


Product request form		
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Last updated date : 02 Jan 2020		

Product request form through new APP “PR product request”

RD Web Access





Work Resources


RemoteApp and Desktop Connection


RemoteApp and Desktops
Connect to a remote PC
Help | Sign out


Current folder: /



General



Adobe
Illustrator CS6
(64 Bit)



Adobe Reader
X



DVD-Rom SEB
Group



E-Staff
Purchase
Program



Finance
Report



HR -
Budgeting
Tools - Test



HR Budget
Live



iexplore



Marketing
Guest


MSACCESS


ProductReq...


RawMaterial


Supplier
Management
(Approver)



ProductReq...

GROUPE SEB ■

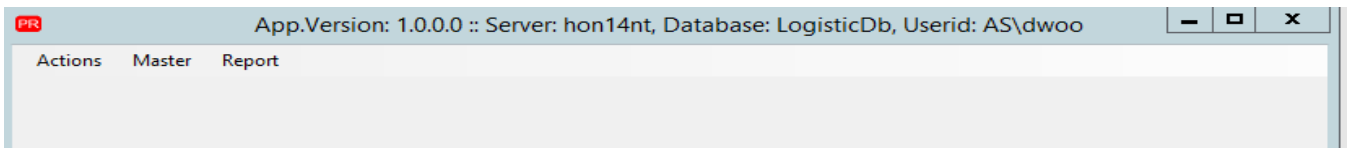
SEB Asia Ltd.

9/F,skyway House 3 Sham Mong Road Tai Kok Tsui Kowloon

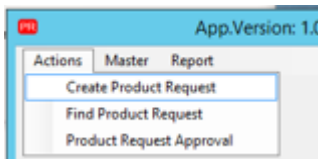
Hong Kong - Hong Kong

A) CREATION OF PRODUCT REQUEST IN APP

- 1) When you need to send a sample (from our inventory, and which will not be returned) to retailers/ distributor/ Media, open the APP



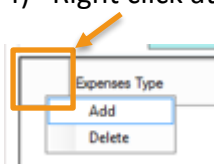
- 2) Choose "Action", "Create Product Request"

The screenshot shows the "FormProductRequest" window. It has a tabbed interface with "Product Request" and "Approval Status". The "Product Request" tab is active. The form contains several input fields: "Ref Number", "Applicant Name" (filled with "WOO Dick"), "Applicant Date" (07-Aug-2019), "Delivery Date" (07-Aug-2019), "Ship To", "Address", "To" (Supply Chain), "Reason", "Other Instruction", "Total Inquiry Qty Amount" (0.00), and "Total Confirmed Qty Amount" (0.00). At the bottom, there is a table with columns: Expenses Type, Commercial Code, CMMF, Product Description, Quantity, Price, Total, Remarks, and Confirmed Qty.

- 3) Input the necessary information.
 - a. Applicant date
 - b. Delivery date (= at least applicant date + 3 working days)
 - c. Choose "Ship to" (address of delivery, the address must be created in the system before you input the request)
 - d. Input Reason
 - e. Other Instruction (if any)

The screenshot shows the "FormProductRequest" window with the following data entered: "Ref Number" is empty; "Applicant Name" is "WOO Dick"; "Applicant Date" is "07-Aug-2019"; "Delivery Date" is "12-Aug-2019"; "Ship To" is "AR110 - FORTRESS (F663)"; "Address" is "上水水廣場4樓 419-423 號舖"; "To" is "Supply Chain"; "Reason" is "testing 5"; "Other Instruction" is empty; "Total Inquiry Qty Amount" is "0.00"; and "Total Confirmed Qty Amount" is "0.00".

- 4) Right click at the left corner, choose "Add" to add the item/ CMMF you need



5) Choose the expense type

For Commercial expenses (Sales dept):

please choose type of expenses cost center absorbed product cost)

Commerical Expense (Sales dept)	Account / cost center
Sample Charge (Tefal & Lago)	627000 37SS70
Sample Charge (WMF)	627000 37SS73

DialogAddUpdProjectRequest

Expenses Type: Sample Charge

Item

Qty

Remarks

DialogHelper

Filter

	Expenses Account	Expenses Name
▶	627000 37SS70	Sample Charge
	627000 37SS73	Sample Charge (WMF)

For Marketing expenses (Marketing dept):

please choose type of expenses cost center absorbed product cost)

Marketing Expense (Marketing dept)	Account / cost center
Sample Charge (Tefal & Lago)	660100-37MK70
Sample Charge (WMF)	660100-37MK73
Demonstration expenses (Tefal & Lago)	670000 37DO70
Demonstration expenses (WMF)	670000 37DO73
Other COS - Free Gifts, GWP (Tefal & Lago)	660600 37OC70
Other COS - Free Gifts, GWP (WMF)	660600 37OC73

DialogAddUpdProjectRequest

Expenses Type

Item

Qty

Remarks

DialogHelper

Filter

	Expenses Account	Expenses Name
▶	661300 37DO70	OME - DEMONSTRATIONS
	661300 37DO73	OME - DEMONSTRATIONS (WMF)
	660100 37MK70	TRADE PROMOTION
	660100 37MK73	TRADE PROMOTION (WMF)
	660600 37OC70	OTHER COS - FREE GIFTS
	660600 37OC73	OTHER COS - FREE GIFTS (WMF)

Details please check appendix 1

6) Choose the CMMF you needed, for WMF items, it should be start with “3201xxxxxx”

CMMF	Commercial Code	Description
3201002973	1890846040	
3201002976	1890879990	
3201002979	1892519990	1892519990 ASPARAGUS PEELER
3201002981	1892626210	
3201002986	1899206030	
3201002996	1874706030	1874706030 KB W. KNIVES CLASSIC LINE 7-P
3201003006	1870039990	1870039990 VEGETABLE KNIFE 8.0CM
3201003012	1874606030	1874606030 UTILITY KNIFE CLASSIC LINE 31
3201003018	1876406030	1876406030 CHINCHOPKNIFE CLASSIC LINE 18
3201003021	1879006100	1879006100 ALL ZWILLCKMESSER COLOR KNIVES S

7) Input the quantity

8) Input the remarks/reasons (**MUST be input**): eg. “ sample to KOL”, “sample for demonstration”, GWP,...etc

Expenses Type: Sample Charge WMF 樣品費用 627000 37SS73(WMF)

Item: 1876406030 CHINCHOPKNIFE CLASSIC LINE 18

Qty: 10

Remarks: testing 5

OK Cancel

Ref Number: [Empty]

Applicant Name: WOO Dick

Applicant Date: 07-Aug-2019

Delivery Date: 12-Aug-2019

Ship To: AR110 - FORTRESS (F663)

Address: 上水水廣場4樓419-423號舖

To: Supply Chain

Reason: testing 5

Other Instruction: [Empty]

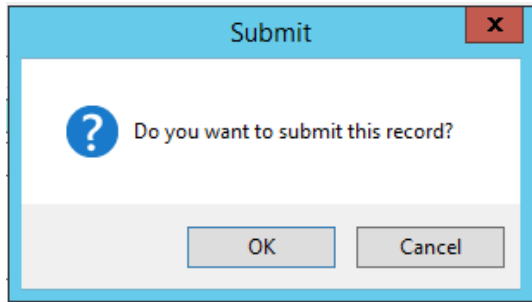
Total Inquiry Qty Amount: 376.80

Total Confirmed Qty Amount: 0.00

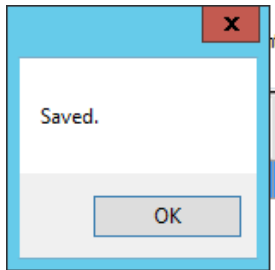
Expenses Type	Commercial Code	CMMF	Product Description	Quantity	Price	Total	Remarks	Confirmed Qty
Sample Charge WMF 樣品費用 627000 37SS7...	1876406030	3201003018	1876406030 CHINCHOPKNIFE CLAS...	10	37.68	376.80	testing 5	

9) After input all the CMMFs you want, the total cost (for reference) will be calculated.

10) If ok, you can “Submit”



11) If the form is still not yet finished, you can choose "Commit"



, then you can update it later.

12) When you commit or submit, an auto reference number will be generated.

A screenshot of a web form titled "Product Request Form". The form has two tabs: "Product Request" and "Approval Status". The "Product Request" tab is active. It contains several fields: "Ref Number" (2019-0019), "Applicant Name" (WOO Dick), "Applicant Date" (07-Aug-2019), "Delivery Date" (12-Aug-2019), "Ship To" (AR110 - FORTRESS (F663)), and "Address" (上水水廣場4樓 419-423號舖). The "Ref Number" field is highlighted with an orange border.

13) After you submit the request, the N+1 Manager will receive any email to remind he/she to approve your request (if the total amount of sample/product request is over HKD10K, further approval by Jo SHUM (MD) is needed)



Wed 8/7/2019 9:56 AM

no-reply@groupeseb.com

Product Request Application: Tasks status. (07-Aug-2019).

To WOO Dick

Dear WOO Dick,

Please be informed that we have the following product request need your approval/follow up:

Request Number : 2019-0019
Status : New
Delivery Details Name : AR110 - FORTRESS (F663)
Applicant Date : 07-Aug-2019
Applicant Name : WOO Dick
Approval From Dept : AS\dwoo

CMMF	Product Name	Quantity	Price	Total Cost HKD	Cost Element / Cost Center Record
3201003018	1876406030 CHINCHOPKNIFE CLASSIC LINE 18	10	37.68	376.80	Sample Charge WMF 樣品費用 627000 37SS73(WMF)

Total: 376.80

Thank you.

You can access the system in RD Web Access by below link:

[Product Request Application.](#)

- 14) When the Manager is approved the request, email will be sent to "Supply Chain" (Christine CHU and Reiko LEUNG).
- 15) The final quantity available in stock will be checked by supply chain, if the quantity is not enough, they can adjust the final quantity before delivery.

Ref Number	2019-0010	To	Supply Chain
Applicant Name	CHAN Catherine	Reason	
Applicant Date	04-Jul-2019	Other Instruction	
Delivery Date	04-Jul-2019	Total Inquiry Qty Amount	2,105.80
Ship To	AR101 - BROADWAY PHOTO SUPPLY LTD. (24)	Total Confirmed Qty Amount	2,105.80
Address	九龍塘又一城MTR02號舖		

Expenses Type	Commercial Code	CMMF	Product Description	Quantity	Price	Total	Remarks	Confirmed Qty
Sample Charge 樣品費用 627000 37SS70	RS-DW0116	1110030341	RS-DW0116 HANDLE/BODY	10	40.34	403.40		5
Sample Charge 樣品費用 627000 37SS70	RS-DW0166	1110030435	ROWENTA PARTS CORD/POWER ...	20	85.12	1,702.40		10

- 16) On the other hand, if you request is "REJECTED" by the Manager, you will also receive an email.

Dear WOO Dick,

Please be informed that we have the following product request need your approval/follow up:

Request Number : 2019-0018
Status : Rejected by Director
Delivery Details Name : AP110 - FORTRESS (F493)
Applicant Date : 07-Aug-2019
Applicant Name : WOO Dick
Approval From Dept : AS\dwoo

CMMF	Product Name	Quantity	Price	Total Cost HKD	Cost Element / Cost Center Record
3201000342	0616687450 "EGG CUP ""MCEGG"" ORANGE"	10	15.10	151.00	Sample Charge WMF 樣品費用 627000 37SS73(WMF)

Total: 151.00

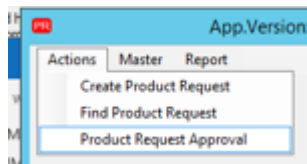
Thank you.

You can access the system in RD Web Access by below link:

[Product Request Application.](#)

B) APPROVE THE PRODUCT REQUEST IN APP

- 1) When Manager received the request by email, he/she may lock in to the APP (Selling – Boris TAM, Marketing – Michael YU)
- 2) Choose: Action > product Request approval



- 3) In “My Tasks”, you should find the “New” request

FormMyTasks

Refresh Filter

My Tasks

	Status	Reference Number	Applicant Date	Delivery Date	Applicant Name	Instruction	Reason
	Rejected by Dire...	2019-0016	30-Jul-2019	04-Aug-2019	WOO Dick		testing for reject
	Rejected by Dire...	2019-0017	30-Jul-2019	06-Aug-2019	WOO Dick		testing for reject 2
	New	2019-0018	07-Aug-2019	12-Aug-2019	WOO Dick		testing 4
▶	New	2019-0019	07-Aug-2019	12-Aug-2019	WOO Dick		testing 5
	Validated by Dire...	2019-0010	04-Jul-2019	04-Jul-2019	CHAN Catherine		

- 4) Double click to open,

FormProductRequest

Print Product Request Form Validate Reject

Product Request Approval Status

Ref Number: 2019-0019

Applicant Name: WOO Dick

Applicant Date: 07-Aug-2019

Delivery Date: 12-Aug-2019

Ship To: AR110 - FORTRESS (F663)

Address: 上水水廣場4樓 419-423 號舖

To: Supply Chain

Reason: testing 5

Other Instruction:

Total Inquiry Qty Amount: 376.80

Total Confirmed Qty Amount: 0.00

Expenses Type	Commercial Code	CMMF	Product Description	Quantity	Price	Total	Remarks	Confirmed Qty
Sample Charge WMF 樣品費用 627000 37SS7...	1876406030	3201003018	1876406030 CHINCHOPKNIFE CLAS...	10	37.68	376.80	testing 5	

- 5) If the request is ok, you can choose “Validate”

Appendix

1. How to choose the type of examples:

COMMERCIAL EXPENSES (T8003)			Purpose or example:
Selling expenses (800301)			
800301	627000-37SS70	SAMPLE CHARGES	products to retailers /distributor for promoting purpose – Tefal / Lago products
800301	627000-37SS73	SAMPLE CHARGES WMF	products to retailers /distributor for promoting purpose – WMF products
OPERATIONAL MARKETING DIRECT EXPENSES (T80040)			
Demonstration expenses (800302)			
800302	661300-37DO70	OME - DEMONSTRATIONS	products used for demonstration purposes for internal use or at retailers – Tefal / Lago products
800302	661300-37DO73	OME – DEMONSTRATIONS WMF	products used for demonstration purposes for internal use or at retailers – WMF products
Trade marketing expenses (800401)			
800401	660100-37MK70	TRADE PROMOTION	products to KOL or for marketing purpose, sponsorship of an event..etc – Tefal / Lago products
800401	660100-37MK73	TRADE PROMOTION WMF	products to KOL or for marketing purpose, sponsorship of an event..etc – WMF products
Other cost of sales - commercial (T7403)			
Commercial costs on products (730302)			
730302	660600-37OC70	OTHER COS - FREE GIFTS	GWP (Gift With Purchase) – Tefal / Lago products
730302	660600-37OC73	OTHER COS - FREE GIFTS (WMF)	GWP (Gift With Purchase) – WMF products