

GDG on Campus
Order System and Distribution System
Planning
(Merchandise)
Finance Department

Order System Planning

The order system is made to effectively handle and gather merchandise orders on campus. It comes with a digital order form that asks for important information including name, size, type of item, and mode of payment. Orders must be placed by a specific date, and there are three different ways to pay: cash, bank transfer, or GCash.

Students receive confirmation of their orders once payments are received, and the system has real-time inventory tracking to keep track of orders. Accuracy and convenience are ensured for the council and students through this streamlined process.

a. Order Form Creation

Platform: Use Google Forms. (Marketing and Logistics)

Fields to Include:

- Full Name
- Student ID
- Year and Section
- Contact Number
- Department
- Merchandise Type (Price (Member / Non Member))

Merchandise Type	Member Price
T-shirts	
Button Pins	
ID Slings	

- Size (XS, S, M, L, XL, etc.)

WOMENS T-SHIRT

	XXS	XS	S	M	L	XL
Width	35	37	39	41	43	45
Length	25	26	27	28	29	30

MENS T-Shirt

	XS	S	M	L	XL	2XL	3XL
Width	39	41	43	45	47	49	51
Height	27	28	29	30	31	32	33

- Payment Method
 - Cash
 - GCash
- Pickup Location Preference (Designated campus area)

b. Order Timeline (Marketing and Logistics)

Set a clear deadline for orders and announce through group chats and social media page.

Reminders for deadlines should be sent out regularly through online platforms.

Standard Delivery: 5-7 working days

c. Payment Options (Finance)

Cash Payments: Set specific payment collection dates at key locations like the finance office or designated booths around campus.

GCash Payments: Provide clear instructions and campus-approved accounts for seamless transactions.

Gcash Account

Name: Wilbert Lucena

Account No.: 09561705345

d. Inventory Tracking (Marketing and Logistics)

Set up a real-time tracking system using Google Sheets linked to your order form to monitor total orders, sizes, and types.

Regular checks by the finance team to ensure accuracy and avoid duplicates.

e. Order Confirmation (Marketing and Logistics)

After receiving payments, send a text or email confirmation to students with:

- A summary of their order
- Pickup instructions (time and place)

Distribution System Planning

The distribution system makes sure that goods are delivered on campus in an orderly manner. Orders are classified by size and kind, and then specific pickup places are set up at strategic campus areas. To prevent crowding, students are assigned specified timeslots for pickup, and ID verification is necessary upon pickup.

Furthermore, with the appropriate paperwork, authorized agents are able to collect on behalf of third parties. To guarantee order accuracy, a quality check is performed prior to distribution, and any problems are promptly fixed. This mechanism ensures that merchandise is distributed smoothly and effectively.

a. Sorting and Grouping Orders

Use classrooms or designated rooms to sort orders based on merchandise type and size.

b. Distribution Points

Onsite Pickup:

Location: Depends on what preferred location of the assigned person (front of the CCICT and Engineering Building)

Time Slots: 9-12 AM & 1-4 PM

ID Check: Ensure students bring their school IDs to verify their order.

Alternative Collection Points:

Allow students to nominate another person to collect on their behalf by providing authorization with their Student ID.

c. Quality Control

Have staff check orders twice before packing them.

Address any damaged or missing merchandise with a fast replacement process and keep spare stock ready.

This plan ensures an efficient order and distribution system within the campus, minimizing confusion and streamlining processes.