

GENERAL ORDER WORKFLOW

WORKFLOW	PERSON IN CHARGE	EXPLANATION
<pre>graph TD; PO[PO] --> CFB{Check and Feedback}; CFB -- "Not Ok" --> PO; CFB -- "Ok" --> INAV[Input to NAV, Send SO by email]; INAV --> Breakdown[Breakdown]; Breakdown --> SC[Sale Contract]; SC --> BS[Booking and Shipping]; BS --> WSR[Weekly shipping report];</pre> <p>The flowchart illustrates the general order workflow. It begins with a 'PO' (Purchase Order) box, which leads to a 'Check and Feedback' decision diamond. If the feedback is 'Not Ok', the process loops back to the 'PO' box. If 'Ok', it proceeds to 'Input to NAV, Send SO by email', then 'Breakdown', 'Sale Contract', 'Booking and Shipping', and finally 'Weekly shipping report'.</p>	Customer	Usually, the customer send the PO in PDF file by email
	Marketing	Check and confirm back with customer about the order quantity, ship date and price.
	Marketing	<ul style="list-style-type: none">- Input all information from PO to SO (Sale Order) and Navision, send SO by email to all related department- Follow up and update the information if there have any revision
	Marketing	<ul style="list-style-type: none">- There have two type of order.1. Customer do the breakdown: We need to check the total cube / loading plan to make sure the container will not light load or overload. If there have any concern, should feedback to customer2. Factory do the breakdown for each container. We need to arrange the quantity for each container <ul style="list-style-type: none">- 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 update
	Marketing	Create Sale Contract with all information about shipping instruction and send it to Exim department.
	Exim & PPC & Marketing	<ul style="list-style-type: none">- Exim: Base on the breakdown , sale contract and the cargo ready date provided by PPC , EXIM Dept. process for booking. After got the booking confirmation Exim will update the 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 customer every week.