**APEM – SweetSoft Meeting Summary**

Date: 1,2 Feb 2015

1. **Changing and additional fields for Customer:**
   1. GST Code (12 chars): add new, will be shown when invoicing
   2. TIN (20 chars): add new, will be shown when invoicing
   3. Email: (not required)
   4. Country: change to list of short names base on ISO 3166-1 encoding (Alpha-2 code) (VN/MY…) <http://en.wikipedia.org/wiki/ISO_3166-1>
   5. Customer code (5 digits): for SAP reference and synchronization.
   6. Customer short name (64 chars): free text
   7. Customer group: reference to list of customer group (new object for Customer Group), will be used for reporting. 1 customer in 1 group.
   8. Internal Order No (SAP): 5 Character (Numeric)
   9. Contacts of customer: add 2 field: email, phone..cc
2. **Change Customer quotation:**
   1. Change text Iris Proof --> Digital Proof
   2. Quoted Prices: change to new design

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Pricing name** | **PROD. TYPE** | **PROCESS TYPE** | **GL CODE** | **Description** | **Price** | | **CURR** | **Unit of Measure** |
| **OLD** | **NEW** |
| TE-EMG-1 | TE | EMG | Key in | free text …. | 21,000.00 | 25,000.00 | VND | piece |
| TE-LE-3 | TE | LE | Key in | free text …. | 1.00 | 1.20 | USD | piece |
| TC-LE-2 | TC | CR | Key in | free text …. | 0.30 | 0.80 | USD | cm2 |

Pricing name: free text

Prod. Type (Product type): pickup from list: PE, PC, TE, TC, EM, DE , DC

Process Type: pickup from list: PE-EMG, PE-ETC, PC, TE-EMG, TE-ETC, TE-DLS, TC,EM-DIGILAs, EM-CNC,DE and DC

GL code: SAP GL code (6 character - Numeric)🡪 key in

Description: key in

CURR (currency): pickup from list of currency in the system.

Measure: pickup from list (piece/cm2)

1. **Additional object for Brand owner.**

Data fields: like customer data fields except Delivery, Payment, Shipping

1. **Changing and additional fields for Job:**
   1. Selectable Brand owner: brand owner may be similar to Customer in future in case of direct contact to Brand owner.
   2. New field: Type of Order (New/ Redo)
   3. Ship to party: pickup from a dropdown list of customer. When select a customer, its address will be showed in combination label in right side.
   4. Additional field “Drawing number” (64 chars): next to Design field.
   5. Option to select type of Job for Outsource a job to a supplier. Checkbox “Outsourcing”; if checked, pick up a Supplier from the searchable list.
2. **Creating a JOB:**

It’s able to select currency when creating a JOB. The price for each cylinder will be picked up from Customer Quotation base on Job’s currency.

1. **Pricing list:** remove this table/list cause Pricing is now created in Customer Quotation.
2. **Job sheet:**
   1. **Parameter**:
      1. Cylinder bar code (Cylinder number) = Job number + sequent number
      2. Add more column: Cus. Cyl ID (free text) right side of Cylinder number
      3. Change text “Status” 🡪 “Type”: text of Combinations of “Prod. Type & Process type” base on selected Pricing name. (lookup from Customer Quotation)

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Seq** | **CylinderNo** | **Cus. Cyl. ID** | **SteelBase** | **Color** | **Protocol** | **Pricing** | **Type** | **Diameter** | **Dept** | **Pivot** |
|  | 1 |  | y | black |  | TE-EMG-1 |  |  |  |  |
|  | 2 |  | n | red |  | TE-LE-3 |  |  |  |  |

* 1. **Delivery**: change text Iris Proof --> Digital Proof

1. **Currency list:**

|  |  |  |  |
| --- | --- | --- | --- |
| Foreign Currency short name | Foreign currency value | Base currency value | Obsolete |

\*\* In the system ONLY convert from Foreign Currency to Base currency (MYR). CANNOT do opposite way!

1. **Change all numbering format:**
   1. **Job Order no:** YYMM/XXXXX - XXXXX is a 5 digit running number what will carry forward for subsequent years.
   2. **Quotation no**: Same no as Job Order no. i.e. YYMM/XXXXX – 5 digit running number. If there is a price change in quotation after released, we can differentiate it by date created.
   3. **Order confirmation no**: 1YY1XXXXX - 1 refer to APE , YY – Year , 1 – Order confirmation code, XXXXX – 5 digit running number which will reset to 00001 for beginning of each year.
   4. **Delivery order no.:** 1YY2XXXXX - 1 refer to APE , YY – Year , 2 – Delivery order code, XXXXX – 5 digit running number which will reset to 00001 for beginning of each year.
   5. **Invoice no.:** 1YY3XXXXX - refer to APE , YY – Year , 3 – Invoice code, XXXXX – 5 digit running number which will reset to 00001 for beginning of each year.
   6. **Debit note. no**: 1YY4XXXXX - 1 refer to APE , YY – Year , 4 – Debit note code, XXXXX – 5 digit running number which will reset to 00001 for beginning of each year.
   7. **Credit note no.:** 1YY5XXXXX - 1 refer to APE , YY – Year , 5 – Credit note code, XXXXX – 5 digit running number which will reset to 00001 for beginning of each year.
   8. **Purchase Order no.**: 1YY6XXXXX -1 refer to APE , YY – Year , 6 – Quotation code, XXXXX – 5 digit running number which will reset to 00001 for beginning of each year.

**Purchase order for steelbase**

* 1. Supplier Master Data similar design like Customer Master Data.
  2. PO format for packaging cylinder (please refer excel file)
  3. PO format for tobacco cylinder (please refer excel file)

1. **Flow:**

Start 🡪 JOB order 🡪 Quotation 🡪 Order Confirmation (OC) 🡪 Delivery Order (DO) 🡪 Invoice 🡪 End

1. **Creating an OC:**

Currency will be based on selected currency in JOB.

1. **Creating an invoice:**

Select Customer 🡪 Select Delivery Order (we can get the job by DO, because 1 DO belong to 1 JOB only)

Remove currency selection in Invoice due to Currency has to be chosen when creating a JOB.

Rate Exchange is automatic pickup from System Currency Table but it’s able to change manually (key in).

1. **GST application:**

* In the system settings, add new setting for Base country: MY
* Only apply GST when JOB-“Ship to party” is same as base country 🡪 GST is applied in local only; in case of exporting, GST will not be applied!
* Only one kind of GST will be applied in an invoice/OC.

1. **Delivery order /Packing list**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Packing : | Pickup from list: “Wooden box with IPPC stamp”, “Plywood” | | |  |
| Packing Dimension : | Pick up from list of 2 kind of dimension, then Enter number of crate for each packing dimension  *1460mm(L) x 330mm(W) x 360mm(H)* | | | 4 |
|  | *1200mm(L) x 330mm(W) x 360mm(H)* | | | 2 |
| Total Crate : |  |  |  | 6 |
| Gross Weight: | 550kgs (key in) |  |  |  |
| Net Weight: | 400kgs (key in) |  |  |  |
| Country of Origin : | Malaysia (based on Base country) |  |  |  |

* **New report: Report of how many boxes use from a range of days.**

1. **APE printing template: as Excel file from Rizal**

Double check for current forms that missing any information/field as in the templates. Add new field if needed.

1. **Credit note + Debit note**

Able to enter and store data as in printing template.

1. **Batch scan in/out for cylinder barcode:**
   1. Two options when scan barcode: Single scan | Batch scan
   2. Single scan: as current.
   3. Batch scan: Selectable number of cylinder in a dropdown of (2….50). When scanning, the system will count 1 by 1 to number of cylinder. The time of batch is based on the first scanning.
2. **Timeline**

**Repro progress 🡪 scan job barcode**

**Cylinder progress 🡪 scan cylinder barcode**

**Phase 1: the progress of cylinder / job. How long does it take at a stage? How long does it take?**

**Phase 2: (2016): calculate the cost and machine capacity**

1. **Engraving in Job**

Have to be selectable Protocol when adding Cyl. in Job parameter: Mechanical Engraving, Laser Engraving, Laser Etching.

In Engraving input screen: able to enter Parameter for Job for each Cylinder base on selected Protocol.

It’s a way to copy Cyl. parameter to another with the same protocol in the same Job.

\*\* When copy a job or create a new revision of a job: all Engraving information have to be followed!

Currently, Mechanical Engraving is fine. Laser Engraving, Laser Etching is waiting for **Rizal** provide more information

**Additional info:**

All engraving protocols (Mechanical, Laser and Etching) can have double engraving job in particular job order. Repro staff will enter an additional line(s) for double engraving job if required. The information key-in for double engraving job comes from any particular cylinder in cylinder sequence (Cylinder Nr) but with different parameter for engraving job. For color/separation field, they will add text **“– double**” to show that this is a double engraving job. No cost being charge to the customer for this double engraving job.

For mechanical engraving, laser engraving and laser etching, the last cylinder sequence will always be barcode engraving if needed.

Please see the attached excel worksheet for the format and further explanations.

1. **Machine**

**Mr. Chen** provide more information about Machine data fields.

1. **Workflow modification:**

**JOB MATRIX**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Product category** | **Product line** | **Type of Job** | **Process Type** | **Process on workflow** | **Per cylinder** |
| **Flexible** | **Packing** | **Engraving**  **De/Re Chrome** | **PE** | **EMG**  **Laser Etching** | **PE-EMG**  **PE-LE** |
| **PC** | **Chroming** | **PC** |
| **Tobacco** | **Tobacco packing** | **Engraving**  **De/Re Chrome** | **TE** | **EMG**  **Laser Etching**  **DLS** | **TE-EMG**  **TE-LE**  **TE-DLS** |
| **TC** | **Chroming** | **TC** |
| **Tobacco Embossing** | **Embossing** | **EM** | **Digilas**  **CNC** | **EM-Digilas**  **EM-CNC** |
| **Décor** | **Floor/Furniture** | **Engraving**  **De/Re Chrome** | **DE** | **EMG** | **DE** |
| **DC** | **Chroming** | **DC** |

**WORKFLOW MATRIX**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Department** | **Prcess** | **Process Type** | **Product type** | **No. of machine** | **H/C**  **(head count)** | **Max applied capacity** | **Scan**  **In** | **Scan**  **Out** | **Hour** |
| **REPRO** | **Repro (step&repeat)** |  |  |  |  |  | x1 | x2 | x2-x1 |
| **PRODUCTION** | **CU (Copper/Nickle)** | **Common** | **PE, TE, EM, DE** | **9** | **5** |  |  |  |  |
| **PM (Polish/Finishing)** | **Common** | **PE, TE, EM, DE** | **3** | **6** |  |  |  |  |
| **Engraving**  **(Cyl. prepare + Engraving)** | **EMG**  **Laser Etching**  **DLS**  **Digilas**  **CNC** | **PE, TE, DE**  **PE / TE**  **TE**  **EM**  **EM** | **4**  **1**  **1**  **1**  **3** |  |  |  |  |  |
| **CR (Chroming)** | **Common** | **PE, TE, EM, DE** | **3** |  |  |  |  |  |
| **Proofing** | **Common** | **PE, TE, EM, DE** | **4** |  |  |  |  |  |
| **QC** | **Common** | **PE, TE, EM, DE** |  |  |  |  |  |  |
| **Logistic** | **Delivery** |  |  |  |  |  |  |  |  |

**PE: Flexible (consumer)**

**TE: Tobaco**

**EM: Embossing**

**DE: Décor**

