

WSI ORDER WORKFLOW

WORKFLOW	PERSON IN CHARGE	EXPLANATION
<pre> graph TD PPO[PPO] --> RFB{Review and Feedback} RFB -- Not Ok --> PPO RFB -- Ok --> PO[PO] PO --> CPGTN{Check PO in GTN} CPGTN -- Not Ok --> PO CPGTN -- Ok --> NAV[Input to NAV, Send SO by email] NAV --> Breakdown[Breakdown] Breakdown --> BShipping[Booking and Shipping] BShipping --> WSR[Weekly shipping report] </pre>	Customer	PPO be sent by every Thursday. 2 weeks/ 1 round PPO.
	Marketing	We will check the PPO and confirm back the file with comment to customer within 4 working days We only starts production from official PO, NOT from PPO. Product lead time (S/W from PPO date) <ul style="list-style-type: none"> - 135 days for high-rish newness items, - 120 days for newness items - 90 days for carry over items (running items)
	Customer	Customer issue the official PO in GTN system
	Marketing	<ul style="list-style-type: none"> - Check and confirm the PO in GTN within 4 days from the last modify date on POC. - Comment in GTN if there is any incorrect information about quantity, S/W, cost, SKU# , description and destination. Also, need to send email to WSI VN team for them to follow up and pushing US team for revisions
	Marketing	<ul style="list-style-type: none"> - Send SO by email to all related department. - WSI always pulls up, push out, revise the Quantity/ Ship Date / PO# / Destination. Need to follow up, feedback to them and update in SO , Navision and GTN
	Marketing	<ul style="list-style-type: none"> - Arrange qty for each container per destination, s/w to ship - Send to all related department by email. Need to finish before shipping Window start at least 2 weeks - In case there have any revision request from Customer and production, need to follow up and re-do breakdown again if needed.
	Exim & PPC & Marketing	<ul style="list-style-type: none"> - Exim: Base on the breakdown and the cargo ready date provided by PPC , EXIM Dept. process for booking with DAMCO to get the booking confirmation. Then Exim will update the Shipping information to the stuffing list and send by email to all related department - PPC will request Exim to take containers for loading - Marketing will follow up the shipping status to make sure that the cargo will be shipped on-time as shipping window.
	Marketing	Update all the production status and shipping status to the weekly report and send to WSI every Thursday.