HELLA DIRECT ORDERS

## Introduction

This Standard Operating Procedure (SOP) details the steps to follow in NAXT system to complete the HELLA order. All transport branches have an order processes every second week. There is a schedule that is followed. The schedule is kept on **G drive > NZTS > Richard J > Master schedule file.**  This file holds the schedule for all branch transfers and branch orders.

This procedure is linked to the following business process:

## Contents

[DIRECT ORDER FOR HELLA 2](#_Toc423434981)

## Prerequisite

MRP\_1.1(SOP)ABC Parts setup

MRP\_1.2(SOP)Admin Batch Jobs

## Terminology and Icons

|  |  |
| --- | --- |
|  | Important / Note |
|  | Business rule |

## Steps

|  |  |
| --- | --- |
| DIRECT ORDER FOR HELLA | |
|  | Complete the batch jobs as per the schedule. See SOP MRP\_1.2(SOP)Admin Batch Jobs |
|  | Go to: **Master Planning > Common > Planned orders**  Planned order view and select the plan that was run.  C:\Users\graemeo\AppData\Local\Temp\SNAGHTML178b6533.PNG  Filer out all but planned purchase orders. Worth setting up advanced filters for this. |
|  | Review quantities suggested by master planning. See SOP MRP\_1.2(SOP)Admin Batch Jobs |
|  | Export to Excel and then delete everything right from column x. Then send to required manager(s) |
|  | Mangers have 4hrs to review and return |
|  | After 4 hrs open the batch. Click **Firm** order to convert to purchase orders  C:\Users\graemeo\AppData\Local\Temp\SNAGHTML178971ff.PNG |