Production Planning
Work instructions

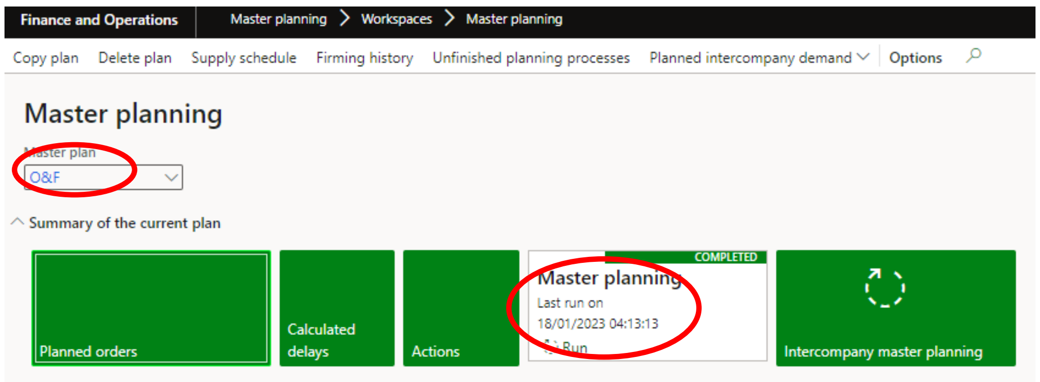
Date: 19.01.2023
Status: Version 1.0

Contents

1. Production planning

In the afternoon of WD4 after branch planners have completed their branch planning tasks, supply planners can start to review the consolidated requirements for production. The deadline for branch planning is midday CET at which point master planning will be manually updated in 01CE. Once this is complete the intercompany demand will be visible in 01CE.

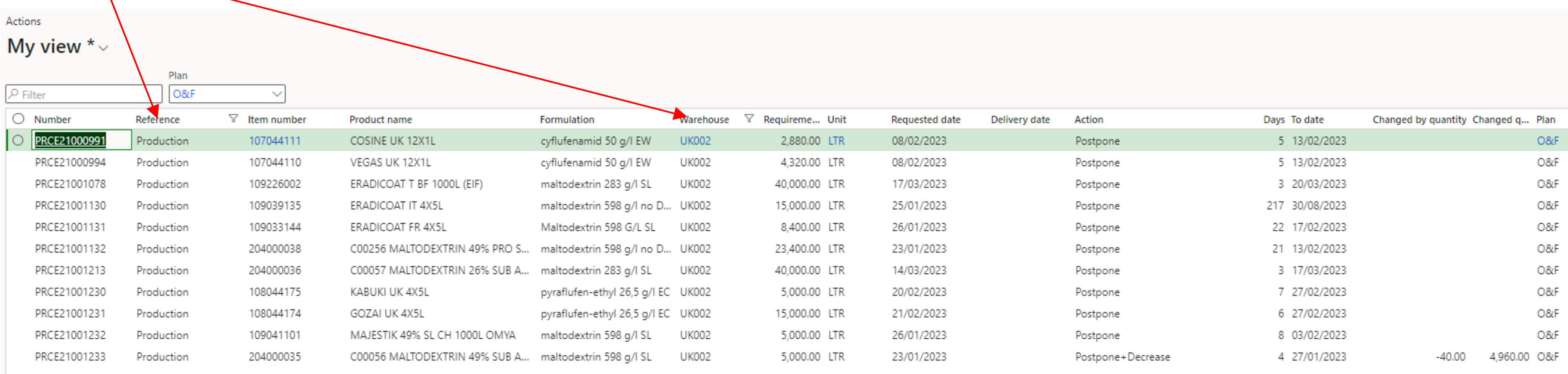
To check when master planning has completed check the plan is set to O&F and that the date and time correspond to the afternoon of WD4.



1.1. Reviewing actions on existing production orders

To check if there are any action proposals against existing production orders, select 'Actions' from the master planning menu. Once in the screen you need to filter on the following:

'Reference' should be set to production
'Warehouse' should be set to the warehouse code for the toller you are responsible for

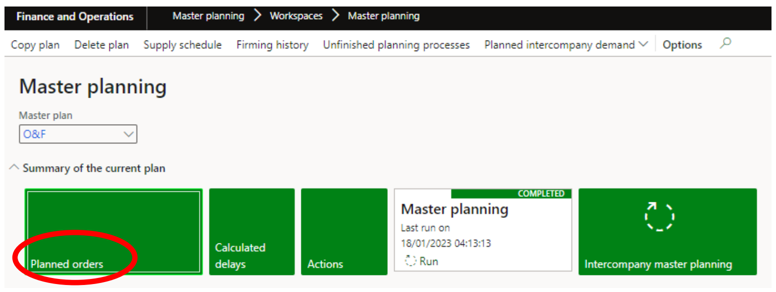


Number	Reference	Item number	Product name	Formulation	Warehouse	Requireme...	Unit	Requested date	Delivery date	Action	Days	To date	Changed by quantity	Changed q...	Plan
PRCE21000991	Production	107044111	COSINE UK 12X1L	cyflufenamid 50 g/l EW	UK002	2,880.00	LTR	08/02/2023		Postpone	5	13/02/2023			O&F
PRCE21000994	Production	107044110	VEGAS UK 12X1L	cyflufenamid 50 g/l EW	UK002	4,320.00	LTR	08/02/2023		Postpone	5	13/02/2023			O&F
PRCE21001078	Production	109226002	ERADICOAT T BF 1000L (EIF)	maltodextrin 283 g/l SL	UK002	40,000.00	LTR	17/03/2023		Postpone	3	20/03/2023			O&F
PRCE21001130	Production	109039135	ERADICOAT IT 4X5L	maltodextrin 598 g/l no D...	UK002	15,000.00	LTR	25/01/2023		Postpone	217	30/08/2023			O&F
PRCE21001131	Production	109033144	ERADICOAT FR 4X5L	Maltodextrin 598 G/L SL	UK002	8,400.00	LTR	26/01/2023		Postpone	22	17/02/2023			O&F
PRCE21001132	Production	204000038	C00256 MALTODEXTRIN 49% PRO S...	maltodextrin 598 g/l no D...	UK002	23,400.00	LTR	23/01/2023		Postpone	21	13/02/2023			O&F
PRCE21001213	Production	204000036	C00057 MALTODEXTRIN 26% SUB A...	maltodextrin 283 g/l SL	UK002	40,000.00	LTR	14/03/2023		Postpone	3	17/03/2023			O&F
PRCE21001230	Production	108044175	KABUKI UK 4X5L	pyraflufen-ethyl 26,5 g/l EC	UK002	5,000.00	LTR	20/02/2023		Postpone	7	27/02/2023			O&F
PRCE21001231	Production	108044174	GOZAI UK 4X5L	pyraflufen-ethyl 26,5 g/l EC	UK002	15,000.00	LTR	21/02/2023		Postpone	6	27/02/2023			O&F
PRCE21001232	Production	109041101	MAJESTIK 49% SL CH 1000L OMYA	maltodextrin 598 g/l SL	UK002	5,000.00	LTR	26/01/2023		Postpone	8	03/02/2023			O&F
PRCE21001233	Production	204000035	C00056 MALTODEXTRIN 49% SUB A...	maltodextrin 598 g/l SL	UK002	5,000.00	LTR	23/01/2023		Postpone+Decrease	4	27/01/2023	-40.00	4,960.00	O&F

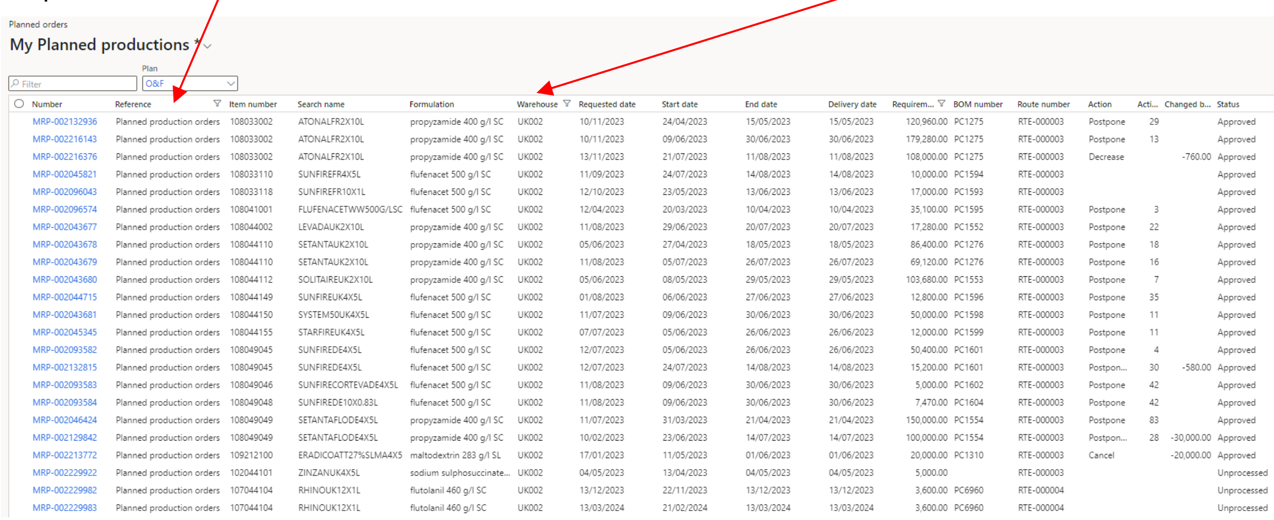
You can then assess the action suggestions and raise any concerns with the branch planenr at the global review meeting.

1.2. Reviewing planned production orders

In the master planning menu select 'Planned orders'.



Filter on 'Reference' and set it to planned production orders and on warehouse and set this to the warehouse code for the toller you are responsible for.



Filter on 'Requested date' so you can view the list in order of demand priority. You need to focus on the 18 month horizon.

If you have already approved planned production orders you may see some action suggestions if the demand has changed since you approved them.

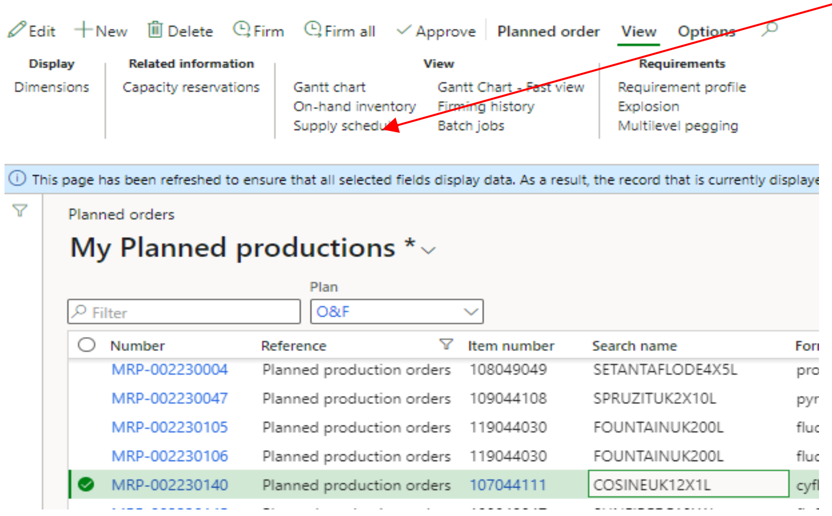
Actions will include proposals to postpone, decrease or cancel. You will not see actions for increase or advance, instead these will be seen as new planned production orders.

1.2.1. Understanding the supply proposals

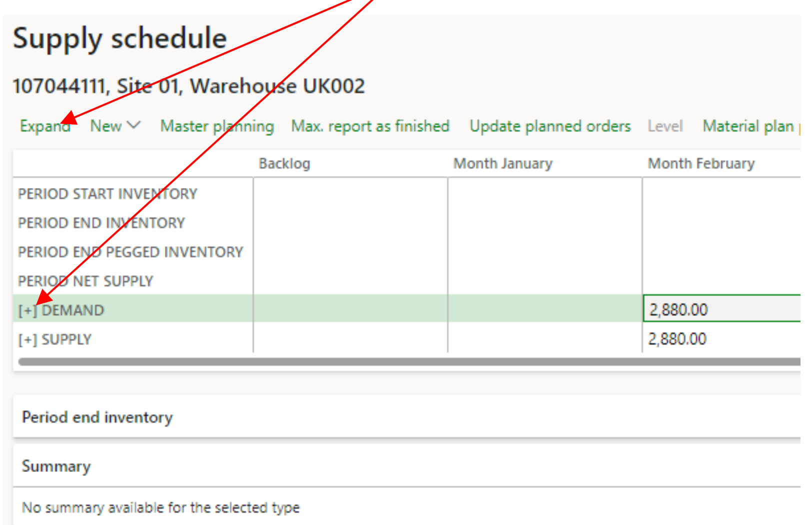
To understand the proposals you can access either the supply schedule or the net requirements depending on which layout you prefer.

1.2.1.1. The supply schedule

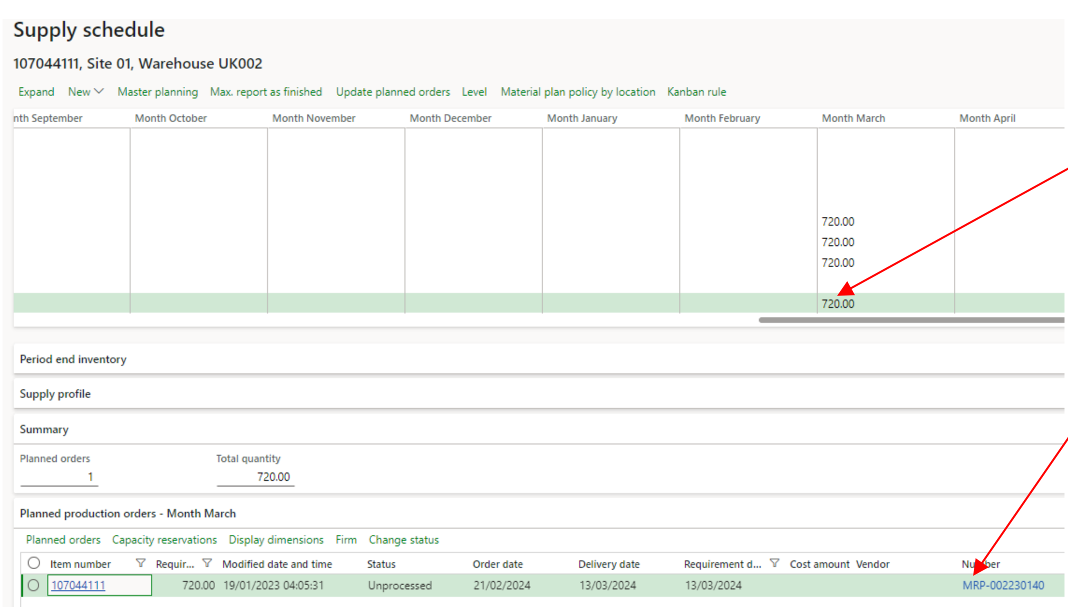
The supply schedule can be accessed from various screens. If in the planned order screen you can highlight the planned production order relating to the item you want to view and then select the 'View' tab and 'Supply Schedule'.



Once in the supply schedule you will see the long term planning for the next 18 months on the chosen item.
To see more information regarding demand and supply, highlight one of these lines and then select 'Expand'. Continue to do this if needed on any line with the + symbol next to it.

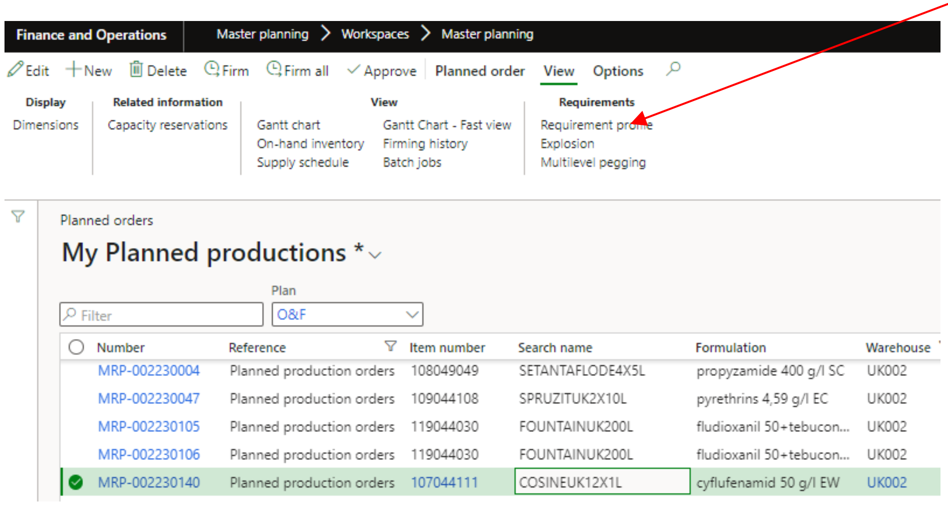


In the supply line, if you keep expanding you will see the planned production orders and the one you selected in the previous screen.

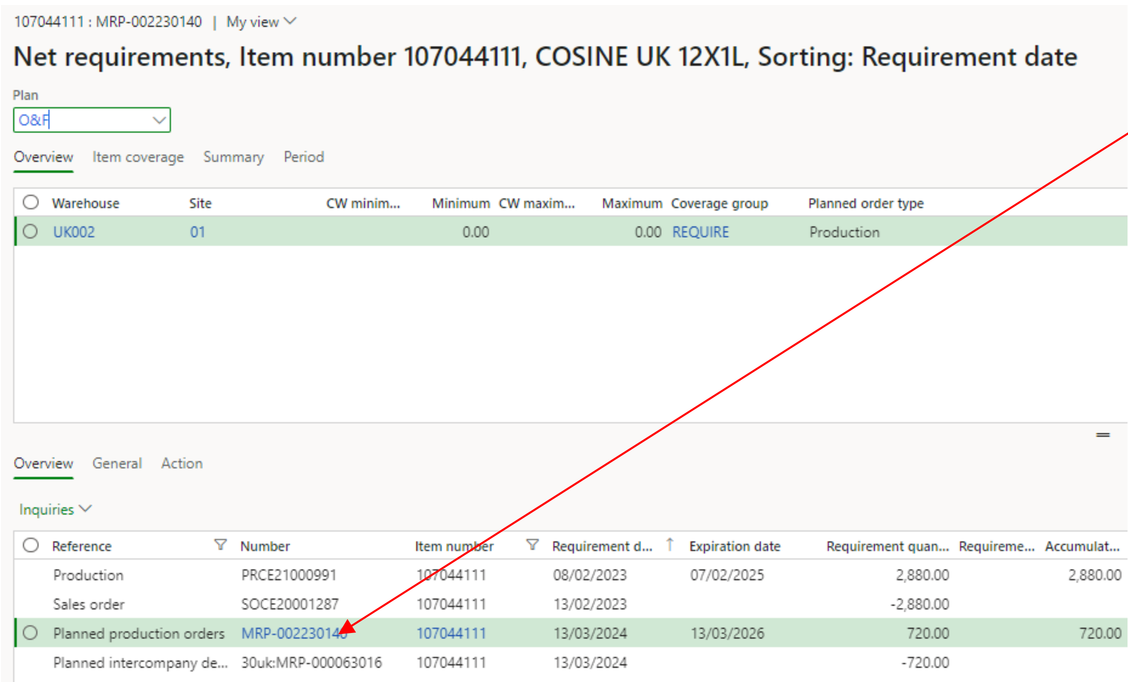


1.2.1.2. Net requirements

The net requirements can be accessed from various screens. If in the planned order screen you can highlight the planned production order relating to the item you want to view and then select the ‘View’ tab and ‘Requirement profile’.



The net requirements provides the same information in a less visual format. Again you will see the planned production order that you selected in the previous screen and the logic driving the proposal.



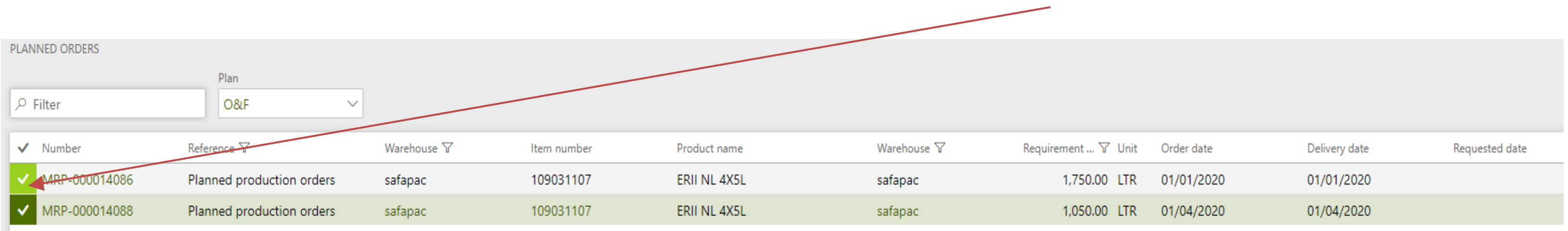
1.3. Amending planned production orders

1.3.1. Grouping planned production orders

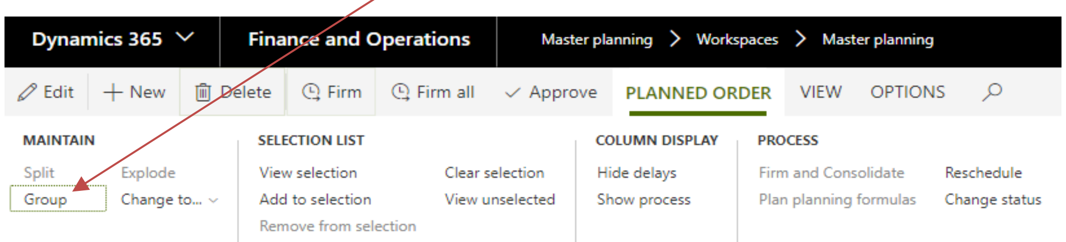
Decide which if any productions you wish to consolidate together into the same campaign.

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.

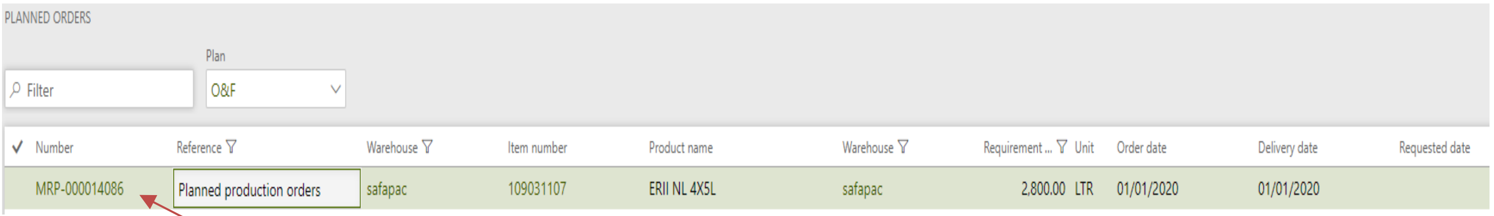
To group the orders, select the planned productions you wish to combine by clicking on the far left column. A tick icon will appear for each order once selected.



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



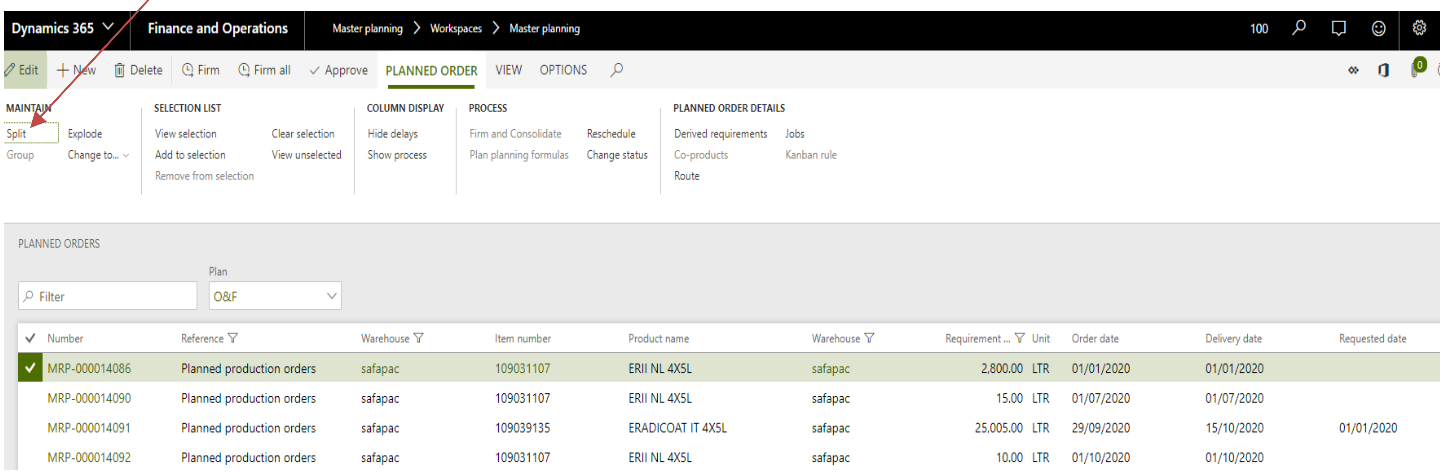
You will now see a single planned production order for the total volume and the dates will be applied from the earliest order before they were grouped. If one of the planned production orders had the status approved this will be applied to the new production order.

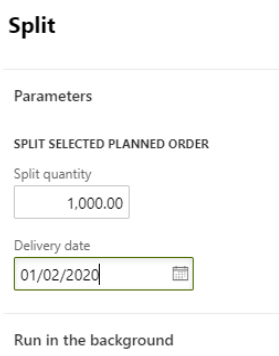


1.3.2. Splitting planned production orders

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

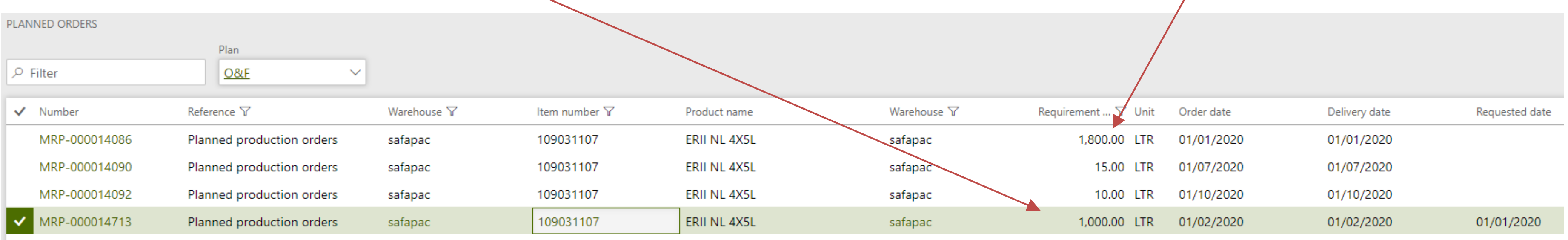
Select the single order you want to split by selecting it in the column on the far left, once selected a 'tick' symbol will be displayed. Then select 'Split'.





The 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.

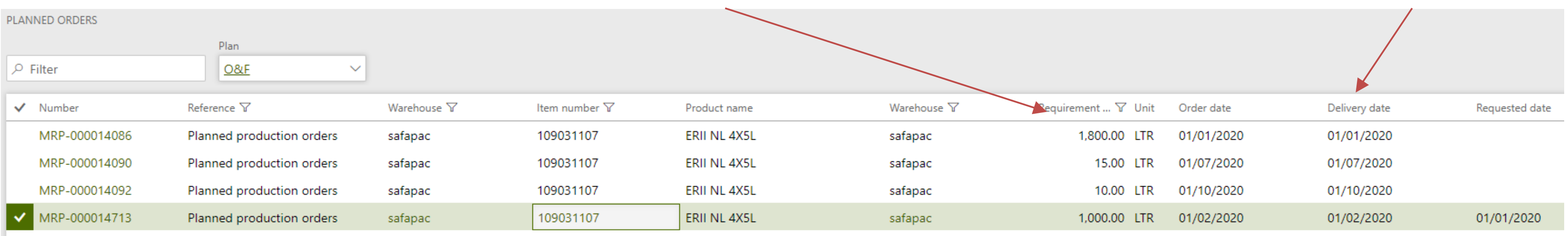
If you now view the planned orders you will see the original order has been reduced in quantity and a new order has been created for the remaining quantity with the new date that was entered.



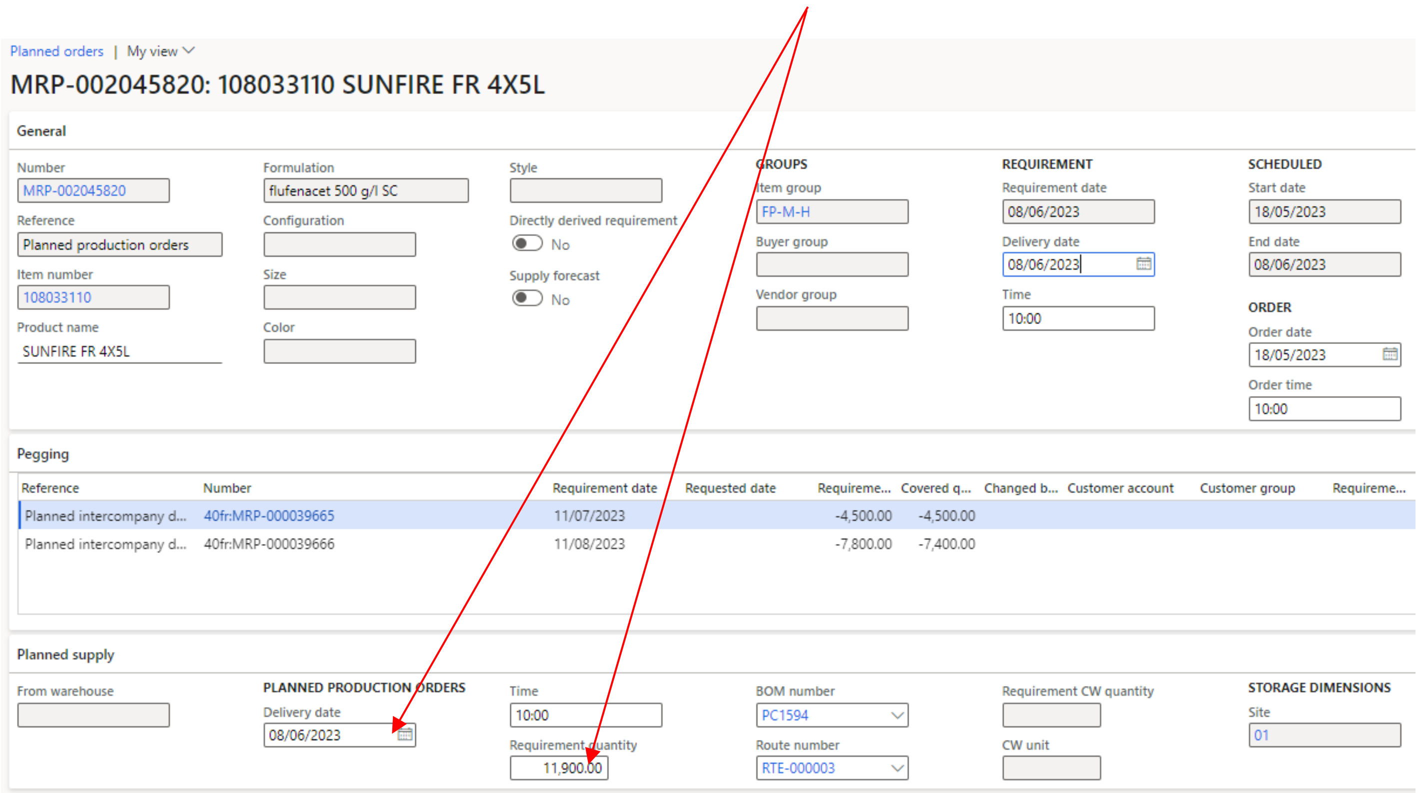
IMPORTANT: Any modifications will be overwritten when the MRP runs unless you approve the planned production order.

1.3.3. Changing planned production orders

It might be necessary to change a planned production order.
To make a change you can do so in the overview screen by changing the 'Requirement quantity' and/or the 'Delivery date'.



Or if you prefer you can open the planned production order and change them here and then select 'Save' at the top left of the screen.

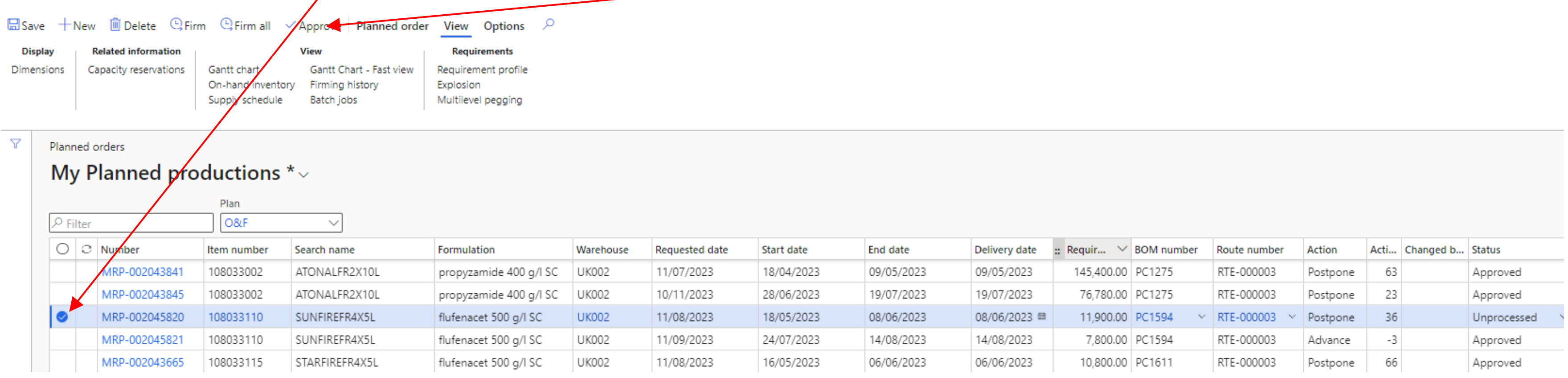


If you make a change to a planned production order it doesn't mean it is necessarily possible to deliver the production in time. To check if it is feasible you will need to follow the instructions in section 1.5.1.

1.4. Approving/Unapproving 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. If you want a planned production to keep the existing volume and date you will need to change the status of the production order to 'Approve'.

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.

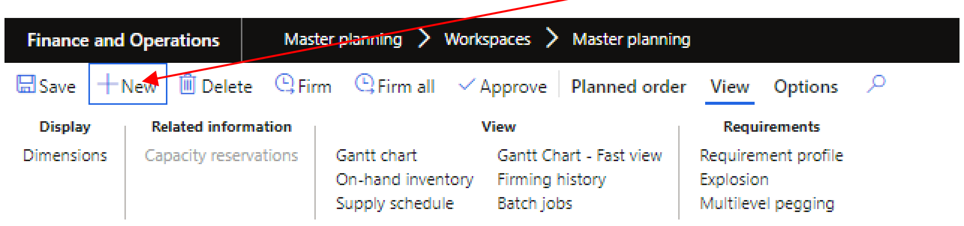


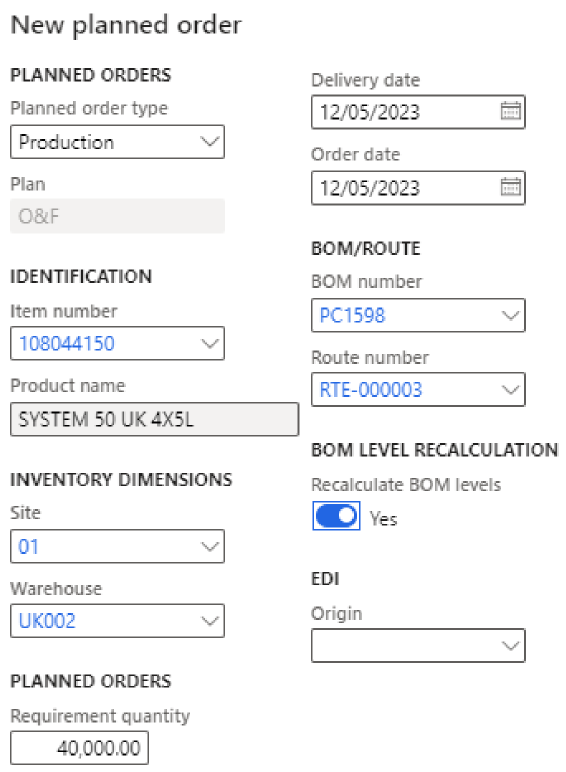
Or you can select the order and use the drop down menu in the 'Status' field and choose 'Approved'.
If you need to unapprove an order choose 'Unprocessed' from the drop down menu. Select 'Save' after you have change the status.
DO NOT USE the 'complete' status.

1.5. Creating a new planned production order

Sometimes it might be necessary to create a new production order that hasn't been generated by the system. Always create a new production order as a planned production order as this will allow you to check whether the request is possible before committing it to production.

Still within the planned orders menu select 'New'.





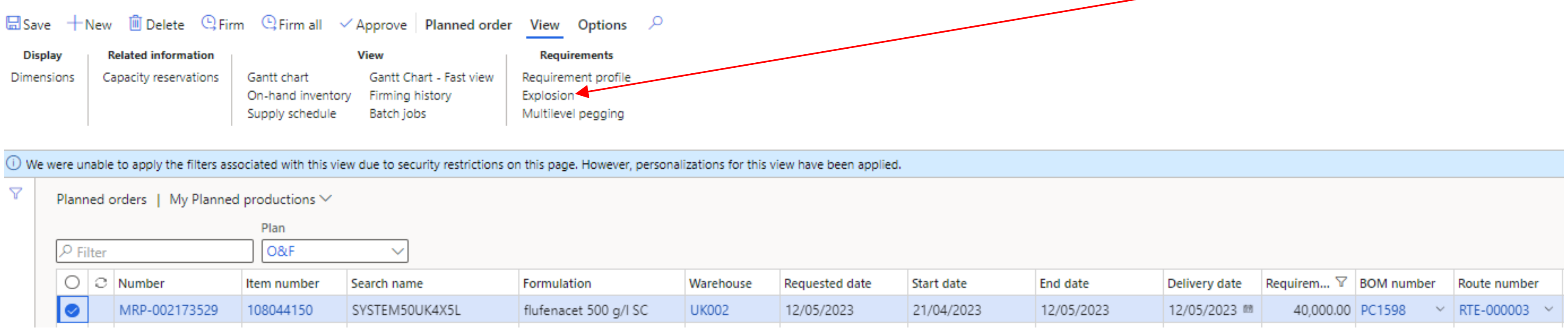
- Set the planned order type to 'Production'
- Choose the delivery date that you are aiming for
- Enter the item number for the item you want to produce
- The BOM and Route will automatically be entered based on the active ones for this item. If you are not using the active BOM and Route you can choose other approved ones from the drop down menus.
- Set the BOM level recalculation to 'Yes' – this allows the system when checking the feasibility of your item to also check any sub assemblies used in the production.
- Check the site number = 01 and the warehouse reflects the toller warehouse that you will use to produce the item
- Enter the quantity you want to produce

Once the parameters are set, select 'Create' at the bottom of the pop up screen.

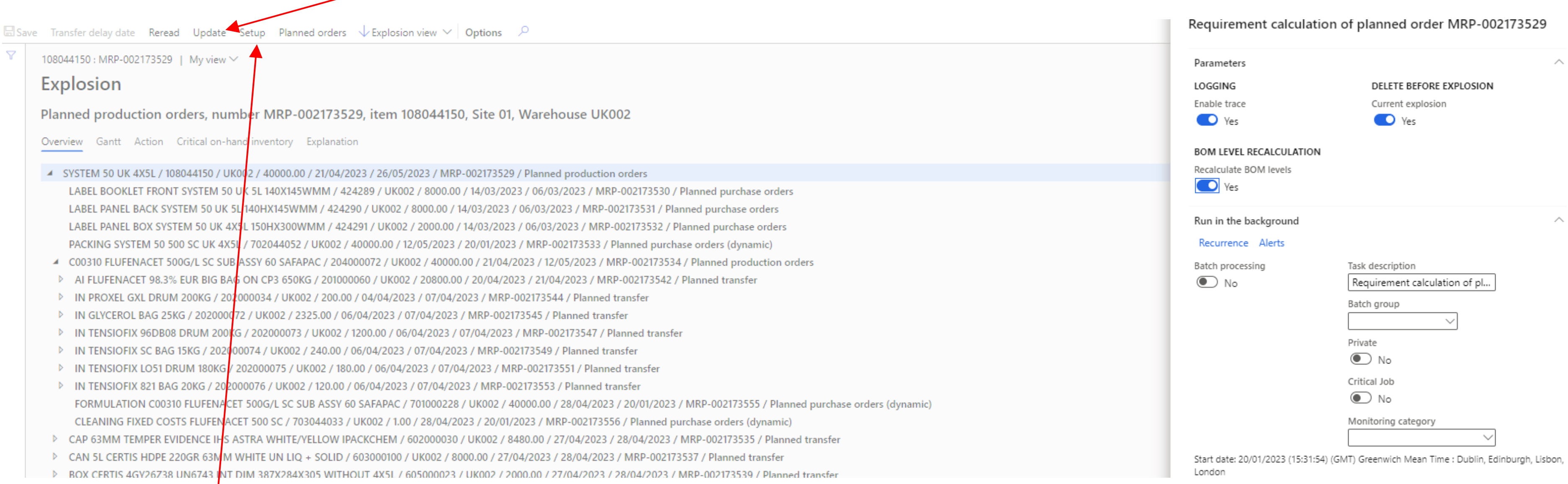
Your new planned production order should now be visible in the overview list but because it has been manually created the system has not checked whether we can meet the volume and delivery date requested.

1.5.1. Checking the feasibility of a planned production order

To check if the production is possible either select the planned production order from the list or open it and then choose 'Explosion' from the view tab.



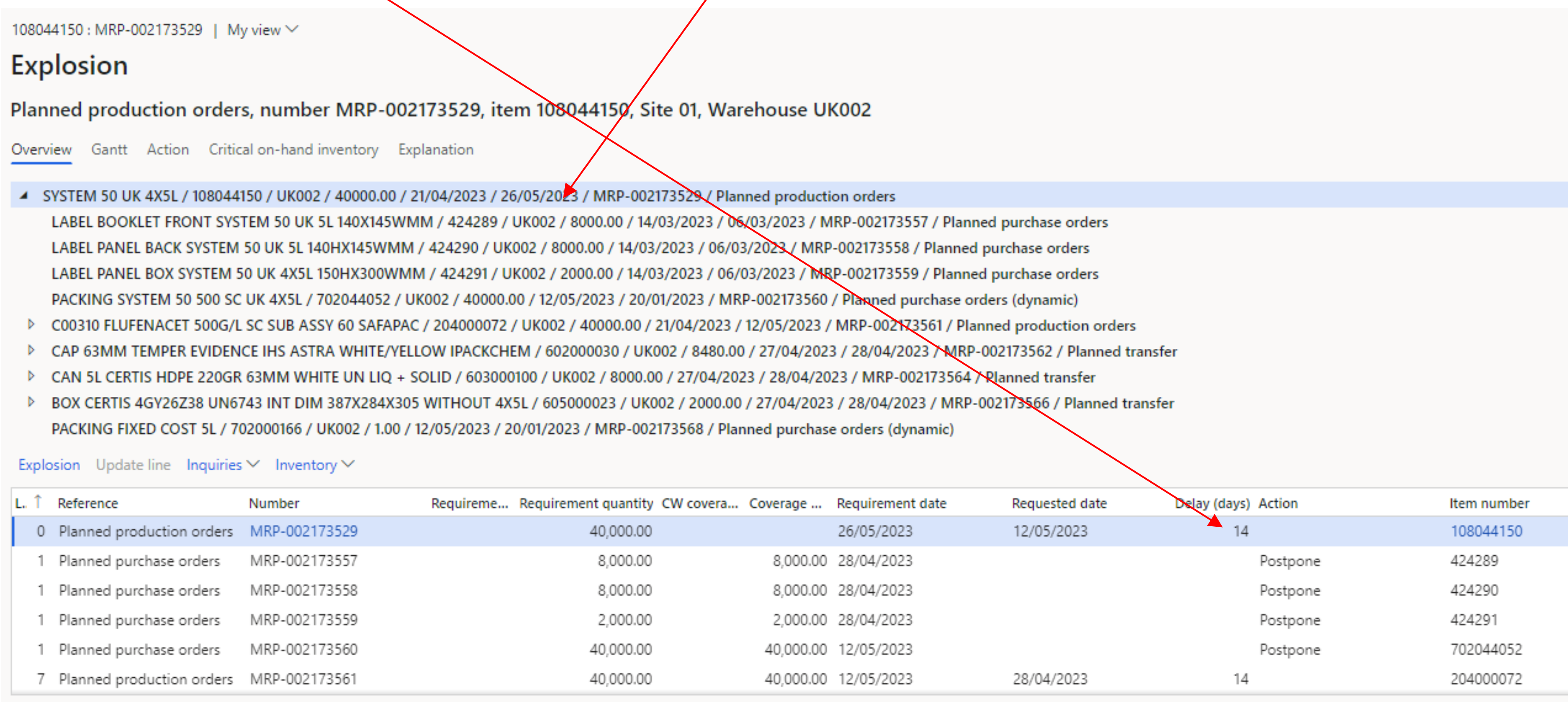
Once in the explosion screen select 'Update' to ensure the system has estimated and scheduled what could be possible and in the pop up screen set the parameters to the following settings and then press 'OK' and then use the 'refresh' icon at the top right of the screen. Always make sure the BOM level recalculation is set to yes when you are checking an item with a formulated sub assembly.



Use the 'Set up' to choose which information you want to see in this explosion.

Once you have run the update you can quickly see if the delivery date you requested is possible.

If you have selected the 'delayed to date' in the set up menu you can see if it matches the one you requested. Alternatively highlight the top line in the explosion which should be the finished item you want to create and then scroll down to see if there are any day delays to the planned production order.



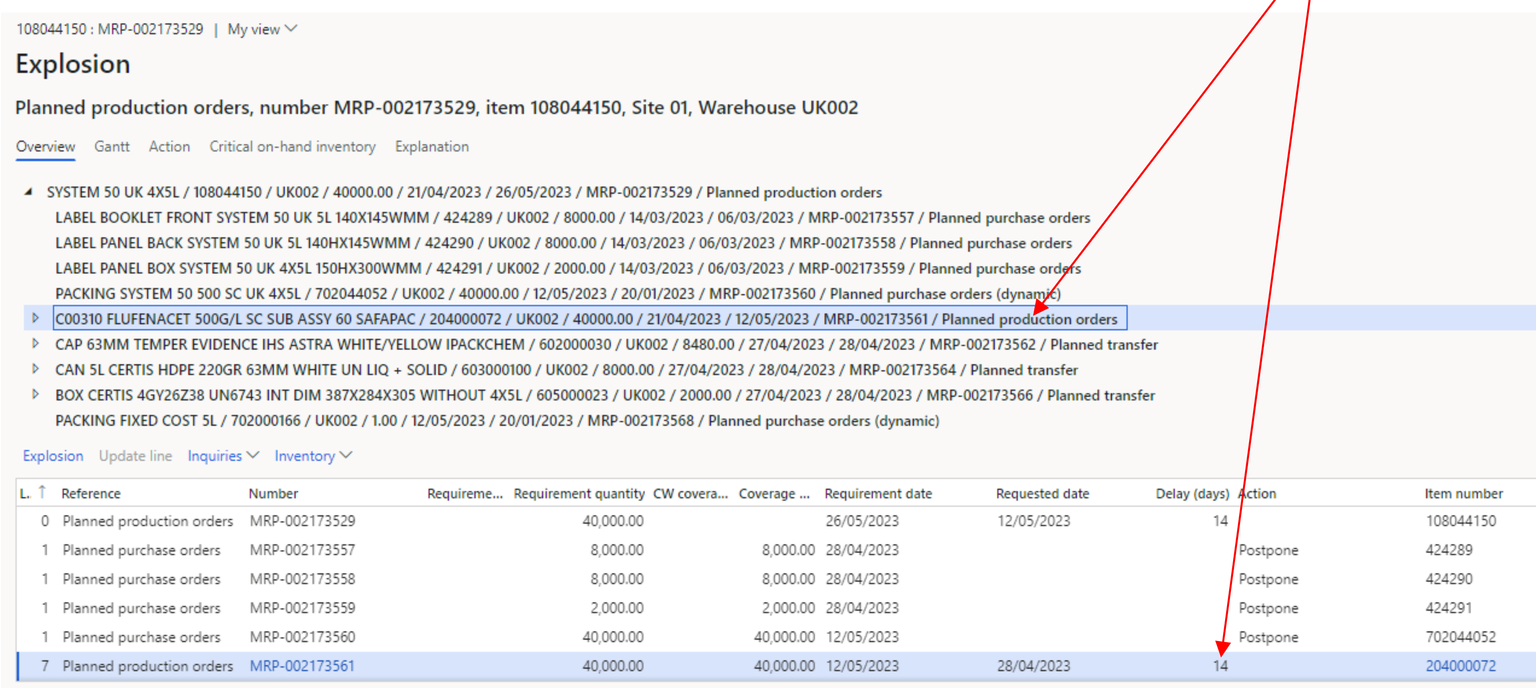
In this example there is a delay of 14 days, requested date was 12/05/23 + 14 days = delivery date of 26/05/23
Be careful the 'Requirement date' field is the requirement date based on the delay not on the original requested date.

1.5.1.1. Understanding the explosion screen

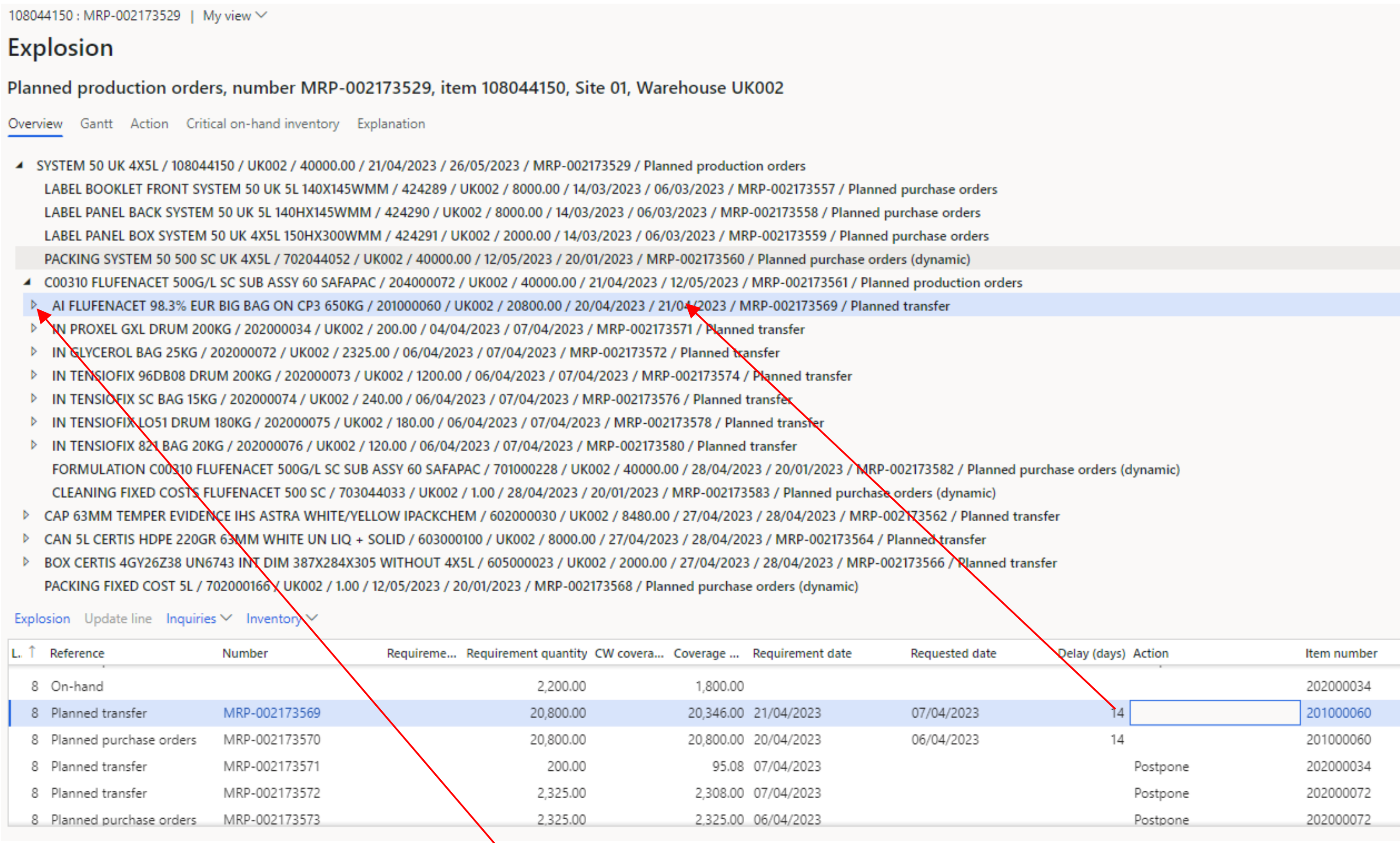
If a planned production order is showing a delay it might be possible to resolve this but first you need to identify what is causing the bottleneck. If its a component lead time that creates the delay it might be possible for the vendor schedulers to advance the component delivery with the supplier.

Check the explosion for delay days. The first entry is the production order for the finished item as shown above. Scroll down further and highlight the next entry with a delay. When you do this the corresponding line in the top section will be highlighted.

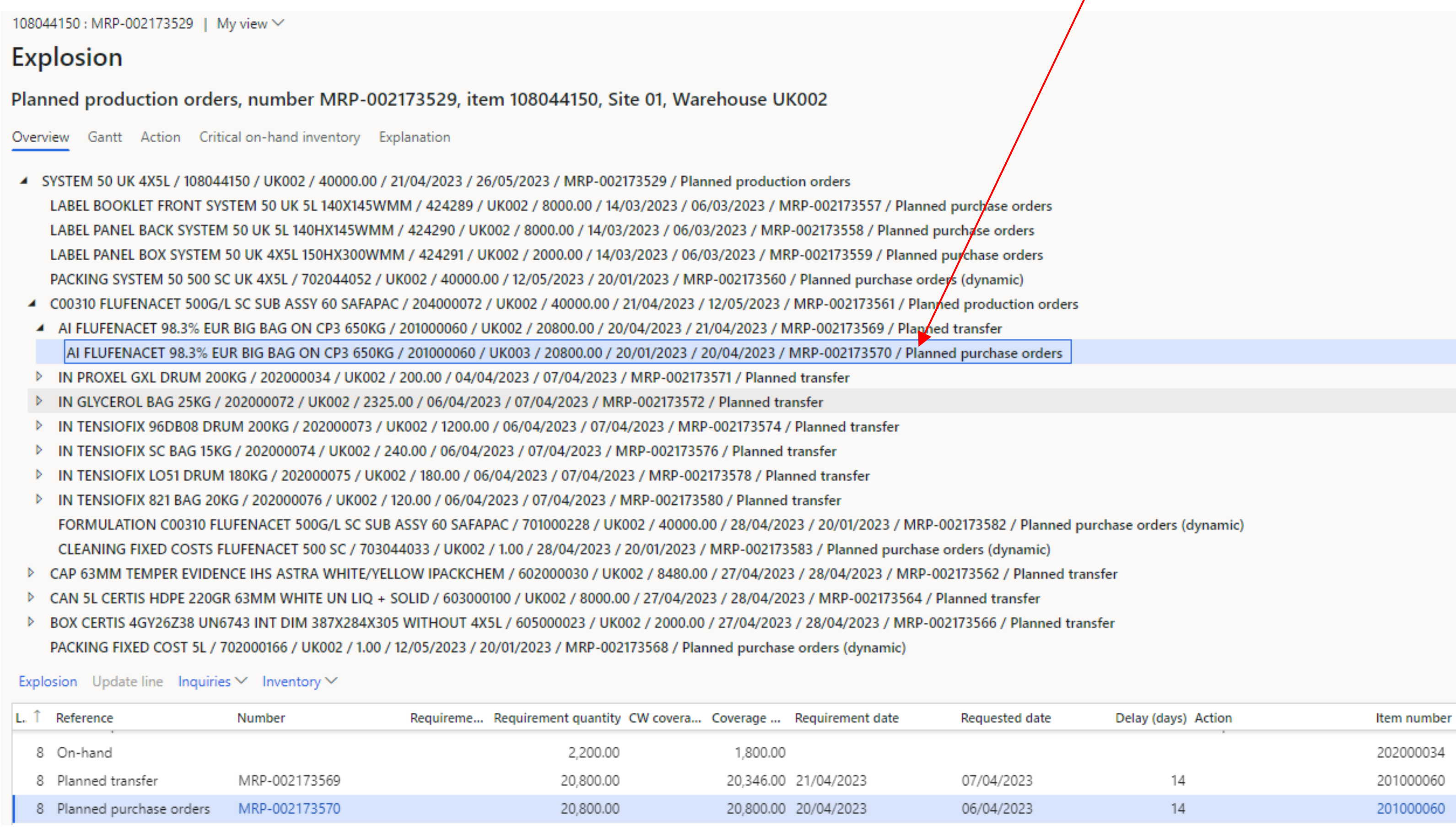
In this example we can see that the delay is being driven by a delay on the planned production order for the sub assembly which cannot be completed until the 12/05/23.



Continue to search for delays, in this example the next two delay entries relate to the AI.



In some cases you will need to open the arrow next to the item to see even more details.
Finally you can identify the root cause of the delay. In this case it is a planned purchase order for the AI which if ordered today based on the lead time would not arrive until 20/04/23 which subsequently causes a delay on the entire production order.

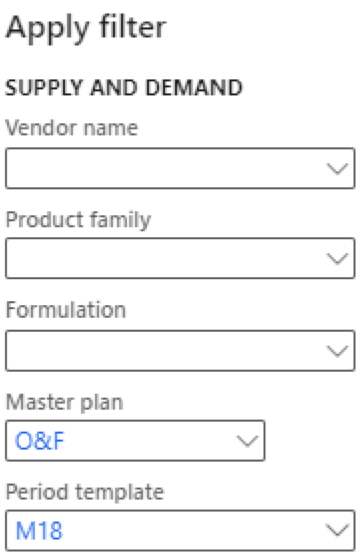


1.6. Understanding the central overview screen

The central overview should be opened on 01CE using the following path.

Master planning > Master planning > Central planning overview

Total demand planning for all resale products in migrated branches and all make items for all countries are visible in central planning.
When opening the central planning overview you will see the below filter.



You can filter on:

- Vendor name
- Product family (= former Belchim's Mastername)
- Formulation (= former Certis way of working and needed if you want to look on subassembly level e.g. Proman 500 sc formulation of Subassembly)

At least one of the above must be selected

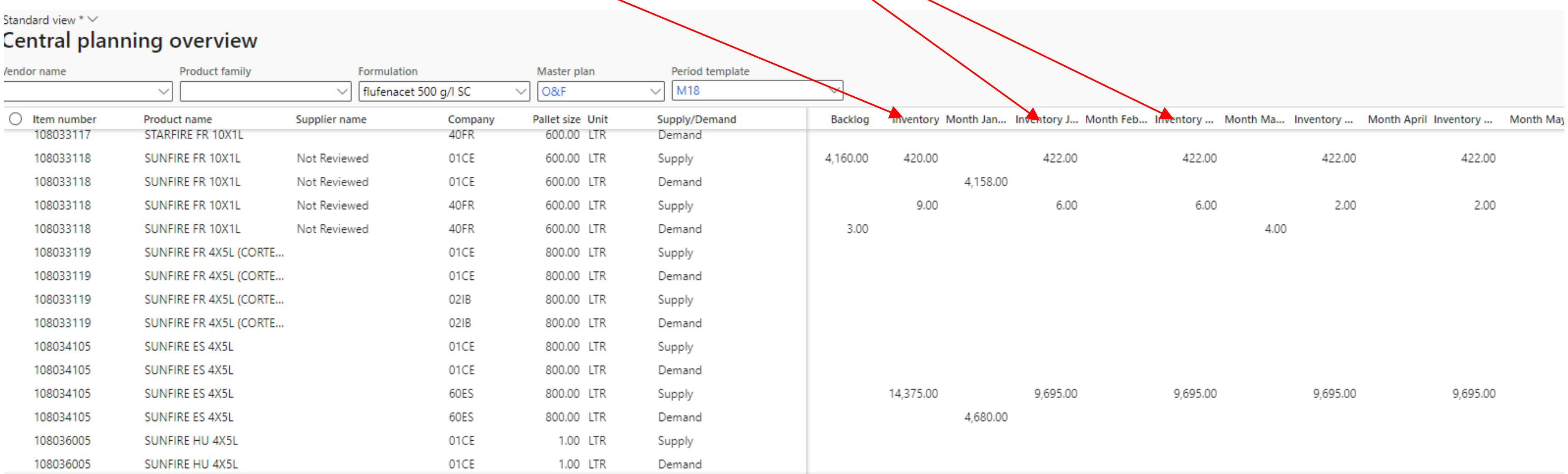
- Masterplan – for production planning please set to O&F
  - O&F = orders and forecast
  - PURCH = proposals ONLY in relation to firmed productions
  - SFC = Simulation Feasibility Check

  Currently SFC and Forecast plans are not to be used.

- Period template= always 18 Months (M18)

Once the filters have been applied the total supply and demand planning + any backlog and inventory will be shown for the group of items selected.

The inventory is shown as the current inventory and the rolling projection per month based on the demand and supply proposals and is only shown on the supply line for the branch.

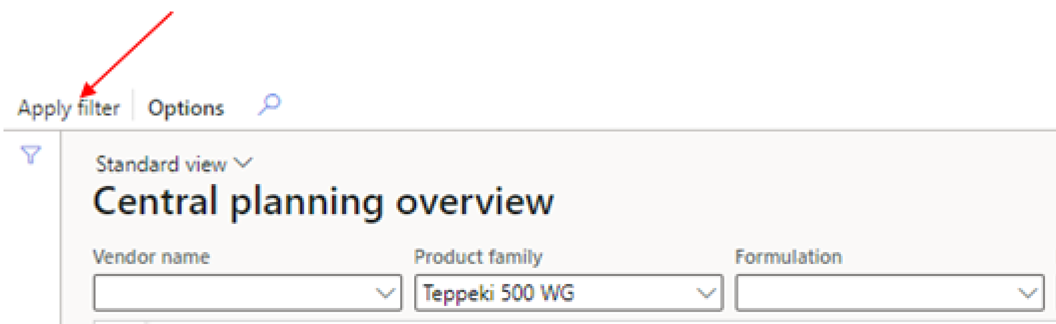

Standard view *

Central planning overview

Vendor name | Product family | Formulation: flufenacet 500 g/l SC | Master plan: O&F | Period template: M18

Item number	Product name	Supplier name	Company	Pallet size	Unit	Supply/Demand	Backlog	Inventory	Month Jan...	Inventory J...	Month Feb...	Inventory ...	Month Ma...	Inventory ...	Month April	Inventory ...	Month May
108033117	STARFIRE FR 10X1L		40FR	600.00	LTR	Demand											
108033118	SUNFIRE FR 10X1L	Not Reviewed	01CE	600.00	LTR	Supply	4,160.00	420.00		422.00		422.00		422.00		422.00	
108033118	SUNFIRE FR 10X1L	Not Reviewed	01CE	600.00	LTR	Demand			4,158.00								
108033118	SUNFIRE FR 10X1L	Not Reviewed	40FR	600.00	LTR	Supply		9.00		6.00		6.00		2.00		2.00	
108033118	SUNFIRE FR 10X1L	Not Reviewed	40FR	600.00	LTR	Demand	3.00						4.00				
108033119	SUNFIRE FR 4X5L (CORTE...		01CE	800.00	LTR	Supply											
108033119	SUNFIRE FR 4X5L (CORTE...		01CE	800.00	LTR	Demand											
108033119	SUNFIRE FR 4X5L (CORTE...		02IB	800.00	LTR	Supply											
108033119	SUNFIRE FR 4X5L (CORTE...		02IB	800.00	LTR	Demand											
108034105	SUNFIRE ES 4X5L		01CE	800.00	LTR	Supply											
108034105	SUNFIRE ES 4X5L		01CE	800.00	LTR	Demand											
108034105	SUNFIRE ES 4X5L		60ES	800.00	LTR	Supply		14,375.00		9,695.00		9,695.00		9,695.00		9,695.00	
108034105	SUNFIRE ES 4X5L		60ES	800.00	LTR	Demand			4,680.00								
108036005	SUNFIRE HU 4X5L		01CE	1.00	LTR	Supply											
108036005	SUNFIRE HU 4X5L		01CE	1.00	LTR	Demand											

If in the central planning you want to change your selection you can change the filters in the main screen but you always need to click apply filter so see the new selection you have made.



Within the overview you can also filter the column information if needed, but keep in mind you want to plan on a consolidated level and should take into account the demand and supply for the full range of products assigned to you and your toller.

1.7. Interacting with the central overview screen

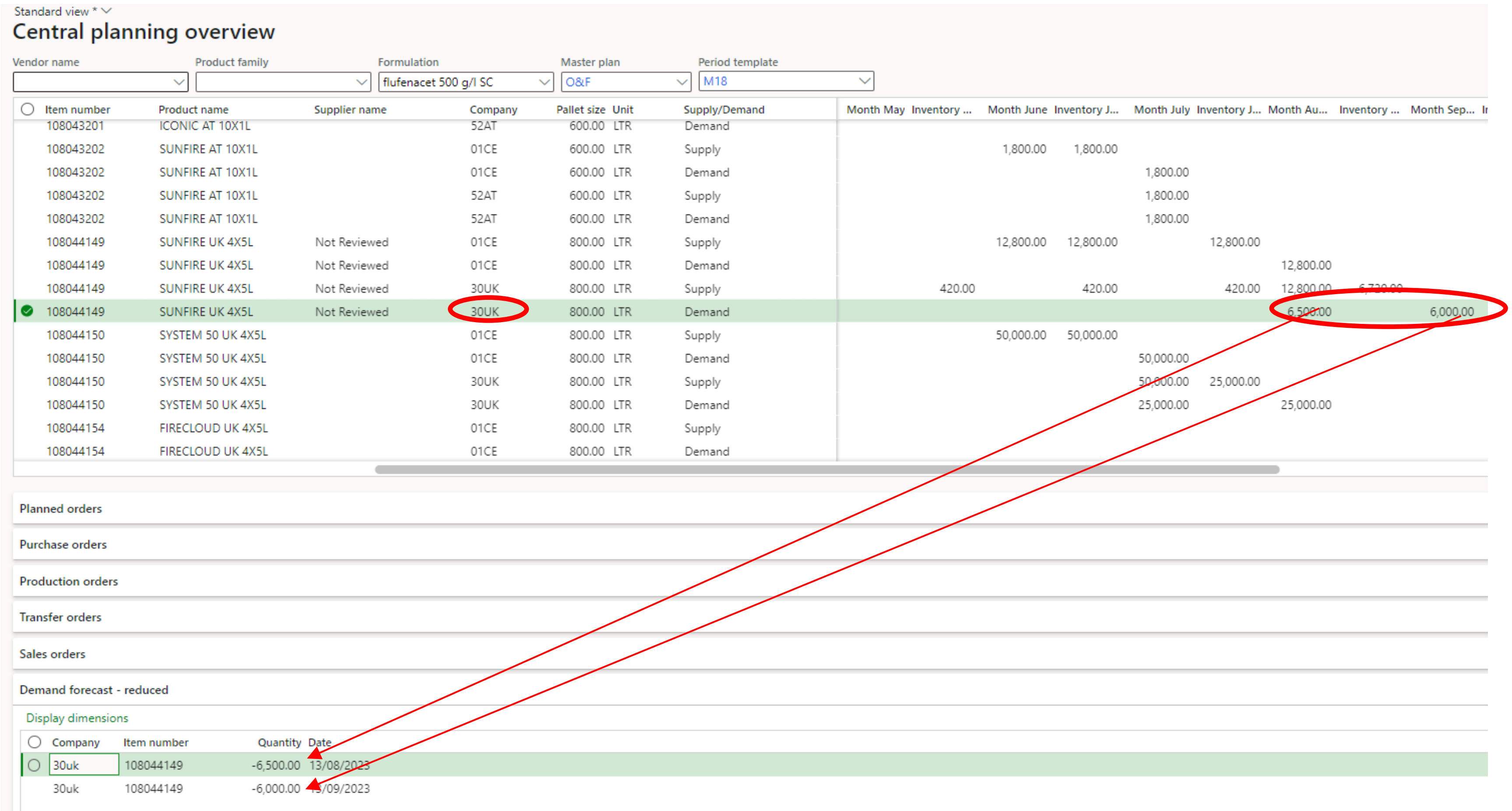
Below the central planning overview you will see for the lines you select:

- all planned orders
- all purchase orders
- all production orders
- all sales orders
- demand forecast- reduced
- intercompany demand

To view the detail behind the numbers make sure you select the line you want to understand.

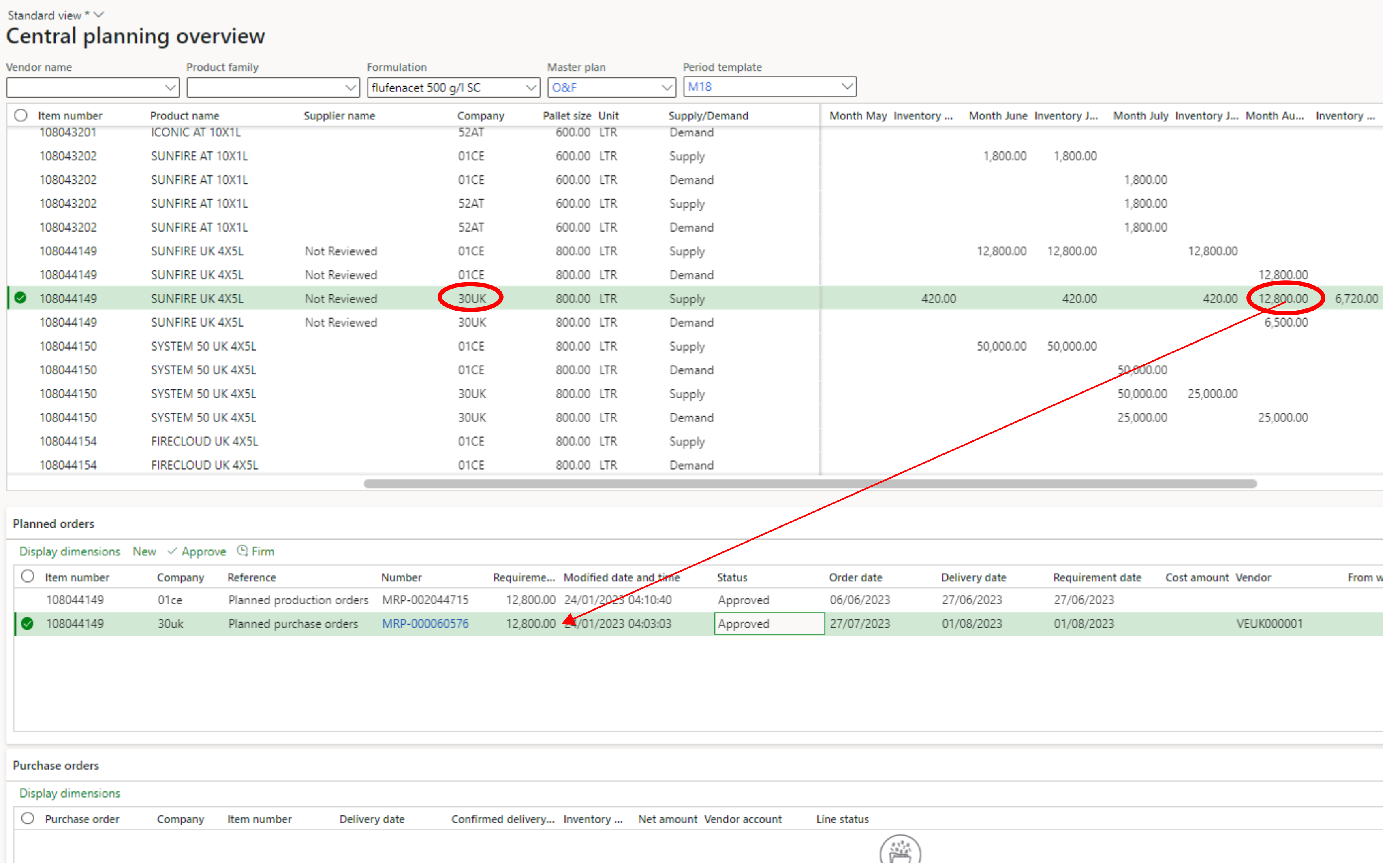
To check the demand select the item on the demand line and scroll down to 'sales orders' and 'demand forecast-reduced' if you are looking at branch demand.

In this example the two demand entries relate to demand forecast , this is the management forecast from Arkieva less any sales for the month. If there was an open sales order it would appear in the 'sales orders' section.



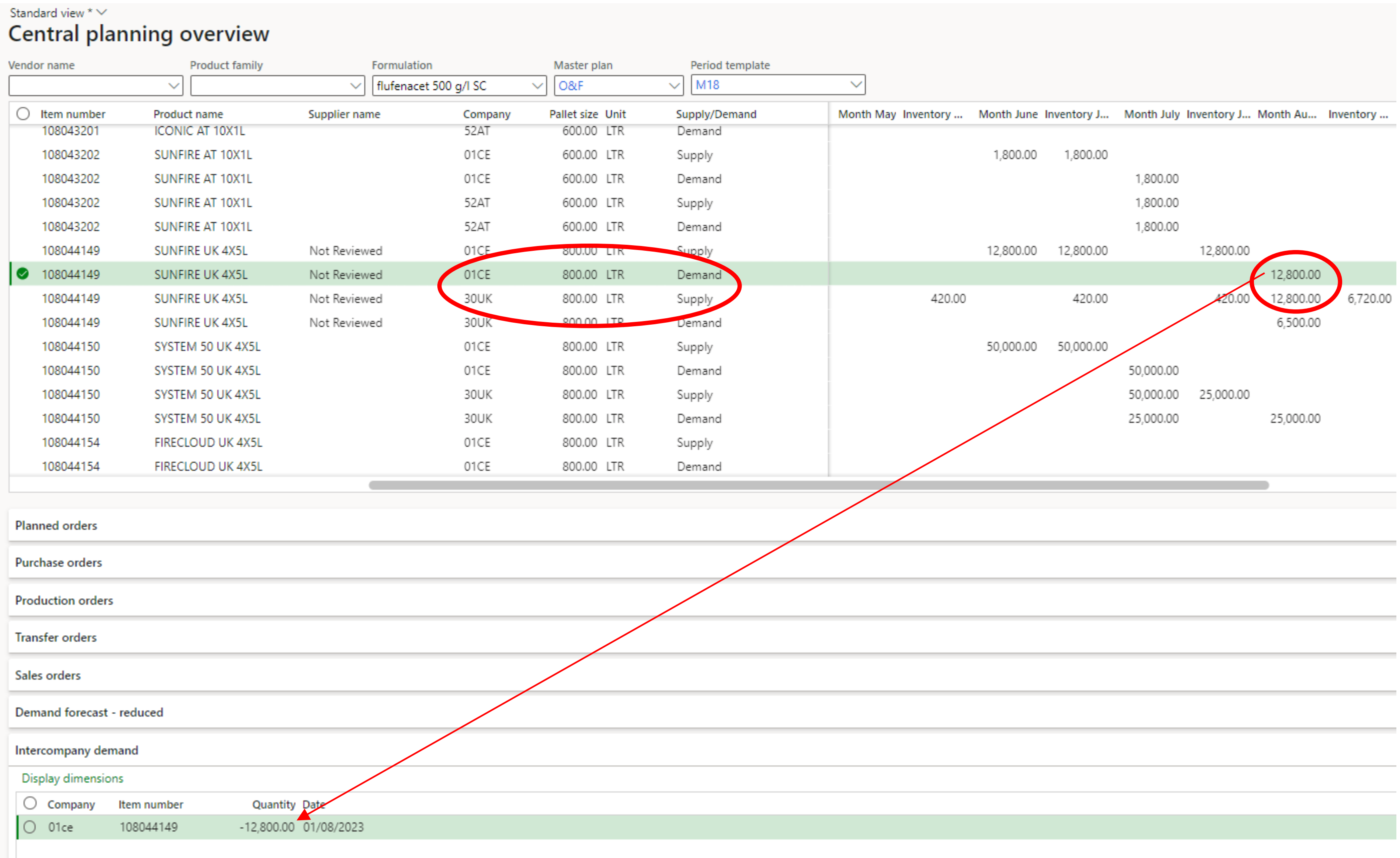
On the supply line for the branch you will see any planned purchase orders or existing firm purchase orders for the item.

In this example there is an approved planned purchase order in the branch for a quantity in August.



When selecting the same item in 01CE the data reflects the demand and supply proposal as a result of the date in the branch.

On the demand line in 01CE you will see either a confirmed sales order if one exists or intercompany demand. The intercompany demand will match the supply requirement in the branch.



Standard view *

Central planning overview

Vendor name	Product family	Formulation	Master plan	Period template
		flufenacet 500 g/l SC	O&F	M18

Item number	Product name	Supplier name	Company	Pallet size	Unit	Supply/Demand	Month May	Inventory ...	Month June	Inventory J...	Month July	Inventory J...	Month Au...	Inventory ...
108043201	ICONIC AT 10X1L		52AT	600.00	LTR	Demand								
108043202	SUNFIRE AT 10X1L		01CE	600.00	LTR	Supply			1,800.00	1,800.00				
108043202	SUNFIRE AT 10X1L		01CE	600.00	LTR	Demand					1,800.00			
108043202	SUNFIRE AT 10X1L		52AT	600.00	LTR	Supply					1,800.00			
108043202	SUNFIRE AT 10X1L		52AT	600.00	LTR	Demand					1,800.00			
108044149	SUNFIRE UK 4X5L	Not Reviewed	01CE	800.00	LTR	Supply			12,800.00	12,800.00		12,800.00		
108044149	SUNFIRE UK 4X5L	Not Reviewed	01CE	800.00	LTR	Demand							12,800.00	
108044149	SUNFIRE UK 4X5L	Not Reviewed	30UK	800.00	LTR	Supply		420.00		420.00		420.00	12,800.00	6,720.00
108044149	SUNFIRE UK 4X5L	Not Reviewed	30UK	800.00	LTR	Demand							6,500.00	
108044150	SYSTEM 50 UK 4X5L		01CE	800.00	LTR	Supply			50,000.00	50,000.00				
108044150	SYSTEM 50 UK 4X5L		01CE	800.00	LTR	Demand					50,000.00			
108044150	SYSTEM 50 UK 4X5L		30UK	800.00	LTR	Supply					50,000.00	25,000.00		
108044150	SYSTEM 50 UK 4X5L		30UK	800.00	LTR	Demand					25,000.00		25,000.00	
108044154	FIRECLOUD UK 4X5L		01CE	800.00	LTR	Supply								
108044154	FIRECLOUD UK 4X5L		01CE	800.00	LTR	Demand								

Planned orders

Purchase orders

Production orders

Transfer orders

Sales orders

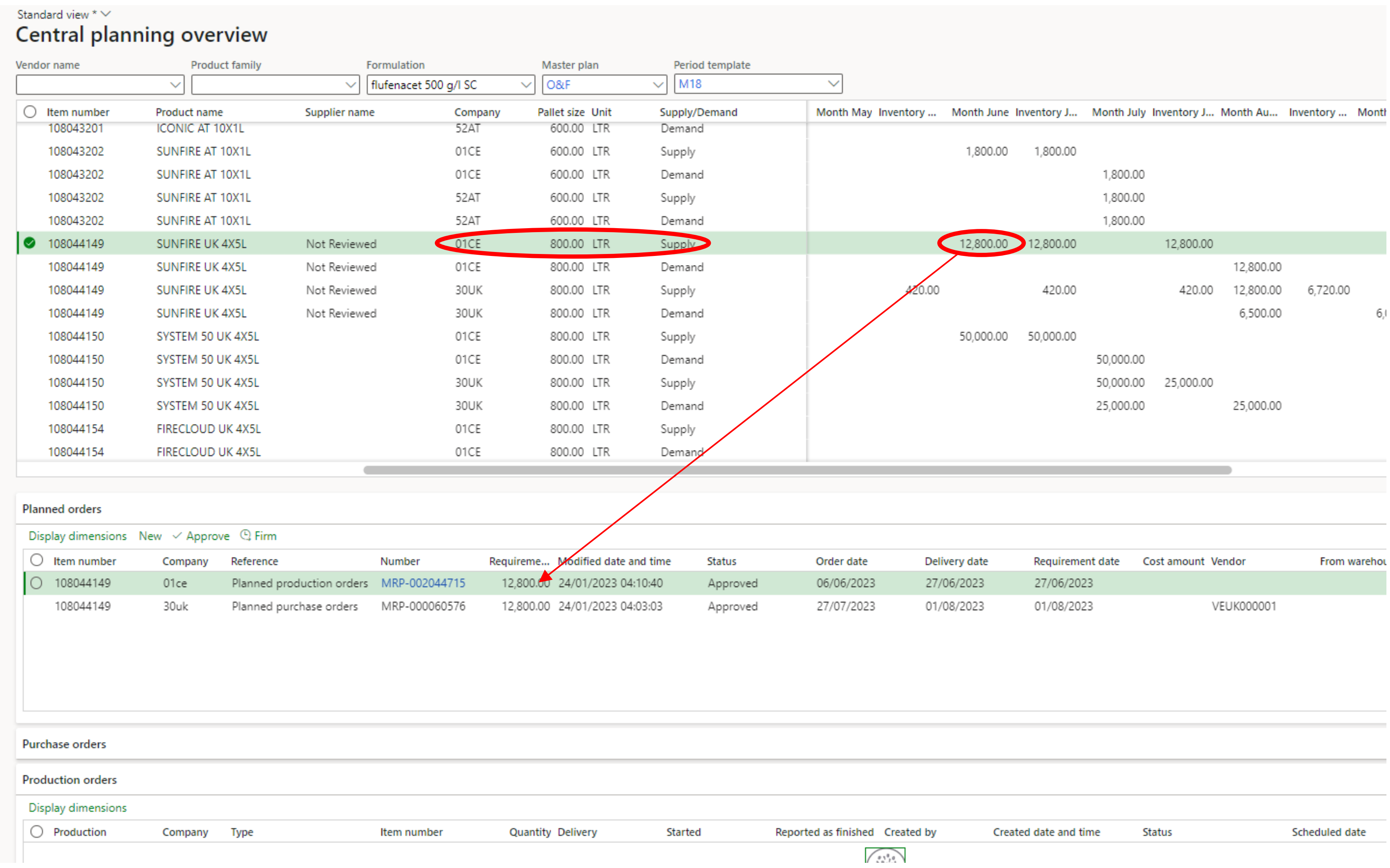
Demand forecast - reduced

Intercompany demand

Display dimensions

Company	Item number	Quantity	Date
01ce	108044149	-12,800.00	01/08/2023

On the supply line in 01CE the data will relate to either planned orders or existing production orders. In this example there is a planned production order for June.



Standard view *

Central planning overview

Vendor name	Product family	Formulation	Master plan	Period template
		flufenacet 500 g/l SC	O&F	M18

Item number	Product name	Supplier name	Company	Pallet size	Unit	Supply/Demand	Month May	Inventory ...	Month June	Inventory J...	Month July	Inventory J...	Month Au...	Inventory ...	Montl
108043201	ICONIC AT 10X1L		52AT	600.00	LTR	Demand									
108043202	SUNFIRE AT 10X1L		01CE	600.00	LTR	Supply			1,800.00	1,800.00					
108043202	SUNFIRE AT 10X1L		01CE	600.00	LTR	Demand					1,800.00				
108043202	SUNFIRE AT 10X1L		52AT	600.00	LTR	Supply					1,800.00				
108043202	SUNFIRE AT 10X1L		52AT	600.00	LTR	Demand					1,800.00				
108044149	SUNFIRE UK 4X5L	Not Reviewed	01CE	800.00	LTR	Supply			12,800.00	12,800.00		12,800.00			
108044149	SUNFIRE UK 4X5L	Not Reviewed	01CE	800.00	LTR	Demand							12,800.00		
108044149	SUNFIRE UK 4X5L	Not Reviewed	30UK	800.00	LTR	Supply		420.00		420.00		420.00	12,800.00	6,720.00	
108044149	SUNFIRE UK 4X5L	Not Reviewed	30UK	800.00	LTR	Demand							6,500.00		6,(
108044150	SYSTEM 50 UK 4X5L		01CE	800.00	LTR	Supply			50,000.00	50,000.00					
108044150	SYSTEM 50 UK 4X5L		01CE	800.00	LTR	Demand					50,000.00				
108044150	SYSTEM 50 UK 4X5L		30UK	800.00	LTR	Supply					50,000.00	25,000.00			
108044150	SYSTEM 50 UK 4X5L		30UK	800.00	LTR	Demand					25,000.00		25,000.00		
108044154	FIRECLOUD UK 4X5L		01CE	800.00	LTR	Supply									
108044154	FIRECLOUD UK 4X5L		01CE	800.00	LTR	Demand									

Planned orders

Display dimensions New ✓ Approve Firm

Item number	Company	Reference	Number	Requireme...	Modified date and time	Status	Order date	Delivery date	Requirement date	Cost amount	Vendor	From warehou
108044149	01ce	Planned production orders	MRP-002044715	12,800.00	24/01/2023 04:10:40	Approved	06/06/2023	27/06/2023	27/06/2023			
108044149	30uk	Planned purchase orders	MRP-000060576	12,800.00	24/01/2023 04:03:03	Approved	27/07/2023	01/08/2023	01/08/2023		VEUK000001	

Purchase orders

Production orders

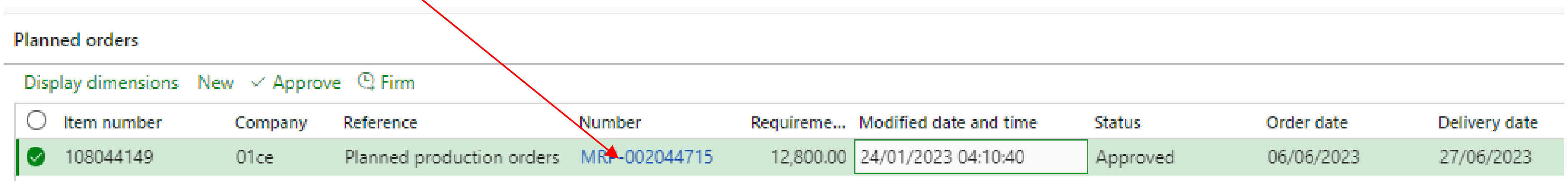
Display dimensions

Production	Company	Type	Item number	Quantity	Delivery	Started	Reported as finished	Created by	Created date and time	Status	Scheduled date

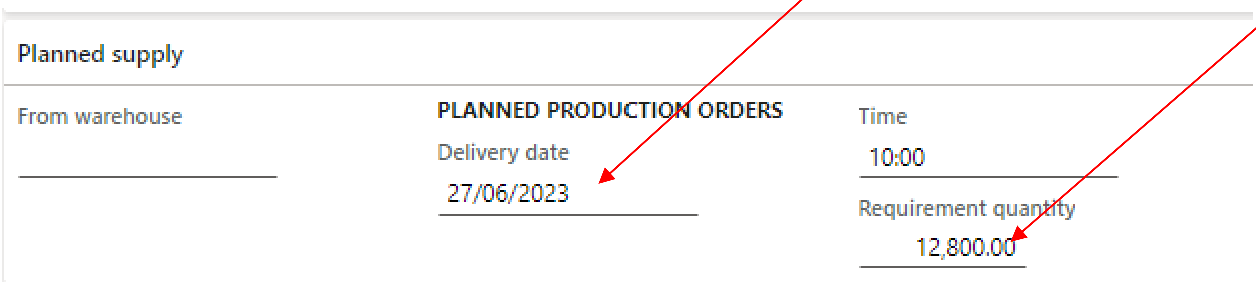
1.7.1. Adjusting planned production orders

When planning production at the toller it may be necessary to adjust the planned production orders, either to amend the volume or to change the timing of the campaign especially if aligning multiple orders.

A planned order can be changed by clicking through to the order directly from the central screen. Make sure you are picking up the planned order for 01CE and not the branch.



Once in the planned production order you can change the delivery date and/or the requirement quantity.



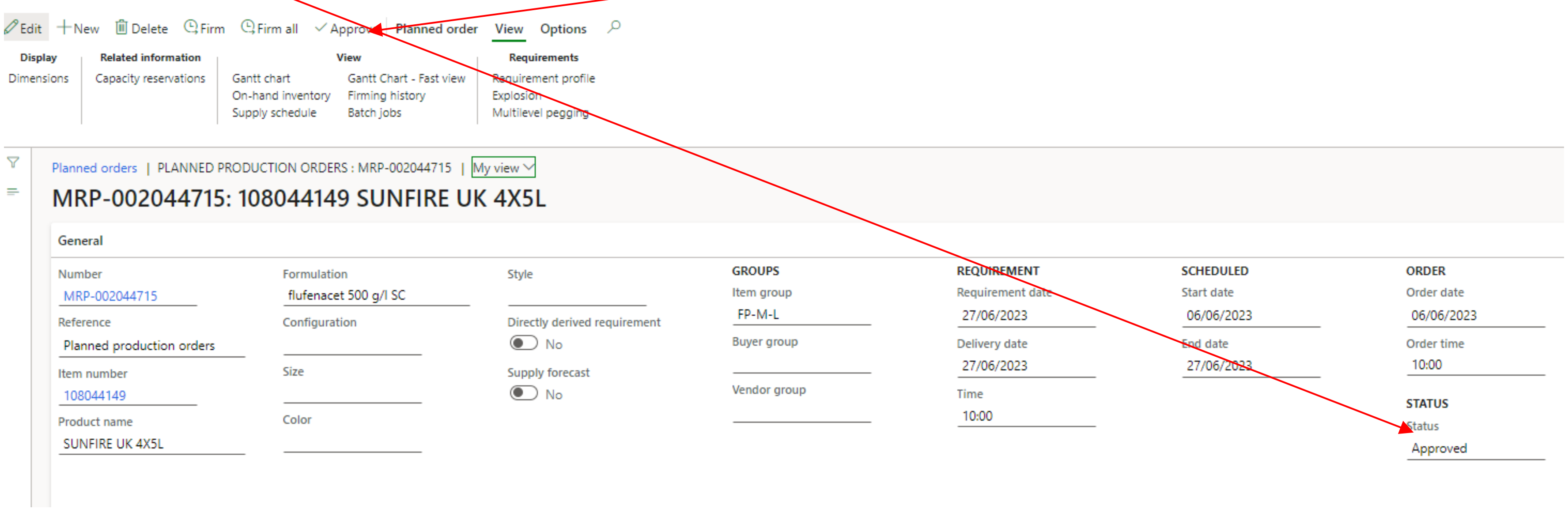
This doesn't mean that the requested date and quantity are achievable. To check this please refer to the instructions in section 1.5.1. on how to check the feasibility of a production order.

If you make a change you will need to change the status of the production order to 'approved' otherwise master planning will overwrite the order when it next runs.

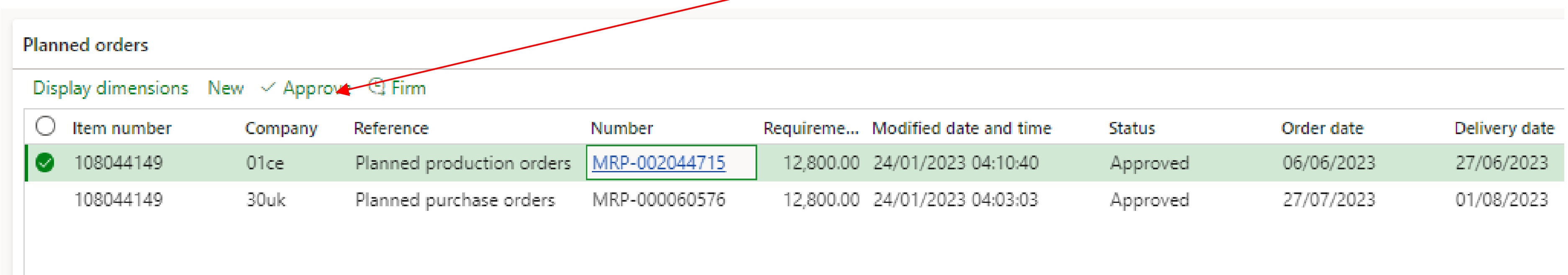
1.7.1.1. Approving / Unapproving planned production orders

The staus of an planned production order can be changed within the order itself or from the central planning screen.

If inside the planned production order you can approve it either by selecting 'Approve' on the main menu or within the header of the order by changing the status field. To unapprove it use the status field in the header.



In the central planning screen you can select the planned order and select 'Approve' without opening the order. If you want to unapprove it you will need to open the order and change the status field.



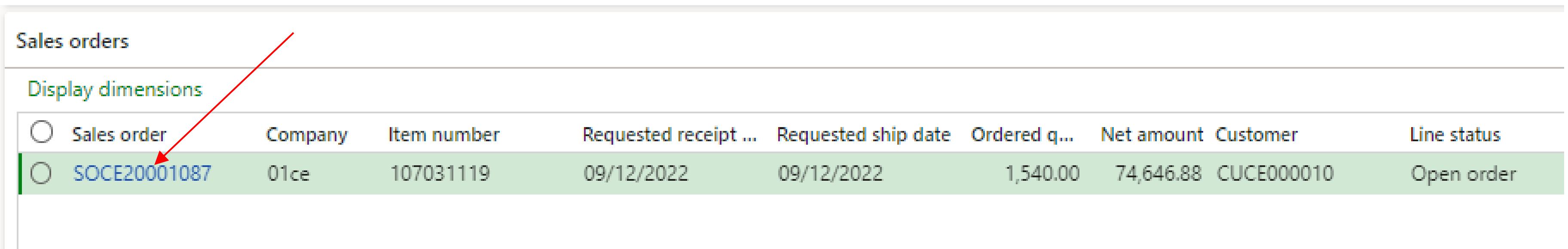
The supply planner should not amend the planned purchase orders in the branch, this is the responsibility of the branch planner.
Any misalignment of demand and supply between the branch and 01CE should be discussed at the global supply review and once agreed should result in most cases the branch planner adjusting the planned purchase order to align with the planned production or in exceptional cases where agreed with the supply planner adjusting the planned production order.

1.7.2. Adjusting sales orders

A supply planner should not adjust 'demand forecast-reduced' as this only relates to the branch.
'intercompany demand' cannot be adjusted, it is driven by the branch demand.
The only demand that a supply planner can adjust is the one created from the sales order.

Sales orders will be visible for branches and 01CE. It is the responsibility of the supply planner to keep the 01CE sales orders for their range of production items updated.

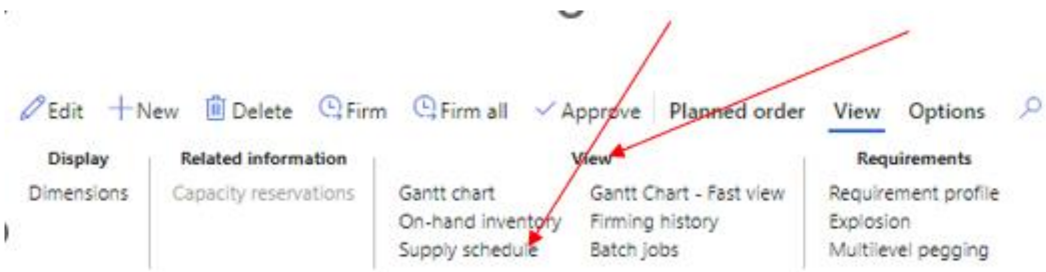
A sales order can be opened directly from the central planning screen by clicking on the link and once in it any updates can be made.



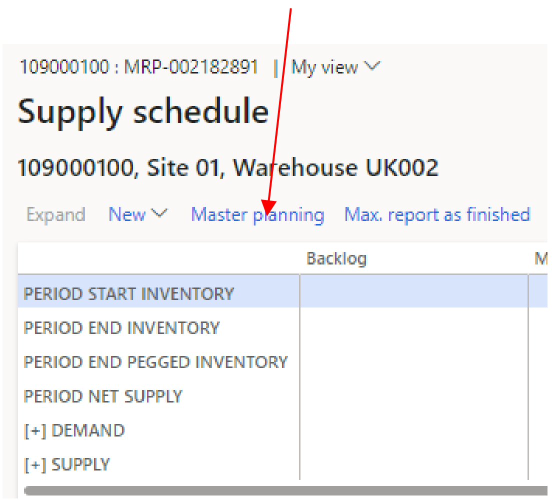
1.7.3. Viewing the impact of your adjustments

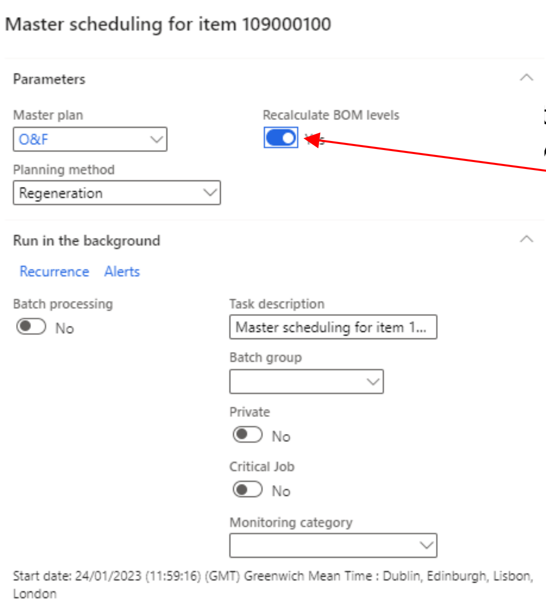
To see the change you can re-apply the filter in the central overview screen BUT this will not re-calculate the rest of the plan based on your change.

To re-calculate the supply plan you need to run master planning at item level.
Open the amended order and choose 'Supply schedule' from the view tab.



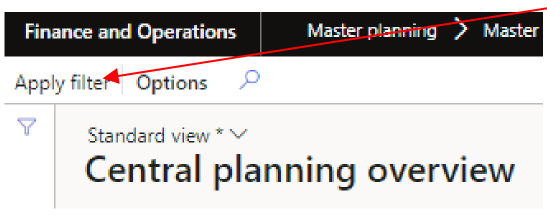
Select 'Master planning'





ːers shown here, by recalculating the BOM
/ will also be recalculated.

When you go back to the central planning screen remember to apply filter again to see the results.

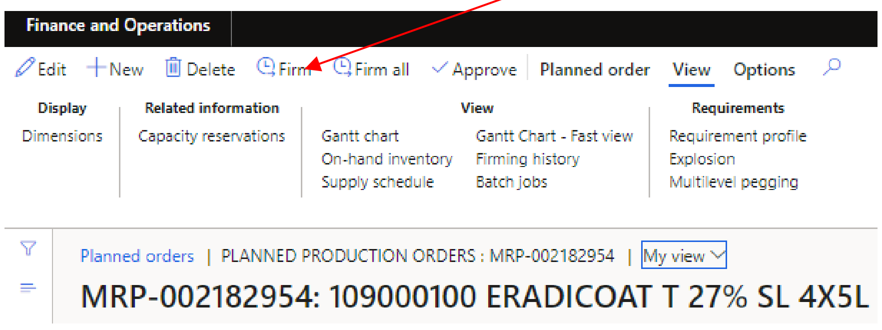


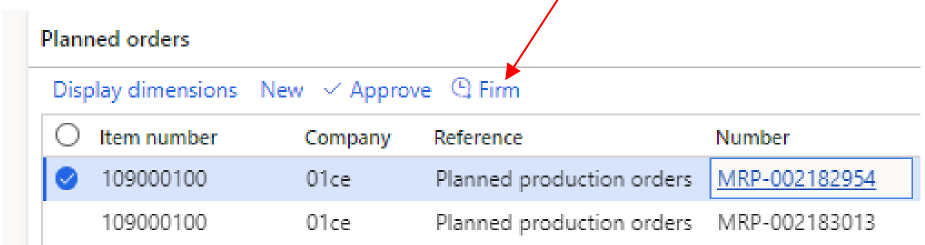
1.8. Firming production orders

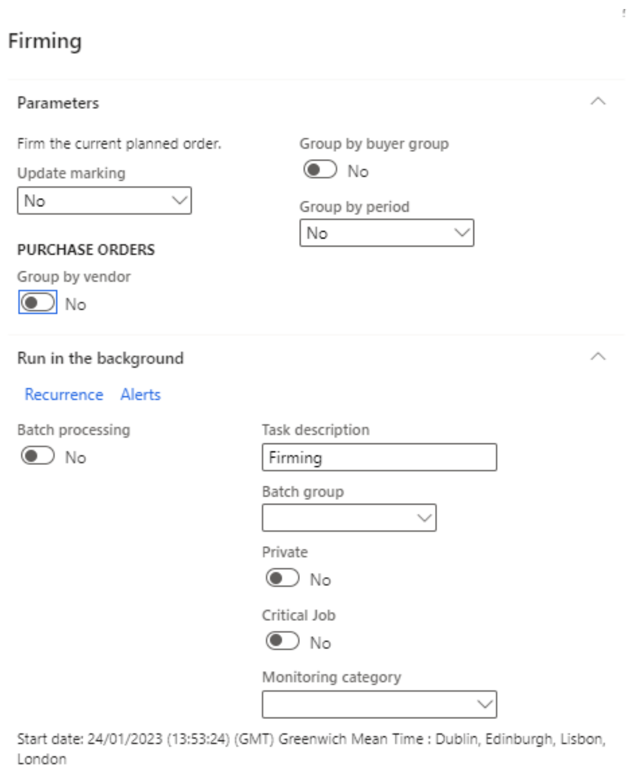
A production order should only be firmed when there is commitment to go ahead with the order. Firmed production orders will be acted upon by the vendor schedulers to ensure components are ready in time.

Locate the planned production order either in the planned order screen or the central planning overview.

You can either open the planned order and select ‘Firm’ or find the order in the list without opening it and select ‘Firm’.







In the pop up screen check the parameters match the ones shown here and then select ‘Ok’.

The planned production order is now a firm production order and will now be found in the production order list and not the planned orders. Master planning will now take this order into consideration when running the PURCH plan so the vendor schedulers know which components to order.

1.8.1. Artwork check

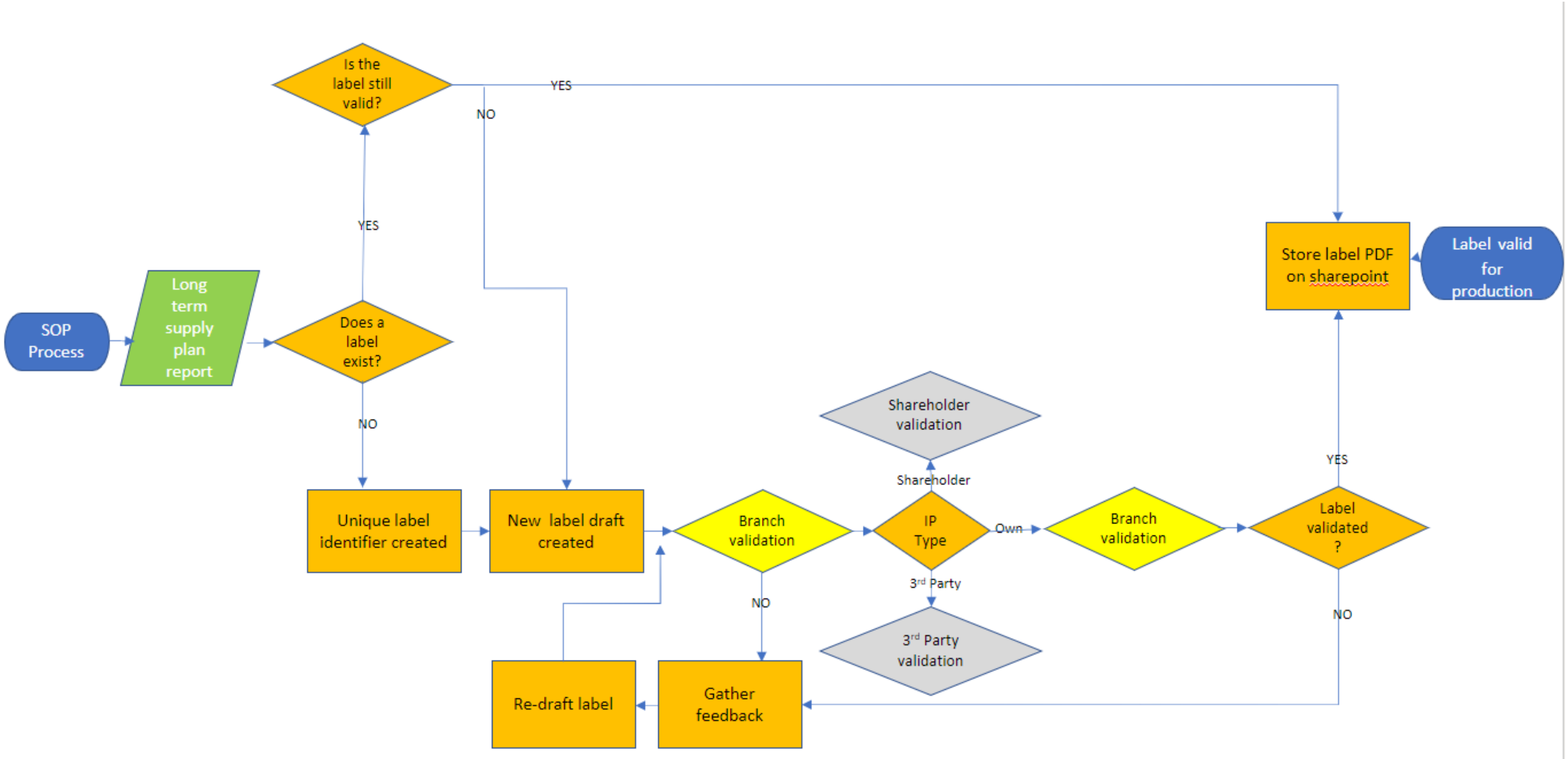
As part of the production it is necesary to ensure the correct artwork is being used for the product before issuing the order to the toller.

Every month following the global supply review meeting a report will be sent to the label team with the long term supply plan for both resale and intercompany products.

The report will indicate to the label team two requirement dates based on the supply plan:

- A verification date – The latest date to start checking the label (Approx 6 weeks before the readiness date).
- A label readiness date – The latest date that the label needs to be ready to go to print.

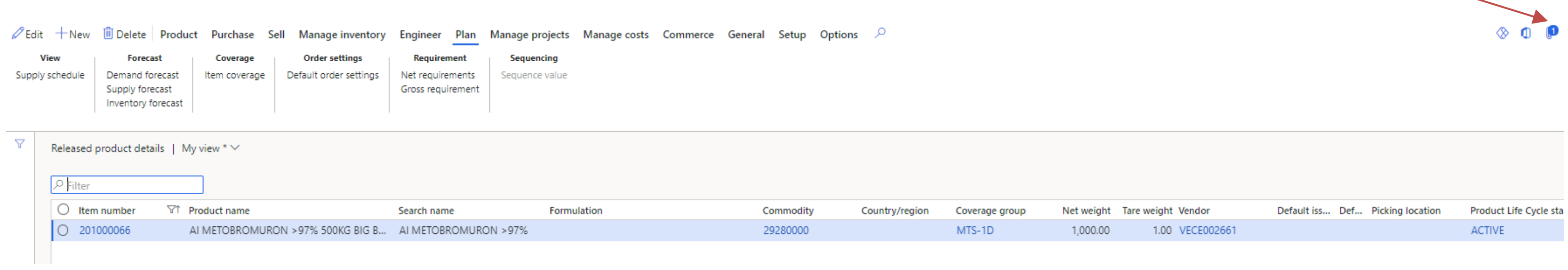
The flow chart below shows the process that the label team will follow to check the validity of a label.



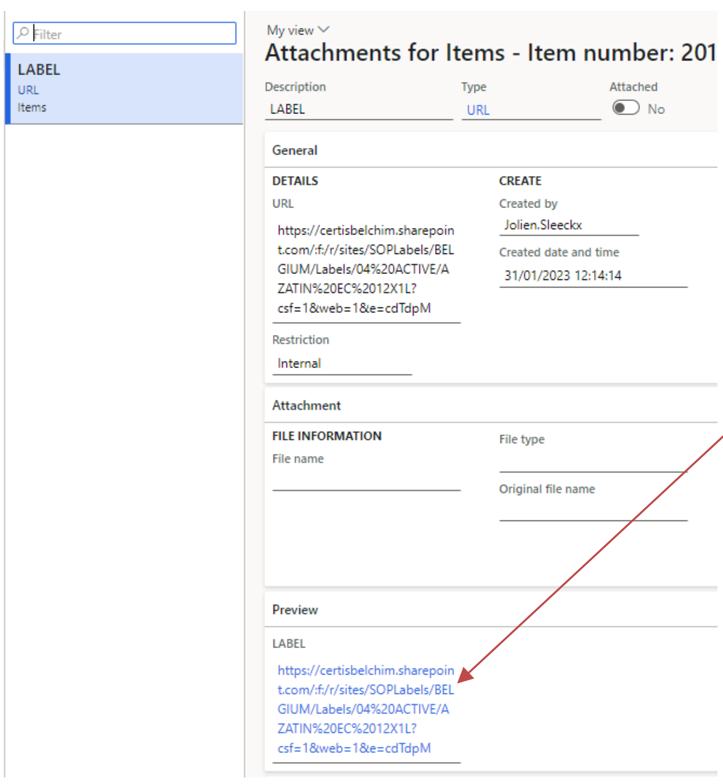
Once a production order is firmed check the status of the label in sharepoint

The aim is to link the sharepoint folder to the item in D365.

- Go to the released item **Product information management > Products > Released products**
- Select the item and look for the attachment icon and see if it has an attachment, a number will show on the icon if an attachment exists.



- Click on the attachment and look for the file named 'Label'



You can now go through to the folder on sharepoint by clicking on the link

Or use the link below

- Select the country for the product you are making

- Open the Labels folder
- Open the Active folder

[SOP & Labels - Home (sharepoint.com)]

If you check the folder before the check date on the long term supply plan report the 'old' label will still be there.

For Certis products, in the short term you can be certain the label is valid if the artwork operation check has been completed in D365.

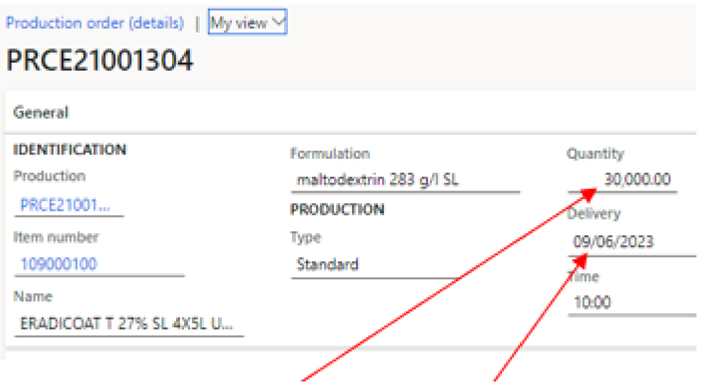
The label team will continue to use an excel label file to update the status of the labels and the planner should check the file to be 100% certain they are picking up the most up to date label pdf.

The location of the file will be confirmed once decided

Once you know the artwork pdf is valid you can continue to issue the order to the toller.
If the toller is responsible for printing the label, they need to send a print proof of the artwork to the supply planner. This needs to be sent to the label co-ordinator to be checked. If approved the planner can inform the toller to go ahead and print, if not feedback should be given to the toller and a new print proof sent for approval.

1.8.2. Amending a firm production order

Once a production order has been firmed it can sometimes be necessary to change the volume or the requested delivery date if the supply plan requires it and time allows.
To change delivery dates and volumes just change the data in the general header of the production order.



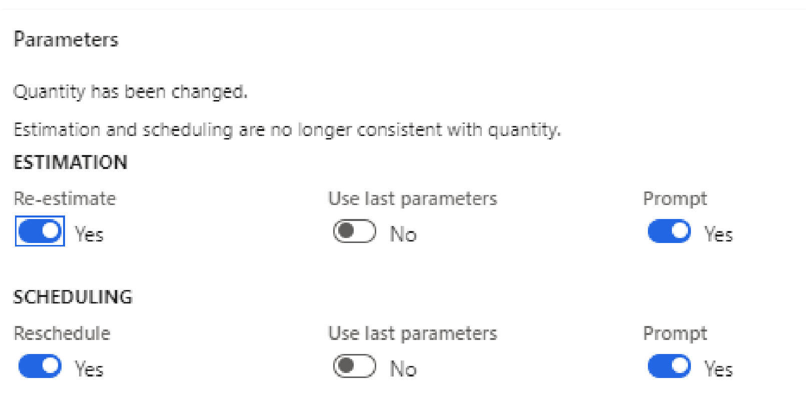
If changing the delivery date this should reflect the desired end date of the production. Once changed select 'Save' at the top left of the screen.

The production order now needs to estimate the requirements and re-schedule according to the new information.

1.8.2.1. Re-scheduling a production order

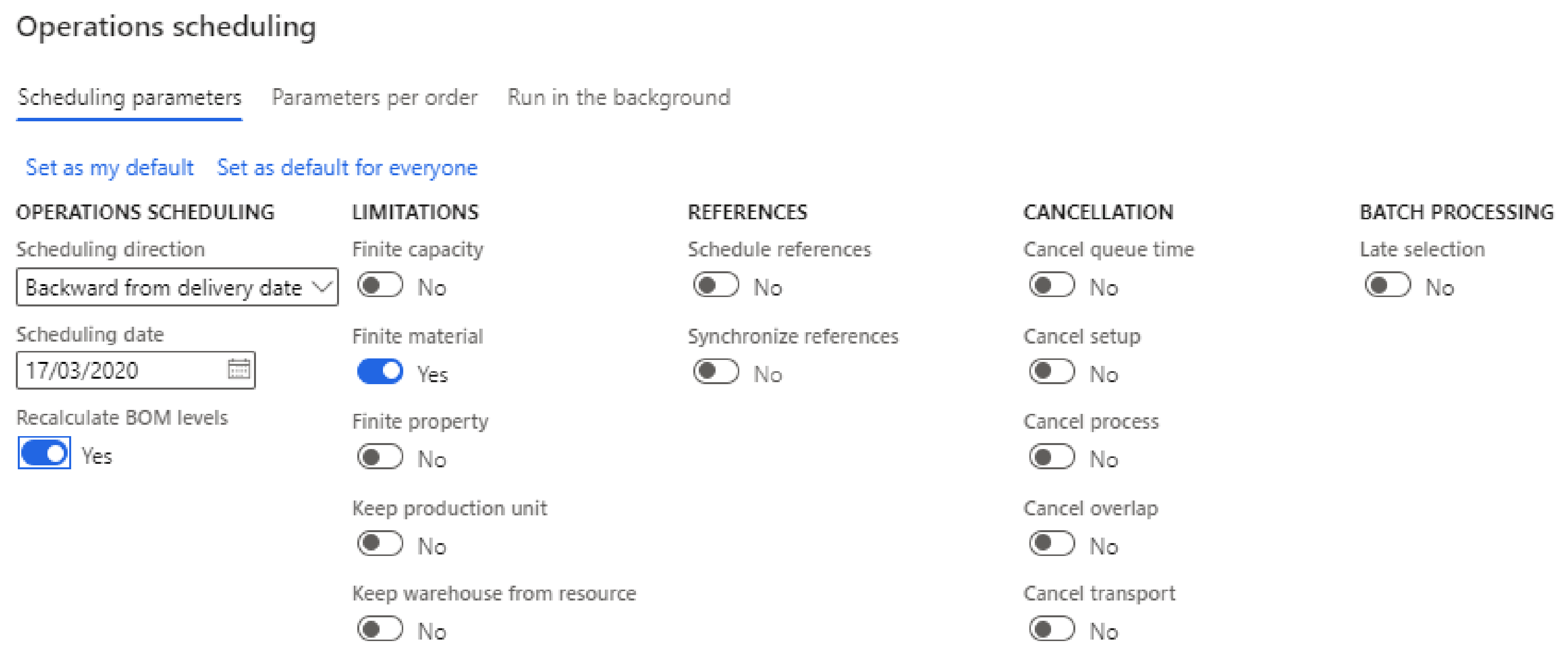
The system needs to recalculate if the changes requested are possible to deliver on time.

When you have made your changes select ' Save' at the top left of the screen. A pop up screen will appear, depending on the information you changed you may see a suggestions to estimate and schedule or just one of these.



Check the parameters match these and then choose 'Ok'. The system will now recalculate based on the changes you made.

A second screen will appear for the estimation, select 'ok'.
For the scheduling a more detailed screen will appear, check the parameters following the explanation below and then select 'Ok'.



- **Scheduling direction** – this determines how the system should calculate the end date of the production order.
  For the current SOP process it is advisable to set it to 'Backward from delivery date'.
  On this setting the system will use the requested delivery date as the end date of the production order and work backwards to see if there is enough time to supply components and produce the item.

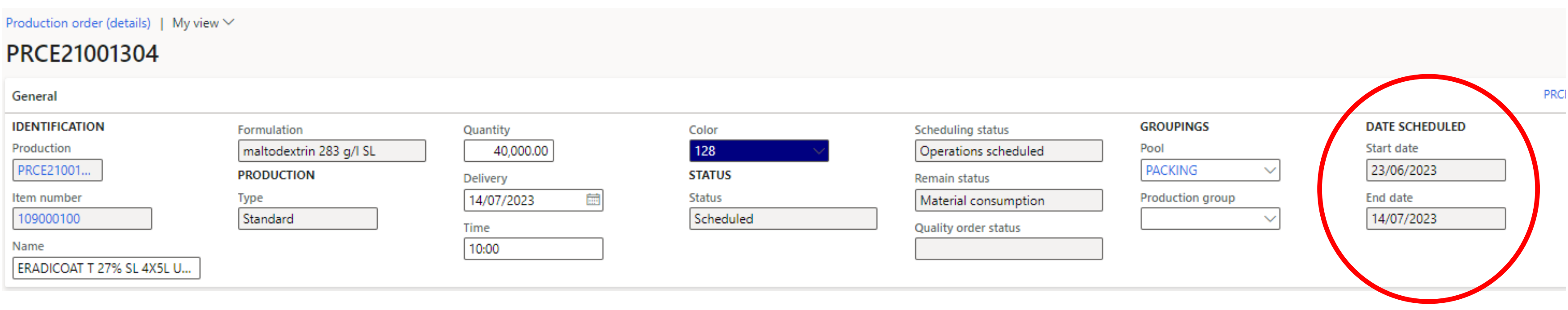
- **Scheduling date** – when the scheduling direction is set to 'Backward from delivery date' there is no need to change this field it can be left alone regardless of which date is shown. When other scheduling directions are used it can be necessary to change this field.

- **Recalculate BOM levels** – set this to Yes.
  If this is not set to yes and there is a sub assembly linked to the item you are producing it will not recaluclate the impact of your change on the sub assembly.

  Finite material – set this to Yes.
  If this is not set to yes the system will assume all materials can be delivered on time and no delay ot production will be indicated.

  All other fields should be set to No.

When the scheduling is complete you will see the schedule dates have been updated. If it is not possible to meet the requested delivery date a message will appear advising you of the delay and the scheduled end date will be different to the original delivery date.

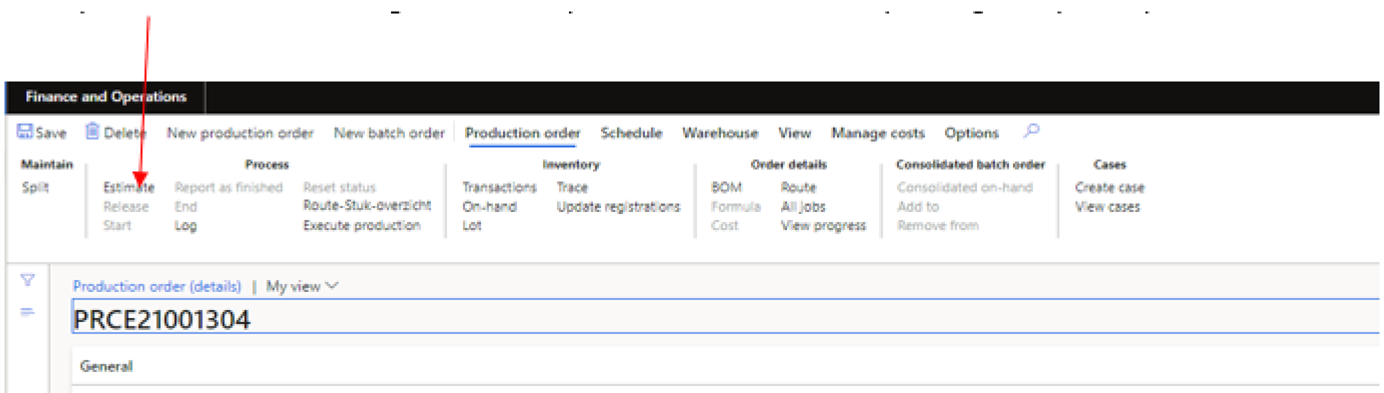


It is good practice to inform the vendor schedulers if a firm production order has been changed so they don't get a surprise if the system proposes they need additional components which they had previously ordered based on the original production order.

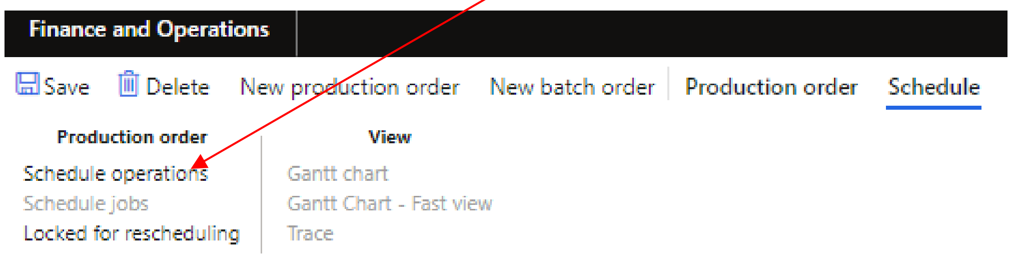
If you accidently cancel the estimation and scheduling or select the wrong parameters you can manually estimate and schedule the production order.

To do this you first need to estimate the production order.

Select 'Estimate' from the production order tab. A pop up screen will appear, nothing needs to be changed just select 'Ok'.
The system is now estimating the new requirements based on any change in quantity. The status will then change to 'Estimated'.

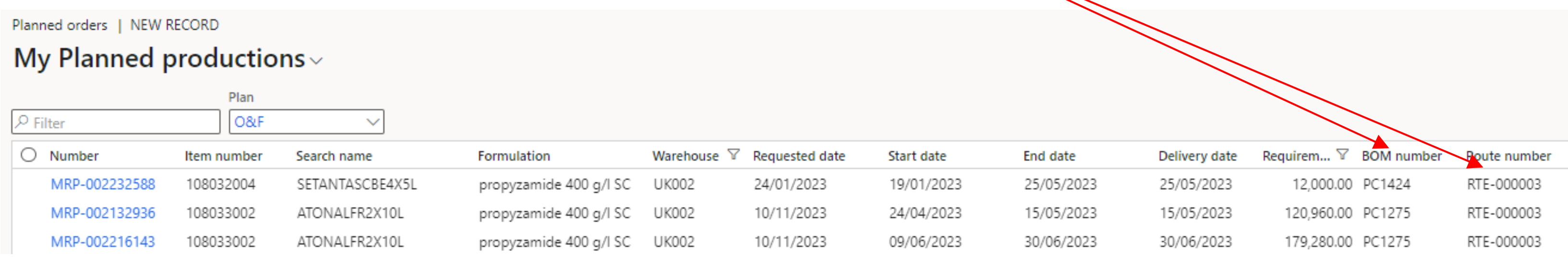


Now the production order needs to re-schedule to see if the desired quantity is possible according to the new requested delivery date. Go to the schedule tab and select 'Schedule operations'.



Each intercompany item has to have a BOM (Bill of material) and a route in order for a production order to be estimated and scheduled to determine the quantity of components needed and the lead time for them to arrive and then produce the item at the toller. Without these two elements the schedule will not calculate properly and the system will assume everything is possible.

Always make sure a production order has a BOM and route assigned to it, be it a planned or firmed production order. You can add the fields to overview screens to quickly check they have been assigned.

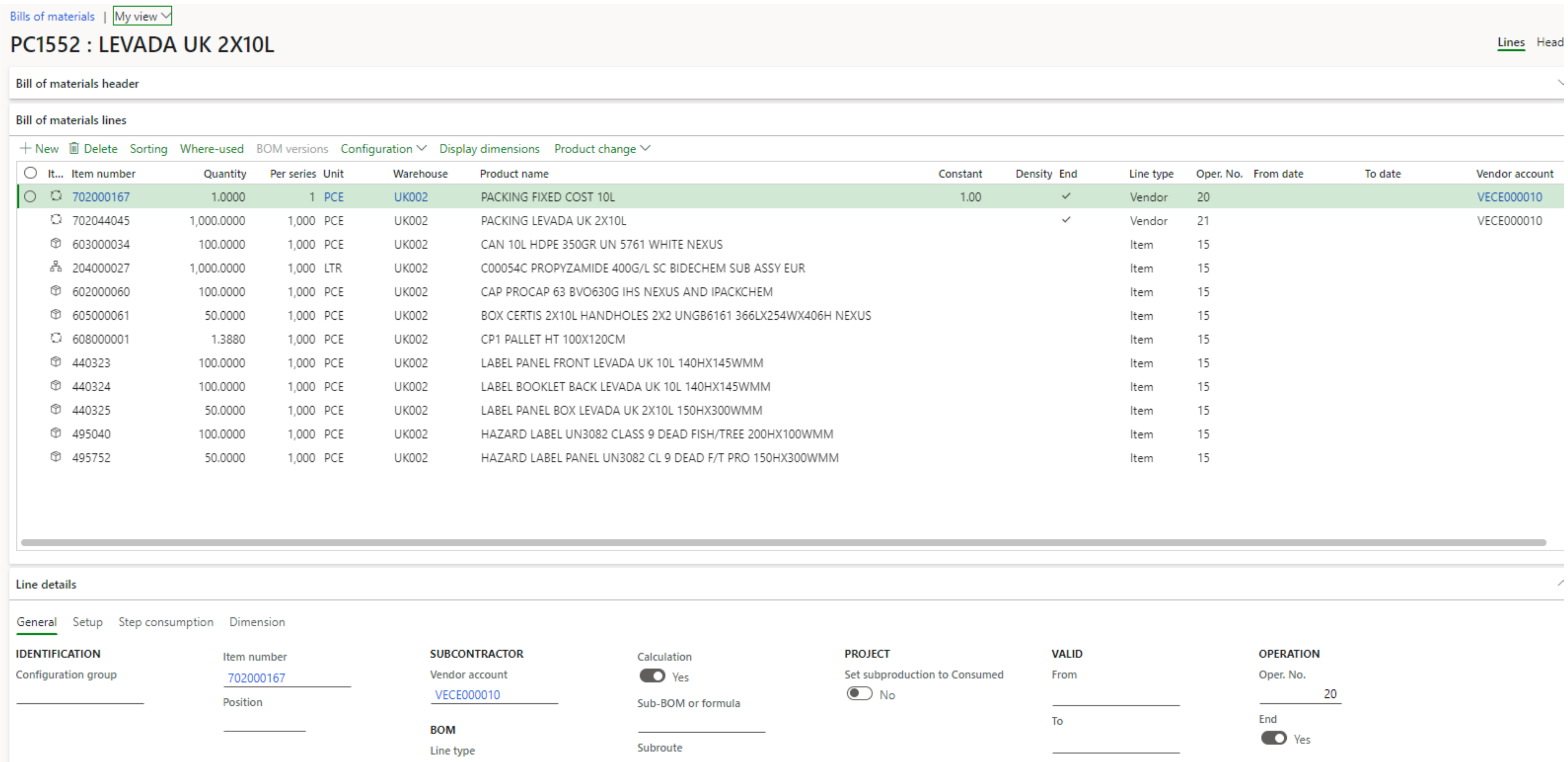


1.9.1. The BOM

Each production item has a BOM, it is possible for items to have multiple BOMs, if they are made at more than one toller or if they are sometimes relabelled or repacked from other brands.

Each item will have an active BOM, this is the default one linked to the item and will always be the one selected by the system. If other BOMs are available, they will have an approved status if they are still ok to use. If they are not ok to use the BOM will not be approved or activated.

Within the BOM it will list all the components needed to produce the item (some BOMs are more detailed than others depending on which legacy company they come from).



The Item Type – the icon indicates the following:

A service type – this could be a physical service e.g. packing or formulating or it can be an item that is supplied by the toller and included as part of their service fee.

An item – this an item supplied by Certis Belchim

A sub assembly – this shows that the line relates to another BOM within the current BOM, e.g. a sub assembly for the formulated bulk produced at the toller which will then be packed into the existing finished product BOM.

Quantity / Per Series – the default Certis Belchim series is 1000 units and the quantity is the volume of the item type needed per series. The exception to the series is for fixed service fees which should be set to 1.

Warehouse – this is the warehouse of the toller linked to the BOM

Line Type – For all components line type 'Item' is used. For service fees line type 'vendor' is used.

Vendor Account – when vendor is selected as the line type, a vendor account must be added, this allows the system to generate the purchase order for the fees to the correct vendor with the right pricing.

End – this field is only selected when the line relates to a service fee, it determines the method that the system uses to post the consumption of the service.

Constant – This should only be selected when the line relates to a fixed service fee, it tells the system that regardless of the quantity on the production order the cost for this line should be calculated once per production order.

Operation number – the operation number is linked to the route. For components the number should always be 15. For service fees the first fee should be number 20, if they exist, the second 21 and the third 22.

1.9.2. The Route

Each production item has a route assigned to it. it is possible for items to have multiple routes, if they are made at more than one toller.

Each item will have an active route, this is the default one linked to the item and will always be the one selected by the system. If other routes are available, they will have an approved status if they are still ok to use. If they are not ok to use the route will not be approved or activated.

Routes are set up for all tollers and a separate route for the following services that they provide

- Formulation
- Filling
- Repack
- Relabel

RTE-000003 : SAFAPAC DEFAULT FILLING | My view

Route details : RTE-000003

Oper. No.	Priority	Operation	Scrap perc...	Accumulat...	Next	Link type	Hourly rate / piece...
10	Primary	Artwork	0.00	1.00	15		All
15	Primary	Filling	0.00	1.00	20		All
20	Primary	Toll fee	0.00	1.00	21		All
21	Primary	Toll fee	0.00	1.00	22		All
22	Primary	Toll fee	0.00	1.00	0		All

The route enables the system to calculate how long it will take to produce the volume of product on the production order once all components are available.

The current set up is based on a default route for each service, for the future we may move to a more dynamic approach with detailed run times for different formulations and packing lines.

Operation 10 – This is assigned to the artwork check process. It allows us to faciliate the process in D365 and should always be the first step in the route. Currently this is set to 5 days.

Operation 15 – This is assigned to the toller activity and differs as follows:

- Formulation – 15 days
- Filling – 10 days
- Repack – 10 days
- Relabel – 5 days

Operation 20 / 21/ 22 – These are assigned to the toller service fees and are set to 1hr.

Days are stated in working days

In practice the system uses the route information to schedule the production, assigning the right number of days to each operation number in the BOM to calculate the start date based on the requested delivery date and taking into account component availability.

If a production order has a sub assembly the system will take this into account and the finished product production order will not be able to start until the sub assembly has completed.

Oper. No.	Priority	Operation	Start date	End date	Next
15	Primary	Formulate	15/06/2023	06/07/2023	20
20	Primary	Toll fee	06/07/2023	06/07/2023	21
21	Primary	Toll fee	06/07/2023	06/07/2023	22
22	Primary	Toll fee	06/07/2023	06/07/2023	0

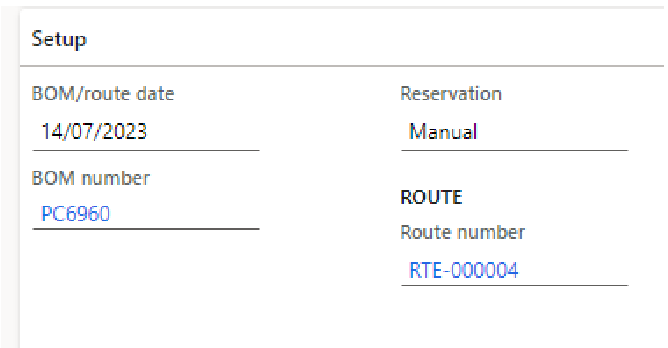
Sub assembly will start on the 15/06/23 and take 15 days to produce

Oper. No.	Priority	Operation	Start date	End date	Next
10	Primary	Artwork	29/06/2023	06/07/2023	15
15	Primary	Filling	06/07/2023	20/07/2023	20
20	Primary	Toll fee	20/07/2023	20/07/2023	21
21	Primary	Toll fee	20/07/2023	20/07/2023	22
22	Primary	Toll fee	20/07/2023	20/07/2023	0

The packing production will not start until the sub assembly finished on 06/07/23 and will then take 10 days to pack.

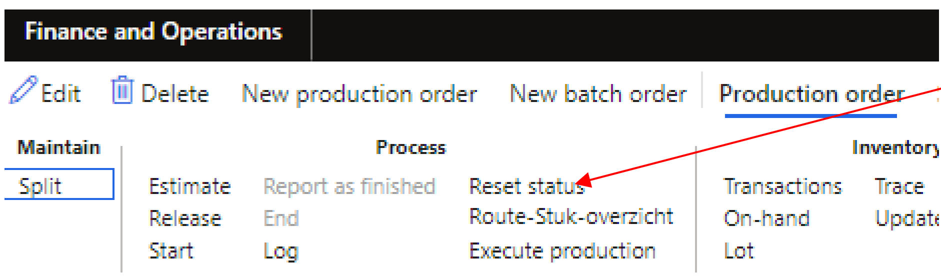
1.9.3. Changing the BOM & Route in a firm production order

The BOM and route being used for the production order are on the header page in the set up section.

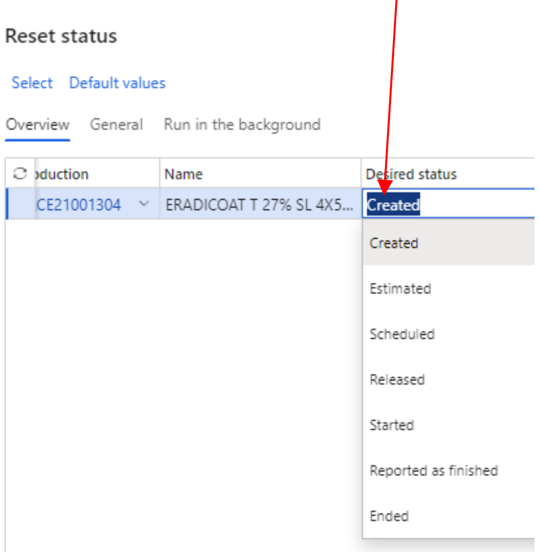


Occaisionally it can be necessary to change the BOM and route in a firm production order, this should be an exception and not normal practice. If a BOM or route needs changing it should be done while the order is still in the planned production order phase.

To change this information on a production order you need to open it and change the status of the order by choosing 'Reset status' in the production order tab.

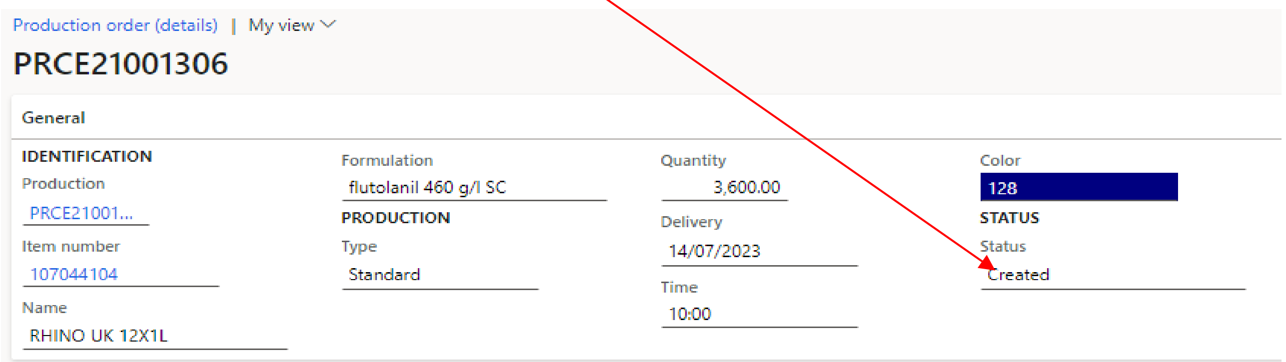


Change the status to 'Created' and select 'Ok'.



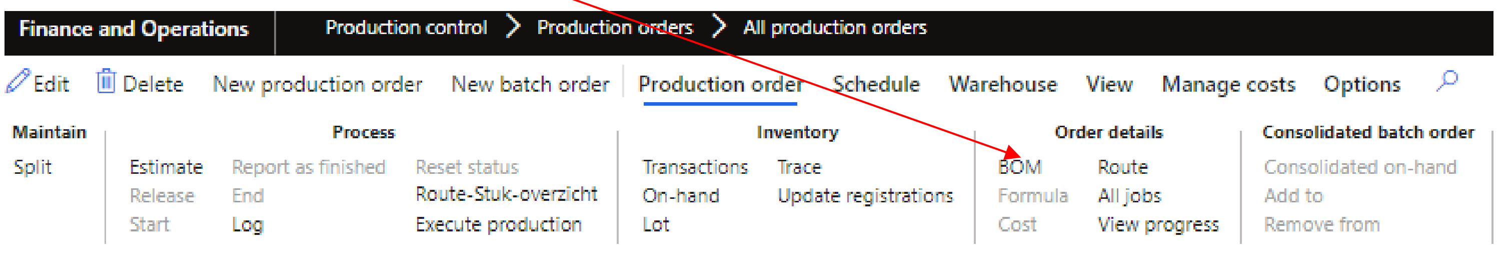
You can change the status of a production **BUT** keep in mind if you have already sent the service PO to the toller and then change the status back to created, the purchase order reference number will now change. This means you should inform the toller of the new purchase order reference so they can state the correct one on their invoice.

The status will be shown on the production order header.

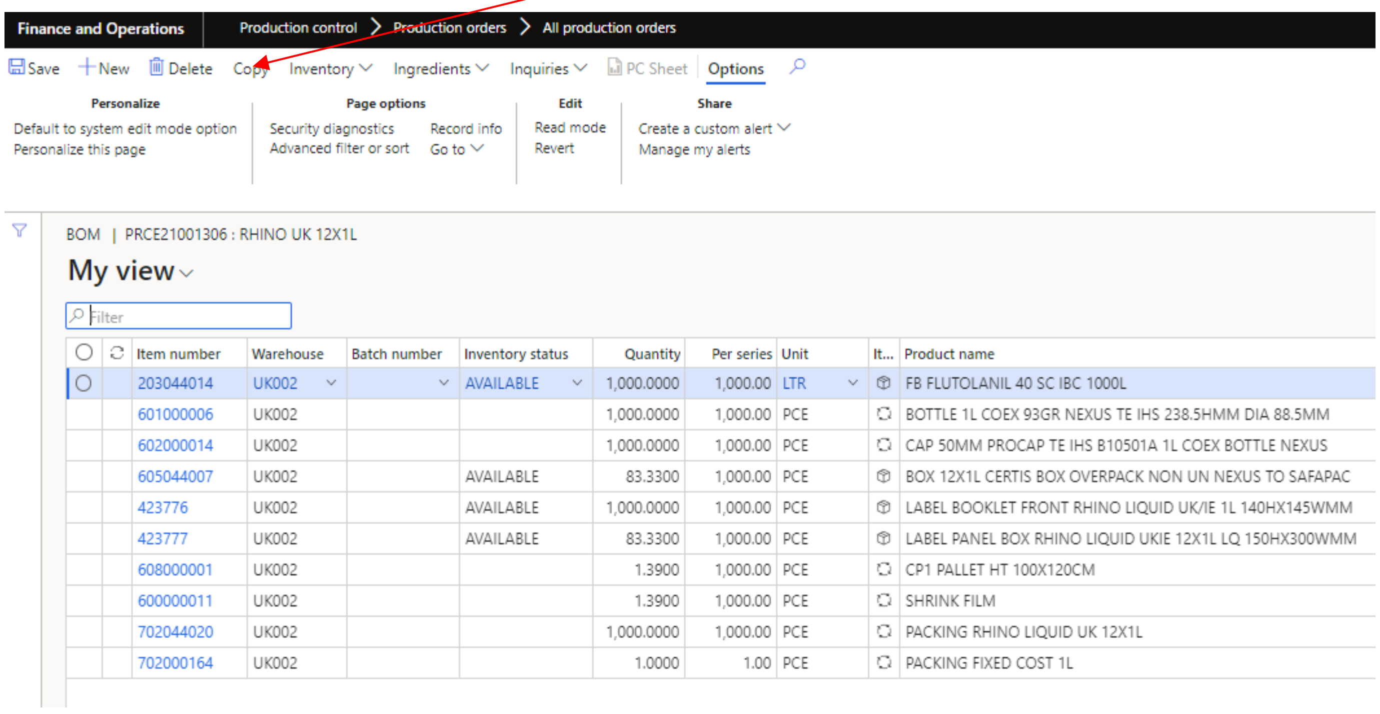


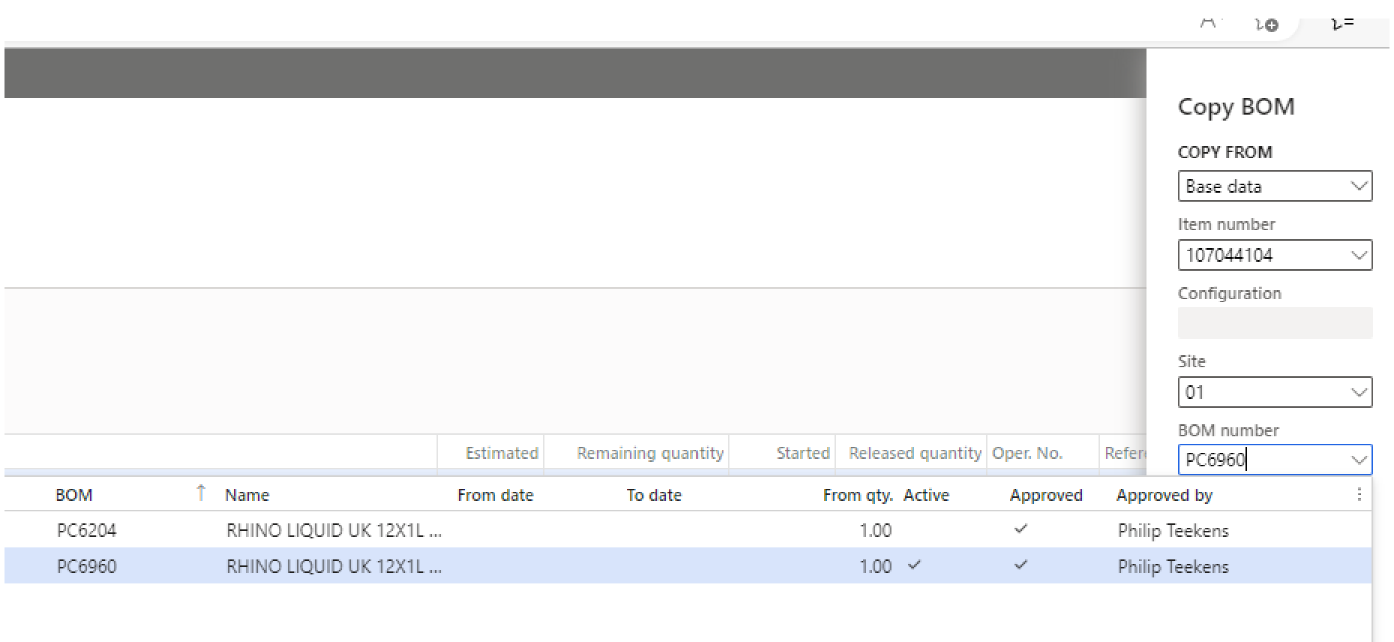
The scheduling dates have now been removed as the production order will need to be re-scheduled once the changes have been made.

To change the BOM, select 'BOM' from the production order tab.



The original BOM details will be listed, select 'Copy' from the main menu.



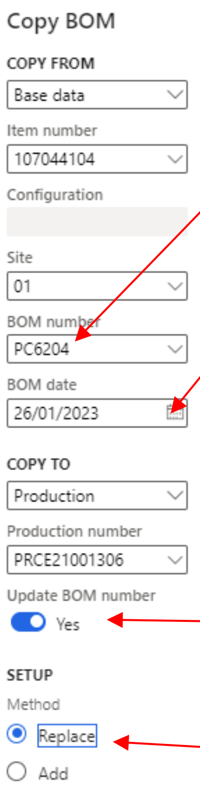


In the pop up screen it provides you with the details of the BOM you intend to copy and apply to the production order.

The item number will correspond to the item you are producing.

The BOM will default to the one in the production order, in this case the active BOM.
Change the BOM to the new one you want to apply.

You can only apply approved BOM's, if it is not approved it cannot be used.



When you have selected the new BOM, it will appear in the BOM number field, check you have the right one.

The date should be today's date, this indicates that the system will look at any date information within the BOM to check the right components are being selected for this production order.

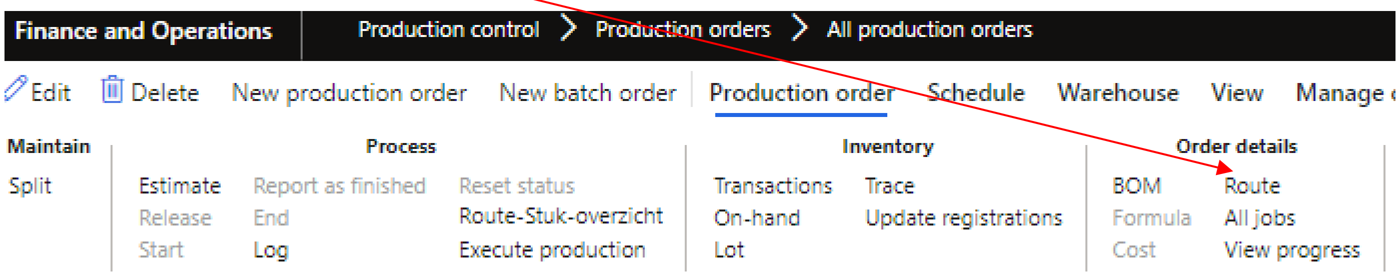
Make sure the update BOM number is set to 'Yes' , if you don't do this the original number will be shown on the header of the production order and this will cause confusion.

The method should be set to 'Replace' because you want to completely delete the original BOM and replace it with the new one. If you were to choose add it will list the two BOMs together giving the wrong requirements.

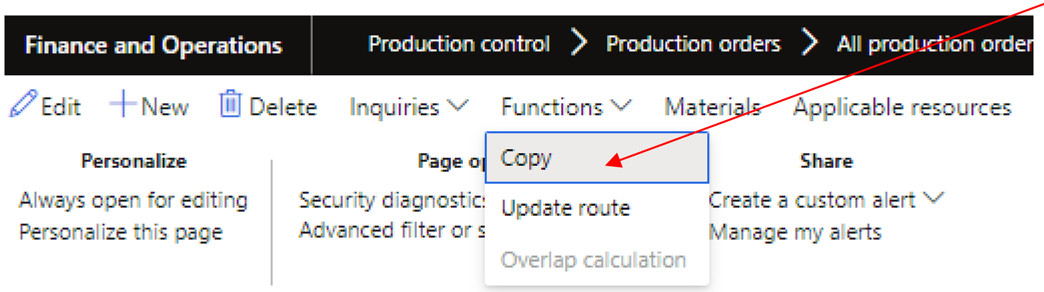
Select 'Ok' and the new BOM details will now show in the production order.

The header page will need to be refereshed and then it will show the new BOM number.

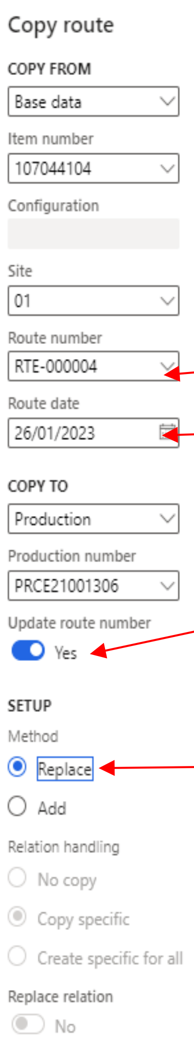
To change the route select 'Route' from the production order tab.



The details of the original route will show. Choose the 'Functions' tab and select 'Copy'.



A similar screen to the BOM replacement will appear, showing the item in the production order and the existing route number.



Choose the new route you want to apply from the drop down route number menu, only approved routes can be selected.

The date should reflect todays date.

Make sure the update route number is set to 'Yes' to ensure the main header is updated on the production order.

Make sure the set up method is set to 'Replace'

Select 'Ok' and the new route will be applied, to see if on the main header refresh the screen.

The production order now needs to be estimated and re-scheduled – see the instructions in the earlier section on how to do this.

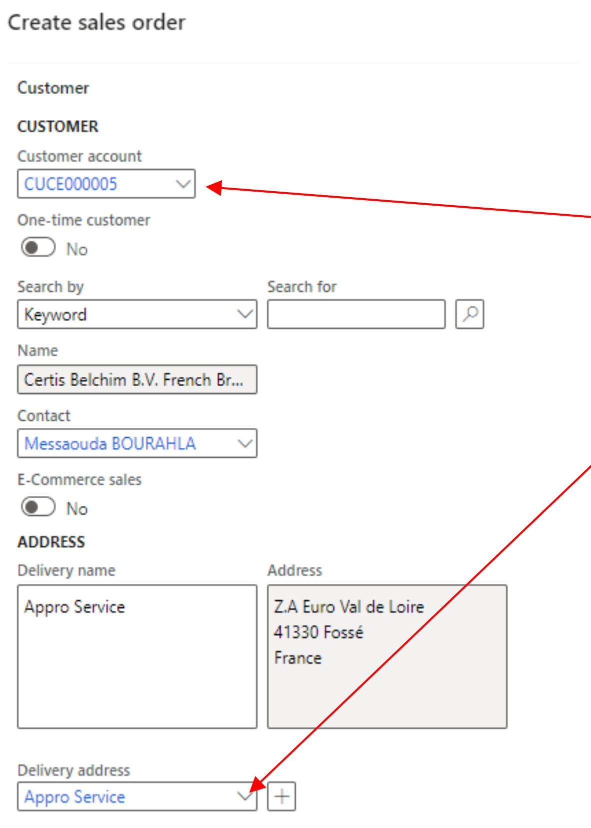
Remember the purchase order reference number will now have changed. This means you should inform the toller of the new purchase order reference so they can state the correct one on their invoice.

1.10. Creating an intercompany sales order

When a production order has been firmed the schedule needs to be communicated to the branch. This is done by creating the intercompany sales order which will replace the branch planned purchase order.

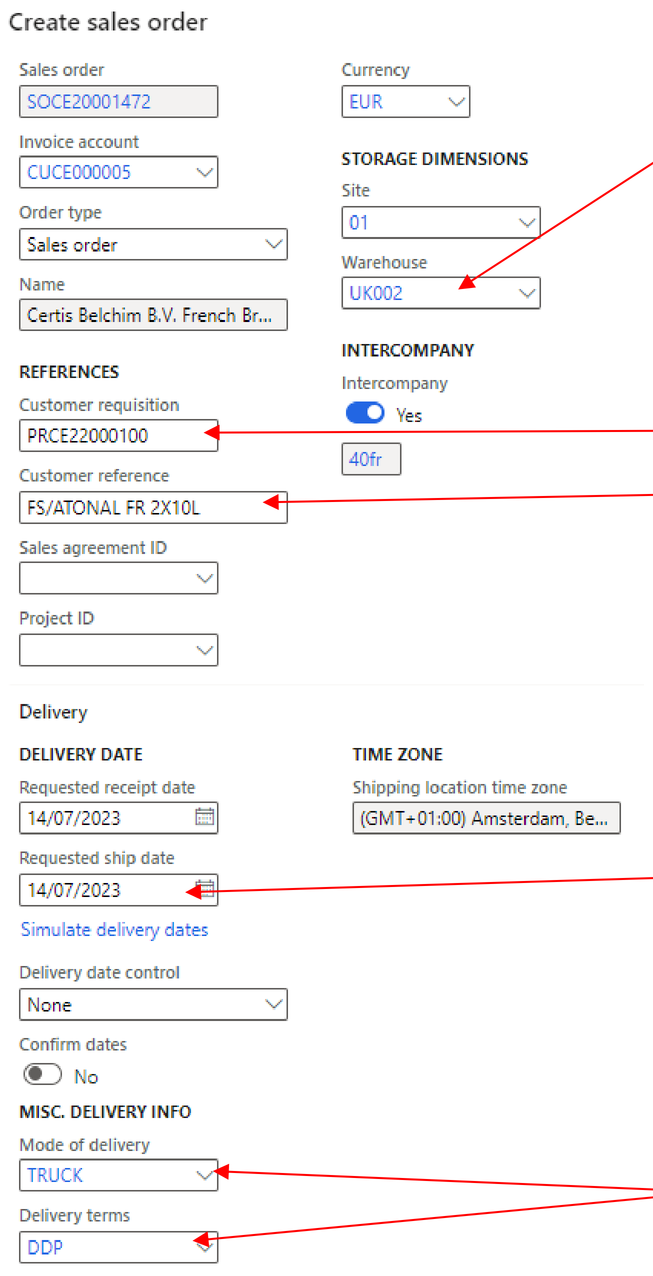
To create a new sales order go to the following path and select 'New' at the top left of the screen.

Sales and marketing > Sales orders > All sales orders



Search for and enter the customer account for the branch you are selling the product to.

The delivery address will automatically fill in the default warehouse. If this is not correct choose a different one from the drop down menu.



In the warehouse field, select the warehouse that the goods will be shipped from.

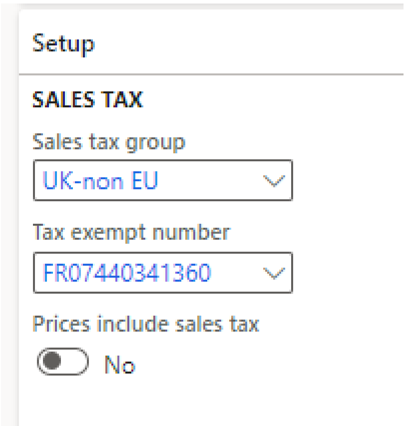
Enter the production order reference in the customer requisition.

Enter the customer reference as - your initials / item description.

Enter the expected delivery date in the requested ship date, this should be the end date of your production order plus enough days to ship the product.

Make sure the mode of delivery and delivery terms are completed, they should automatically populate with 'truck' and 'DDP'.

In the sales order go to the header page and check the sales tax group which should automatically be filled in based on the warehouse information entered when creating the sales order. Check the correct information is entered.

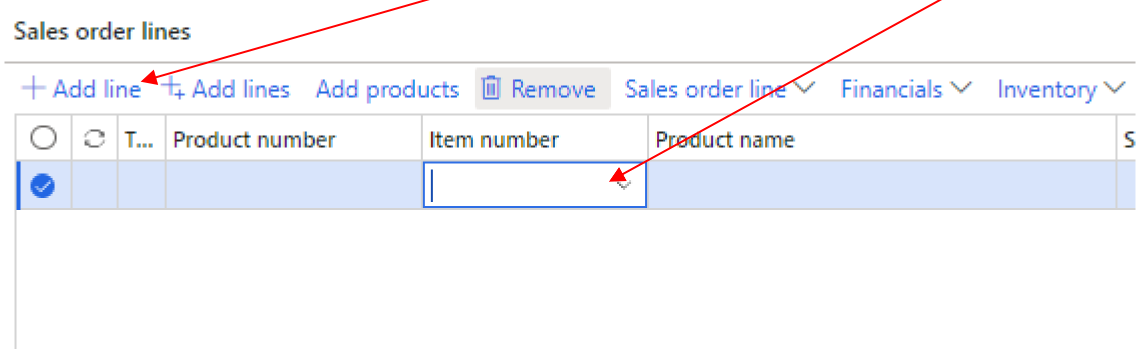


Sales tax groups – starts with the country code of the shipping country
Followed by one of the options below:

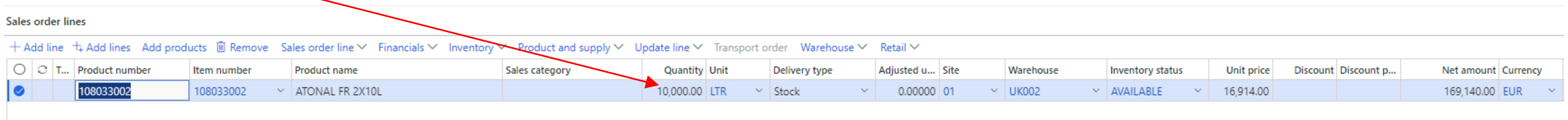
EU – receiving country is in the EU but not the same as the shipping country
Local – receiving country is the same as the shipping country
Non-EU – receiving country is not in the EU
N/A – receiving and shipping country are the same and where the transaction is between the branch and 01CE (exception for ES & BE)
OR used where import VAT is paid at the border or via deferment account e.g all inter company shipments to the UK.

Tax exempt number should be the one for the receiving country

Enter the item that is being sold by selecting 'Add line' and using the drop down search menu for the item.

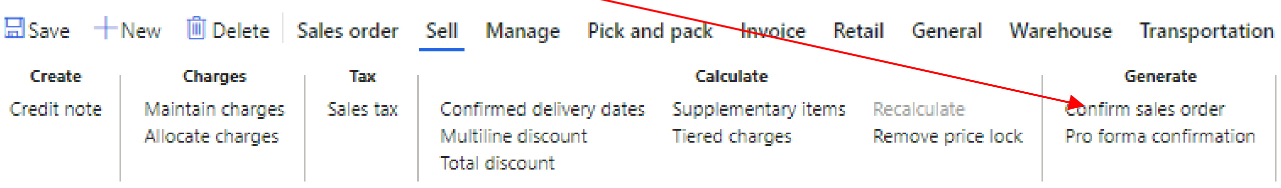


Enter the quantity to be sold and check the shipping warehouse and that a unit price exists. The sales price will be dependent on the cost price calculation for the production and should be checked. It is particularly essential that this is checked before creating export documents as the price must be accurate when exporting/importing.



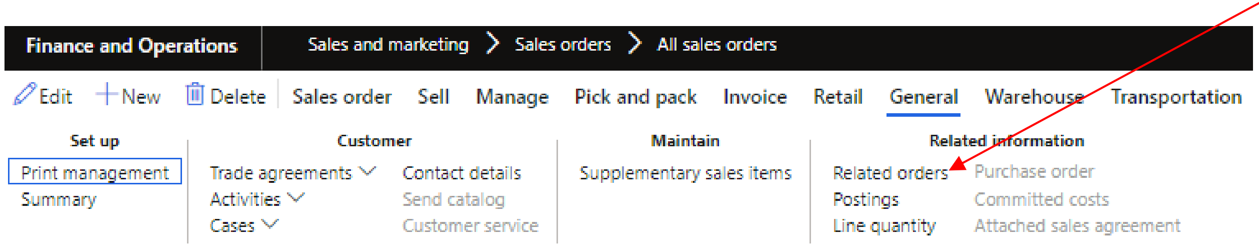
When complete the sales order needs to be confirmed in order to create the corresponding inter company purchase order in the branch.

Select 'Confirm sales order' from the Sell tab and the following screen choose 'Ok'.



When the sales order has been confirmed you can check the action centre to be sure that the intercompany purchase order has been created.

To access the purchase order if needed you can go to the 'General' tab and select 'Related orders', in the next screen you can click on the purchase order link to access the branch order.

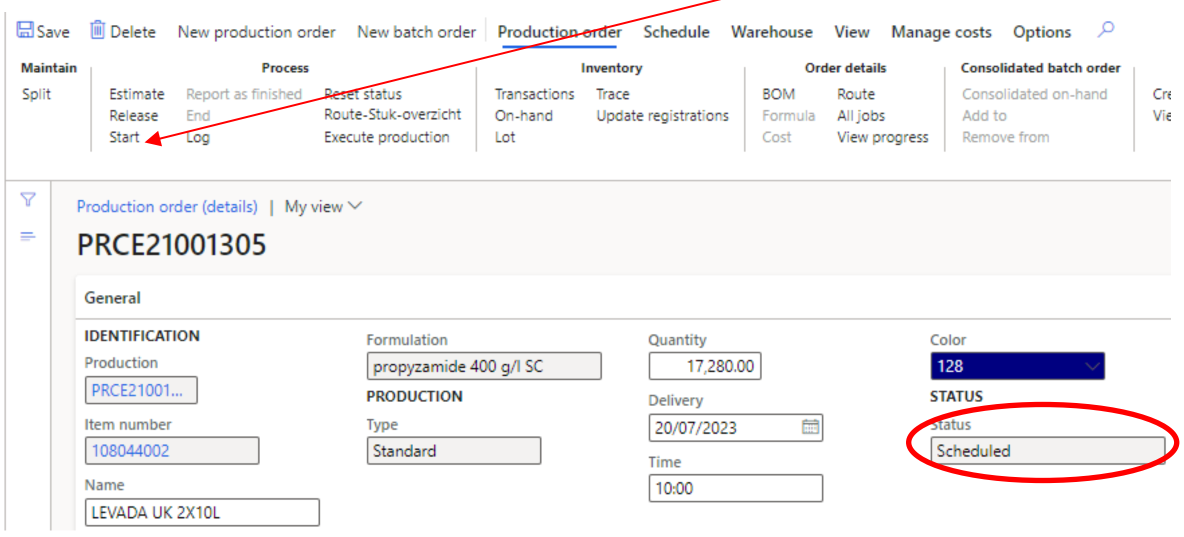


When an intercompany sales order has been created it creates a firm purchase order in the branch. The branch planner needs to unapprove the existing planned purchase order so that master planning can recalculate.
Until the existing order has gone you will see double demand for the item.

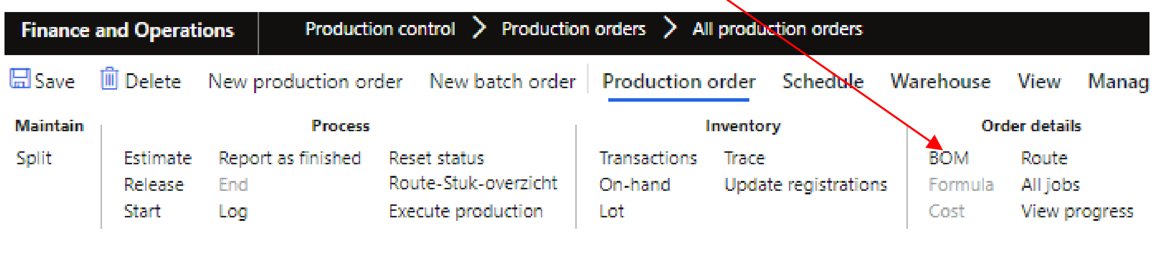
1.11. Creating a service purchase order

On confirmation of the artwork check the purchase order can be sent to the toller to confirm the production requirements.

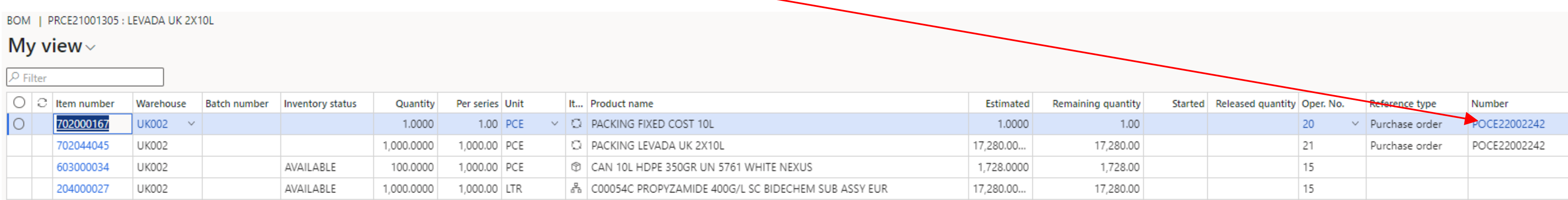
Open the production order and in the 'production order' tab select 'Start', and then choose 'Ok', in the pop up screen. The status will be updated to 'Started'.



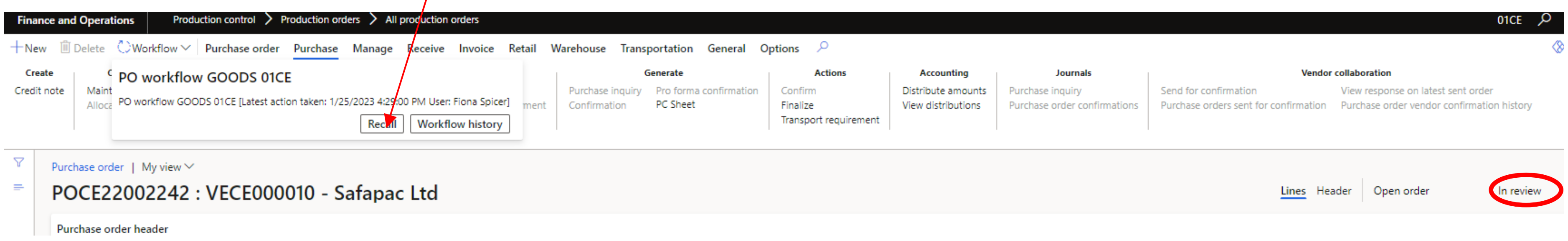
To open the service purchase order, select 'BOM'

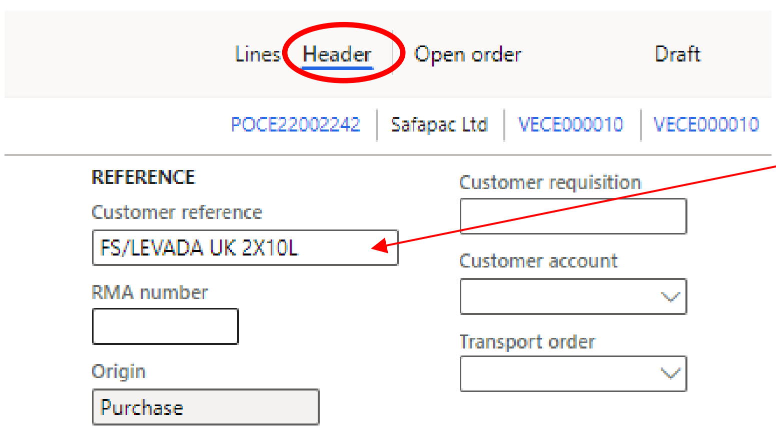


On the lines relating to the service fees you will see a purchase order has been generated. Where there are several fees there will be one purchase order per supplier. Click on the link to the purchase order.

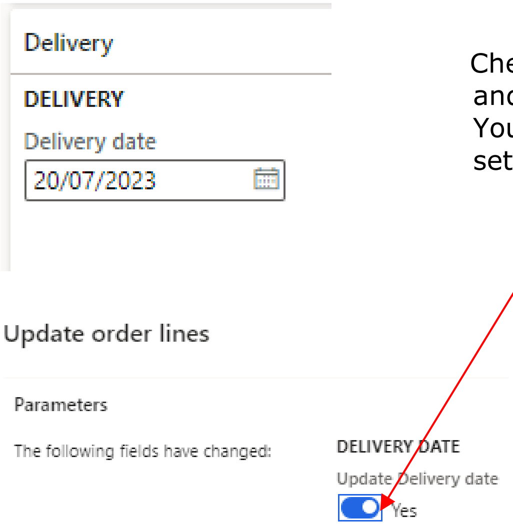


When you open the purchase order it will automatically be in the workflow for approval and will show the 'In review' status.
We would advise making changes to add a description to the purchase order title plus you may need to change other data. In order to do this you need to recall the workflow via the workflow tab. Refresh the screen to see the status change to 'Draft'.



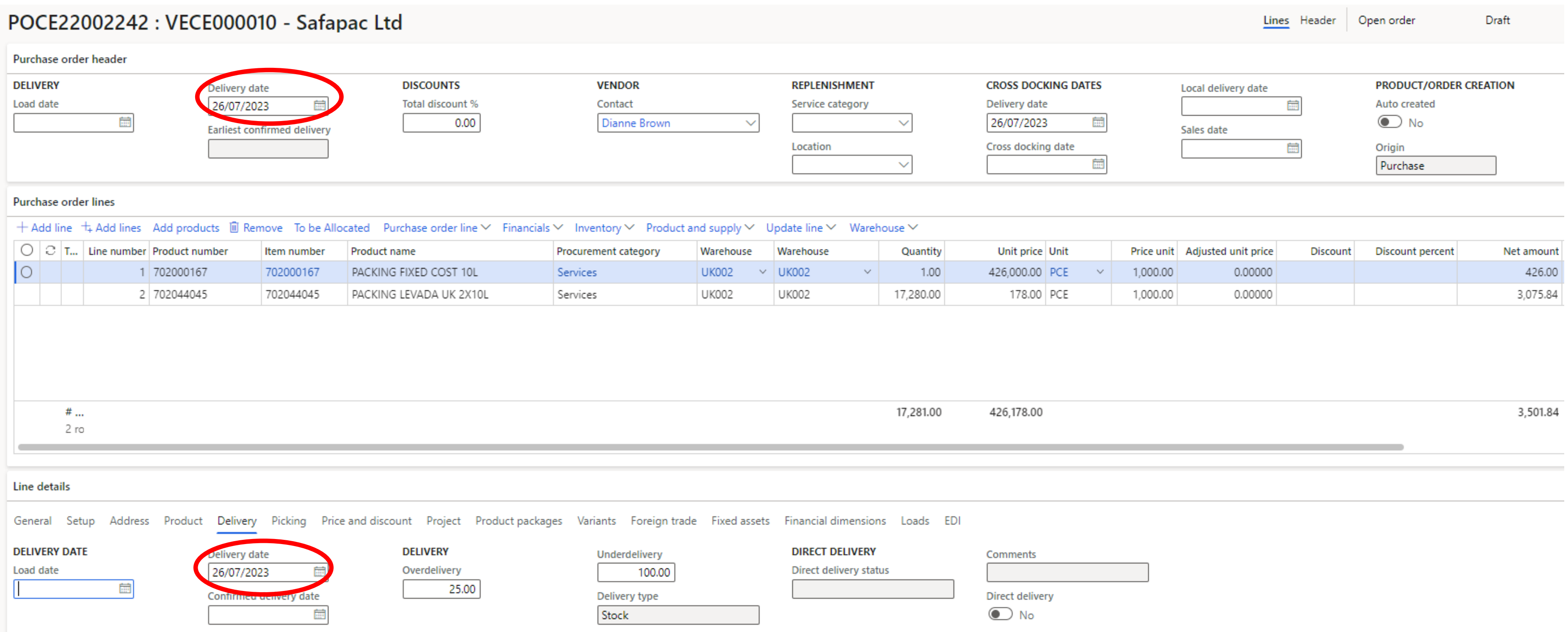


Switch to the header and enter the customer reference which will help to identify the purchase order more easily in the purchase order overview.
Use the format – Your initials / Description of the item to be produced

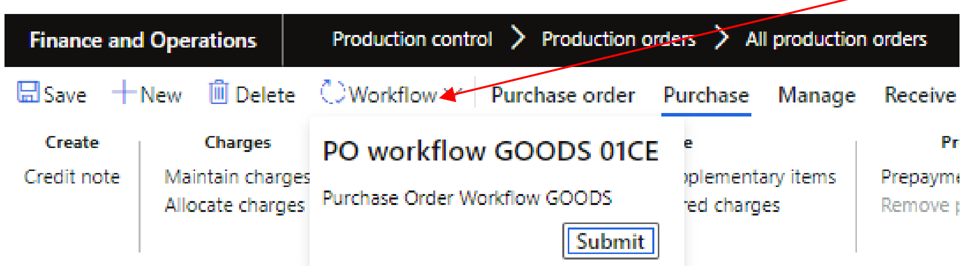


Check the delivery date on the header, if it isn't matching the end date of the production change it here and then select 'Save'.
You will be asked to confirm if you want the dates in the order lines to be updated, make sure this is set to 'Yes'.

Check the details in the lines for quantity and pricing. If needed adjust the information before saving again.
If you changed the delivery date on the header make sure it has updated the line details, you will need to check each purchase order line and the corresponding delivery date in the lower half of the screen.



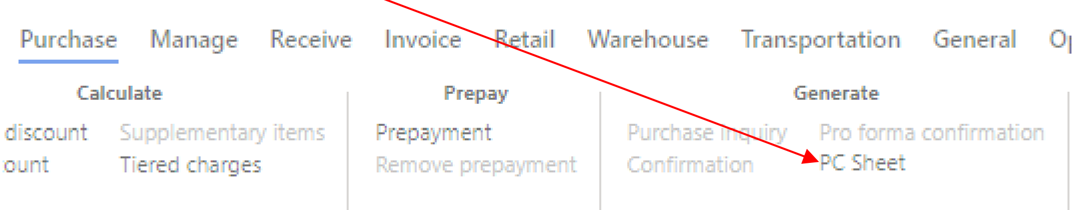
When all the details are correct submit the purchase order using the 'Workflow' tab.



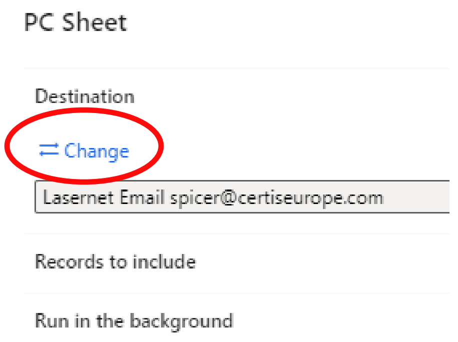
If the value of the order is within your LOA keep checking the workflow tab until it gives you the option to approve it. If it is above your LOA you will need to wait for someone else to approve the order. Once approved the status will be visible in the order.

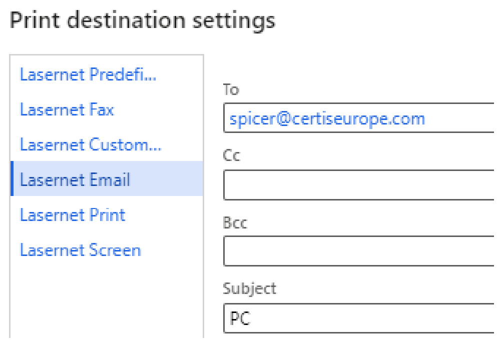
1.11.1. Generating the PC sheet

When the purchase order has been approved the PC sheet can be generated. Open the purchase order and go to the purchase tab and select 'PC sheet'.



In the pop up screen make sure the destination is set to lasernet email and your email address. If not select 'change' and choose lasernet email from the options and enter your email address, then 'Ok'. The PC sheet will now be sent to your email address. Check the content is ok, but you don't need to keep the email as another one will be generated with the purchase order in the next steps.

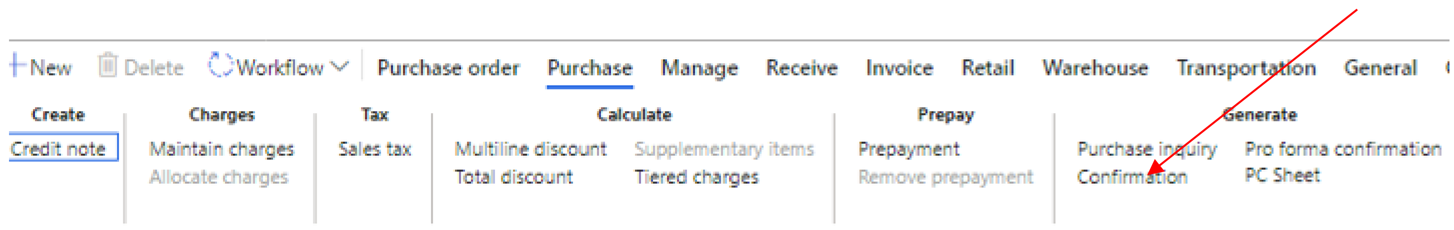


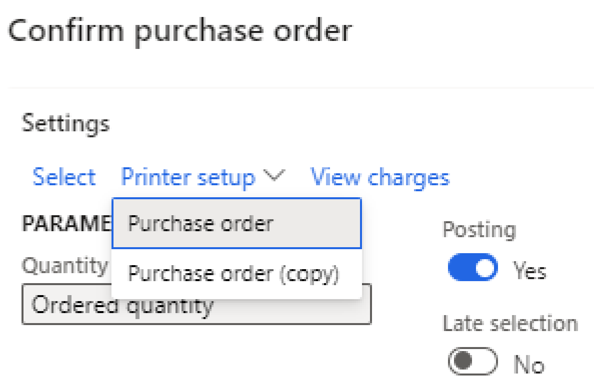


The PC sheet can be viewed at anytime by opening the purchase order and clicking on the paperclip icon at the top right of the order.

1.11.2. Confirming the service purchase order

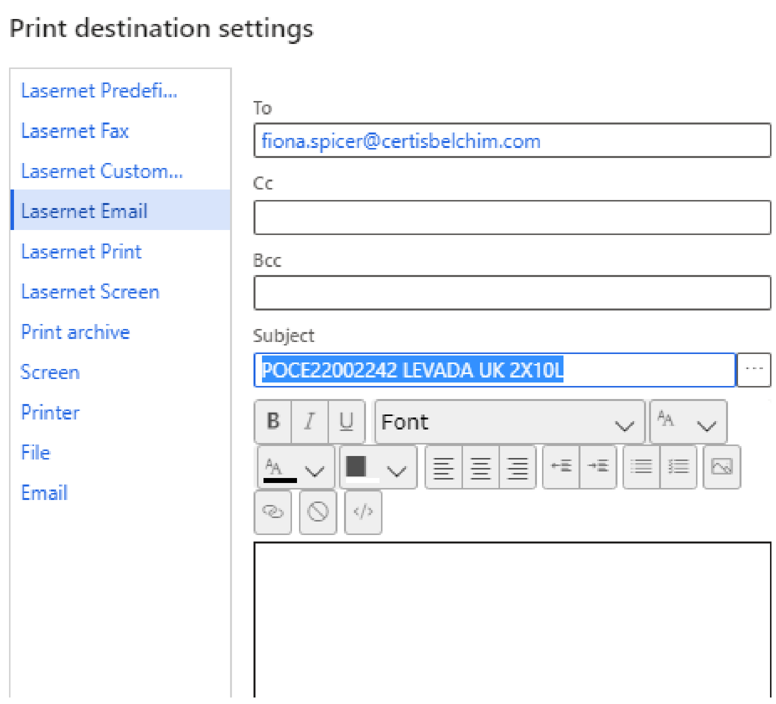
Once the PC sheet has been generated select 'Confirmation' from the purchase tab.





In the next screen go to 'printer setup' and select 'Purchase order'.

It can be helpful to copy the purchase order number from this screen to use it in the next step as a description for the purchase order.



In the pop up screen choose 'lasernet email' in the print destination.

Make sure the 'To' field contains your email address – once it has been entered it should be there as default next time you see this screen. DO NOT enter the email address of the supplier – all emails should be checked before issuing them, sending them to yourself allows you to check the details and add any additional information needed. It also allows you to save a copy of the email that you sent as proof

Give the 'Subject' field a description so you and the supplier can identify the order.
A suggested format would be:

- The purchase order reference copied from the previous screen
- A description of the item on the purchase order

In the text box you can choose to enter text which will be seen in the body of the email. It can be useful to enter a standard text which can be used for all your future purchase orders. It can still be changed within the email if you need to make adjustments to it for specific orders.

Select 'Ok' when you are happy with the content and then 'Ok' again on the next screen.

The email together with the purchase order attachment, PC sheet, toller checklist and our purchase terms and conditions will be sent to your inbox.

Forward the email to your supplier, making any necessary changes to the body of the email text and adding additonal information such as label artwork pdf's if the artwork is being printed by the toller.

Save the sent email on sharepoint.

[BEX Purchase Orders - Home (sharepoint.com)]

If the toller is responsible for printing the label, they need to send a print proof of the artwork to the supply planner. This needs to be sent to the label co-ordinator to be checked. If approved the planner can inform the toller to go ahead and print, if not feedback should be given to the toller and a new print proof sent for approval.

1.11.3. Updating the service purchase order

If you make a change to the production order that impacts the service purchase order it will be automatically updated and will go back into the approval workflow.

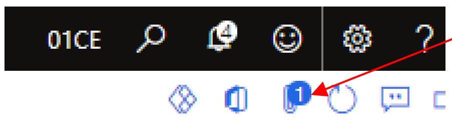
Follow the approval process and generate the confirmation again and resend it to the toller.

If you made a change to the BOM or Route the purchase order reference will have been replaced with a new one, the old one no longer exists. You will also need to generate a new PC sheet if a different BOM was applied.

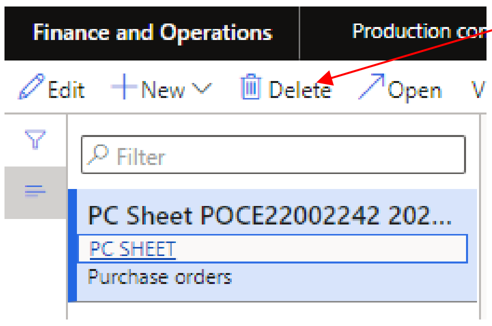
Follow the previous instructions for approval.

When you are ready to generate the new PC sheet you first need to delete the old one.

Inside the service purchase order select the paperclip icon at the top right of the screen, you can see there is already an attachment because of the number 1 shown on the paperclip.



Highlight the PC sheet attachment and choose 'Delete'.

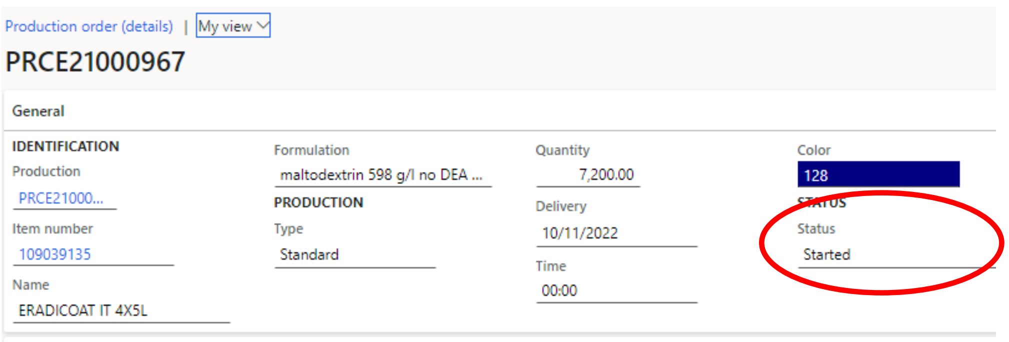


You can now follow the previous process to generate the new PC sheet and then confirm the production order to receive the email in your inbox with the new PC sheet.

If you don't delete the attachment first you will have both the old and new PC sheet in the email which will cause confusion if sent to the toller.

1.12. Closing a production order

Before closing a production order always make sure the status of the production order is set to 'Started'.

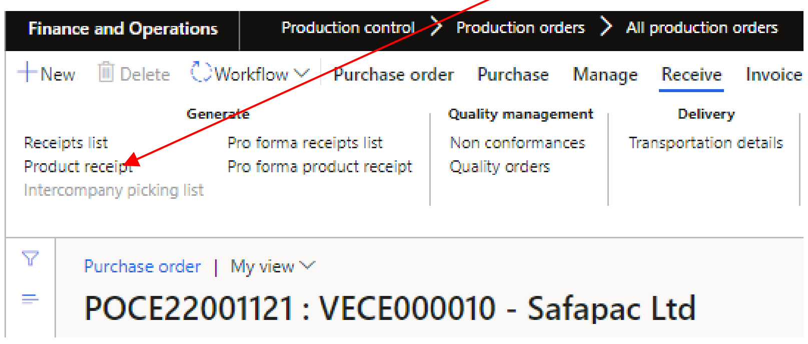


1.12.1. Receiving a service purchase order

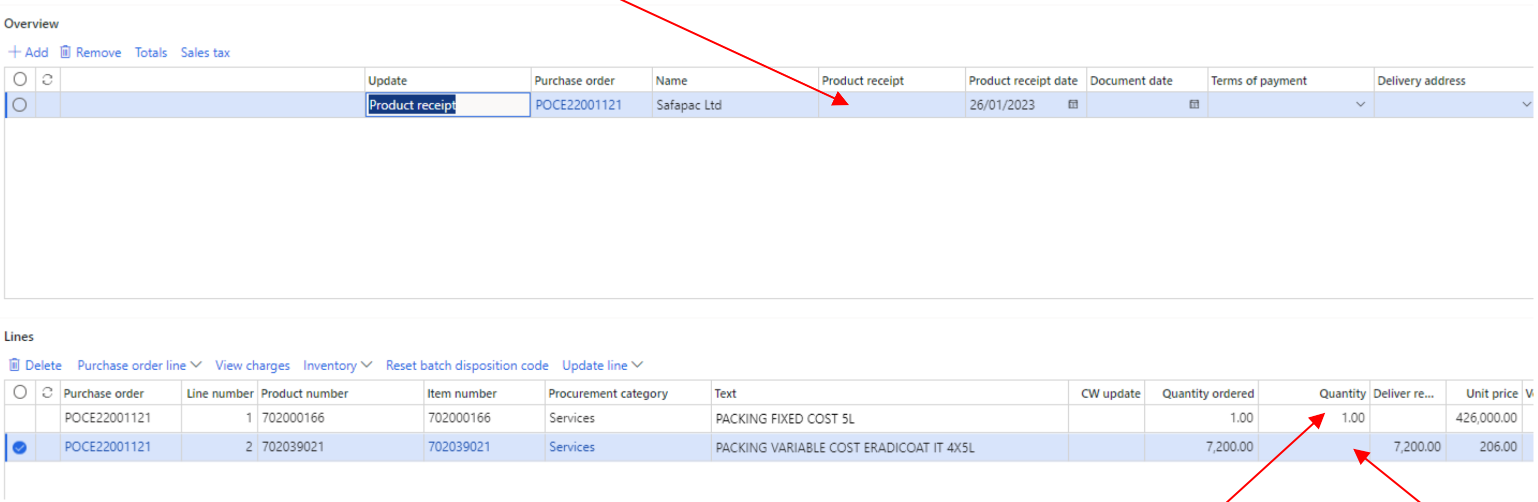
When you receive notification that a toller has completed part or all of the tolling service, the service purchase order can be received partially or in full. It's important to do this as soon as possible because the toller is likley to send the invoice quickly and if you haven't booked in the service the finance team cannot fully match the invoice to the purchase order.

To receive the purchase order open it either directly from the production order or from the purchase order list.

In the receive tab choose 'Product receipt'.



Enter a reference in the 'Product receipt', if the toller has provided documents for the completion of the service and it has a reference number on it you can use that, if not copy the purchase order number into this field. But remember that if there will be another receipt on this purchase order you will need to use a different reference, you cannot use the same one twice.

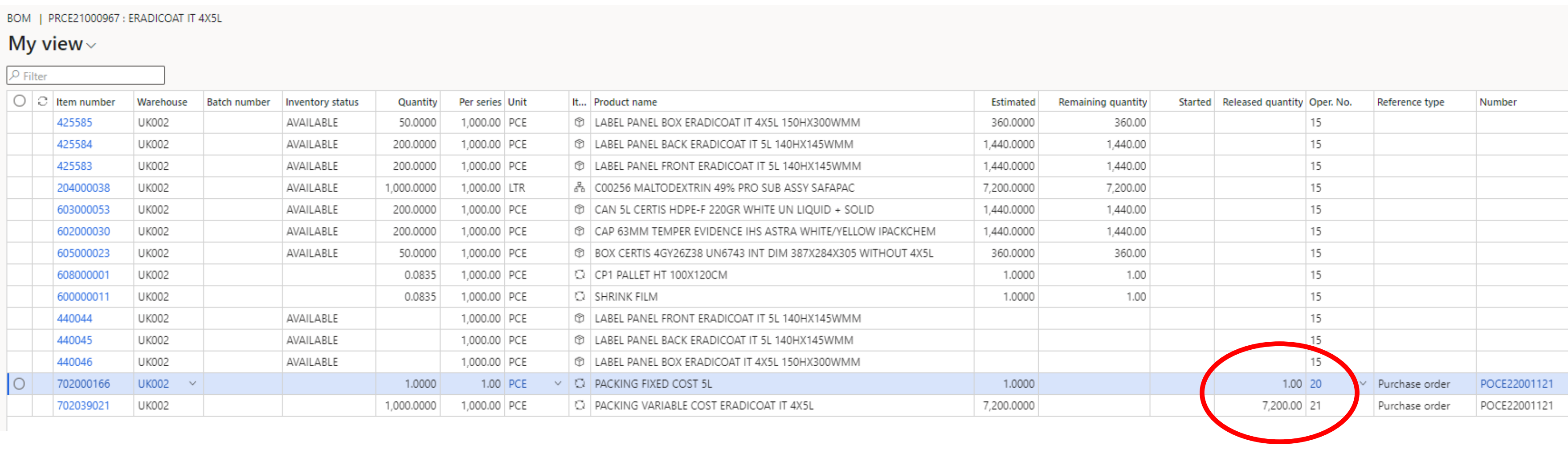


If you have multiple receipt lines on the purchase order you can only receive one at a time.

Enter the quantity you want to receive for the relevant service line in the 'Quantity' field, if there are multiple lines delete the quantity in the other lines.
Select 'Ok'.

If you have another line to receive, repeat the process.

When you return to the BOM screen you will see the receipts you have made in the 'Released quantity' field.

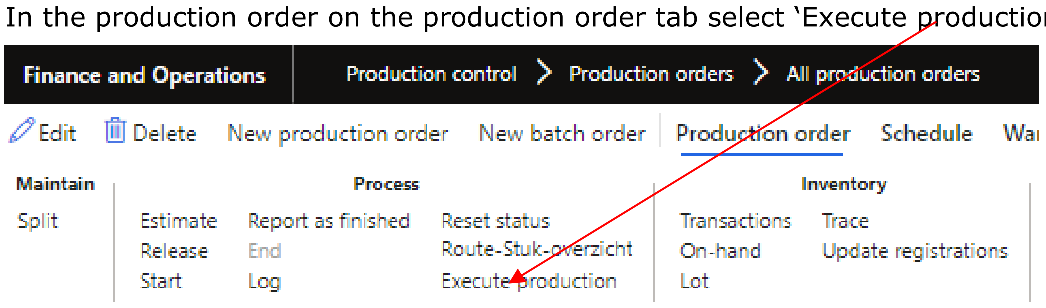


The services have now been consumed against the production order and the relevant costs have been assigned.

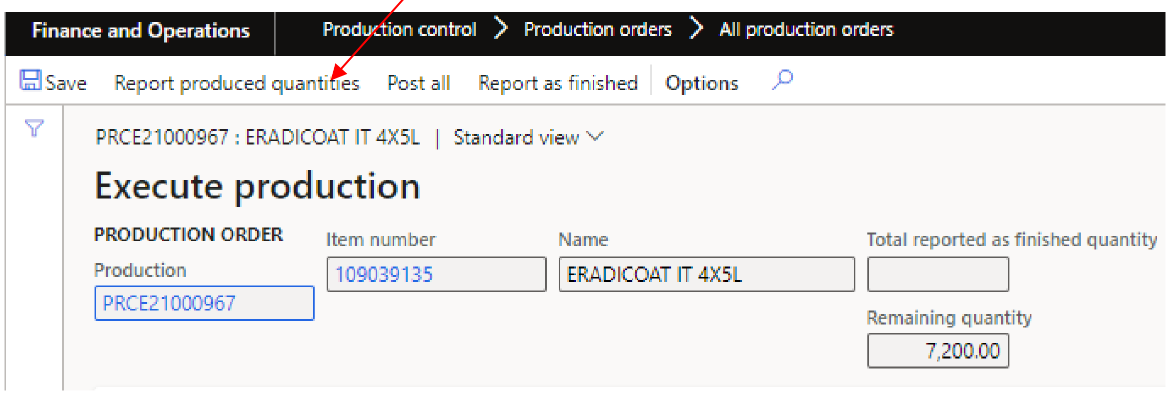
1.12.2. Executing production

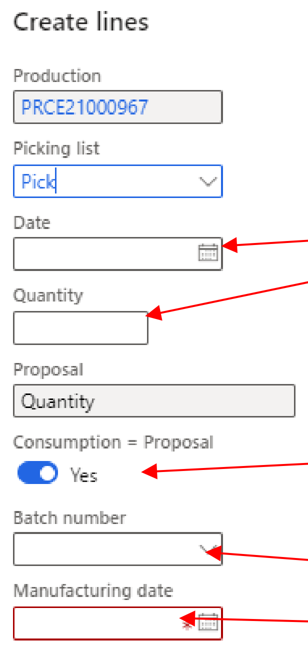
To complete the production order the system needs to be told what components have been consumed and how much finished product has been produced.

In the production order on the production order tab select 'Execute production'.



Select 'Report produced quantities'.

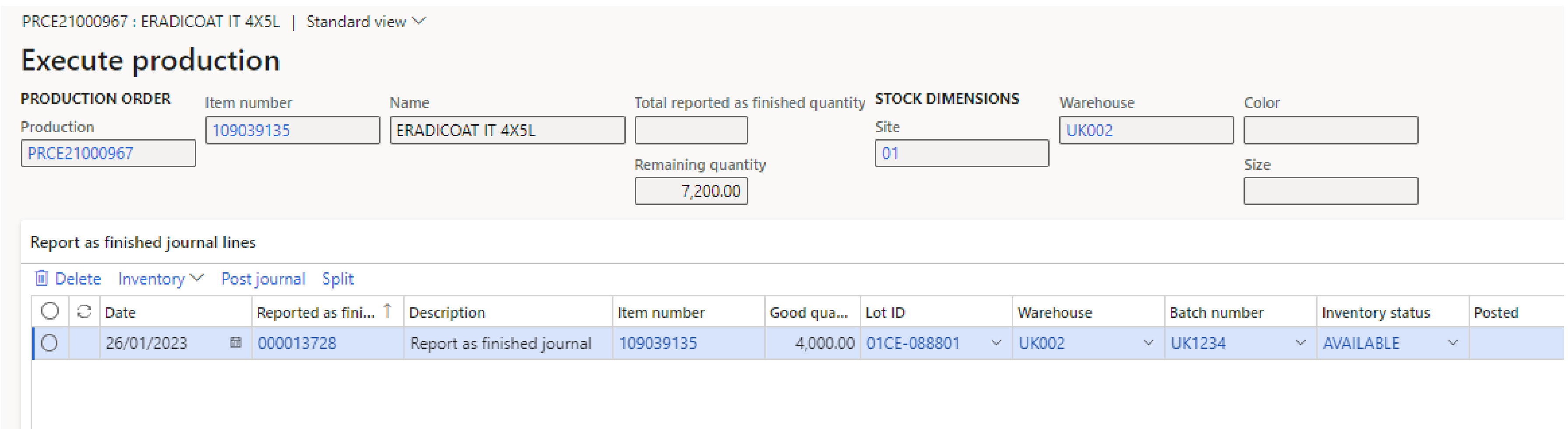




In the pop up screen enter the following:

- Enter the date the finished goods were reported as finished
- Enter the quantity of finished goods produced – you can report partial receipts
- Set the consumption = proposal to 'Yes' so the system guides you as to what it expects to have been consumed based on the quantity of finished goods entered.
- Enter the batch number of the finished goods produced.
- Enter manufacturing date of the finished goods as reported by the toller.
- Choose 'Ok'.

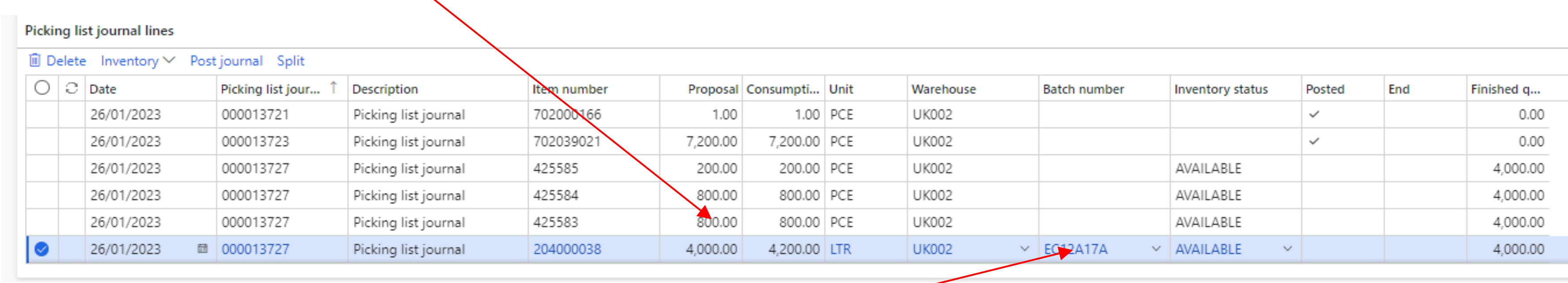
The execution screen will now show the details of the finished goods that you are going to book in.



In the lower half of the screen you will now see the proposed consumption of the components based on the quantity of finished goods.

The service fees have already been posted, do not change these.

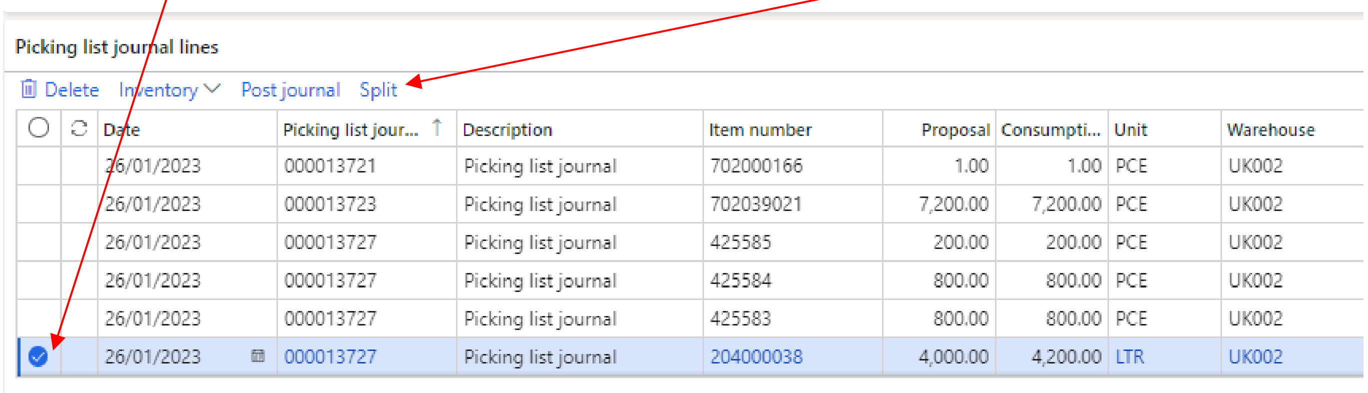
For the other items change the consumption volume to match the report from the toller.



For AI, inerts and sub assemblies enter the correct batch number that was consumed as reported by the toller.

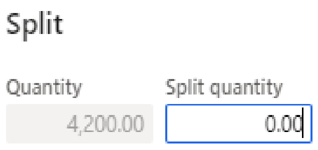
If multiple batches have been consumed of the same component, you will need to split the line.

Select the line for the component you want to split and then select 'Split'.


Picking list journal lines

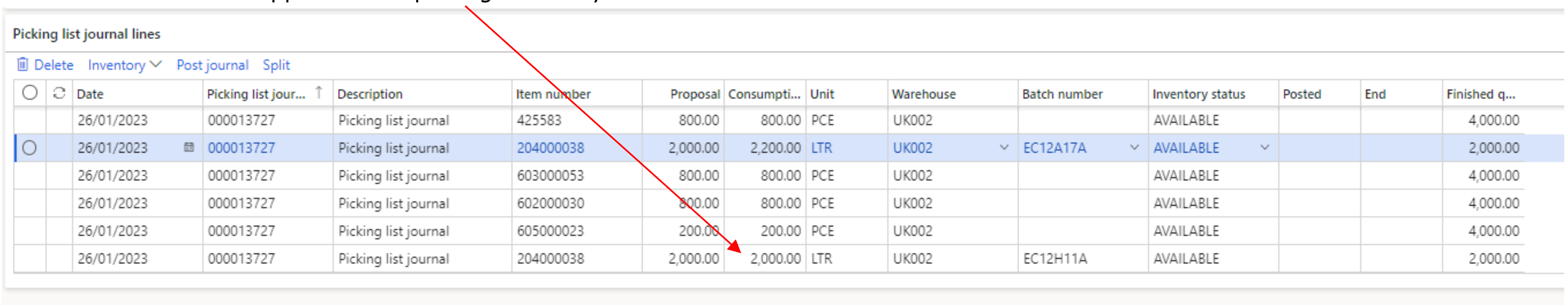
Delete Inventory Post journal Split

Date	Picking list jour...	Description	Item number	Proposal	Consumpti...	Unit	Warehouse
26/01/2023	000013721	Picking list journal	702000166	1.00	1.00	PCE	UK002
26/01/2023	000013723	Picking list journal	702039021	7,200.00	7,200.00	PCE	UK002
26/01/2023	000013727	Picking list journal	425585	200.00	200.00	PCE	UK002
26/01/2023	000013727	Picking list journal	425584	800.00	800.00	PCE	UK002
26/01/2023	000013727	Picking list journal	425583	800.00	800.00	PCE	UK002
26/01/2023	000013727	Picking list journal	204000038	4,000.00	4,200.00	LTR	UK002



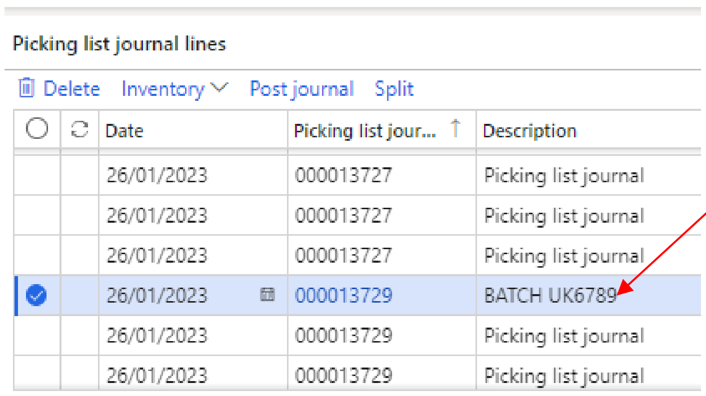
In the pop up screen enter the quantity you want to appear in the second line for this component.

A second line will now appear in the picking list and you can add the different batch number.


Picking list journal lines

Delete Inventory Post journal Split

Date	Picking list jour...	Description	Item number	Proposal	Consumpti...	Unit	Warehouse	Batch number	Inventory status	Posted	End	Finished q...
26/01/2023	000013727	Picking list journal	425583	800.00	800.00	PCE	UK002		AVAILABLE			4,000.00
26/01/2023	000013727	Picking list journal	204000038	2,000.00	2,200.00	LTR	UK002	EC12A17A	AVAILABLE			2,000.00
26/01/2023	000013727	Picking list journal	603000053	800.00	800.00	PCE	UK002		AVAILABLE			4,000.00
26/01/2023	000013727	Picking list journal	602000030	800.00	800.00	PCE	UK002		AVAILABLE			4,000.00
26/01/2023	000013727	Picking list journal	605000023	200.00	200.00	PCE	UK002		AVAILABLE			4,000.00
26/01/2023	000013727	Picking list journal	204000038	2,000.00	2,000.00	LTR	UK002	EC12H11A	AVAILABLE			2,000.00


Picking list journal lines

Delete Inventory Post journal Split

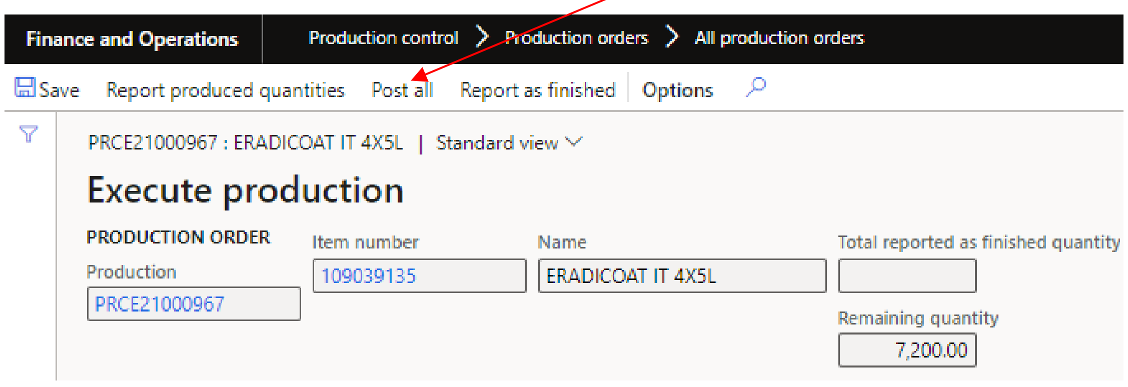
Date	Picking list jour...	Description
26/01/2023	000013727	Picking list journal
26/01/2023	000013727	Picking list journal
26/01/2023	000013727	Picking list journal
26/01/2023	000013729	BATCH UK6789
26/01/2023	000013729	Picking list journal
26/01/2023	000013729	Picking list journal

If this is a partial receipt it can be helpful to give the picking list a name to aid filtering later.

Select a line in the picking list and edit the description, a suggestion be to enter the finished goods batch reference that the component has been used in.

Use 'Save' at the top left of the screen and then this description willbe copied to all other components on the same picking list journal.

When the consumption is complete select 'Post all'



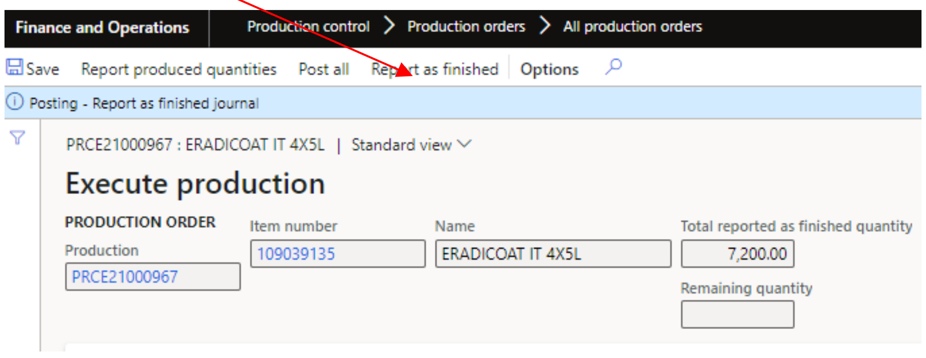
The finished goods and consumption have now been processed and the production costs updated.

If this was a partial order, repeat the execution process until you have received and consumed everything that has been reported by the toller.

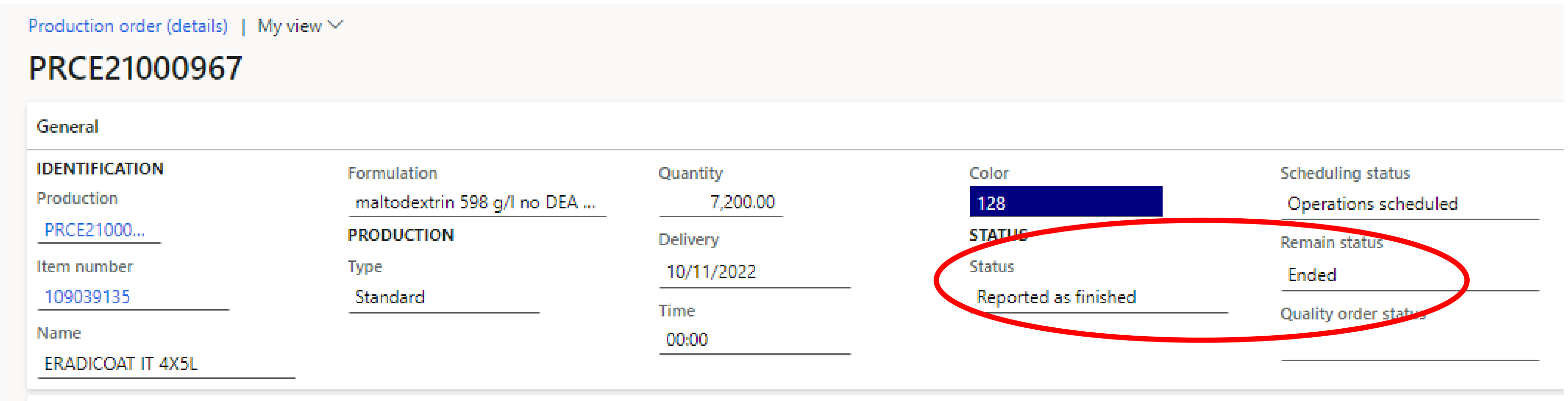
Use the filter options on the columns to reduce the lines in the picking list to see the unposted lines or just specific items.

To complete the production execution you need to report the production as finished.

Select ‘Report as finished’.



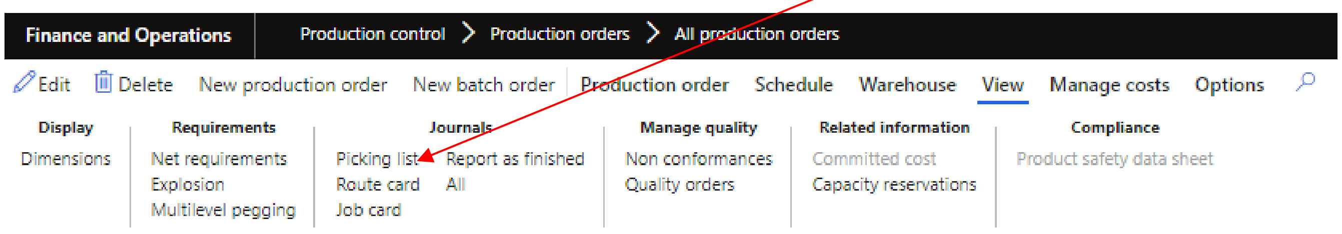
On the production header screen you can check the status of the execution, once it has been reported as finished it will show the following status.



1.12.2.1. Changing consumption

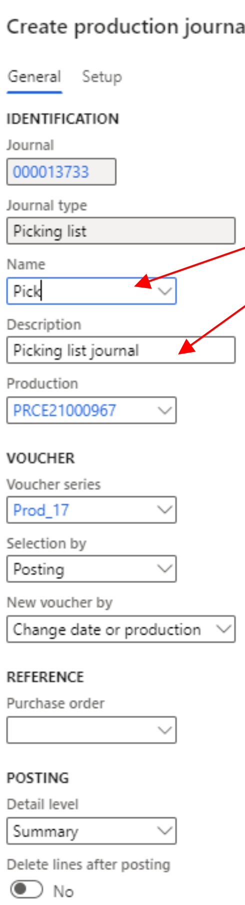
Providing the production order has not been ended, changes can be made to the execution.

To change the consumption go to the view tab and select ‘Picking list’.



A list of the picking list processed will appear, this is where giving the picking list a description in the early stage can help if you need to check what was consumed on each entry.

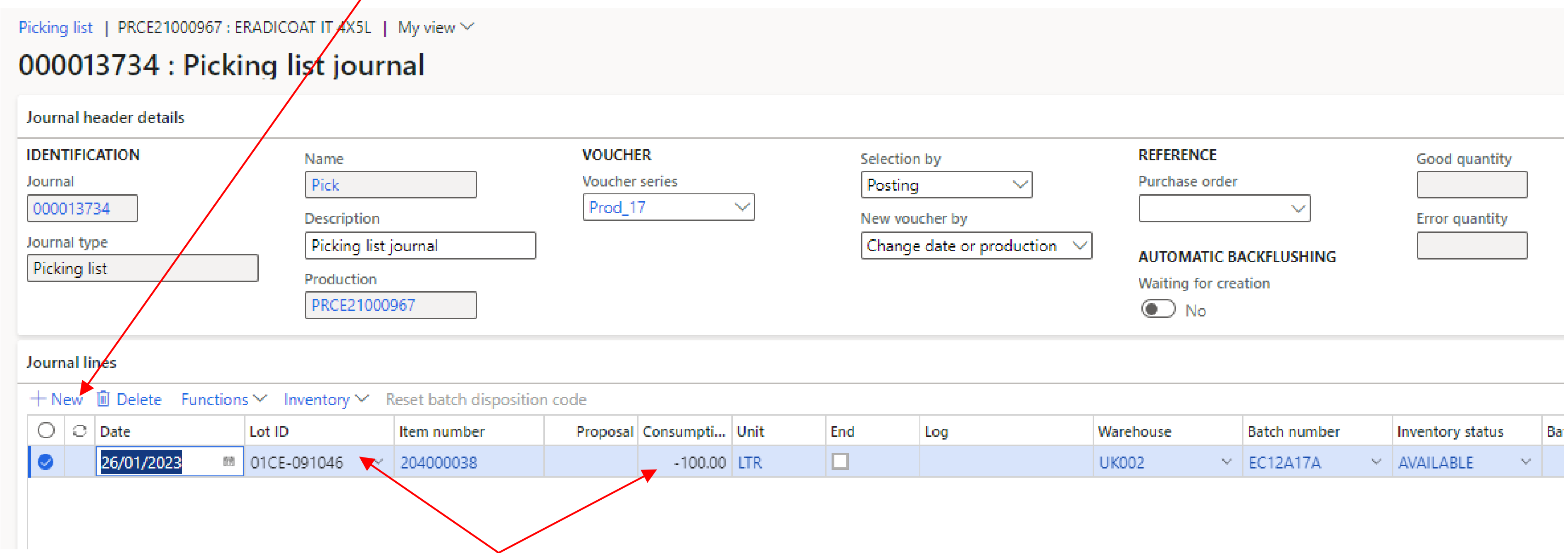
To adjust the consumption of a specific component select ‘New’.



In the pop up screen choose ‘Pick’ from the name field and if you want to you can give the description a different reference e.g. Amendment to AI

Select ‘Ok’.

In the journal lines select ‘New’ to add an item to the consumption.

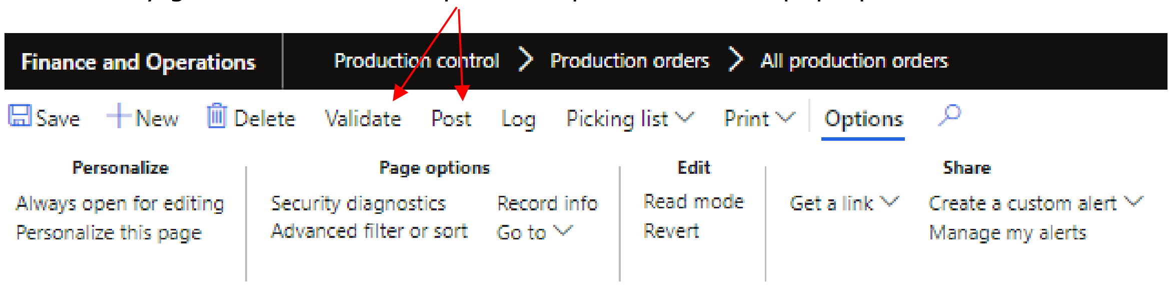


Choose the item to consume using the ‘Lot ID’ field and not the ‘Item number’. The drop down menu for the Lot ID will show only items in the BOM for your production order, this ensures you cannot consume a component that does not belong to the BOM.

In the ‘Consumption’ field enter the quantity to be consumed, if you are consuming additional volumes enter a positive quantity and if you want to reduce the volume consumed enter a negative quantity.

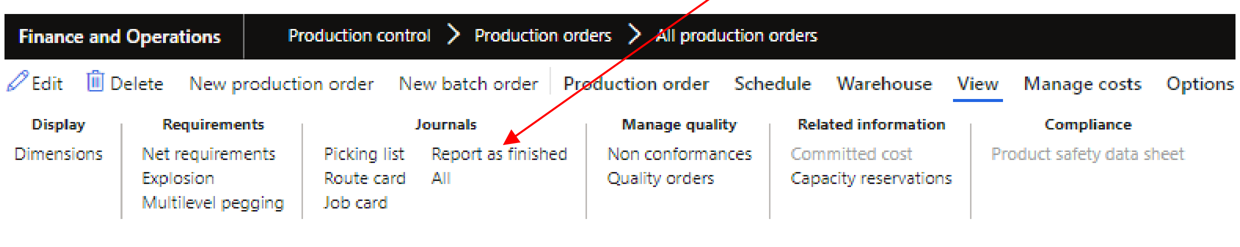
If applicable add the batch number to the consumption, this is required for AI, formulated bulk, inerts and sub assemblies.

To process the change, you can choose to first ‘Validate’ the entry to check you have entered all the information that is required or you can directly go to ‘Post’ and complete the process. In the pop up screen that follows select ‘Ok’.

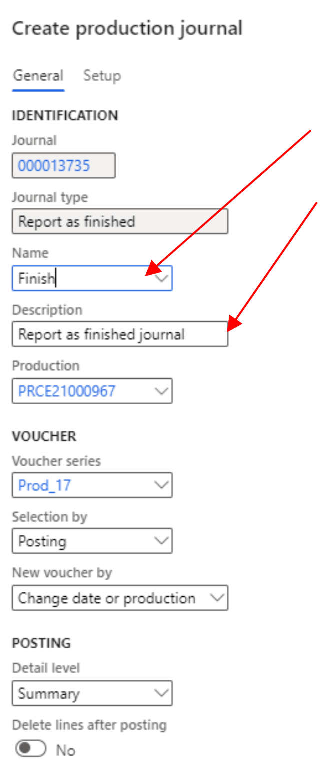


1.12.2.2. Changing finished goods volume

To adjust the quantity of finished goods received, select the ‘ Report as finished’ option from the view tab.



You will see the list of report as finished journals and can open these to check how much as been received. There will be empty journals created when the report as finished step is processed.



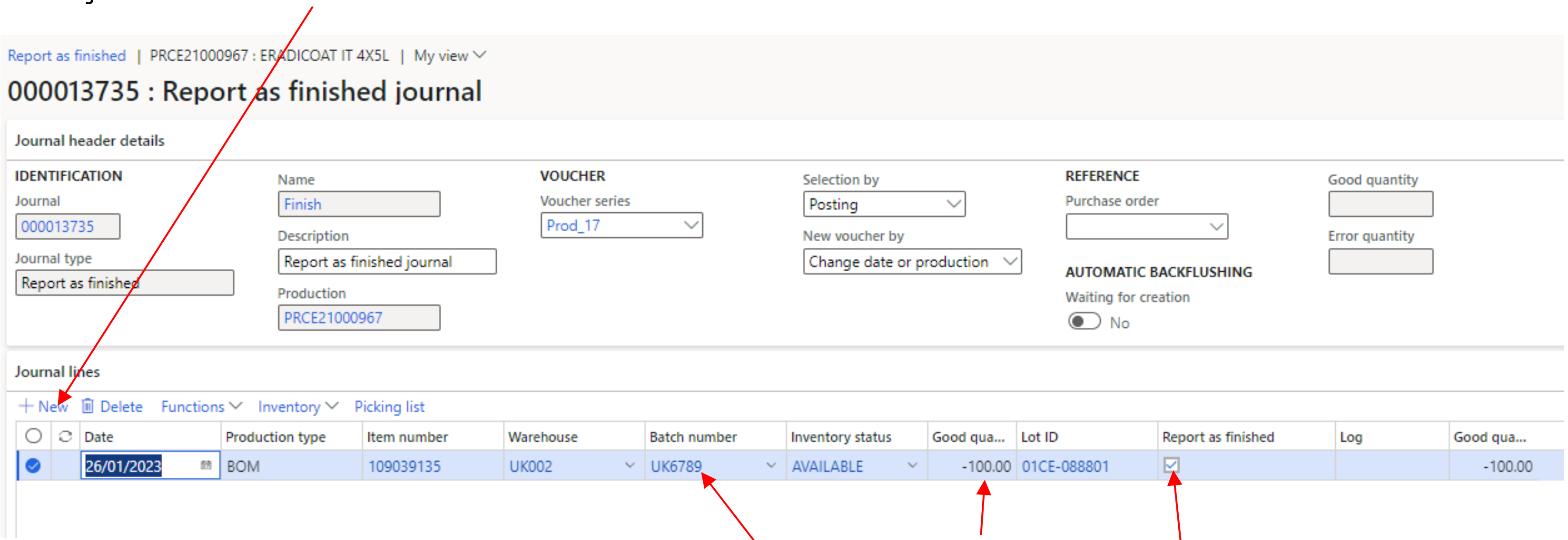
To adjust the volume select ‘New’.

In the pop up screen select ‘Finish’ from the name field.

You can give the description a different reference if preferred for easy reference later.

Select ‘Ok’.

In the journal select 'New' on line level.

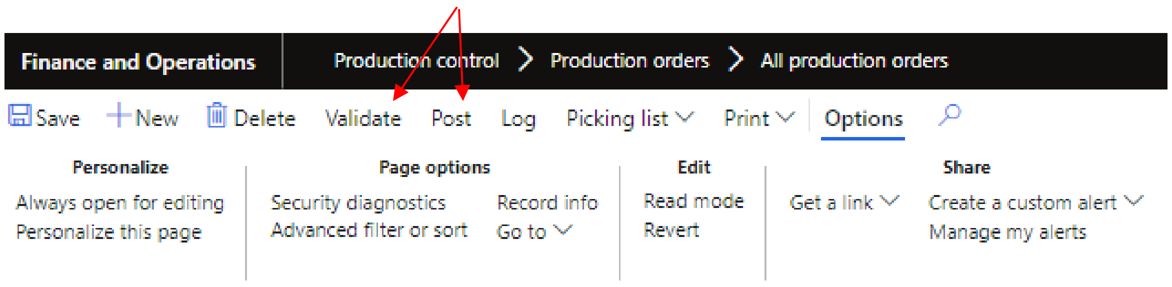


The item number will be automatically entered, select the batch number of the goods you are adjusting.
Enter the volume of the adjustment, either a positive number to add volume or a negative number to reduce the volume.

Adding volume should only be done this way if you have already consumed the components to make the volume, if you haven't you need to follow the normal production execution method.

If this is the final adjustment on the finished goods that you intend to make, tick the 'Report as finished' box.

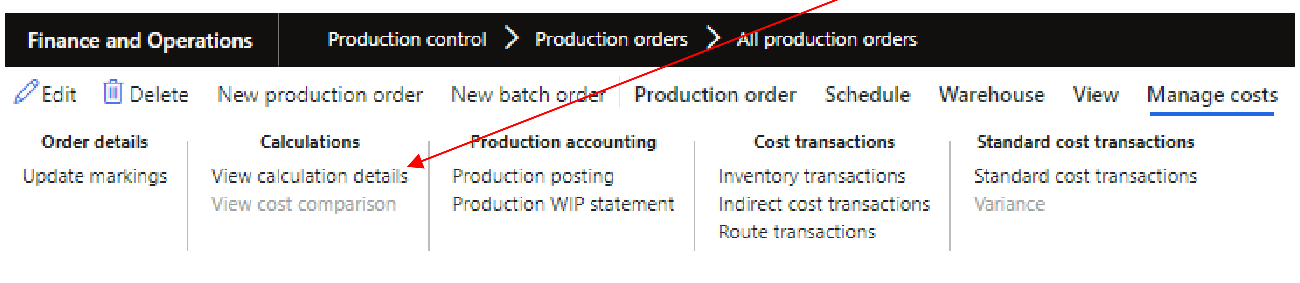
To process the change, you can choose to first 'Validate' the entry to check you have entered all the information that is required or you can directly go to 'Post' and complete the process. In the pop up screen that follows select 'Ok'.



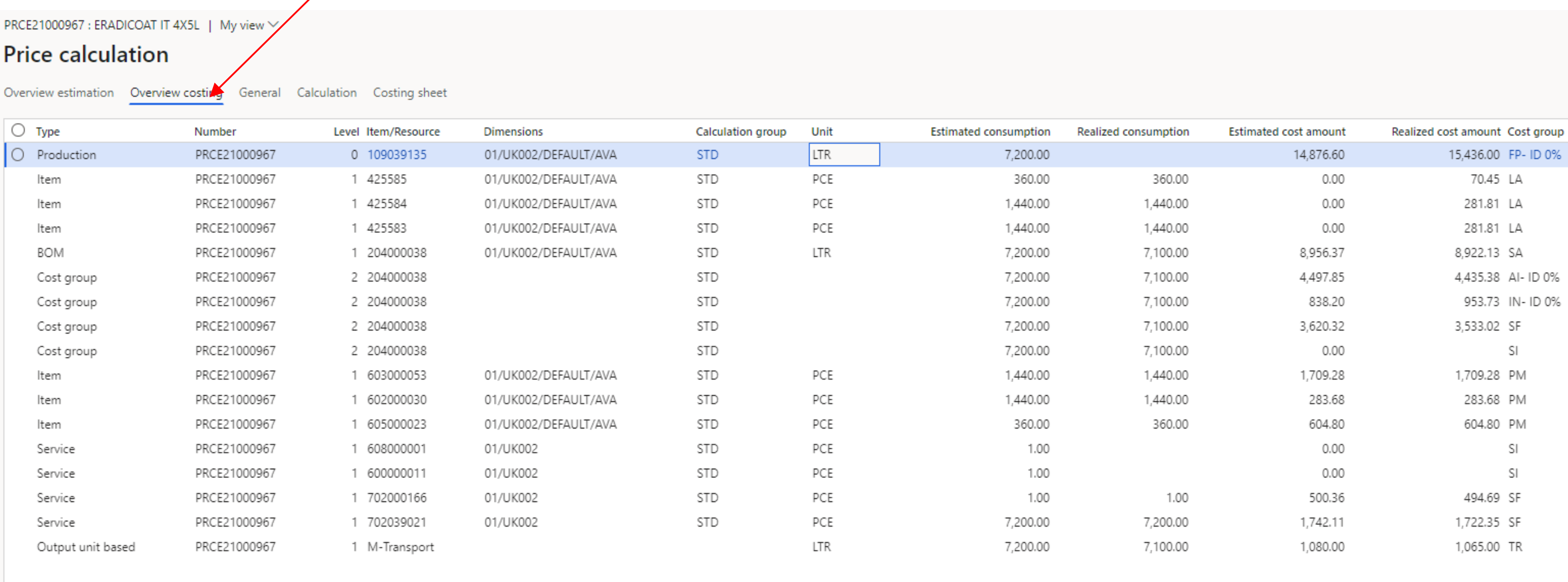
1.12.4. Checking production results

Before finally ending a production order the production results should be checked because after ending the order further changes cannot be made.

To check the results go to the manage costs tab and select 'View calculation details'.



Go to the 'Overview costing' tab.


PRCE21000967 : ERADICOAT IT 4X5L | My view

Price calculation

Overview estimation | Overview costing | General | Calculation | Costing sheet

Type	Number	Level	Item/Resource	Dimensions	Calculation group	Unit	Estimated consumption	Realized consumption	Estimated cost amount	Realized cost amount	Cost group
Production	PRCE21000967	0	109039135	01/UK002/DEFAULT/AVA	STD	LTR	7,200.00		14,876.60	15,436.00	FP- ID 0%
Item	PRCE21000967	1	425585	01/UK002/DEFAULT/AVA	STD	PCE	360.00	360.00	0.00	70.45	LA
Item	PRCE21000967	1	425584	01/UK002/DEFAULT/AVA	STD	PCE	1,440.00	1,440.00	0.00	281.81	LA
Item	PRCE21000967	1	425583	01/UK002/DEFAULT/AVA	STD	PCE	1,440.00	1,440.00	0.00	281.81	LA
BOM	PRCE21000967	1	204000038	01/UK002/DEFAULT/AVA	STD	LTR	7,200.00	7,100.00	8,956.37	8,922.13	SA
Cost group	PRCE21000967	2	204000038		STD		7,200.00	7,100.00	4,497.85	4,435.38	AI- ID 0%
Cost group	PRCE21000967	2	204000038		STD		7,200.00	7,100.00	838.20	953.73	IN- ID 0%
Cost group	PRCE21000967	2	204000038		STD		7,200.00	7,100.00	3,620.32	3,533.02	SF
Cost group	PRCE21000967	2	204000038		STD		7,200.00	7,100.00	0.00		SI
Item	PRCE21000967	1	603000053	01/UK002/DEFAULT/AVA	STD	PCE	1,440.00	1,440.00	1,709.28	1,709.28	PM
Item	PRCE21000967	1	602000030	01/UK002/DEFAULT/AVA	STD	PCE	1,440.00	1,440.00	283.68	283.68	PM
Item	PRCE21000967	1	605000023	01/UK002/DEFAULT/AVA	STD	PCE	360.00	360.00	604.80	604.80	PM
Service	PRCE21000967	1	608000001	01/UK002	STD	PCE	1.00		0.00		SI
Service	PRCE21000967	1	600000011	01/UK002	STD	PCE	1.00		0.00		SI
Service	PRCE21000967	1	702000166	01/UK002	STD	PCE	1.00	1.00	500.36	494.69	SF
Service	PRCE21000967	1	702039021	01/UK002	STD	PCE	7,200.00	7,200.00	1,742.11	1,722.35	SF
Output unit based	PRCE21000967	1	M-Transport			LTR	7,200.00	7,100.00	1,080.00	1,065.00	TR

The top line relates to the finished product that has been produced and it shows an estimated cost for the volume in the production order and a realized cost based on the consumption. If there is a significant difference use the rows below to identify where the differences are. If you have produced a different quantity or consumed more or less than the BOM calculated there will be differences but this is a good way to identify if there is an error in your consumption report that needs adjusting.

1.12.5. Checking production photos

On completion of the production the toller will send photos to be checked by planner before goods can be released.

The planner should check the following:

- The label codes applied to the product for inner and outer packaging
- The SC trace barcodes on inner and outer packaging and the pallet card where applicable – using Scandit app
- Check labels have been applied correctly
- Check batch dates and production dates are applied to the inner and outer packaging as per the PC sheet instructions
- Check pallet is stacked neatly
- Check pallet labels are applied to easily identify the product on two side of the pallet e.g. product label and if applicable hazard label both on two sides

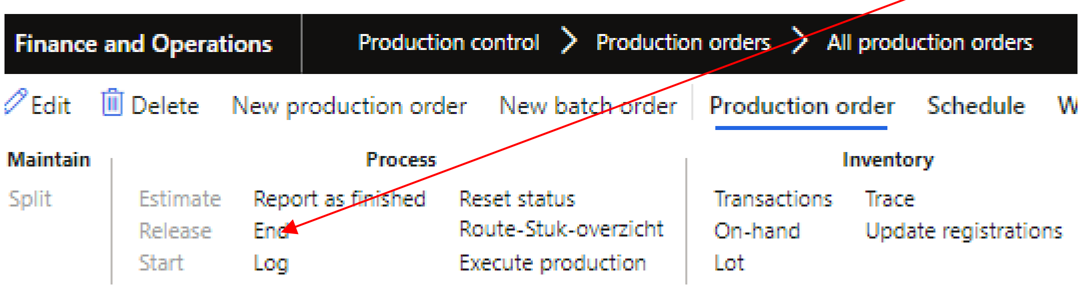
The planner should respond to the toller by forwarding the email back to the toller (so that the photos are included in the reply) confirming if the photos are approved or if not what needs to be corrected. Please copy the Technical Product Co-ordinator (Rob Schoonbeek) in the reply with the photos.

Save the emails to the purchase order folder on sharepoint.

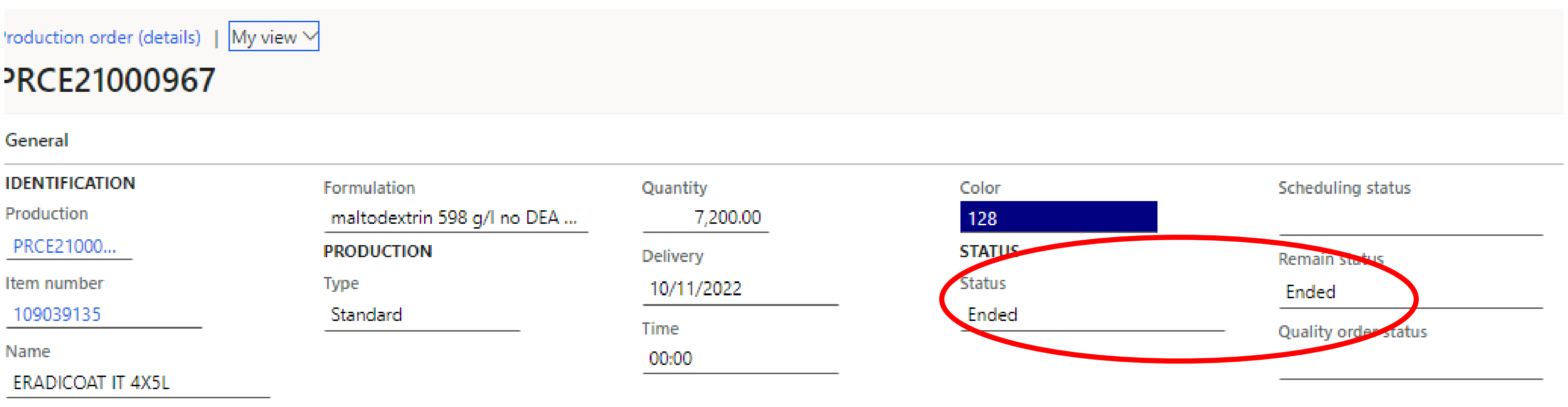
1.12.6. Ending a production order

Ending a production order is the final step and no admendments can be made after it has been ended.

To end the production order go to the production order tab and select 'End'.



Both status fields will now be set to 'Ended'.

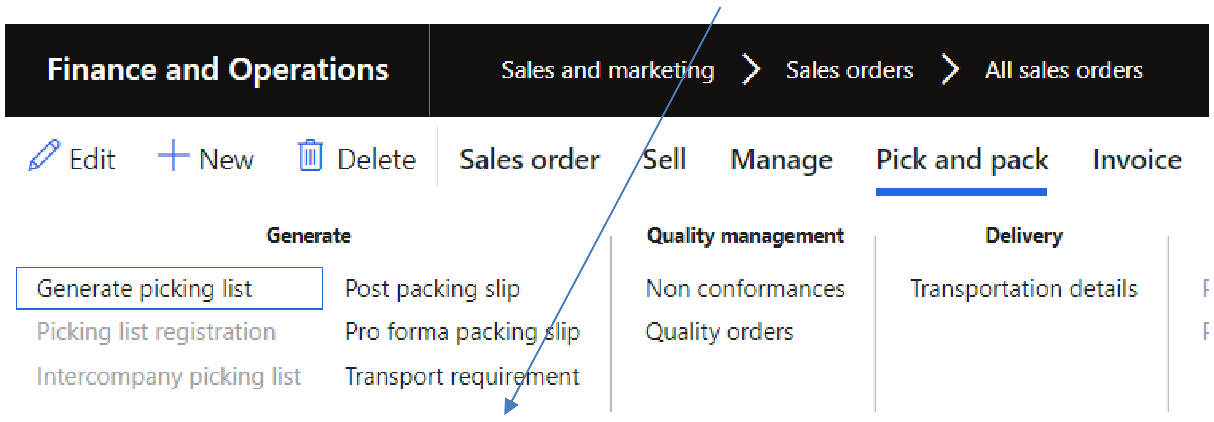


1.13. Shipping the finished goods

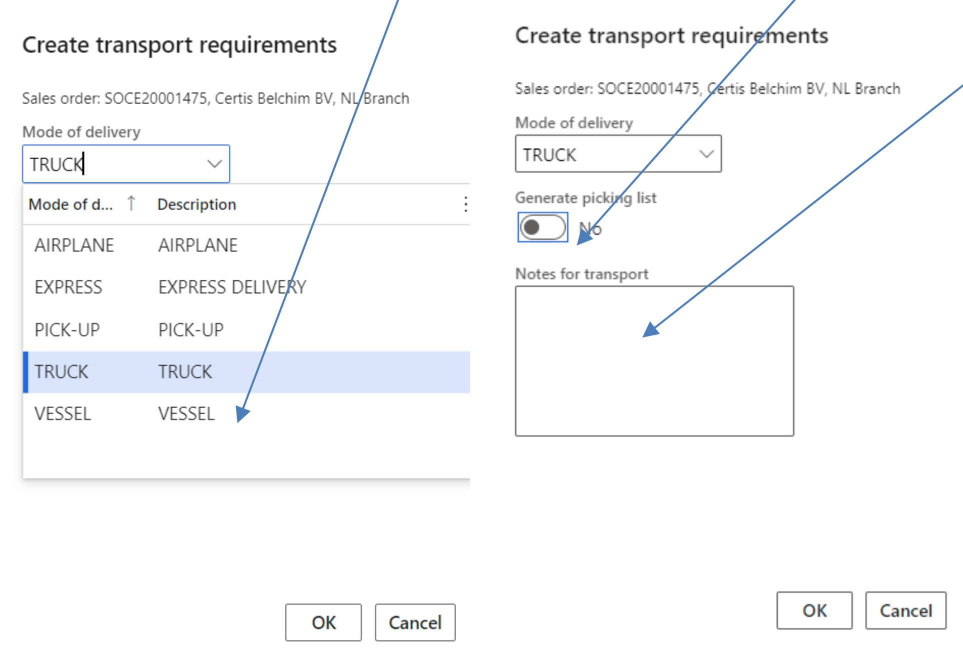
Once the production order is complete the goods are available to ship and sell to the branch.
For intercompany goods the logitics team will arrange the shipment to the branch.

1.13.1. Transport request

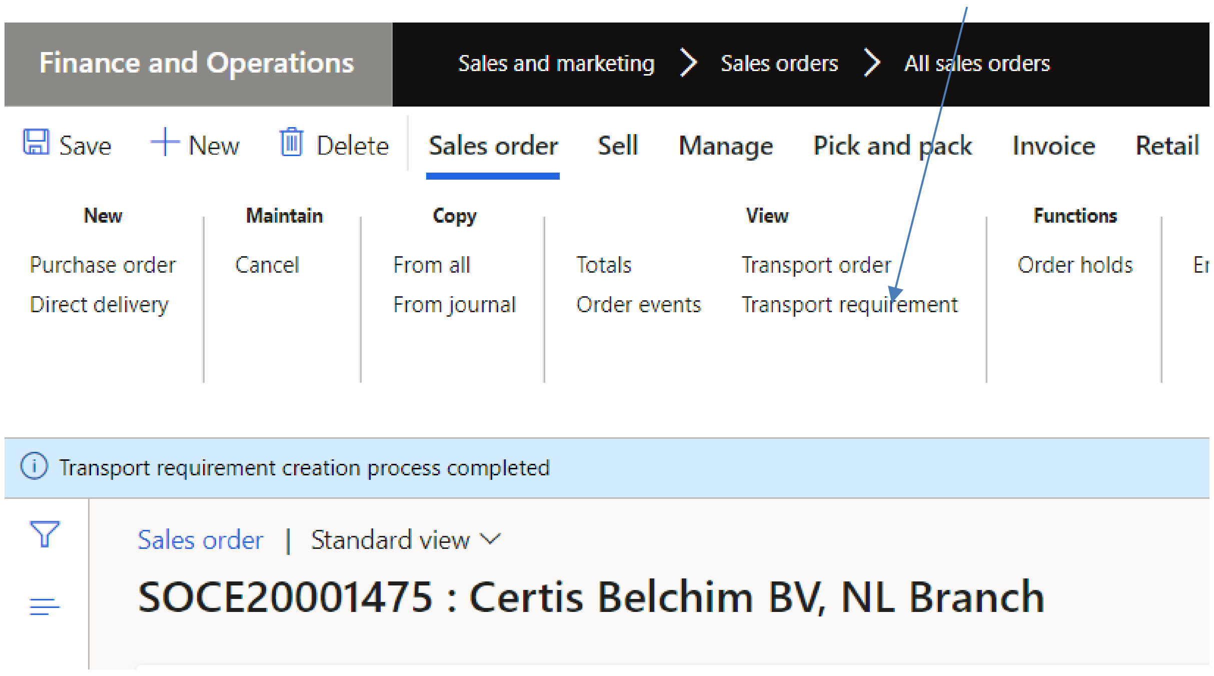
You can initiate the road transport from the toller to warehouse in the sales branch.
In the sales order on the pick and pack tab select 'Transport requirement'



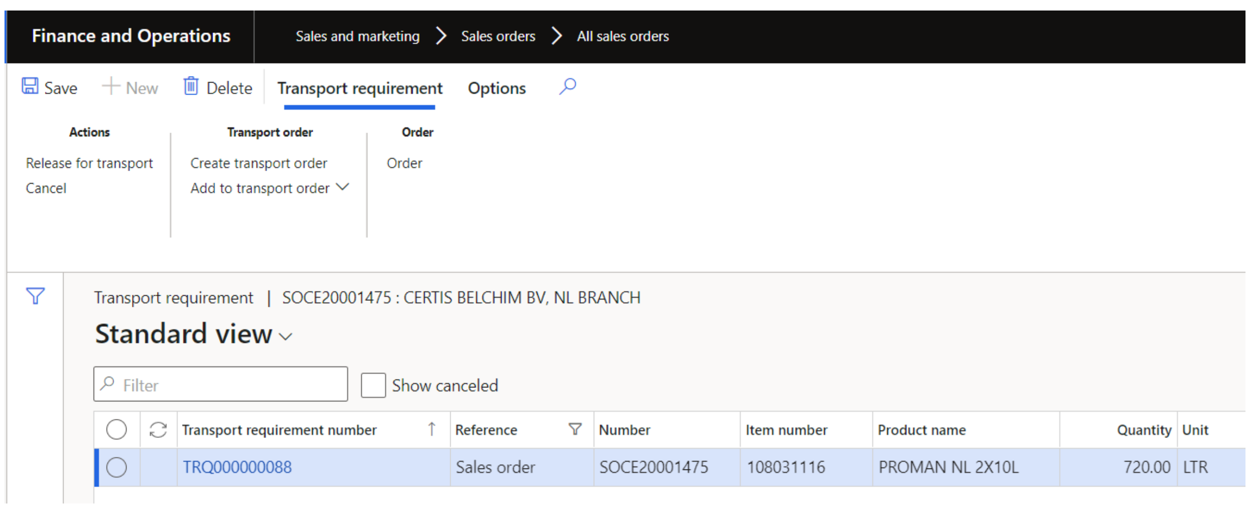
In the mode of delivery, choose ‘Truck’ and you put the ‘Generate picking list’ button on No. An important note or extra information for the transport planner can also be added at this stage.

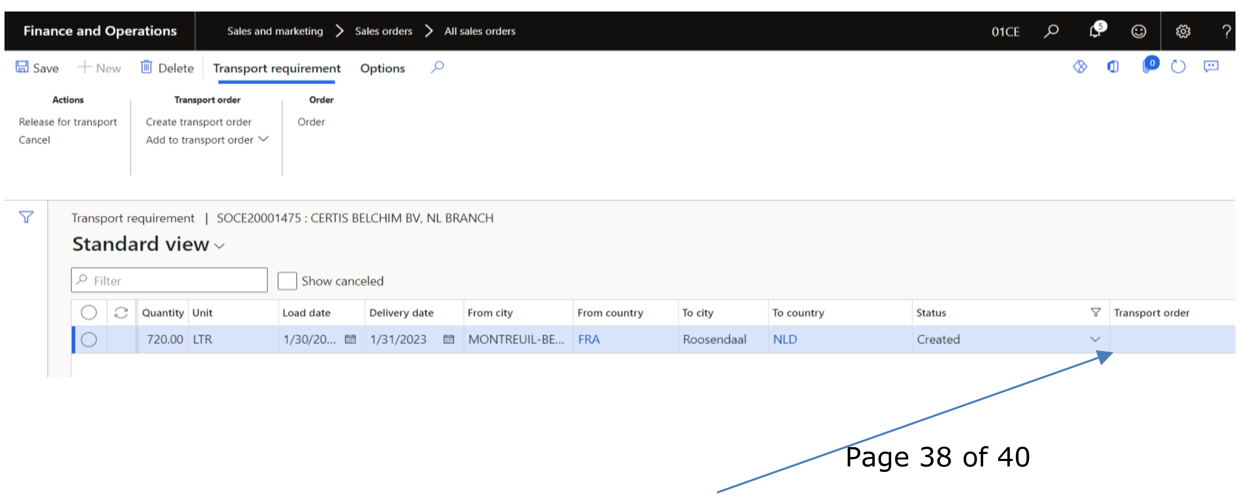


Press OK and the sales order will indicate that the Transport Requirement was created. To see the Transport Requirement, go to the Sales order tab and select ‘View / Transport requirement’



A transport requirement number is created and you can see that all the information from the sales order will appear in the ‘Transport Requirement’ – request

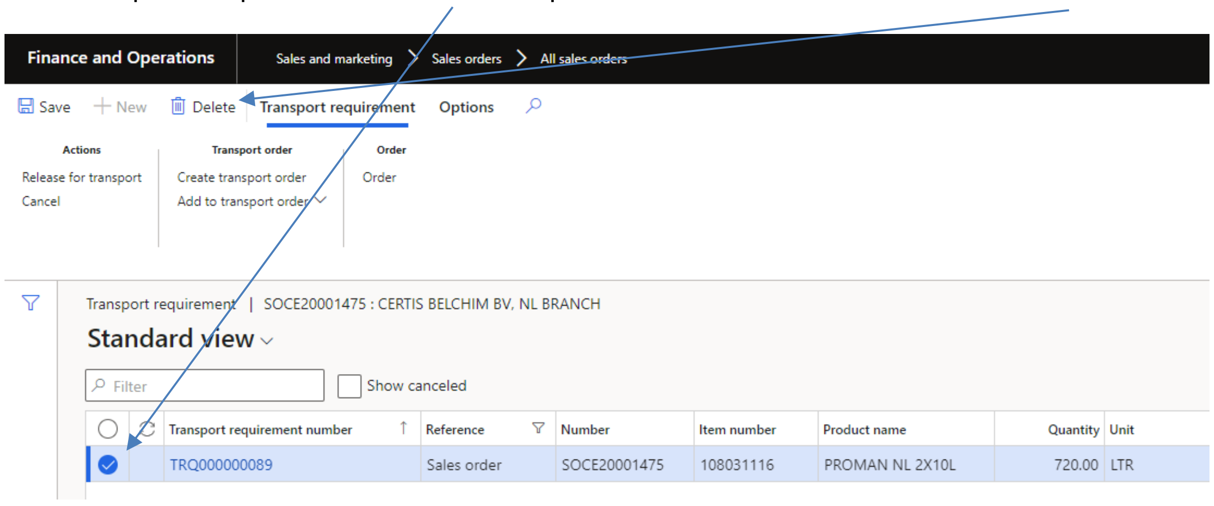




At this stage, the Transport Requirement is being picked up by the Transport planner and he can create a Transport Order. When this is done, the Transport Order number will appear in the Transport Requirement.

1.13.1.1. Deleting transport request

Providing the Transport Order has not yet been created by the Transport planner, the Transport Requirement can be deleted. You select the Transport Requirement number and press Delete



1.13.1.2. Changing transport request

Providing the Transport Order has not yet been created by the Transport planner and providing the picking list has not yet been generated, the Transport Requirement can be adapted. This can be done by adapting the information in the sales order (volume, delivery place, confirmed ship and receipt date, …).

<u>Important:</u>
When the Transport planner has created a Transport Order, you can't adapt the Transport Requirement anymore.
For deleting and/or changing the Transport Requirement, please contact the Transport planner. S/He first must delete the Transport Order before any cancellation or adaptation in the Transport Requirement are possible.

The Transport planner can split 1 Transport Requirement into 2 or more Transport Orders.

Example:
1 Sales Order for 30.000 LT = 1 Transport Requirement for 30.000 LT => 2 Transport Orders of each 15.000 LT

The Transport planner can group 2 or more Transport Requirements into 1 Transport Order.

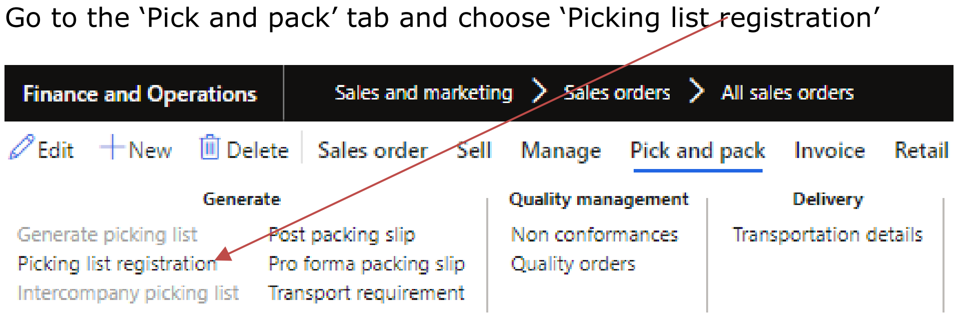
Example:
1 sales order for 8.800 LT = 1 Transport Requirement for 8.800 LT
1 sales order for 800 LT = 1 Transport Requirement for 800 LT

Both can be grouped (by the Transport Planner) into 1 Transport Order provided that the loading place and the unloading place are similar in both sales orders.

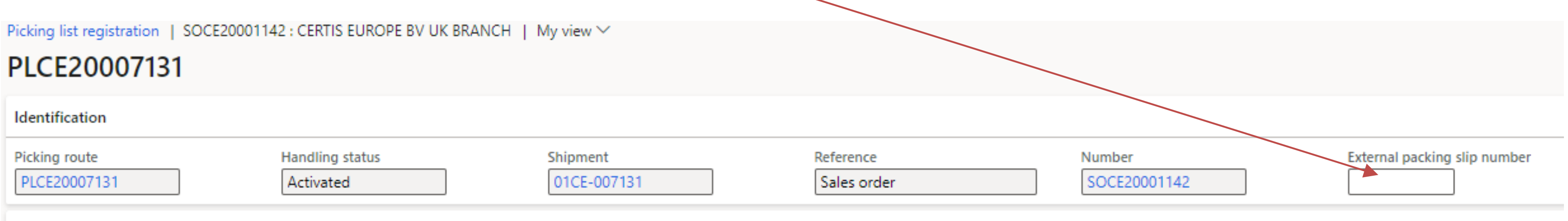
1.13.2. Picking and shipping the sales order

Once you know the goods have been shipped, open the sales order.

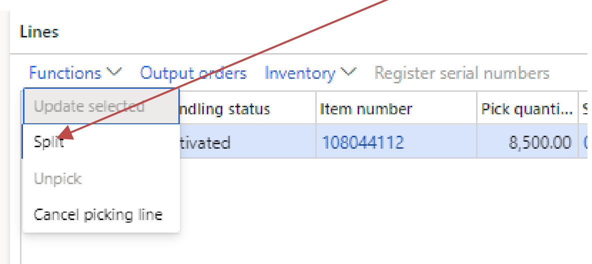
Go to the 'Pick and pack' tab and choose 'Picking list registration'



In the picking list enter an external packing slip number as a reference.

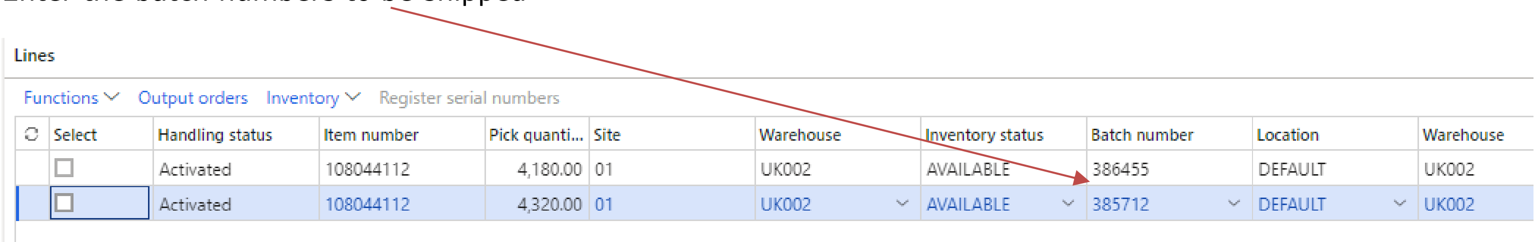


In the lines at the bottom of the screen the total volume of goods to be shipped will be listed, if you have multiple batch numbers, choose the 'Functions' tab and select 'Split'.

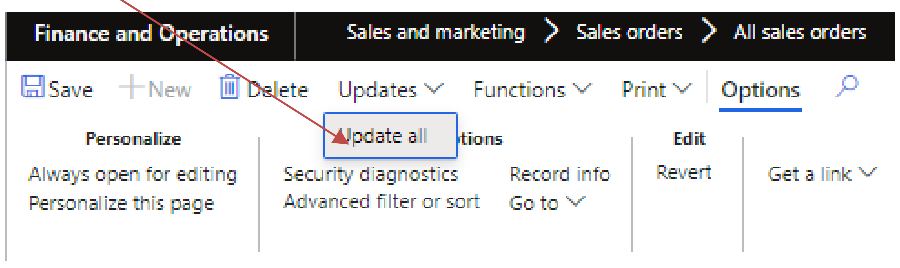


In the pop up screen enter the volume for the Split transaction
Continue splitting until you have a line per bat

Enter the batch numbers to be shipped

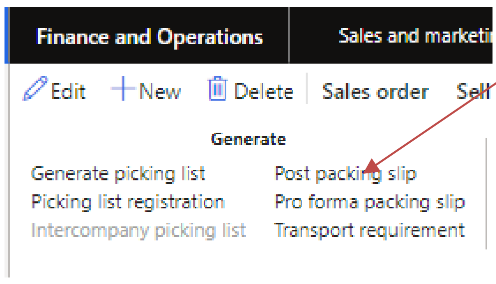


Once the lines are updated with the correct quantities per batch go to the top of the screen and from the 'Updates' tab choose 'Update all'.



The handling status will now show as completed, you can now close the screen.

Back in the sales order screen select 'Post packing slip' from the pick and pack tab.



Check the line data reflects the correct quantity that you want to ship and then choose 'Ok'.
A message will appear about posting the packing slip to the screen, select 'Ok'.

If the entire volume of the sales order has been shipped the status of the order will now show as 'delivered', if it was a part delivery it will still show as 'open order'.

Once the sales order shows status 'delivered' the sales order is closed and the next step will be for the branch planner to receive the goods.