Work Instructions

Contents

1. Artwork Check Process in D365

1.1 Quick reminder on the artwork operation in the item route

For any type of Production Order (Make, Filling, Repack, Relabeling PR …), a route is attached to the item and is linked to the BOM. Except for the Formulation Route for which we don't have labels, an artwork operation will always be part of the item route under Operation Number 10 and will imply actions to complete this artwork check process.
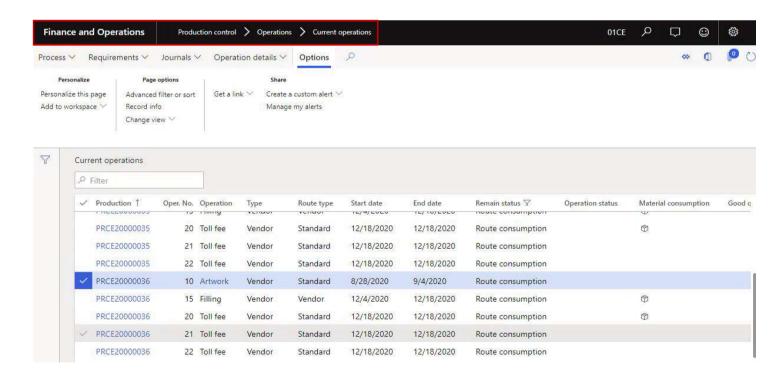
The artwork check is the first operation of the route since it is the very first action before starting a production order. A standard leadtime of 5 days was assigned to this operation and, <u>once the operations scheduled</u>, the system will calculate when this operation should start and end based on the leadtime recorded in the route at the item level for this specific operation.
In the below example, we can see that the system did count 5 days of leadtime for the artwork check making sure to exclude the non-working days.

Production route | PRCE20000036 : OLIE-H NL 1000L

	Oper. No.	Priority	Operation	Run time	Process quantity	Next	Start date	Start time	End date	End time
✓	10	Primary	Artwork		1.00	15	8/28/2020	12:00 AM	9/4/2020	12:00 AM
	15	Primary	Filling		1.00	20	12/4/2020	12:00 AM	12/18/2020	12:00 AM
	20	Primary	Toll fee		1.00	21	12/18/2020	12:00 AM	12/18/2020	12:00 AM
	21	Primary	Toll fee		1.00	22	12/18/2020	12:00 AM	12/18/2020	12:00 AM
	22	Primary	Toll fee		1.00	0	12/18/2020	12:00 AM	12/18/2020	12:00 AM

1.2 The Artwork Check Operation step by step

Once the Production Order has been approved and firmed, it is moved to "All Production Orders" section where it will be processed furthermore. It is only from this moment, that the artwork check operation appears in the list of artworks to be checked; list that can be found at the below path. There, all the Route Operations for each Production Order are listed but only the Artwork Operation should be processed (by the Label Coordinator) since the other operations will be processed (by the Tolling D&S Planner) when booking the Production Order.

If the Production Order is coming from the Planned Production Orders, it will already be estimated and scheduled and the operation check will already be planned. However, if a New Production Order is created from scratch, you'll have to <u>estimate the Production Order and Schedule the Operations first</u> in order to get the Artwork Operation reported in the above list.
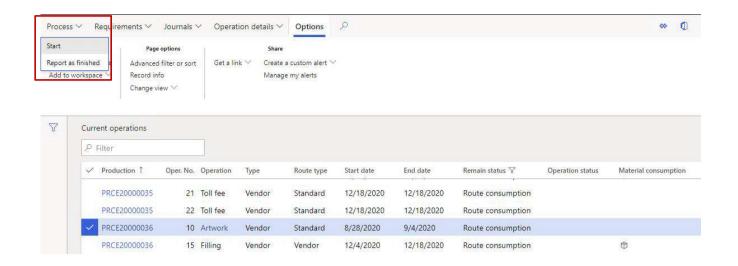
At this stage, the next step for the Tolling D&S Planner is to wait until the Label Coordinator started and reported as finished the artwork check operation.
Pls note the Production Order should not be started until the artwork check is reported as finished. If you start your Production Order before, the Artwork Operation will be automatically started in the Current Operations Overview (because all the route operations will be started) whilst it should be done by the Label Coordinator.
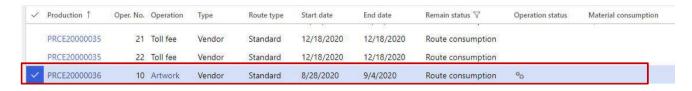
1.2.1 Start the Artwork Operation

When the artwork check starts, it should be reported accordingly in D365 by activating the Artwork Process at the below path.
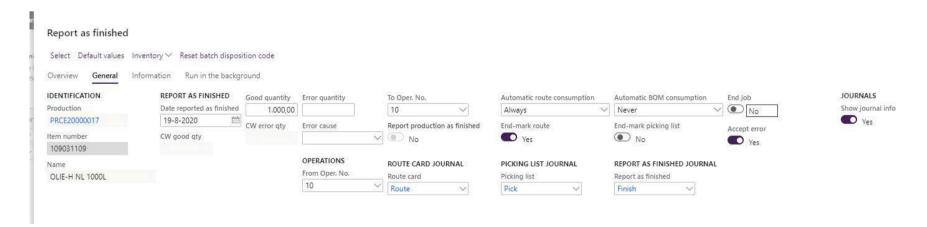

The small wheels we can see below in the operation status indicate that the artwork operation started.

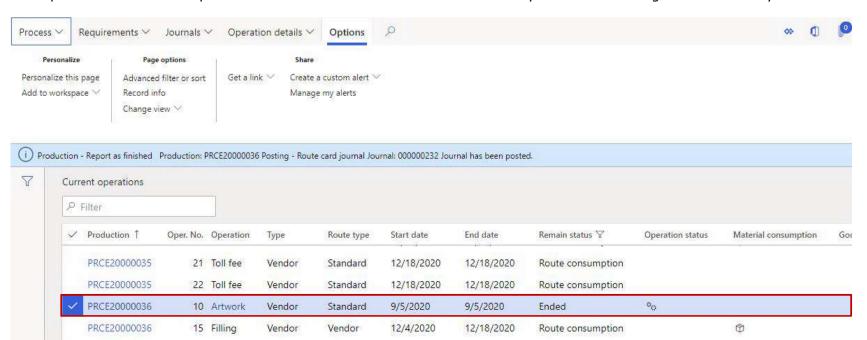## 1.2.2 Report as Finished the Artwork Operation

When the artwork is checked, the Label Coordinator should Report as Finished the Artwork Operation; see path above.
Pls make sure the below settings are applied.
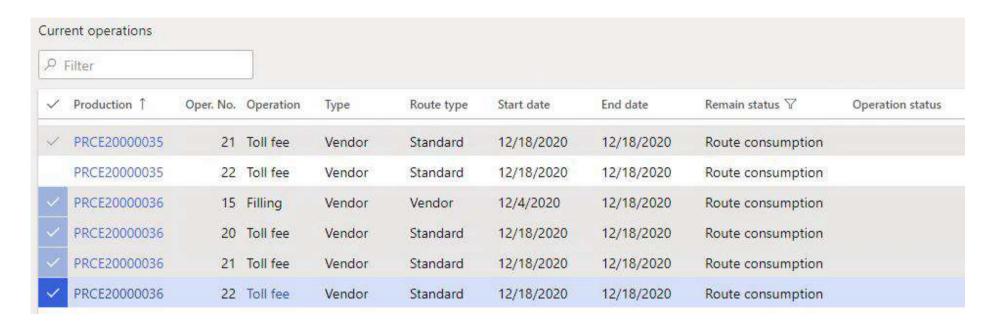

Result

You can see that now the operation status is updated to "ended".
This operation status will improve the communication about the labels validity which will no longer be checked by email.

If you refresh the page (using the arrow on the right-hand corner of the page), the line for operation 10 of PRCE20000036 disappears from the list because now completed and you can see that the other open operations are the ones to be processed on the occasion of the booking of the goods and tolling service (oper.15/20/21/22).

Current operations

✓	Production ↑	Oper. No.	Operation	Type	Route type	Start date	End date	Remain status ▽	Operation status
✓	PRCE20000035	21	Toll fee	Vendor	Standard	12/18/2020	12/18/2020	Route consumption	
	PRCE20000035	22	Toll fee	Vendor	Standard	12/18/2020	12/18/2020	Route consumption	
✓	PRCE20000036	15	Filling	Vendor	Vendor	12/4/2020	12/18/2020	Route consumption	
✓	PRCE20000036	20	Toll fee	Vendor	Standard	12/18/2020	12/18/2020	Route consumption	
✓	PRCE20000036	21	Toll fee	Vendor	Standard	12/18/2020	12/18/2020	Route consumption	
✓	PRCE20000036	22	Toll fee	Vendor	Standard	12/18/2020	12/18/2020	Route consumption	

1.2.3 Some extra points of attention

✓ In the above process, the artwork check starts once the Planned Production Order is approved and firmed on WD4 PM. However, the Label Coordinator can anticipate and use the Planned Production Orders as a basis to identify which labels should be checked in priority.

✓ The standard 5 days of leadtime for the artwork operation may not be enough. In this case, the Artwork Operation will not be reported as finished until reported as valid by the local regulatory officer.

✓ The above process only concerns the Artwork Operation, i.e are the labels still valid? If the labels are still valid, then the active BOM remains unchanged.
However, if the label needs to be changed and if this change has not or could not be anticipated, new label codes will be created during this operation time frame. Then, the active BOM will have to be updated with the new label codes, reapproved and reactivated. The updated BOM will then have to be replaced in the open Production Order (Copy function) that can then be started.