Close

Picture (9-15)

After entering the [Invoice No], click the [Invoice Creation] button, shown on Picture(9-16), to move to the invoice creation page.

Picture(9-16)

If modification on the invoice item is needed, click on the [< Previous Step] button on Picture (9-16) to move to the previous Packing List stage.

If there is a problem with the invoice, then the invoice will not print even after clicking the [Print Invoice] button.

If there is no problem with the invoice and the invoice needs to be finalized, click on [Confirm Invoice >] button on Picture (9-16) and end the final stage of the Close Shipment. It will move to the [Pending] Page to finish the invoice job when the Confirm Invoice Button is clicked.

If the confirm invoice job is not finished, then the invoice for the Item Receipt stage will not appear.
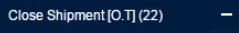
10.　Close Shipment[etc]
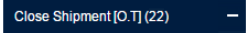
A. Page Location
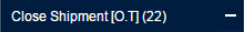
Click on the [Close Shipment(etc]] in the Sub menu of the PO Management within the main menu to move to the page. Can also move to the [Close Shipment(etc]] by clicking the menu on the left, as shown on Picture (10-1).
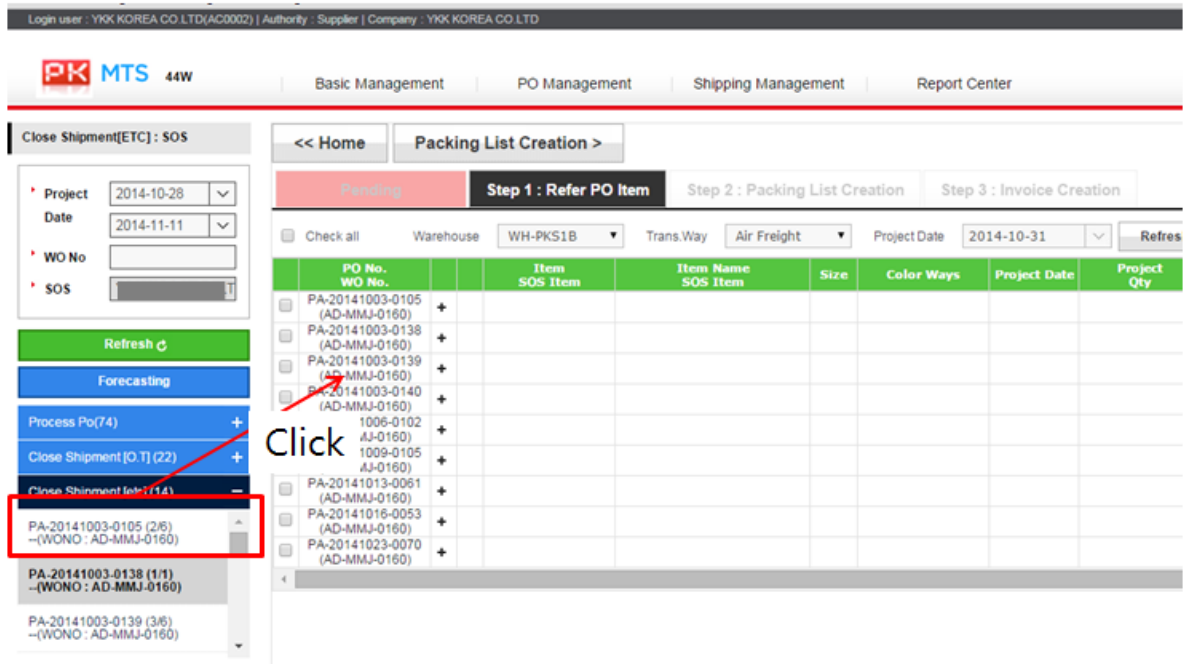
Picture (10-1)

To view the PO list, change the date on [Project Date], located on the top left of the menu, and click [Refresh ↻] button and then click the [Close Shipment [O.T] (22) −] button. 2 week period from today is automatically inserted in the [Project Date]. The SOS does not allow to fix start date(today's date), because the PO's Close Shipment work must be done within the Project Date.

Enter the WO NO in the [WO No] field below the [Close Shipment [O.T] (22) −] to search the WO NO and its PO List. This function is useful when there are too many POs and it is difficult to find a specific PO.

PO NOs below the [Close Shipment [O.T] (22) −] button are confirmed at the current process and the PO List can move on to the Close Shipment process. "(22)" on the right of the Close Shipment [etc] is the number of PO that has been confirmed and can proceed to Close Shipment stage.

B. Summary of the function

The main function of this page is to process all the delivery methods (Air Freight, DTD, and etc) except for the Ocean Freight and trucking delivery. For example, if the SOS in Korea is delivering to a Pungkook's warehouse in Vietnam by air, then that order should be processed through this page.

There are four stages to this process. First process is the [Setp1: Refer PO Item], where the PO Items for the Close Shipment needs to be selected. Second process is the [Step 2: Packing List Creation], where the Packing and Carton information is registered and managed. Third process is the [Step 3: Invoice Creation], where invoice details are created. The final process is the [Step 4: Invoice Confirm], where the invoice is confirmed and Close Shipment work is finalized.

Pending

Click on the Close Shipment [O.T] (22)   –   to view the Pending Close Shipment page, as shown on Picture (10-2).

Picture(10-2)

Picture (10-2) is the [Pending] page, which shows the current Close Shipment works and the finalized case(on Invoice No basis) in a grid format.

[Period] is the Project Date, and by modifying the date, all the deliveries within the period will show.

[Warehouse] refers to the Pungkook's warehouse that the items are going to be delivered to. If no specific warehouse has been designated, then the warehouse that

meets the delivery conditions can be view from the grid.

Insert the specific WO NO in the [WO No.] field to inquire the delivery information of the WO NO on the grid. After inserting the [Period], [Warehouse], and [WO NO], click the **Refresh** button to search for deliveries that meet in conditions and view it on a grid.

[Serial No] on the grid is the delivery number for the PKMTS system to distinguish, and the serial number is automatically granted to each delivery. The serial format is the following [YYYYMMDD].

[Invoice No. Delivery No.] on the grid is Delivery No that is managed by SOS. The serial number is inputted and managed from SOS, and the serial format can be designated by SOS on case by case basis.

[Status] on the grid shows the current process status according to the invoice.

[Warehouse] on the grid is the warehouse of Pungkook.

[Trans. Ways] on the Grid is the delivery method. It is classified as Air, DTD, or etc.

[Origin] on the Grid is the origin of the SOS's company.

[Update Date] on the grid is the last date on which the delivery data was modified.

[PO cnt], [Item cnt], [Carton cnt] on the grid is the number of the PO, Item, and Carton of the selected delivery.

By selecting a delivery on the grid and clicking the **Detail** button or double click on the delivery, a popup page with delivery's detail will popup, as shown on Picture (10-3).

Picture(10-3)

PO, Item, and Carton List of the delivery can be searched on a grid as shown on the Picture (10-3).

Click on the [Print Packing List] button to print the current Close Shipment's packing list.

Click on the [Print Shipping Mark] button to print the current Close Shipment's Shipping Mark.

Click on the [Print Invoice] button to print the current Close Shipment's Invoice.

Click on the [Modify] button to move to the current Close Shipment's progress page and modify the selected Close Shipment's data. But the close shipment data cannot be modified when it is in the invoice confirm stage.

To delete the current Close Shipment, click on the [Delete] button. When the Close Shipment is deleted, the Items included in the related PO can be inquired again as PO Item and can be used in new Close Shipment. But Close Shipement that already had the Invoice Confirmed and Pungkook DOC has proceeded to the Item receipt stage, and then the delivery cannot be deleted. To delete the Close Shipment

at this stage, the Pungkook DOC must cancel the Item Receipt. The Item Receipt's progress of each Close Shipment can be viewed on the [Status] column on grid on the Pending Page, shown on Picture (10-2).

C. Refer PO Item Stage

The PO Items for the Packing list can be selected on this page.

Picture(10-4)

To proceed on to the Packing work, click on the PO and move to the [Step 1: Refer PO Item] page. The PO Item List will automatically be searched, as shown on Picture (10-4).

Clicked on a PO, among the PO List and move to the [Step 1: Refer PO Item] page, as shown on Picture (10-5).

Picture(10-5)

Click on the **<< Home** button to cancel the current work and move to the [Pending] page.

The selected PO Item's delivery warehouse will automatically upload on [Warehouse].

The selected PO's Trans. Ways will automatically upload on [Trans Ways].

The selected PO's Project Date(delivery date) will automatically upload on [Project Date].

The grid will show all the Close Shipment with the same warehouse, Trans. Ways, and Project Date information of the PO, as shown on Picture (9-5).

Click on the **Refresh** button, after modifying the [Warehouse], [Trans. Ways], and [Project Date], to find POs that meet the changed criteria.

Click on the "+" sign on the right side of the PO, **PN-20141001-0189 (14-MBL-4503) +**, to find the Item List on the PO.

The POs are not always included in the in-process Packing List.

To include a specific PO's Item(s) **FAB0321160143 FAB0321160143** in the in-process Delivery Lists,

click on the Check box located on the left of the Item NO, [✓ FAB0321160143 / FAB0321160143] , or click on the Check box located on the left of the PO, [✓ PN-20141001-0189 / (14-MBL-4503)] .

To include all the Items of all the POs to the Packing List, click on [Check All].

After following the steps above to include the PO Items on the Packing List, click on [Packing List Creation >] button to move to the [Step 2: Packing List Creation] Page and to the next stage.

The following popup page, shown on Picture (10-6), will appear for the next stage.

Picture (10-6)

The Picture (10-6) shows the information on the header of the Packing List and the Invoice.

The information above is needed for every Packing List. For efficiency and to limit the repeated work to upload the information, enter the basic information when entering the Packing List in the [Basic Management] > [Basic SOS Information].

Enter the SOS name and address in the [Shipper].

Enter the delivery factory name and the address in the [Consignee]. When the warehouse is selected, the address and name of the warehouse is automatically filled in. This is the Consignee information that is used in the header of Packing List and Invoice.

Enter the name and address of Pungkook headquarters in the [Notify party]. The address will be automatically uploaded.

When the [Quality guarantee] is clicked, a popup page shown on Picture (9-7) will popup. Click on the [Check] button to move to the next stage.

1. Pungkook will send message regarding any loss or missing quantity, bad quality within 30days after receiving goods.
2. After the delivery day, in the event of delay in shipment, pungkook may cancel this order or ask an air shipment or claim damages.
3. Supplier will replace any materials that do not meet standard at no cost to Pungkook, Pungkook may cancel this order and ask an air shipment and claim damages.
(Claim damages are included 100% inspection cost of Pungkook)
4. Broken packages are subject to ship back and claim damages to charge, please pack securely.
5. P/O No. should be written on each package. If supplier is missing P/O No or some of information on shipping mark,
Supplier have to pay a penalty US $5 each packages.
6. Lead times from time of PO Placement to ship will be on follow as lead time. Fabric, Zipper, Plastic & other of lead time is 14days. Handle system & AL Frame of lead time is 21days. If Supplier need more above lead time for production, supplier should be inform to Pungkook and get a new confirmation of the shipping schedule.
7. Please return the confirmed delivery date within 6days from order date.
8. After final inspection finish from supplier, supplier have to update on PK-MRP board the inspection of result.
9. All of our POs should contain one sentence that "Suppliers guarantee that their good meet VF's RSL standard".

| Check | Close |

Picture(10-7)

Click on the [Apply] button on Picture(10-7) page to conclude the current work on this stage.

D. Packing List Creation Stage
This page allows to register and manage the PO Item's packing information, Lot No, and weight and then print the Packing List, Packing Invoice, and Shipping Mark. After the printing stage, it is ready to move to the Invoice Creation stage.

Picture(10-8)

Click on the [<< Home] button to cancel the current work and move to the [Pending] page.

Click on the [< Previous Step] button to cancel the current work, and move to [Step 1: Refer PO Item] page. PO Items can be reselected on the PO Item selection stage, when there is a problem with the list.

[Serial No] is created automatically, and cannot be modified from SOS.

This page uses the [Packing Qty], [Net weight], [Gross Weight], and [CBM] information of the Item from the system, which was registered during the PO registration stage, to create the Carton information automatically. The Carton information can be modified from SOS.

[C/N] is the Carton number. The first four digit of the Carton number is given by the SOS system and is fixed. The last four digits of the Carton No are automatically produced by the system in sequence from 1 to 9,999. On the first row of the grid numbered "1" on Picture (9-8), is the total Carton number.

The [48324016-48324027] on the second row of the grid is the Item's first and last Carton number.

The Carton number given to the Carton on the third row of the grid starts from

48324016
48324017
48324018
48324019
.

If there is more than one carton, cartons can be merged or divided. To merge cartons, double click on the carton no. column and a popup page will appear, as shown on Picture (10-9). On this page, select the cartons that are going to be merged and proceed on with the merging job.

Picture(10-9)

[Original PO Q'ty] is the number of Item's PO.

[Packing Qty] is the number of Carton's Item Packing.

[User Packing Unit] is packing unit marked for the items that needs inner packing, which makes it easy for SOS to recognize. Please refer to the [Inner Packing Qty] in the [Item mapping].

[Lot No] is the Lot No for each packing. Double click on the column and modification on the Lot No can be done on the popup page, shown on Picture (10-10).

Picture(10-10)

The same Lot No can be given to more than one carton, by selecting the [Carton] range and applying to all the cartons at once.

[Net weight] is the Net weight of the selected Carton. If the net weight of the specific Item's Packing Unit exists in the [Item Mapping], then it will be automatically uploaded. To modify the data, change the first line's total net weight, and it will automatically disperse the data to every carton at once, but the data cannot be individually modified.

[Gross weight] is the gross weight of the Carton. If the gross weight of the specific Item's Packing Unit exists in the [Item Mapping], then it will be automatically uploaded. To modify the data, change the first line's total gross weight, and it will automatically disperse the data to every carton at once, but the data cannot be individually modified.

[CBM] is the CBM for the Carton. If the CBM of the specific Item's Packing Unit exists in the [Item Mapping], then it will be automatically uploaded. To modify the data, change the first line's total CBM, and it will automatically disperse the data to every

carton at once, but the data cannot be individually modified.

Click on the [Refresh] button on picture (10-8) to upload the most current data.
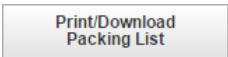
Click on the [Excel Download] button on picture (10-8) to download the current carton information to an Excel File. The [Carton No] and [Carton Qty] on the downloaded Excel file can be modified and be upload to the Carton information by clicking the [Excel Upload] button. [Carton No] and [Carton Qty] can be modified and uploaded as shown on picture (10-11)

Picture (10-11)

Click on the [Print/Download Packing List] button on picture (10-8) to print or download an Excel file of the Packing List, as shown on picture(10-12).

Picture(10-12)

Click on the [Print/Download Shipmark] button on picture (10-8) to print or download an Excel file of the Shipmark, as shown on picture(10-12).

Picture(10-13)

Click on the [Update Packing List Header] button to print or download an Excel file of the Packing List Header, as shown on picture(10-14).

Picture(10-14)

After the Packing List Creation is done, click on **Invoice Creation >** button on Picture (10-8) to finalize the Packing List Creation, as shown on Picture (9-15), and a popup page to enter the Invoice No will appear.

E. Invoice Creation Stage

This is the invoice creation stage. Click on the ☐ Quality guarantee on the Picture (10-8) and the Popup page, to enter the Invoice No., shown on Picture (10-15), will appear.

Picture(10-15)

After entering the [Invoice No], click the [Invoice Creation] button, shown on Picture(9-16), to move to the invoice creation page.

Picture(10-16)

If modification on the invoice item is needed, click on the [< Previous Step] button on Picture (10-16) to move to the previous Packing List stage.

If there is a problem with the invoice, then the invoice will not print even after clicking the [Print Invoice] button.

If there is no problem with the invoice and the invoice needs to be finalized, click on
Confirm Invoice > button on Picture (10-16) and end the final stage of the Close
Shipment. It will move to the [Pending] Page to finish the invoice job when the
Confirm Invoice Button is clicked.

If the confirm invoice job is not finished, and then the invoice for the Item Receipt
stage will not appear.