

ASHLEY RP ORDER WORKFLOW

WORKFLOW	PERSON IN CHARGE	EXPLANATION
<pre>graph TD; A[Place RP order on AS.com] --> B{Review details}; B -- Not ok --> A; B --> C[Make RP announcement]; C --> D[Accept the order on AS.com]; D --> E{Review and feedback}; E --> F[Update Shipping schedule weekly]; F --> G{Review and feedback}; G -- Not Ok --> F; G -- OK --> H[Arrange shipping]; H --> I[Making shipping documents]; I --> J[Shipping PO]; J --> K[Loading container];</pre>	Customer	Ashley will place order on supply chain system and email us the order attached in excel files. They will place RP monthly order 2 times per month, excluding plan-drop orders, new RP orders and Hot RP order. <i>Note:</i> Plan-drop orders is the RP of dropped items New RP orders is the RP orders of new developed items. Hot RP order is the order they need to ship urgently to fulfill warehouse or satisfy customers.
	Marketing	Review item codes, quantity for each items. If any items is can not be accepted, feedback to ashley about it within 24-48 hours. Review RP order with replacement parts description form (RPDF) to make sure there is no confusion.
	Marketing	<ul style="list-style-type: none">- Update and send the RP Order by email to all related department- Deliver a hard copy of RP order to RD, PMC, PP, PC and production team.- Input the order information to Navision for other teams creating BOM, buying material, etc.- Adding new RP order to internal database to track and manage RP orders more conveniently
	Marketing	We accept the customer order on system and adjust to realistic ETD for each items. The lead time is 30 days for purchased parts and 45 days for manufactured parts.
	Customer	Ashley will accept our changing on AS.Com for new order first. They will review and request us expedite weekly by RP expedite reports. If any items urgently needed, they will email us.
	Marketing	<ul style="list-style-type: none">- Customer will send us “RP expedite reports” on every tuesday. We will review what they need to ship earlier and expedite them if we can. We need to push all responsible depts such as purchasing, production to expedite.- We will resend “RP expedite reports” on thursday for customer and adjust to realistic ETD on AS.COM
	Customer	Ashley will review and feedback us.
	Marketing	<ul style="list-style-type: none">- Send the list of shipping RP to Exim and PC. The RP was combined to ship together with production items to fulfill a containers- Follow up closely the information on expedite reports every week.- Tracking order status on internal database to make sure RP shipped within Ashley timeframe.
	Exim	<ul style="list-style-type: none">- Exim: Base on the list of shipping RP, Exim will proceed shipping documents- PPC will push production to pack RP and inform Ashley QC check 100% RP before loading.- Marketing will also push purchasing in case packing material does not arrived on time.
	Exim	Base on list of shipping RP, Exim will go to AS.com to get the shipping PO for each container and combine RP into this containers.
	Warehouse	Our warehouse will load RP on containers based on loading sheet from Exim. Importantly, 100 percent of RP must be inspected carefully and stamped by Ashley QC to avoid poor quality items or wrong parts.