ASHLEY ORDER WORKFLOW

WORKFLOW	PERSON IN CHARGE	EXPLANATION
Update forecast quantity and firmed quantity on AS.com	Customer	Ashley update the forecast quantity and firmed quantity to the website AS.com based on their demand every Monday and Tuesday night.
Make Weekly report and Order planning	Marketing	- We will open AS.com on Tuesday and Wednesday to review and download the PSW (Production scheduling worksheet) - Base on PSW with shipped/ firmed/ plan quantity, we will run the weekly report, update the current order status in production to see the demand that we need to do for Ashley. Then we will make plan for the quantity and ship date for production (create a new cutting / push out / pull up / revise qty). Marketing need to check with PPC, PMC, PP for these changes - Our lead time for repeat order is 60 days, for New Go is 75 days. - Send weekly report to Ashley every Wednesday - Meeting with Ashley Supply Chain Planner on every Thursday to discuss about the order status and schedule
Make SO / input to Navision	Marketing	- Update and Send the Sale Order by email to all related department - Input the order information to Navision
Received the information for direct order	Marketing	We will review and follow up the direct order on AS.com closely every day, we need to confirm the ship date and quantity to adequate to our schedule and their container's size.
Review and feedback (Not OK / OK)	Customer	After reviewing our changes on Direct order, Ashley will review these changes
Update shipping planning per weeks	Marketing	Update the quantity in AS.com that we plan to ship per weeks for each warehouse on every Wednesday We will review and follow up the warehouse order closely every day
Review and feedback (Not OK / OK)	Customer	Ashley will review and feedback on every Thursday.
Break down	Marketing	**- For warehouse order:** Arrange the quantity to adequate each 40'hc container for each destination **- For Direct order:** customer break down the quantity for each container by themselves. - send the SO with break down quantity to all related department by email. We need to send out 3 or 4 weeks before the confirmed ETD. - Follow up closely the information on AS.com. If there are any revision request from customer and production, need to follow up and update to all related Dept.
Booking and Shipping	Exim	- Exim: Base on the breakdown and the cargo ready date which is provided by PPC. Exim Dept. will process for booking.Exim update the shipping information on the stuffing list and send by email to all related Dept. - PPC will request Exim to take containers for loading - Marketing follow up the shipping status to make sure we ship on time as customer request to avoid shipment delay and customer hold payment
Shipping PO	Exim	Base on the break down file from Marketing, Exim will go to AS.com to get the shipping PO for each container
Series number	Warehouse	Our warehouse will provide all series number for each carton of the container as the series label which is sticked by packing to Marketing
Submit ASN	Marketing	- Receiving series number from internal system which was enter by Warehouse then uploading on Ashley system for each PO. Make sure no coincide series number and mismatch between quantity of actual items and items on ASN - Submit all the shipping info for each container to the AS.com
CARB	Marketing	Contact the purchasing to have the information about CARB per cutting then we will input CARB data for each container on AS.com. Make sure submit the CARB information on-time (within 3days after ETD) to avoid hold payment.