FXPRO Product Suite

Simplifying your operation

# *TRAINING MANUAL*

# CONFIRMED ORDER MANAGEMENT

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*This is the final planned list of system requirements as of "2023". LNT Soft Team does not plan to add support for additional products or product versions. However, new service packs and other updates of the currently supported product versions will still be supported.*

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| | |
|---|---|
| Project Name | FXPRO PRODUCT SUITE |
| Client | VIET VUONG - HCMC |
| Module | CONFIRMED ORDER MANAGEMENT |
| Document | User Guide |
| Document Version | Version 2: August 2023 |

## Document Approval

| FXS Representative | Name | Signature | Date |
|---|---|---|---|
| Compilation | | | |
| Review By | | | |
| Approved By | | | |
| | | | |

| Client Representative | Name | Signature | Date |
|---|---|---|---|
| Ms. | | | |
| | | | |

## Version recording:

Version 1: June 2023

Version 2: August 2023: updated

1/ Factory season: Adding the list to select Internal season/year to export the report:

Season list: SP (Spring)/ SU (Summer)/FA (Fall)/WI (Winter) + Year →compulsory field

2/Facilities to enter SIZE BREAKDOWN BASE ON RATIO %: Saving time, system check the total of Ratio % > 105%, Just adding warning msg only.

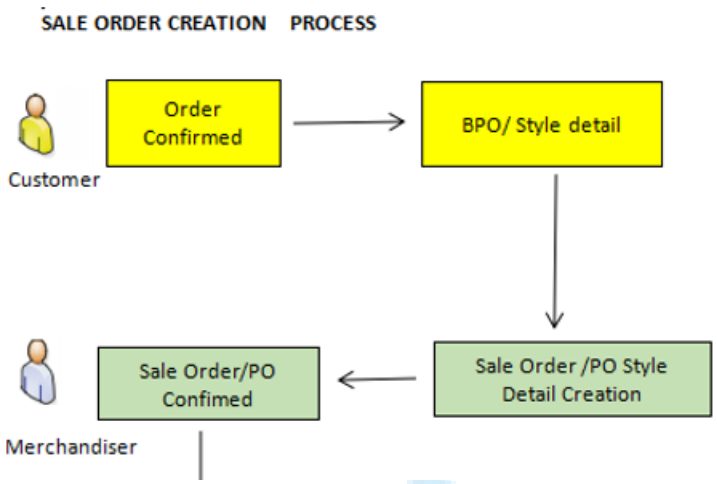
3/PO STYLE DETAIL SECTION: order PO Detail: allow to save duplicate by validating Color combination/delivery location.

4/Material Lead Time of Raw Material Date :Validated must available to confirm the BPO Line and should displays

# Contents

1.Create header sale order ..... 5
1.1 Product detail ..... 7
1.2.1: Save image ..... 7
1.2.2: Allocate FG item for Sale order ..... 7
1.2.3: Allocate FG item color for sale order ..... 7
1.2 Size chart template ..... 8
1.3 Change Status for Sale Order ..... 8
2.Create PO wise style detail ..... 9
2.1 New BPO line creation ..... 9
2.2 Copy PO ..... 10
2.3.1 Enter size breakdown by qty ..... 10
2.3.1 Enter size breakdown by ratio % ..... 11
2.4 Copy size breakdown ..... 11
2.5 BPO status ..... 12
2.5.1 BPO status OPEN ..... 12
2.5.2 BPO status CONFIRMED ..... 12
2.5.3 BPO status Canceled ..... 14
2.6 . Order DTW (delivery time window) ..... 14
2.7 . Material lead time ..... 14
2.8 . Production lead time (Target PCD) ..... 15
3.Validation process ..... 15
3.1. Product detail ..... 15
3.2 Size chart template ..... 15
3.3 Order status detail ..... 15
3.3.1 OPEN ..... 15
3.3.2 ON HOLD ..... 15
3.3.3 CLOSED ..... 16
3.3.4 CANCELD/DELETED ..... 16

# Create New Sale Order




## 1.Create header sale order

**Below is instruction how to create Sale order in FXPRO**

Link: FXS --> Order Management --> Work Area--> Confirmed Order Management

+ **Step 1:** To create new Sale order, Click symbol "+" or Ctrl + N

+ Company ID: It will show default value from system automatically

+ **Step 2:** Order Type: There are some available value (Bulk Order, Stock Lot, Sample, Virtual). User must be select kind of order type for being Sale Order

+ Order ID: System will generate automatically

+ **Step 3**: Product Class: Select correct product class for order from available list (single or multiple FG)

+ **Step 4:** Order program: The User has to select if available

+ customer detail for step 5,6,7 will automatically displays

If no Order program: continue select step 5,6,7 for **customer detail**:

+ **Step 5/6/7: customer detail select base on available**

+ **Step 8:** segment detail if have

+ **Step 9**: Order PO style: user enter style of PO

+ **Step 10**: Order PO No.: user enter PO number

+ **Step 11:** Order confirmed date: user select date

+ Contract confirmed date: Default = Order confirmed date but allow to keep blank if wants.

+ Contract expired Date/Contract Ref. No: can keep blank

+ Contract Ref No: User can input Contract No. Or can keep blank

+ Trading company: Default login company but allow to change if have

+ **Step 12:** Currency: Default USD but allow to change

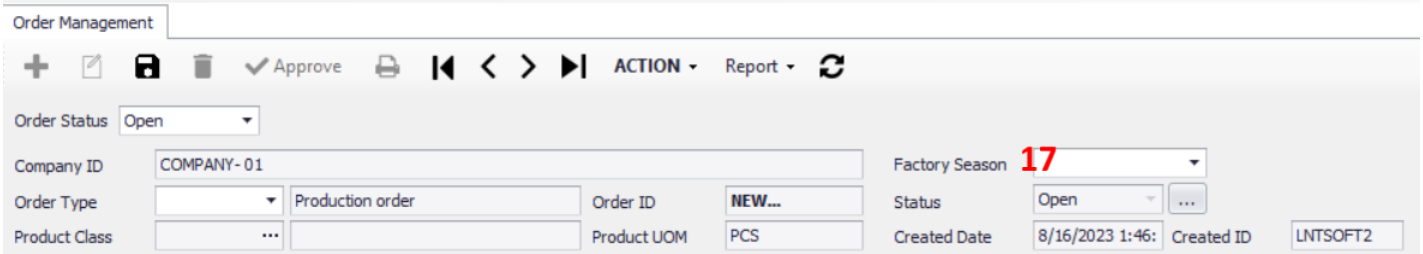
+ **Step 13:** price type: Default FOB but allow to change

+ **Step 14:** Merchandiser: user select from the list

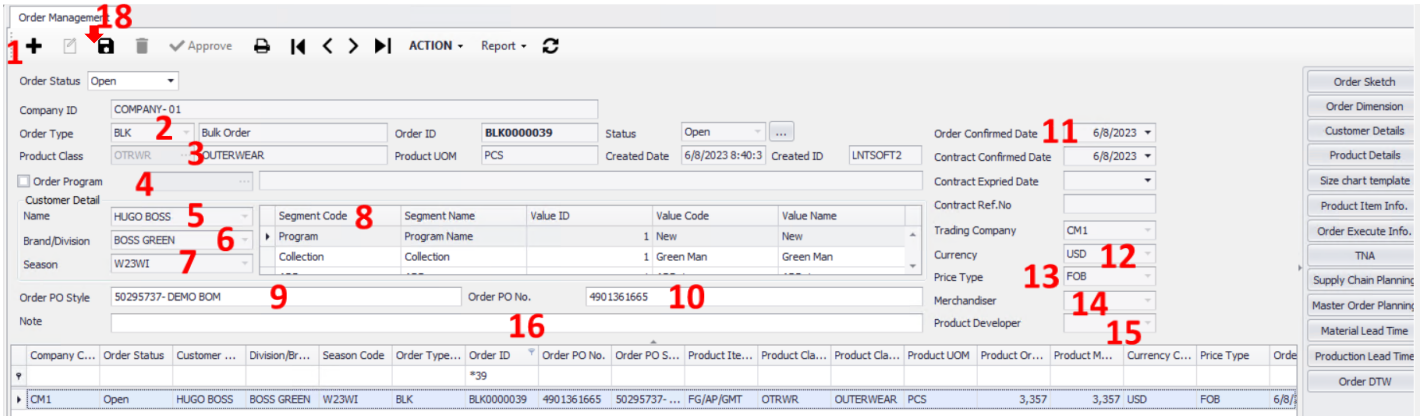
+ **Step 15:** Product developer: user select from the list

+ **Step 16:** Note: if have

+ **Step 17:** Factory season: must select




+ **Step 18:** click saving button to save the sale order header



## 1.1 Product detail

### 1.2.1: Save image

- After save the sale order, the user have to allocate product detail for that order

- currently the system compulsory update image/sketch of that sale order

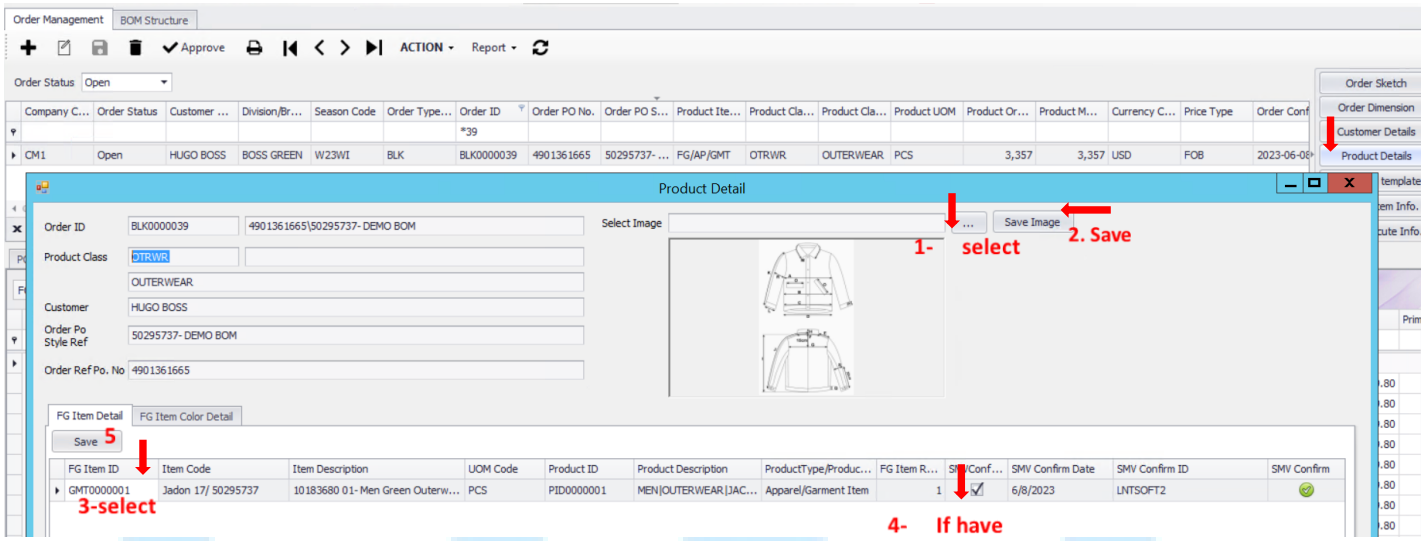
- the user select base on step 1,2 as snapshot

### 1.2.2: Allocate FG item for Sale order

**At the FG item detail tap**: the user selects FG item for that sale order / enter the ratio if have. (Default ratio =1)→ click save

Following step 3,4,5 as snapshot

Note: base on the product item class selection can be single or multiple FG item in one sale order.




### 1.2.3: Allocate FG item color for sale order

**At the FG item color detail tab:** the user selects FG color and adding unit price, CM cost

**Unit price**: FOB of that color cost

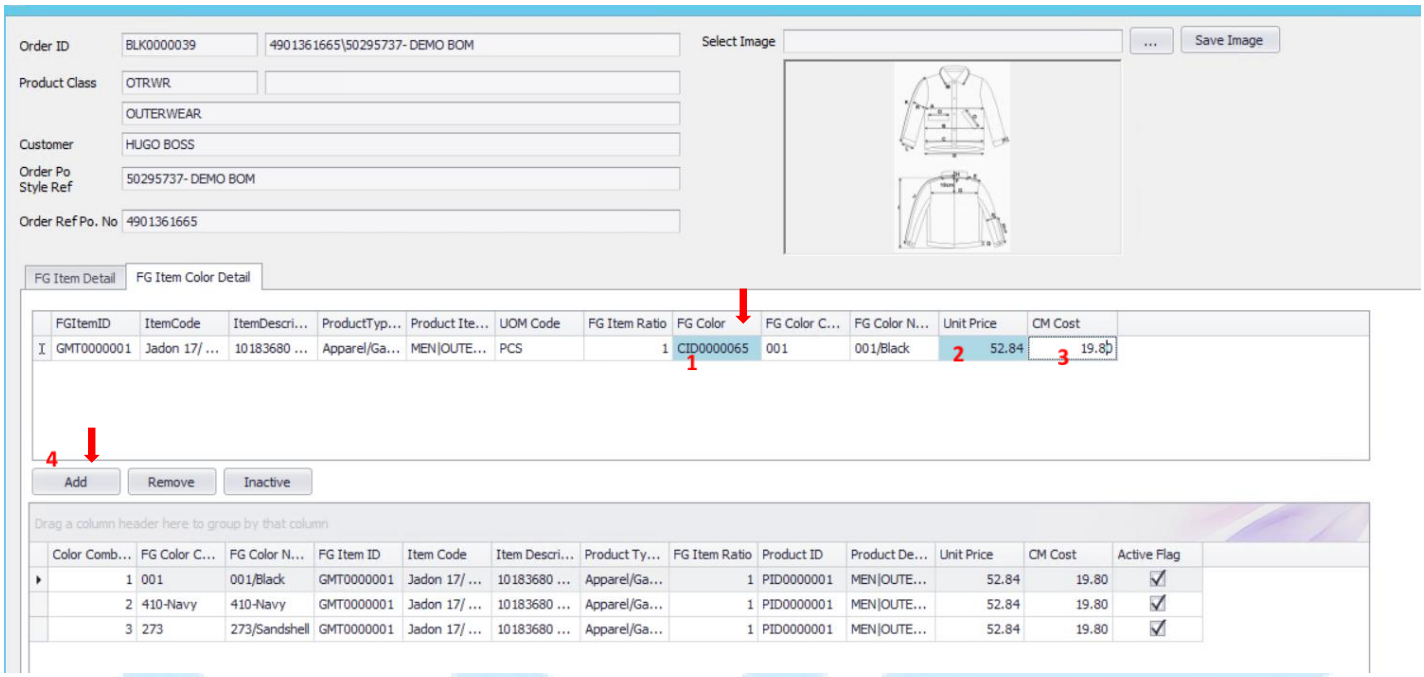
**CM cost**: Default = Unit price but user can edit

Please note that the system validate the Unit price is always equal or greater than CM cost.

Following step 1,2,3,4 as snapshot

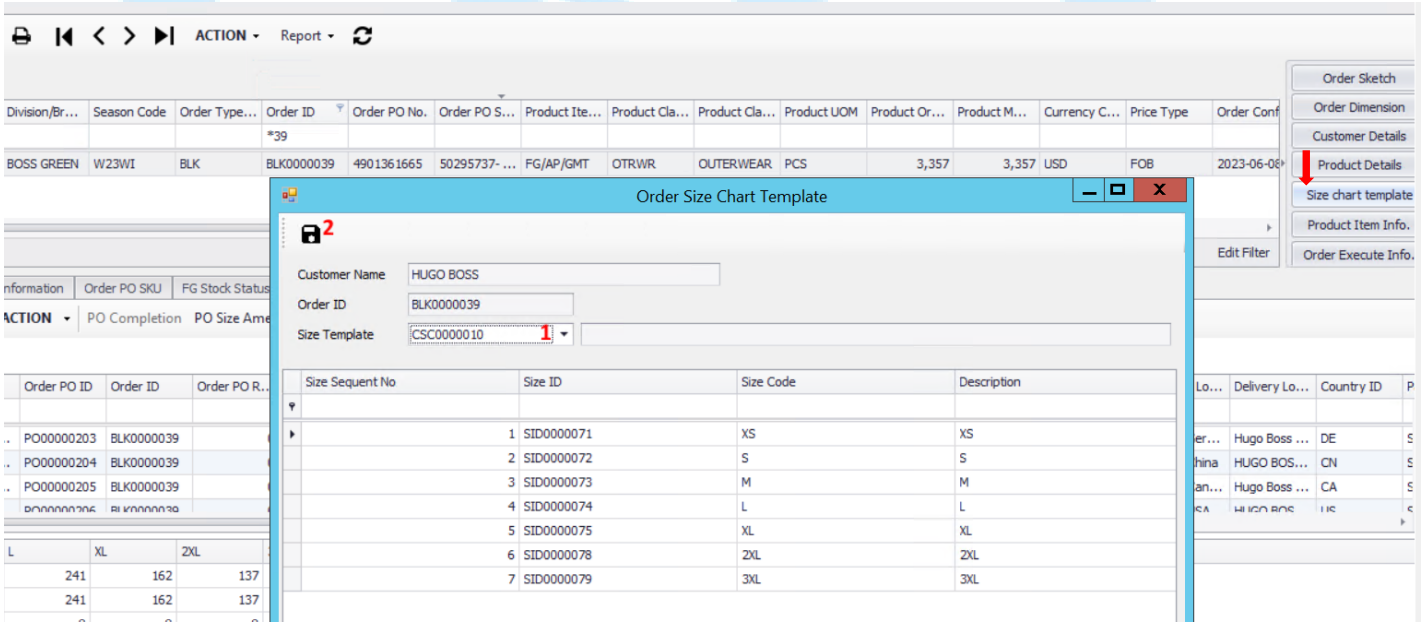
**Remove button**: Allow to remove the color incase add wrong still not available any BPO line

**Inactive button**: Allow to inactive color incase not apply for that color and available BPO.




## 1.2 Size chart template

To enter size breakdown, detail the user should select correct the size chart template of that order.




## 1.3 Change Status for Sale Order

There are 5 kind of status:

+**Delete**: Delete status only can apply in case no PO line detail

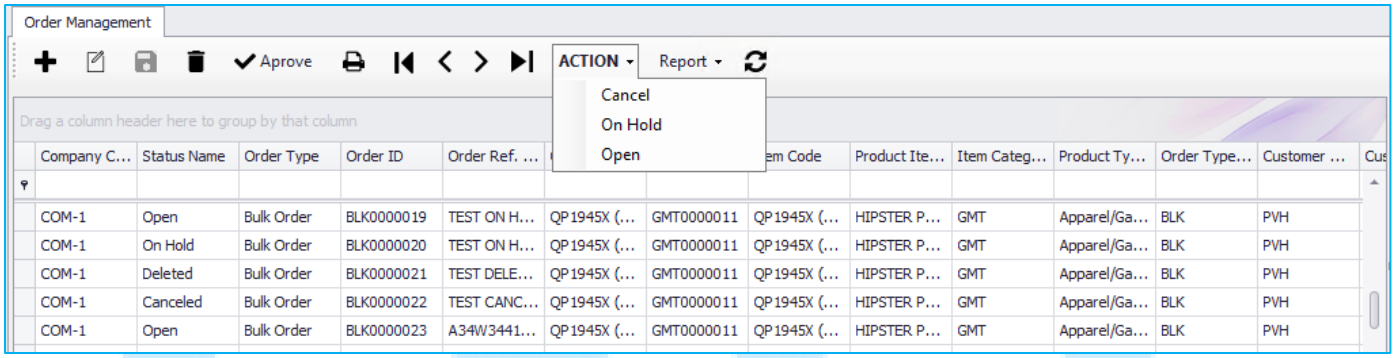
+**Cancelled**: BPO line status cancelled & BOM Structure should be cancelled also if have

+**On Hold**: In case need to be hold, can reopen by action.

+**Open**: Always status Open for new Order, and after status on-hold

+**Closed**: After close Sale order, status will automatically change into Closed

**Note:** If The User want to change the status of Sale order need to click "Action" and select the correct Action for changing, and to change the status of Sale Order is based on Authorized Account Level setting




## 2.Create PO wise style detail

### 2.1 New BPO line creation

The user following step as below:

+ **Order PO ID**: the system auto generates after save

+ **Order PO detail**: user enter, allow to save duplicate by validate Color and delivery location

+ **Color combinations ID**: User select product color of that order

+ **Delivery location**: User select, if not available should adding at delivery location from customer master

+ **Packing method**: user select

+ **Delivery mode**: user select

+ **PO confirmed date:** user select the date, validation equal or less than current date

+ **Original Delivery date**: user select the date, validation equal or greater than PO confirmed date

+ **Latest Delivery date**: default = Original Delivery date but allow to change

+ **Plan Ex-Factory date**: default = Original Delivery date but allow to change

+ **Delivery term:** user select

+ **Production month**: Not compulsory, so user can user select or keep blank, validation should between order confirmed and latest delivery date

+ **Sale month**: Not compulsory, so user can user select or keep blank , default =production month but allow to change, validation between production month and latest delivery date

**+ Note**: enter if have

**+ Mfg. Company ID**: Select the company allocate for this BPO

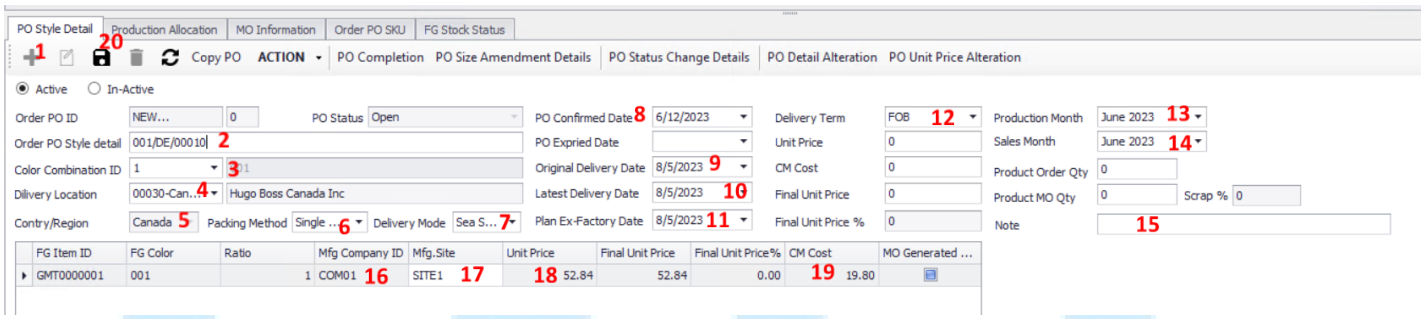
**+ Mfg. Site** : Select the site of production

**+ Unit price**: this is FOB price default from color allocate but allow to edit accordingly market

**+ Final Unit price**: 1st will default = Unit price, not allow to change, if any change after save must change by size wise and take average for this column.

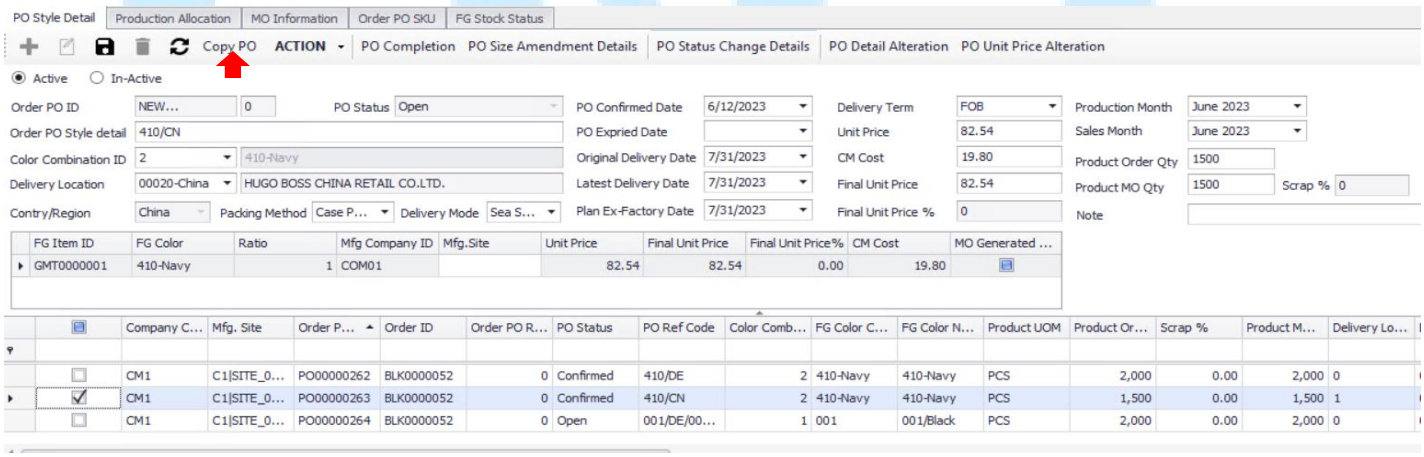
**+ CM cost**: this is default from color allocate but allow to edit.

➔ **Click save**




## 2.2 Copy PO

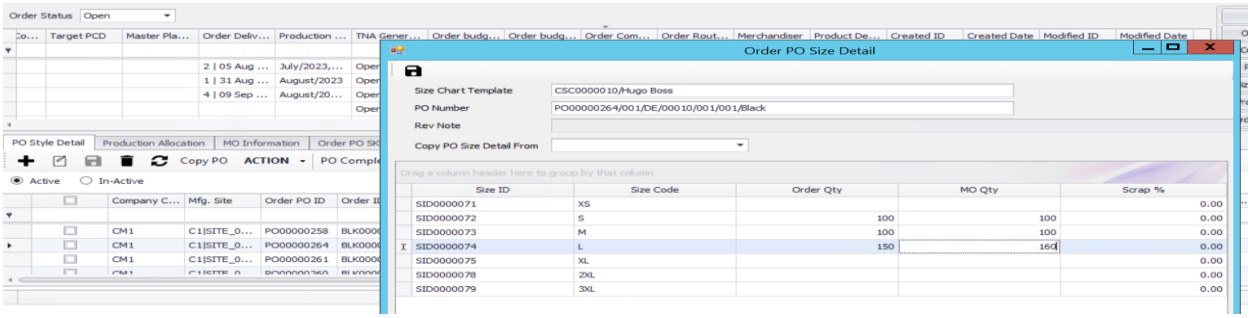
If the same info user can use copy PO to create new PO, edit information and save to saving time




## 2.3.1 Enter size breakdown by qty

The user selects the BPO line and add qty based on Customer PO→SAVE

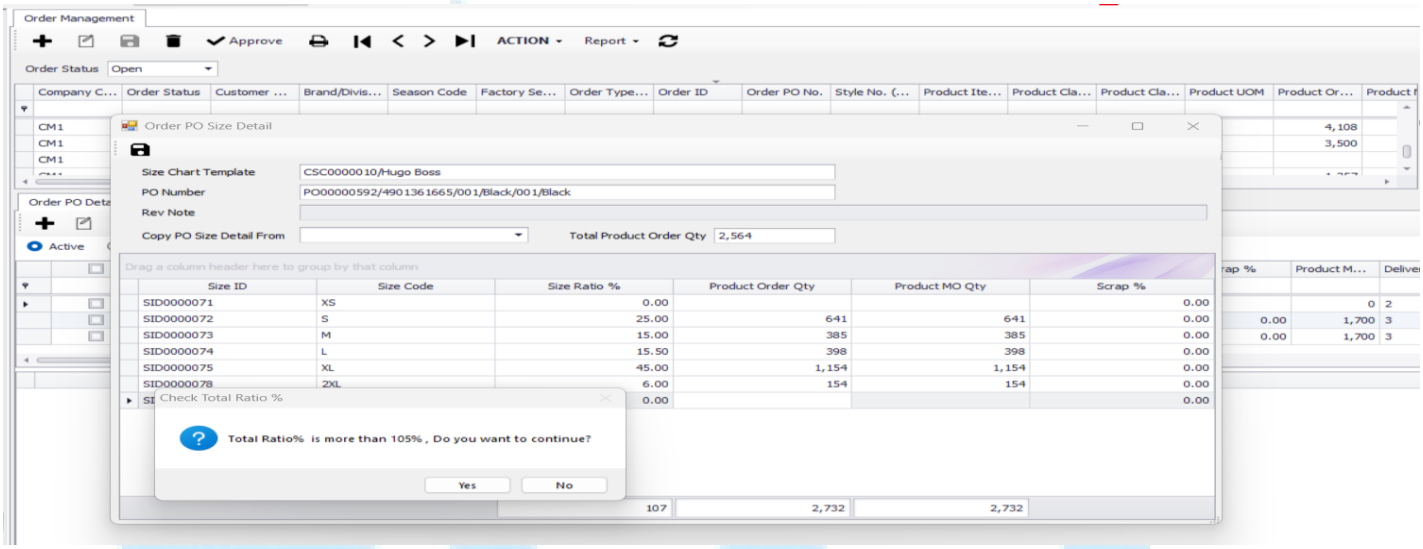
Validation: MO qty should equal or greater than Order qty




## 2.3.1 Enter size breakdown by ratio %

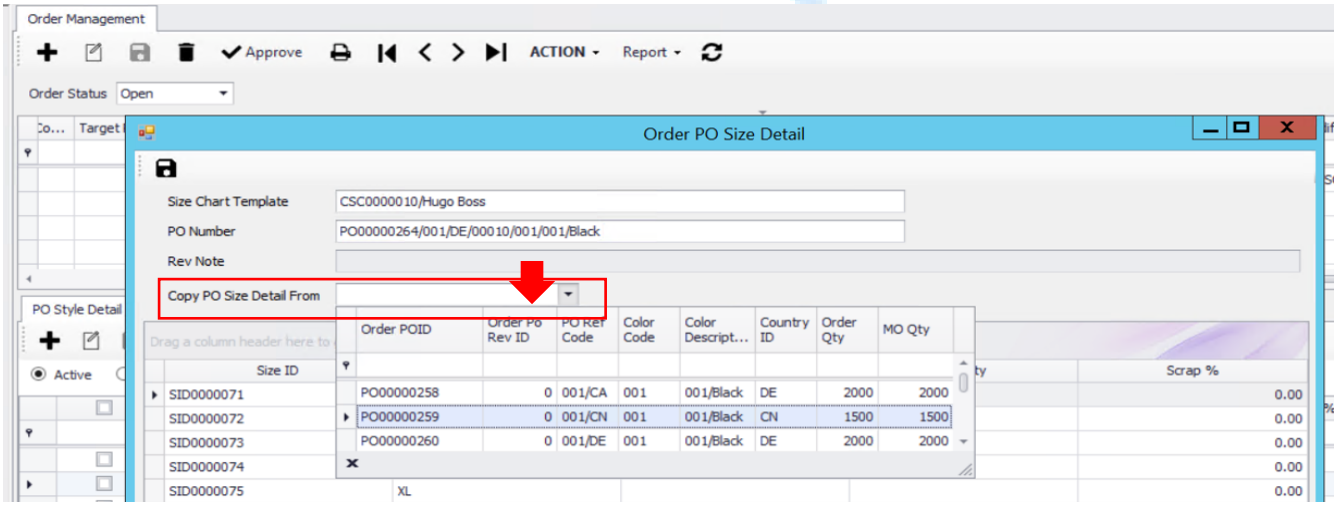
The user Enter total qty first, after that enter size wise % ratio, the system auto calculate qty.

validate %: Saving time, system check the total of Ratio % > 105%, Just adding warning msg only.




## 2.4 Copy size breakdown

If any BPO line is the same qty the user can copy BPO same order to saving time.

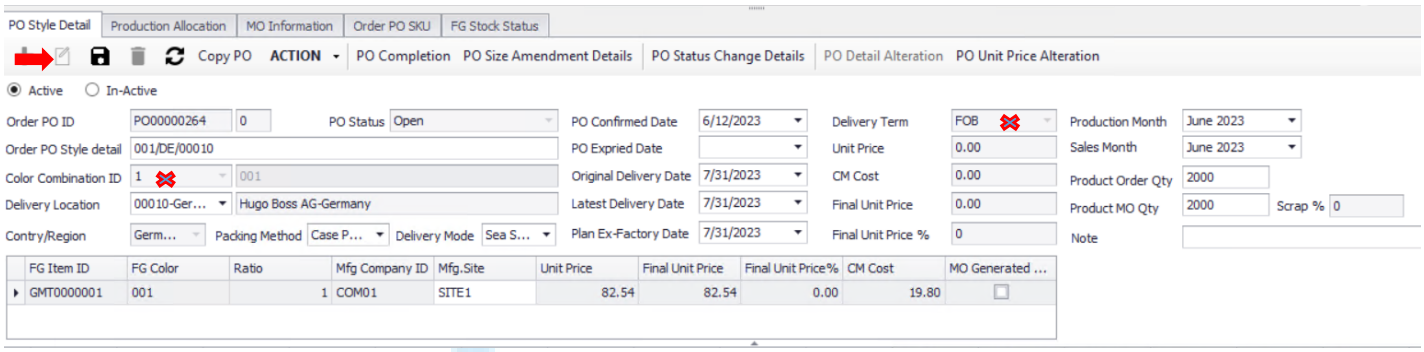


## 2.5 BPO status

### 2.5.1 BPO status OPEN

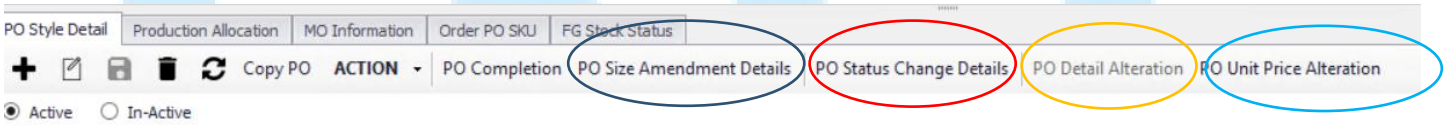
- The System not allow cancel but The User can delete.

- User can revise anytime with all fields except Color and Delivery term.



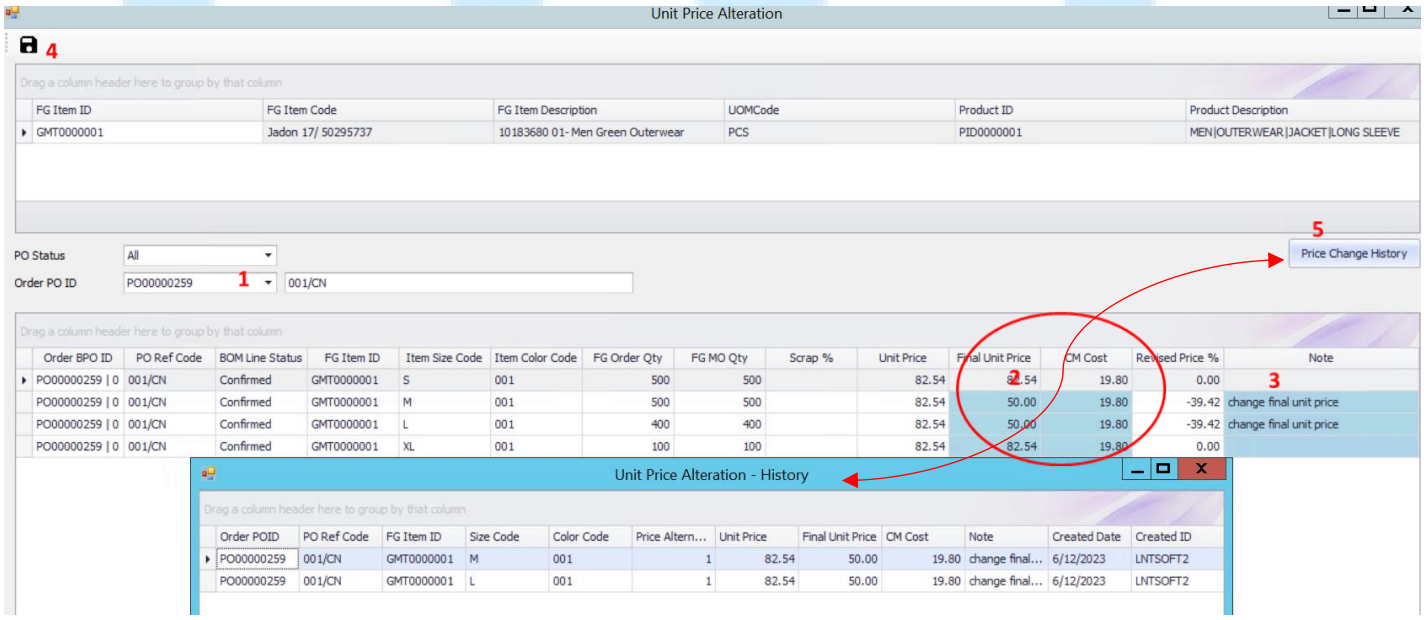

### 2.5.2 BPO status CONFIRMED

User should follow as below direction to revise and checking status.

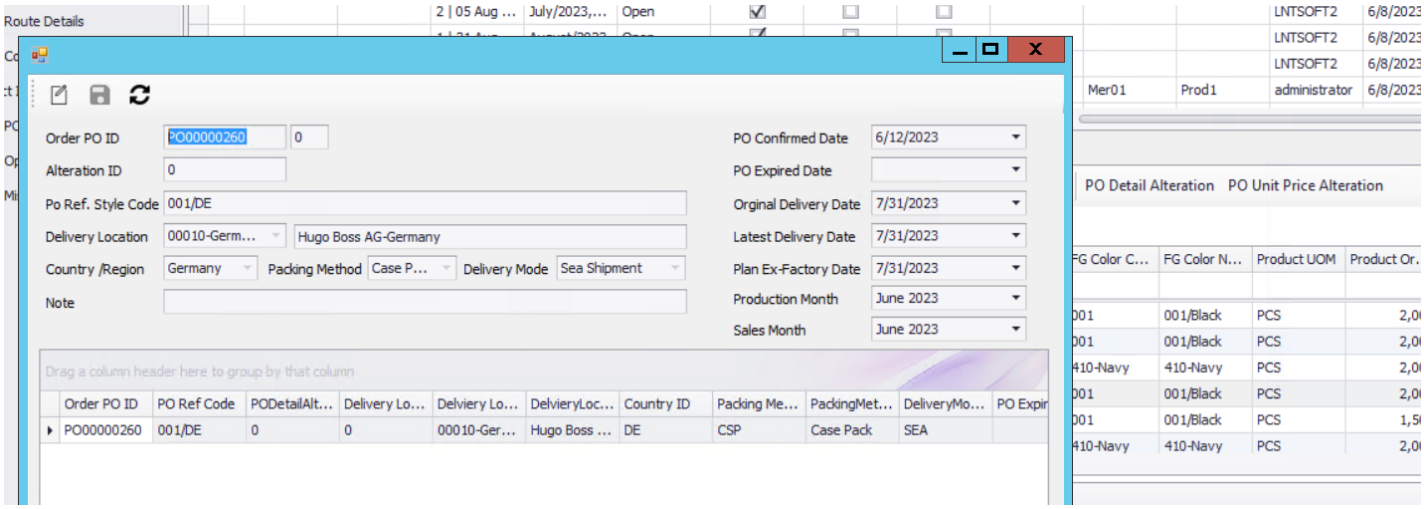



**PO Unit Price Alteration: to change price**

The user selects BPO need to change and update the price→save and view history



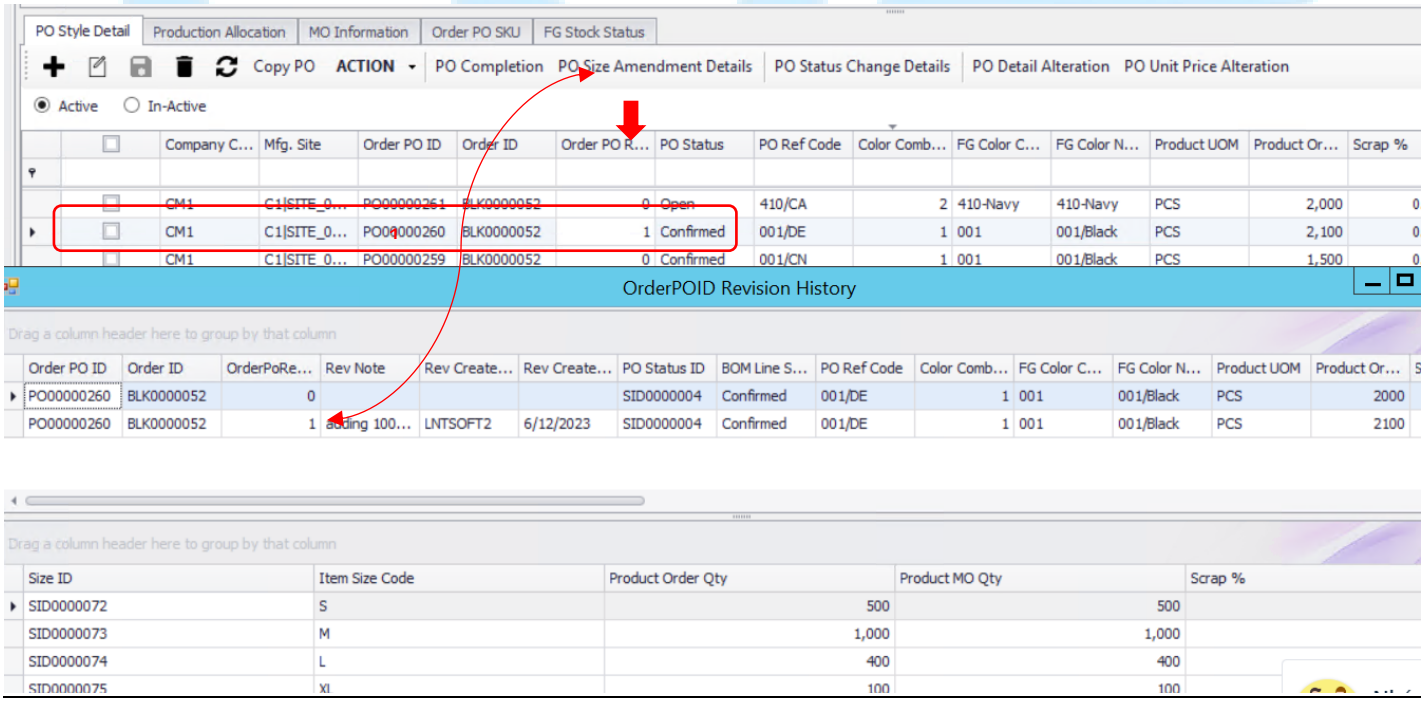

**PO Detail Alteration:** to change delivery date, production month, delivery location




**<u>PO Size amendment:</u> To view size detail after changed**

To change size detail the user select the BPO line, double click , edit qty and adding note →save

The system will record new rev ID for BPO line



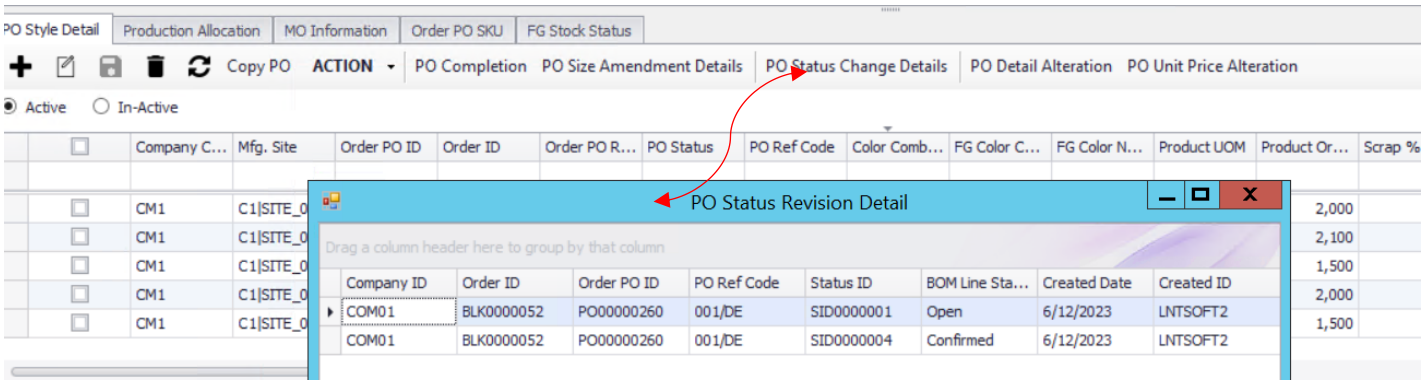




**<u>PO Status change detail:</u> To view all the status of BPO wise**

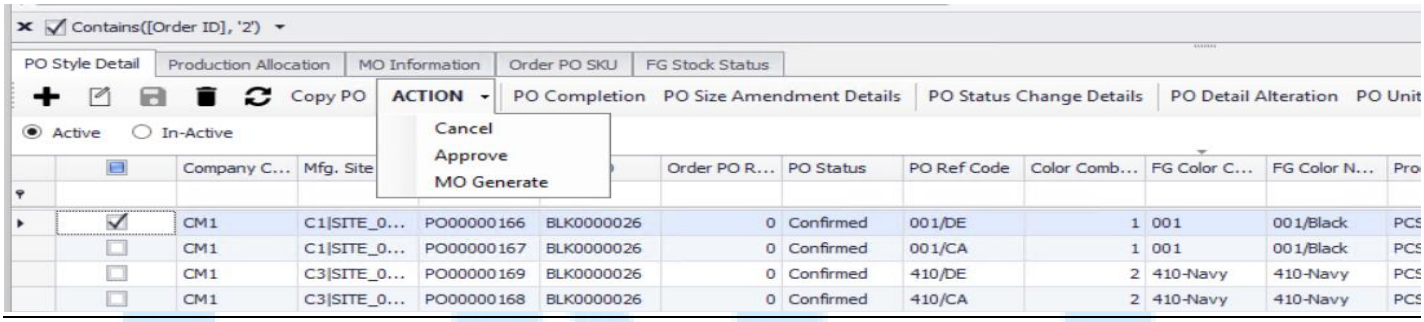
To change size detail the user select the BPO line, double click , edit qty and adding note →save

The system will record new rev ID for BPO line




### 2.5.3 BPO status Canceled

The system allow to cancel BPO line detail if not release to production.

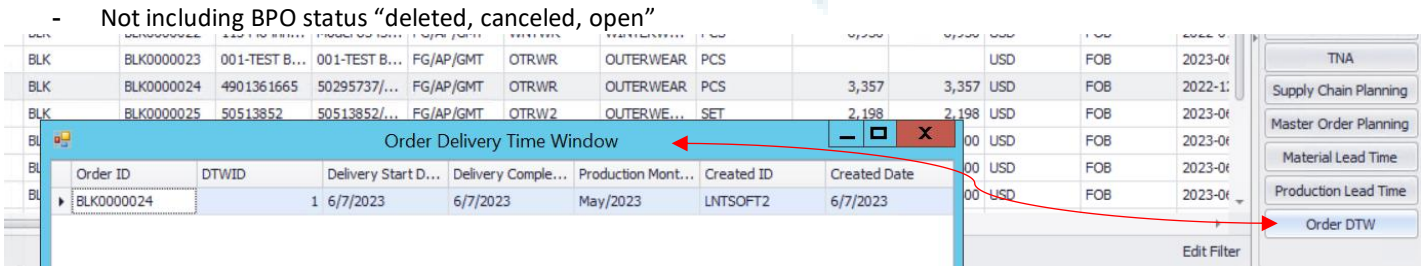



## 2.6 . Order DTW (delivery time window)

The system facilities for user can view the Start/completed delivery and all the production months allocated for that order.
+ IF change production month or start/completed delivery if different with production month window already save, the system will be updated accordingly with new DTW ID.
+ IF change production month or start/completed delivery within with production month window already save, the system not updated new DTW ID.

- Start delivery date = Earliest latest delivery date of that order.
- Complete delivery date = Latest delivery date of that order.
- Production Month window: All the production month belong to that order

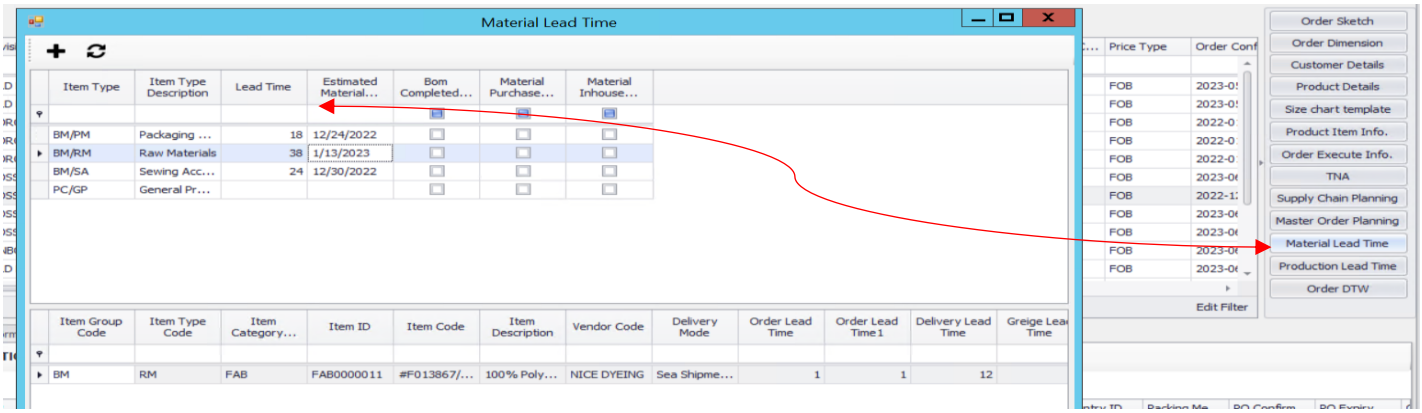
  Noted:
- BPO line with status = confirmed, release to production, complete.
- Not including BPO status "deleted, canceled, open"




## 2.7 . Material lead time

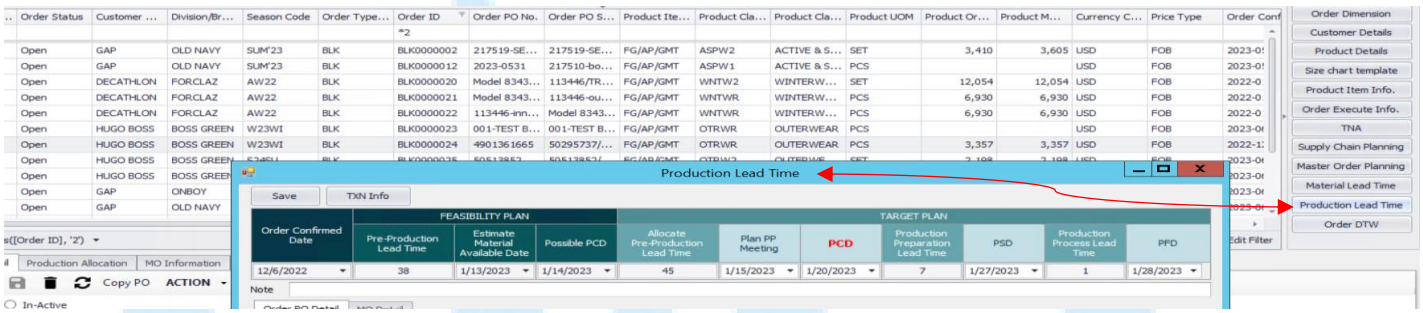
**Validated**: must enter RM lead time before approve BPO

The system facilities to create the longest material lead time to monitoring material lead time of order (TNA)
Estimate material in house = Material lead time + order confirmed date




## 2.8 . Production lead time (Target PCD)

Based on longest the material lead time, the system auto proposed the possible PCD for refer, and the user can enter target PCD to make TNA/plan of all even for that order.




# 3.Validation process

## 3.1. Product detail

Must adding before entry BPO detail

- Not allow to remove if already available BPO info.

## 3.2 Size chart template

- Must adding before entry BPO detail
- Not allow to remove if already available BPO info.

## 3.3 Order status detail

- Capture history sale order with status OPEN, CLOSE, ON HOLD, CANCEL, DELETED and USER ID

### 3.3.1 OPEN

- Allow to delete if no BPO size breakdown detail or all BPO status deleted
- Allow to on hold
- Allow to canceled if all BPO status canceled
- Allow to adding new BPO detail

### 3.3.2 ON HOLD

- Allow to open again SO
- Not allow to deleted/cancel
- SO on hold: Not allow to adding new BPO line detail/Not allow to delete BPO/ not allow to confirmed BPO/ not allow to generate MO/ Not allow to release MO to production/ not display to create BOM structure
- SO on hold: Allow to cancel BPO/ Allow to do BPO Detail alteration/ Allow to changed price at BPO/ Allow to continues Bom structure if available.

### 3.3.3 CLOSED

- Not allow to do any modification

### 3.3.4 CANCELD/DELETED

- Define as de-active
- Not allow to do any modification

# THANK YOU!