**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.
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 | EMG |  |  |  |
|  | 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. **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.
   3. **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.
   4. **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.
   5. **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.
   6. **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.
2. **Flow:**

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

1. **Creating an OC:**

Currency will be base on selected currency in JOB.

1. **Creating an invoice:**

Select Customer 🡪 Select Delivery Order (we can get the job by DO, cause 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 (base 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

1. **Machine**

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

1. **Workflow modification:**

**JOB MATRIX**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Product category** | **Product line** | **Type of Job** | **Product 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**  **(mean??)** | **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**

