Process:	*Execute Transformations*

Document information:

Document number	P-4.5
Process Cluster	Plan to Produce
Date of creation	23/11/2021
Date of revision	Click or tap to enter a date.

Process Ownership	Name	Function	Date
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Document history:

Version	Reason for change	Date effective
01	NEW	02/01/2022

Process Scope

This procedure describes the execution of the created TR.O. The Manage Transformation process first needs to be executed before this step can take place.   All three types of Transformation activities will be described separately as different users are involved and different steps need to be taken.

The execution date for a transformation order of a relabel activity can be confirmed in D365 once the warehouse that will execute this activity has indicated when this relabeling can take place.

Process Visualization

Process Steps

Step 1a: Book Relabel Order

For relabel orders, once the Warehouse has executed physically the relabel activity; they will inform the SC admin that this relabeling is executed. The warehouse confirms the relabeled quantity and the batch number mentioned on the relabeled product. The SC admin will book the Transformation order in the system. This means that the product used for this relabel activity and the service item linked to this activity are consumed in this transformation step. It is also possible to consume some packaging materials (E.g., carton boxes) in this transformation activity if these products are also physically used. The SC admin will add these additional lines in the transformation order booking step.

Only products that are physically in stock can be consumed in a transformation order. Every physical product requires a batch number to finalize this step.

Once the transformation activity is executed the relabeled product is placed in stock in the relabel sublocation of the warehouse that executed this relabel activity. This stock can now be stored in this warehouse for later use or can be shipped through the Manage Transfer or Manage Intercompany Transfer Process.

The warehouse will send the invoice with the correct price towards the finance department of BCP. The finance employee will link this invoice with the create relabel service order (with no price indication). Every invoice can be matched with a created & executed relabel transformation order.

Link to work instruction "WI Step 1"

Step 1b: Book Repack Order

Before entering a TR. O for repack activities it is good practice to check if this repack product already contains the correct components and proportions in D365. This step is mandatory to avoid that the wrong components or the wrong volume being used and booked after a repack activity.

Products without a formula will not receive a formula number when a transformation/repack order is created for this item.
Please see the work instruction for creation of a formula for the details.

Step 3a: Create TO - Relabel

The creation of a relabel order will start with defining in which legal entity the relabel activity needs to be performed. In general, the preference would be that the country that needs additional stock will perform this transformation activity.

Next step is to define the location of the production (relabel activity). It is preferential to choose here the Relabel sublocation of the place where the production/relabeling will be executed.

Once this is determined, the planner needs to indicate the origin stock location (and legal entity) where the product is situated on the moment of the relabel request initiation.
If this location is different from where the relabeling will be executed D365 will generate an additional Transfer/ IC transfer.

The planner will indicate the product that will be used for this relabeling (origin product) and the product desired to obtain after the relabeling (destination product).

The planner will then select the Legal entity and stock location where this finalized and relabeled product needs to be shipped to.

If this location is different than the production warehouse location, D365 will generate a transfer or an IC transfer order.

Step 3b: Create TO - Repack

The creation of a repack order will start with defining in which legal entity the repack activity needs to be executed. A repack activity will be executed locally by the country that receives a product in bulk and that will transform this towards a finished product in consumer packaging.

Step 4a: Confirm TO - Relabel

Once the Initial TR. O has created a purchase order confirmation can be sent towards the warehouse if needed. For a relabel product, the price of the relabeled product needs to be the same as the price of the original item. For that reason, a service item linked to this relabeling will not have a value.

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This relabel order will be sent to the warehouse so that they know which product they need to relabel. finance can link the invoice of the executed relabel activity to this single relabel order.

Link to work instruction "WI Step 4"

4B??

Rework??
Execute TR. O??

Process Responsibilities

		Forecast expert	SC planner	Procurement Clerk	QI planner	QI manager	SC Manager
1)	Receive transformation request	R	I	I			A
2)	Verifying formula component - repack	I	R	C			A
3)	A. Creation TR. O - relabeling	I	R				A
3)	B. Creation TR. O - repack	I	R				A
4)	A. confirmation TR. O - relabeling	I	R				A

Exceptions

Relabeling orders can be executed as well by the warehouse where the overstock is laying; as well by a 3rd party (for example Globachem)

Control points

Definitions & Abbreviations

PO: Purchase Order.
PA: Purchase Agreement.
TR. O.: Transformation Order.
IC: Intercompany.

Associated Tools & documents

[List references to any specific procedures, work instructions, documents and used tools which are required to comply with this document;]