Jolyn, Koh

From:	M, S(APAC OP SP--JRD SZ) <m.s@tcl.com>
Sent:	Thursday, October 30, 2014 5:15 PM
To:	Amanda, Goh; Mervyn Tan; Jolyn, Koh; Jiang, King; Tan, Daniel
Cc:	Vera, WEI(FINANCE GCC T&I-SZ/GD-TCT); Tina, XU(FINANCE GCC T&I-SZ/GD-TCT); Amelia, TAN(APAC SBU CBU--TCT HK); Zhitao, YU(APAC-SZ-TCT); Chun, LAU(APAC-SZ-TCT)
Subject:	Meeting minutes : SG Reports

Importance: High

Hi Amanda,

With reference to our todays discussion, please try to consolidate/simplify all your 7 reports into major 3 reports and make sure to include the missing fields are being reflected in your reports.

<u>Please share with me when these will be put into operation, please share the timeline for the same</u>. Thanks

Current Status: Schenker sends out the below reports with complicated/missing information's. (we need to refer multiple reports to gather details)

1. Daily receiving Raw.xls
2. Inbound summary with IMEI

3. Inventory balance report
4. Inventory with IMEI
5. TCL Ageing

6. Daily outgoing Raw.xls
7. Outbound summary with IMEI

We expect major 3 reports with the minimum mandatory information to be reflected in columns in each of these reports as listed below to have a better visibility/clarity. You can decide your own suitable formats.
<mark>**These reports we need on DAILY BASIS even if there no any transactions**</mark>

1. **Daily Receiving/Incoming report with below minimum required columns**
    i. Date Received
    ii. Invoice number
    iii. Delivery or Order number
    iv. SKU/Model number
    v. Description
    vi. UOM
    vii. IMEI number
    viii. Qty expected/Document Qty
    ix. Qty received/Accepted Qty
    x. Total carton boxes received
    xi. Qty per carton
    xii. Stock type : Standard/Sample
    xiii. Remarks
2. **Daily Inventory On-hand with Ageing report with below minimum required columns**
    i. SKU/Model number

ii. Description
iii. IMEI number
iv. UOM
v. Total Qty
vi. Total Cartons
vii. Qty per Cartons
viii. Incoming date
ix. Current date
x. Ageing in days
xi. Stock type : Standard/Sample
xii. Remarks

3. **Daily Shipping/Outgoing report with below minimum required columns**
   i. TCL DN number
   ii. DN issued date
   iii. Consignee
   iv. Ship to party details
   v. SKU/Model number
   vi. Description
   vii. IMEI number
   viii. UOM
   ix. Total Qty
   x. Total cartons
   xi. Qty per cartons
   xii. Stock type : Standard/Sample
   xiii. Delivery status
   xiv. POD status

Let's try to fix it ASAP, else will become a major stopper while we grow fast in SG and also for processing your invoices we need clear and simple supporting documents.

Regards – MS (明希)
Sr. Operations Manager,
APAC Business Center.

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