

Initiate Initial Production Order

<i>Work instruction</i> <i>Initiate Initial Production Order</i>

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01	NEW	01/11/2021

Initiate Initial Production Order

Process Steps

Step 1: Receiving Demand plan volumes

This data will be provided in an excel template coming from the Forecast expert.

- The *Describe process step*

Step 2: Verify existing Purchase Agreement

Describe process step

GO to : [Procurement and sourcing > Purchase agreements](#)

Step 3: Create and Check the Formula

Before you create the initial production order; it's necessary that you first check if there is already a formula existing for the product that you want to toll.

This to avoid that you will consume the wrong components once the tolling activity is finished.

If there isn't a formula yet; you can create a new one with the corresponding components.

If there is already a formula; you can best check that this formula contains the correct components & volumes.

GO to [Product information management > Bills of materials and formulas > Formulas](#)

Formula exists already

Choose the formula that links to the final product that you search

Formulas						
Filter						
✓	Formula ↑	Name	Site	Item group	Approved by	Approved
	F000002	MILBEKNOCK 12 x 1 LT NL	OP		056	<input checked="" type="checkbox"/>
	F000003	PROMAN 4 X 5 LT BE	OP		055	<input checked="" type="checkbox"/>
	F000004	LENTAGRAN 45WP 10 x 1 KG BE	OP		056	<input checked="" type="checkbox"/>
	F000005	METRIC 4 x 5 LT BE	OP		056	<input checked="" type="checkbox"/>
	F000006	METRIC 1 x 1000 LT ALL	OP		056	<input checked="" type="checkbox"/>
	F000007	VALIS F 10 x 1 KG NL	OP		056	<input checked="" type="checkbox"/>
	F000008	VALIS F 1 x 1000 KG ALL	OP		056	<input checked="" type="checkbox"/>
	F000011	BELOUKHA 680 EC 1 x 15 LT NL	OP		056	<input checked="" type="checkbox"/>
	F000012	PROFILUX 1 x 10 KG NL	OP		056	<input checked="" type="checkbox"/>
	F000013	ONYX 4 x 5 LT BE	OP		056	<input checked="" type="checkbox"/>
	F000014	ONYX 1 x 1000 LT ALL	OP		056	<input checked="" type="checkbox"/>
	F000015	PROMAN 2 x 10 LT NL	OP		056	<input checked="" type="checkbox"/>
	F000016	PROMAN 1 x 1000 L ALL	OP			<input type="checkbox"/>

Verify on the Lines tab the following fields:

- Item number – define the components that you want to use in this formula
- If needed- add or modify the variants of the product

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- configuration – trademark & country
- Define the location where this production will be executed
- Define the volumes per component to make the final product

f

Formulas

F000011 : BELOUKHA 680 EC 1 x 15 LT NL Lines Header

Formula header

Formula: Name: Site: Item group:

Approved by:

Approved: ☒ Yes ☐ No

Use configuration nomenclature: ☒ No ☐ Yes

Formula lines

+ New Delete Sorting Where-used Configuration Display dimensions Ingredients Batch attributes selection Product change

Ingredient type	Item number	Configuration	Trademark	Country	Warehouse	Resource consu...	Quantity	Per series	Unit	CW quantity	CW uni
None	10007-99		BELOUKHA	ALL	IRIS	<input type="checkbox"/>	1,0000	1,00	LT		
None	90026	1 x 15 LT	BELOUKHA	NL	IRIS	<input type="checkbox"/>	1,0000	1,00	LT		

No Formula exists already

- ⇒ See work instruction for creation of Formulas

Step 4: Create Initial Production Order

You can create an initial production order once the Formula that you want to use is checked and the volume of this order is covered by a demand plan.

Go to [Production Control > Production orders > Initial production order](#)

Choose “+ New “ button

A new Initial production number will be automatically defined

Fill in the following fields:

- Production legal entity
 - For Tolling activities mainly BBE as owner of the production process
- Product to be produced
 - The final product that you want to make through tolling activities
- Indicate the Variant for this product
 - Variant number is selected based on the chosen country of the product
 - If no Formula number is selected → See work instruction for creation of Formulas
- Production date
 - Expected date that the toller can produce this final product
- Quantity
- Destination legal entity
 - Define the entity that will become owner of this stock
 - Fe. entity will be BBE for a dutch labeled & produced product
- Destination Warehouse

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- Define the stock location to where this product needs to be shipped to
- Fe. a Dutch product that needs to be shipped from the toller to Mond&Riksen

Create initial production order

Batch Order

Initial production number

TRF00000020

Production legal entity

BBE

BELCHIM CROP PROTECTION NV

Product to be produced

10007-04

Production variant

VAR000019

Production formula number

F000011

Production date

23/08/2021

Production warehouse

IRIS

IRIS

Qty

2.000,00

Inventory unit

LT

Destination

DESTINATION

Destination Legal Entity

BBE

BELCHIM CROP PROTECTION NV

Destination Warehouse

Mond&Ri

Mond&Riksen

When ready click "OK"

- ➔ The new created initial production number will appear in the overview with all production orders.
- ➔ The status will be set on "New".

Initial production order	Order status	Production leg...	Production date	Product to be produced	Production var...	Trademark	Country	Production warehouse	Qty	Destination La...	Destination Warehouse	Batch Order	Destination Order Type	Destination Or...
TRF00000020	New	BBE	23/08/2021	10007-04	VAR000019	BELOUKHA	NL	IRIS	2.000,00	BBE	Mond&Ri			

Click in the header Pane on "Process" to modify the order status towards "Processed"

- ➔ The order status is changed
- ➔ A new created batch order and Transfer order towards the destination location are also created and listed.

Initial production order	Order status	Production leg...	Production date	Product to be produced	Production var...	Trademark	Country	Production warehouse	Qty	Destination La...	Destination Warehouse	Batch Order	Destination Order Type	Destination Or...
TRF00000020	Processed	BBE	23/08/2021	10007-04	VAR000019	BELOUKHA	NL	IRIS	2.000,00	BBE	Mond&Ri	BATCH000019	Transfer	BBE-TRF-00000020

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This transfer order will indicate the volume of the final product that needs to be shipped after the tolling activity.

Furthermore it will indicate the “from warehouse” & “to warehouse” location.

Transfer orders | BBE-TRO-00086 : 18/08/2021

Transfer order: BBE-TRO-00086

Transfer order header									
OVERVIEW	From warehouse	To warehouse	Ship date	STATUS					
Transfer number	IRIS	Mond&Ri	18/08/2021	Transfer status					
BBE-TRO-00...				Created					
			Receipt date						
			18/08/2021						

Transfer order lines												
+	+	+	+	+	+	+	+	+	+	+	+	+
Item number	Trademark	Country	Batch number	Transfer quantity	CW transfer qty	Ship date	Receipt date	Product name	Reserve items a...	Packing quantity	VAT group for article sale	VAT group for article purc...
10007-04	BELOUKHA	NL		2,000.00		18/08/2021	18/08/2021	BELOUKHA 680 EC 1 x 15 LT / B...		0.00	02G	02G

Describe process step

Once the order is created the workflow need to be launched to make sure that the order can be checked/ approved.

Step 5: Send our Formulation PO

Once the Initial production order is created; the formulation purchase order can be sent out towards the toller.

Like that the planner can inform the tolling company of the upcoming needs.

Go to [Production Control > Production orders > Initial production order](#)

Choose the batch order linking to the created initial production order

Choose on the header pane Production order > Process > start and click on OK

Edit	Delete	New production order	New batch order	Production order	Schedule	Warehouse	View	Manage costs	Options	
Maintain										
Split	Estimate	Report as finished	Reset status	Transactions	Trace	BOM	Order details	Consolidated batch order	Attachments	Cases
	Release	End	Batch balancing	On-hand	Update registrations	Formula	Cost	Consolidated on-hand	Document notes	Create case
	Start	Log	Execute production	Lot		Co-products	Route	Add to		View cases
							View progress	Remove from		

Batch order - BATCH000095, BELOUKHA 680 EC 1 x 15 LT	BATCH000095 : BELOUKHA 680 EC 1 X 15 LT
BATCH000095	

click on the header Pane Production Order > Order details > Formula

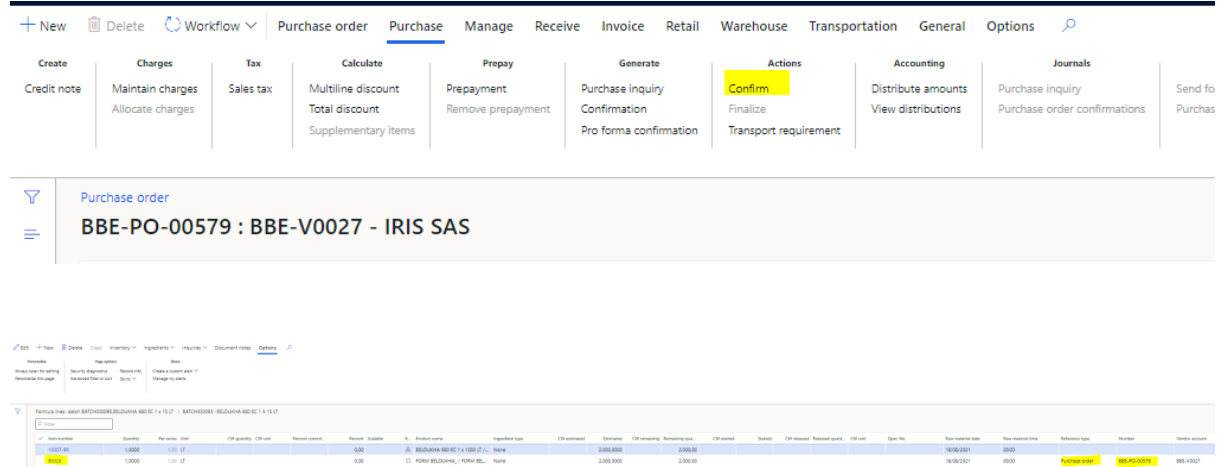
Edit	Delete	New production order	New batch order	Production order	Schedule	Warehouse	View	Manage costs	Options	
Maintain										
Split	Estimate	Report as finished	Reset status	Transactions	Trace	BOM	Order details	Consolidated batch order	Attachments	Cases
	Release	End	Batch balancing	On-hand	Update registrations	Formula	Cost	Consolidated on-hand	Document notes	Create case
	Start	Log	Execute production	Lot		Co-products	Route	Add to		View cases
							View progress	Remove from		

Batch order - BATCH000095, BELOUKHA 680 EC 1 x 15 LT	BATCH000095 : BELOUKHA 680 EC 1 X 15 LT
BATCH000095	

Select the line with the formulation service and scroll to the right where you find the Purchase order

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Open this purchase order and click in the header pane on Purchase > Actions > Confirm



The screenshot shows the BELCHIM software interface. At the top, there's a navigation bar with tabs like 'New', 'Delete', 'Workflow', 'Purchase order', 'Purchase', 'Manage', 'Receive', 'Invoice', 'Retail', 'Warehouse', 'Transportation', 'General', 'Options', and a search icon. Below this is a grid of buttons categorized into 'Create', 'Charges', 'Tax', 'Calculate', 'Prepay', 'Generate', 'Actions', 'Accounting', and 'Journals'. The 'Actions' category has a 'Confirm' button highlighted in yellow. Below the grid, there's a header pane for 'Purchase order' with the text 'BBE-PO-00579 : BBE-V0027 - IRIS SAS'. At the bottom, there's a detailed table of purchase order items with columns for 'Item number', 'Quantity', 'Per volume', 'Unit', 'CIF quantity', 'CIF unit', 'Revenue contract', 'Revenue', 'Product name', 'Independent type', 'CIF estimated', 'Estimated', 'CIF remaining', 'Remaining quantity', 'CIF ordered', 'Ordered', 'CIF released', 'Released quantity', 'CIF unit', 'Open No.', 'Revenue date', 'Revenue period', 'Reference type', 'Number', and 'Supplier amount'.

Control points

Are there any ways to check if the process is completed successfully?

- Purchase orders can't be launched to a supplier without a Purchase agreement or without a an additional manual approval by Procurement.
- All ordered volumes are covered with the volumes from the demand plan that are checked & approved by the Sales Directors & Supply chain director.
- No purchase order can be made with a price different from the agreed prices in the contract or manually approved by Procurement.
- Procurement is aware of the ordered volumes before they are sent to the supplier.
- Supply chain is aware of the quantities & prices that are agreed before an order is entered.

Definitions & Abbreviations

Explain any definition or abbreviation used in the document

Associated Tools & documents

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