



# **Work instructions**

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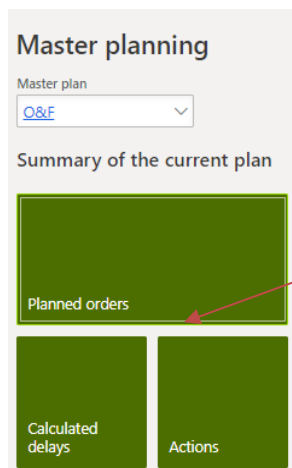
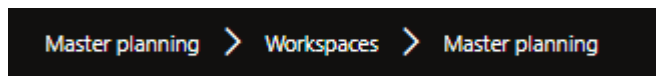
# 1. SOP Process

## 1.1. Production Planning

### 1.1.1. Reviewing Planned Production Orders

- Tolling D&S Planner reviews action messages on planned production orders
- Tolling D&S Planner groups planned productions if needed
- Tolling D&S Planner modifies planned production orders if needed
- Tolling D&S Planner approves/firms productions orders if needed
- Tolling D&S Planner creates intercompany sales order relating to approved productions

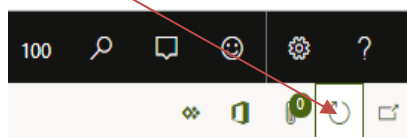
Go to the following path:



Make sure the master plan is set to O&F and select

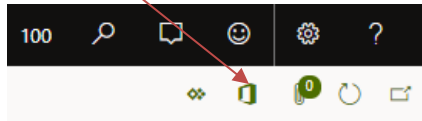
If you already have this report open it is a good idea to 'refresh' it – a local D&S planner may have already contacted you regarding a planned order that is not required, if this is the case you will have updated the master planning on item level but it will not be updated in this report until you refresh it or re-open it.

The refresh button can be found at the top right of the screen.



In the main screen you will see planned orders, filter on the reference and set it as 'Planned production orders', also filter on your toller's warehouse. Sort by delivery date with the oldest first. At this point you might find it more useful to export this report to Excel so you can filter further and make notes.

The export function can be found at the top right of the screen.



### 1.1.1.1. Grouping Production Orders

Decide which if any productions you wish to consolidate together into the same campaign.

To group production orders the orders must be for the same item, it is therefore not possible to use the group function for finished goods belonging to different branches but you can group sub assembly production orders for a single formulation and multiple productions for the same finished goods if you want to combine multiple demand into one campaign.

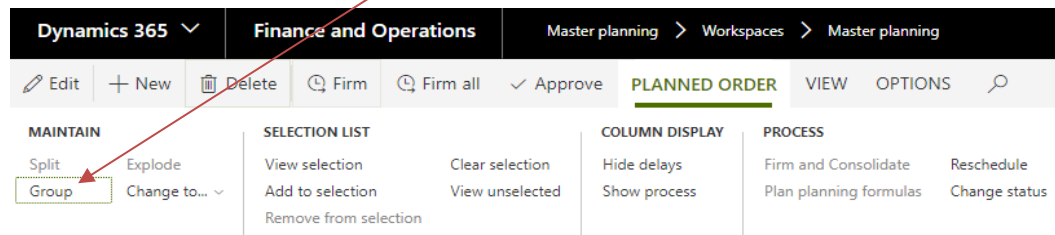
To group the orders, select the planned productions you wish to combine by clicking on the far left column. A tick icon will appear for each order once selected.

PLANNED ORDERS

Filter  Plan

✓ Number	Reference	Warehouse	Item number	Product name	Warehouse	Requirement ...	Unit	Order date	Delivery date	Requested date
✓ MRP-000014086	Planned production orders	safapac	109031107	ERII NL 4XSL	safapac	1,750.00	LTR	01/01/2020	01/01/2020	
✓ MRP-000014088	Planned production orders	safapac	109031107	ERII NL 4XSL	safapac	1,050.00	LTR	01/04/2020	01/04/2020	

In the Planned Order tab choose 'Group'. A pop up message will appear, don't change anything, just select 'OK'.



You will now see a single planned production order for the total volume and the dates will be applied from the earliest order before they were grouped.

PLANNED ORDERS

Filter  Plan

✓ Number	Reference	Warehouse	Item number	Product name	Warehouse	Requirement ...	Unit	Order date	Delivery date	Requested date
✓ MRP-000014086	Planned production orders	safapac	109031107	ERII NL 4XSL	safapac	2,800.00	LTR	01/01/2020	01/01/2020	

## Work Instructions

You can click on the number of the planned production and still see the separate original production orders that you grouped in the pegging screen.

**PLANNED ORDERS**  
**MRP-000014086: 109031107 ERII NL 4X5L**

General		GROUPS	Delivery date	ORDER	PLAN
Number MRP-000014086	Size	Item group FP	01/01/2020	Order date 01/01/2020	Name Orders & Forecast (Actual)
Reference Planned production orders	Color	Buyer group	Time 10:00	Order time 10:00	Plan O&F
Item number 109031107	Style	Vendor group	SCHEDULED Start date 01/01/2020	STATUS Status Unprocessed	Type Master plan
Product name ERII NL 4X5L	Directly derived requirement No <input type="radio"/>	REQUIREMENT Requirement date 01/01/2020	End date 01/01/2020	PLANNING Planning formula	
Configuration	Supply forecast No <input type="radio"/>				

**Pegging**

Reference	Number	Requirement date	Requested date	Requirement qu...	Covered quantity	Changed by qu...	Customer account	Customer group	Requirement C...	Cove...
Planned intercompany demand	sbt:MRP-000014012	01/01/2020		-1,750.00	-1,750.00					
Planned intercompany demand	sbt:MRP-000014014	01/04/2020		-1,050.00	-1,050.00					

Remember that if you have grouped sub assembly productions you should change the dates on the finished goods production orders to indicate they will be made together as you cannot group those due to the fact they are different item codes.

### 1.1.1.1.1. Modifying Planned Production Orders

To modify the information of an order click on the 'Number' of the order you want to change and you will be taken to the details of that particular order.

**PLANNED ORDERS**

Filter  Plan

✓ Number	Reference	Warehouse	Item number	Product name	Warehouse	Requirement ...	Unit	Order date	Delivery date	Requested date
MRP-000014086	Planned production orders	safapac	109031107	ERII NL 4X5L	safapac	1,800.00	LTR	01/01/2020	01/01/2020	
MRP-000014090	Planned production orders	safapac	109031107	ERII NL 4X5L	safapac	15.00	LTR	01/07/2020	01/07/2020	
MRP-000014092	Planned production orders	safapac	109031107	ERII NL 4X5L	safapac	10.00	LTR	01/10/2020	01/10/2020	
✓ MRP-000014713	Planned production orders	safapac	109031107	ERII NL 4X5L	safapac	1,000.00	LTR	01/02/2020	01/02/2020	01/01/2020

When you are in this screen you can change the delivery date of the production order if needed. Select the 'Delivery date' and either type in the new date using the format XX/XX/XXXX or click in the cell and hover over the right of the cell to see the edit (pencil) icon. Click on the edit icon and a calendar will appear. Click on the calendar and choose the new delivery date.

## Work Instructions

The order date will automatically be updated to match the delivery date. Save the changes using the 'Save' option at the top left of the screen, once saved the scheduled date will change too.

**PLANNED ORDERS**  
**MRP-000014713: 109031107 ERII NL 4X5L**

**General**

<b>Number</b> MRP-000014713  <b>Reference</b> Planned production orders  <b>Item number</b> 109031107  <b>Product name</b> ERII NL 4X5L  <b>Configuration</b> 	<b>Size</b>  <b>Color</b>  <b>Style</b>  <b>Directly derived requirement</b> No <input checked="" type="radio"/> <b>Supply forecast</b> No <input checked="" type="radio"/>	<b>GROUPS</b> <b>Item group</b> FP <b>Buyer group</b>  <b>Vendor group</b>  <b>REQUIREMENT</b> <b>Requirement date</b> 15/02/2020	<b>Delivery date</b> 15/02/2020 <b>Time</b> 10:00 <b>SCHEDULED</b> <b>Start date</b> 01/02/2020 <b>End date</b> 01/02/2020	<b>ORDER</b> <b>Order date</b> 15/02/2020 <b>Order time</b> 00:00 <b>STATUS</b> <b>Status</b> Unprocessed <b>PLANNING</b> <b>Planning formula</b>	<b>PLAN</b> <b>Name</b> Orders & Forecast (Actual) <b>Plan</b> O&F <b>Type</b> Master plan
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Scroll further down this screen to see more information regarding the order.

In the pegging section you will see the details of this production order in relation to the demand it is covering. In this instance the order for 1000L in Feb is being produced against the demand of 1,750L requested for Jan.

### Pegging

Reference	Number	Requirement date	Requested date	Requirement qu...	Covered quantity
Planned intercompany demand	sbt:MRP-000014012	01/01/2020		-1,750.00	-1,000.00

Further down you see information about the impact the supply of this order has on the demand. In this example because we are proposing supply in Feb for a Jan demand the action section proposes the order needs to be advanced to meet the requested date of the 01/01/20. The delay section shows the details of the delay.

## Work Instructions

### Action

#### ACTION MESSAGE

Action

Advance

Days

-31

To date

01/01/2020

### Delays

#### CALCULATED DELAYS

Desired date

01/01/2020

Delays

Delayed

Days

31

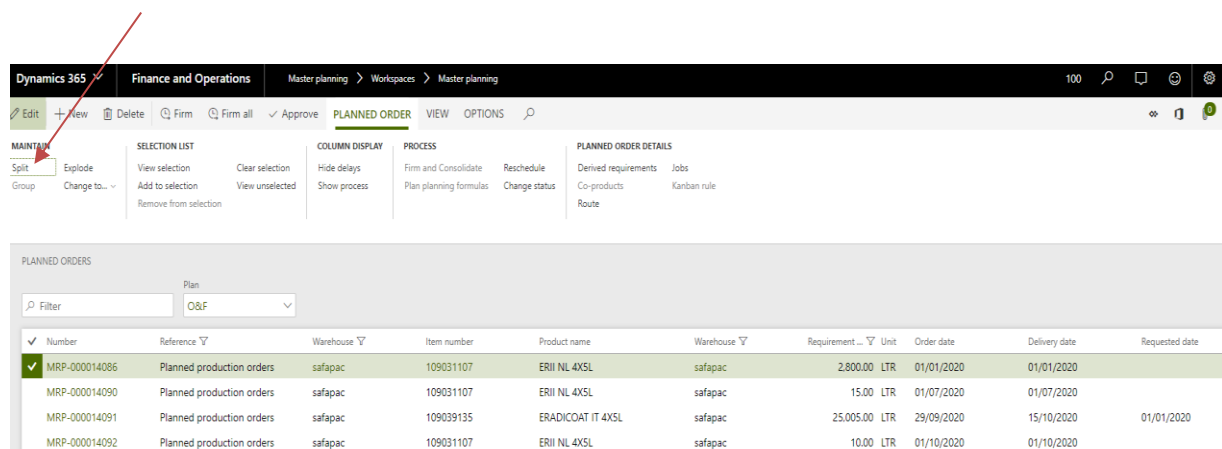
To date

01/02/2020

### 1.1.1.1.2. Splitting Planned Production Orders

Just as you can group orders you can also split them up.

Select the single order you want to split by selecting it in the column on the far left, once selected a 'tick' symbol will be displayed. Then select 'Split'.



The screenshot shows the Dynamics 365 interface for 'Finance and Operations' under 'Master planning > Workspaces > Master planning'. The 'MAINTAIN' tab is active, and the 'Split' button is highlighted with a red arrow. Below the tab, there are several sections: 'SELECTION LIST', 'COLUMN DISPLAY', 'PROCESS', and 'PLANNED ORDER DETAILS'. The 'PLANNED ORDERS' table is displayed below these sections. The table has columns for Number, Reference, Warehouse, Item number, Product name, Warehouse, Requirement, Unit, Order date, Delivery date, and Requested date. The first row is selected, indicated by a green checkmark in the 'Number' column.

Number	Reference	Warehouse	Item number	Product name	Warehouse	Requirement	Unit	Order date	Delivery date	Requested date
MRP-000014086	Planned production orders	safapac	109031107	ERII NL 4XSL	safapac	2.800.00	LTR	01/01/2020	01/01/2020	
MRP-000014090	Planned production orders	safapac	109031107	ERII NL 4XSL	safapac	15.00	LTR	01/07/2020	01/07/2020	
MRP-000014091	Planned production orders	safapac	109039135	ERADICOAT IT 4XSL	safapac	25.005.00	LTR	29/09/2020	15/10/2020	01/01/2020
MRP-000014092	Planned production orders	safapac	109031107	ERII NL 4XSL	safapac	10.00	LTR	01/10/2020	01/10/2020	

## Split

### Parameters

#### SPLIT SELECTED PLANNED ORDER

Split quantity

1,000.00

Delivery date

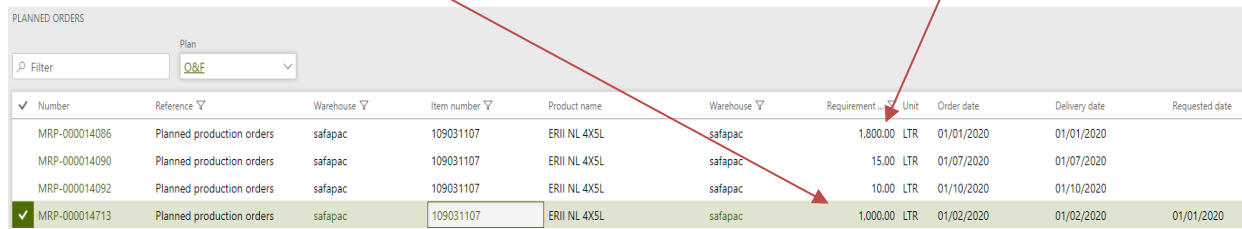
01/02/2020

Run in the background

The following pop up message will appear. Here you need to enter the quantity that you want to produce at a different time to the original order and the new delivery date for this quantity.

Select 'OK' to process the split.

If you now view the planned orders you will see the original order has been reduced in quantity and a new order has been created for the remaining quantity with the new date that was entered.



✓	Number	Reference	Warehouse	Item number	Product name	Warehouse	Requirement	Unit	Order date	Delivery date	Requested date
	MRP-000014086	Planned production orders	safapac	109031107	ERII NL 4XSL	safapac	1,800.00	LTR	01/01/2020	01/01/2020	
	MRP-000014090	Planned production orders	safapac	109031107	ERII NL 4XSL	safapac	15.00	LTR	01/07/2020	01/07/2020	
	MRP-000014092	Planned production orders	safapac	109031107	ERII NL 4XSL	safapac	10.00	LTR	01/10/2020	01/10/2020	
✓	MRP-000014713	Planned production orders	safapac	109031107	ERII NL 4XSL	safapac	1,000.00	LTR	01/02/2020	01/02/2020	01/01/2020

**IMPORTANT:** Any modifications will be overwritten when the MRP runs unless you approve or firm the order.

### 1.1.1.1.3. Changing the Status of Planned Production Orders

The status of a production has an implication on master planning.

If the status is not changed everytime you run master planning the production proposal could change as a result of changing demand and supply factors.

There are two types of status that can be applied when it is necessary to prevent proposals being overwritten by master planning.

Production orders with the status APPROVE or FIRM will retain their information in terms of quantity and delivery dates unless it is physically changed by the user.

Certis will further define these as follows:

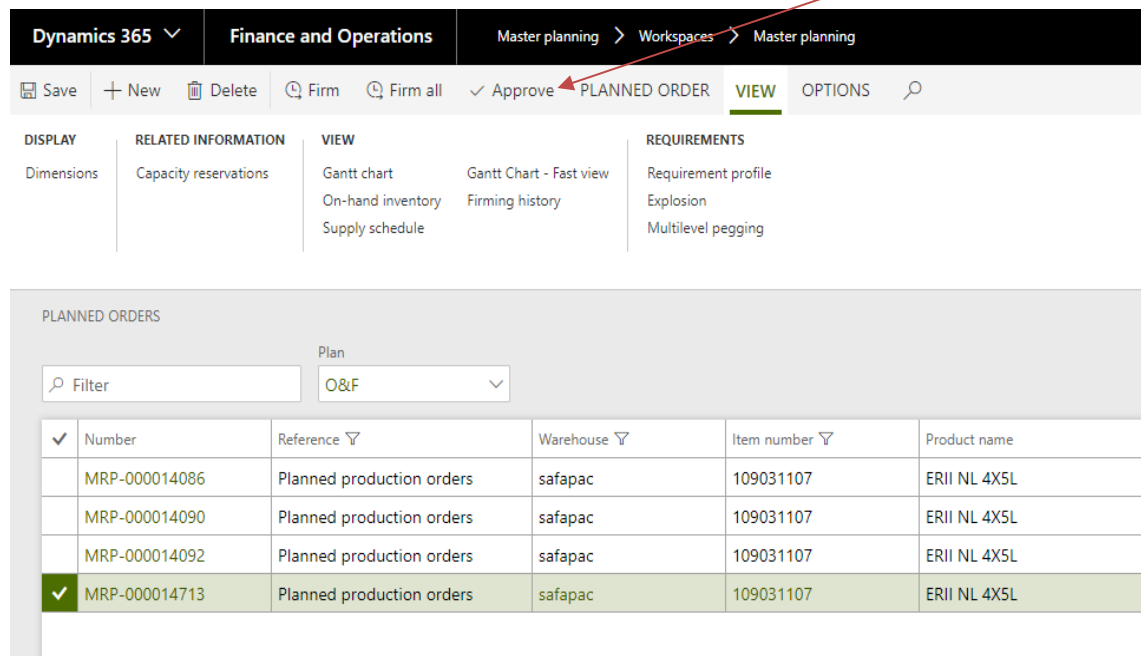
**Approve** – a production order that is planned but not yet confirmed and should not be acted upon in terms of purchasing unless otherwise informed.

**Firm** – a production order that has been committed to production, purchasing can be acted upon and there should be a corresponding committed sales order from the local branch.



## 1.1.1.1.3.1. Approving a Production Order

To approve an order, select the order using the far left tick column and then go to 'Approve'. You can select multiple orders and 'Approve'. A pop up message will appear asking you if you definitely want to approve the order. Select 'OK' if you wish to go ahead.

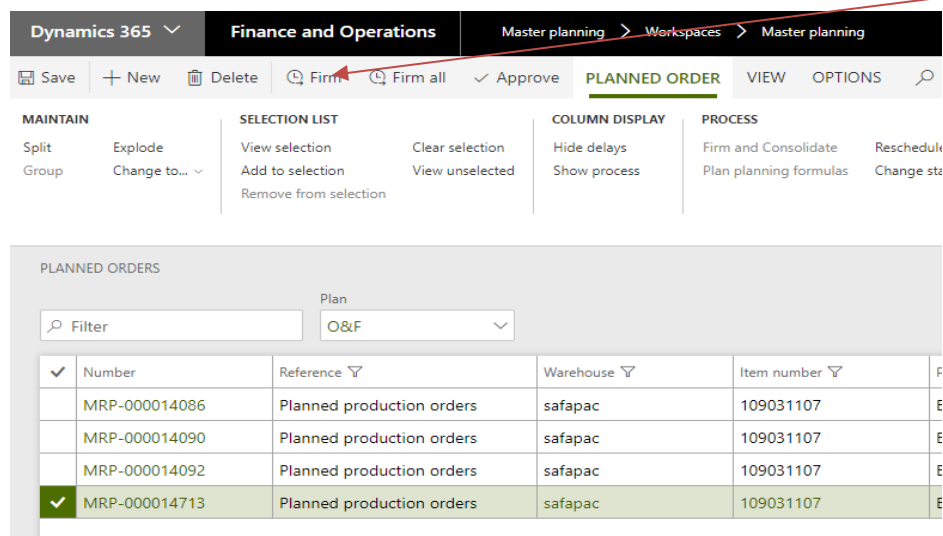


The screenshot shows the Dynamics 365 Finance and Operations interface. The top navigation bar includes 'Dynamics 365', 'Finance and Operations', and a breadcrumb trail: 'Master planning > Workspaces > Master planning'. The command bar contains 'Save', 'New', 'Delete', 'Firm', 'Firm all', 'Approve', 'PLANNED ORDER', 'VIEW', and 'OPTIONS'. A red arrow points from the 'Approve' button to the 'PLANNED ORDER' tab. Below the command bar, there are sections for 'DISPLAY' (Dimensions), 'RELATED INFORMATION' (Capacity reservations), 'VIEW' (Gantt chart, On-hand inventory, Supply schedule, Gantt Chart - Fast view, Firming history), and 'REQUIREMENTS' (Requirement profile, Explosion, Multilevel pegging). The main area is titled 'PLANNED ORDERS' and includes a 'Filter' input and a 'Plan' dropdown set to 'O&F'. A table lists four planned production orders, with the last one selected.

✓	Number	Reference	Warehouse	Item number	Product name
	MRP-000014086	Planned production orders	safapac	109031107	ERII NL 4X5L
	MRP-000014090	Planned production orders	safapac	109031107	ERII NL 4X5L
	MRP-000014092	Planned production orders	safapac	109031107	ERII NL 4X5L
✓	MRP-000014713	Planned production orders	safapac	109031107	ERII NL 4X5L

## 1.1.1.1.3.2. Firming a Production Order

When you are ready to fully commit an order to production select the order using the far left tick column and select 'Firm'. You can select multiple orders and 'Firm'.



The screenshot shows the Dynamics 365 Finance and Operations interface. The top navigation bar is the same as the previous screenshot. The command bar now includes 'Firm' and 'Firm all', with a red arrow pointing to the 'Firm' button. Below the command bar, there are sections for 'MAINTAIN' (Split, Explode, Group, Change to...), 'SELECTION LIST' (View selection, Add to selection, Remove from selection, Clear selection, View unselected), 'COLUMN DISPLAY' (Hide delays, Show process), and 'PROCESS' (Firm and Consolidate, Plan planning formulas, Reschedule, Change st). The main area is titled 'PLANNED ORDERS' and includes a 'Filter' input and a 'Plan' dropdown set to 'O&F'. A table lists the same four planned production orders as before, with the last one selected.

✓	Number	Reference	Warehouse	Item number	
	MRP-000014086	Planned production orders	safapac	109031107	F
	MRP-000014090	Planned production orders	safapac	109031107	E
	MRP-000014092	Planned production orders	safapac	109031107	E
✓	MRP-000014713	Planned production orders	safapac	109031107	E

A pop up message will appear asking you if you definitely want to firm the order. Make sure the 'Update marking' field is set to 'No'.  
Select 'OK' if you wish to go ahead.

### Firming

#### Parameters

Firm the current planned order.

Update marking

No

Group by buyer group

No

Group by period

No

#### PURCHASE ORDERS

Group by vendor

Yes

Run in the background

Once you have firmed an order it will no longer be visible in this planned order report as it has now been committed.