



BRITANNIA
GARMENT PACKAGING

BGP Connect

Production Site Order Status management.

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Importance of up-dating the Status of a Sales Order.

At any time the order placer, production site and retailer can view the “Order status” and the “Order History” of a Sales Order on Britannia Connect.

As such it is important that the order Status and Sub Status’s are kept up to date.

The system should be used as an order management tool.

Our aim as a business is to be able to provided full order visibility.


The below is an example of the history we can expect to capture for every order placed on BGP CONNECT.



(Please note that depending on the “Order Status” the “Sub Statuses” may differ to those shown in the below image.)

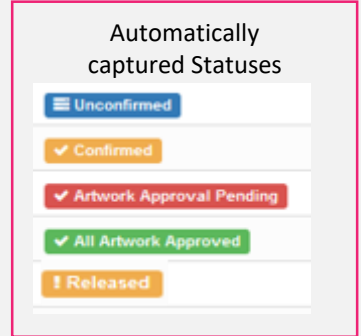
X Order Status History - F80298 /			
Status Changed By	Status Changed At	Order Status	Sub Status
▼ Contains...	▼ On...	select...	▼ Contains...
Charlotte Blunt	27/02/2019 11:51	Unconfirmed	
Charlotte Blunt	27/02/2019 11:56	Confirmed	
Charlotte Blunt	27/02/2019 11:56	Artwork Approval Pending	
Charlotte Blunt	27/02/2019 11:59	All Artwork Approved	
Charlotte Blunt	27/02/2019 11:59	Released	
Laura Keightley	27/02/2019 16:53	Order Accepted	
Laura Keightley	27/02/2019 16:53	Order Accepted	In Origination
Despatch UK Head office	05/03/2019 16:58	Complete	
Despatch UK Head office	05/03/2019 16:58	Complete	Despatched




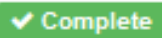
Order Status Management

The system has been designed to automatically capture the first status changes of the order until the order is  to the production site to process.

Once an order has been confirmed and “Checked Out” it will automatically appear as  in the **Released Orders**  grid.

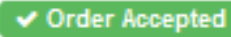
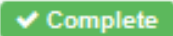


There are 2 Key order statuses that need to be manually captured after this:

- 
- 

Overall, the envisaged status process should be as below:

(Please click on the [hyperlinks](#) below to relevant pages in this document.)

1. CS/order processing **“Accept” the order and change status to** 
2. CS/order processing create order on NAV (this will be automated in future).
3. If the order is placed on hold for any reason, the correct **sub-status** should be chosen (e.g. waiting for payment)
4. When CS send order (Purchase Order or Works order) to production then **sub-status changed to “In Production”**
5. When production is  **status to be changed to reflect this.**
6. When order despatched, **sub status changed to “Despatched”** and AWB details added.




How to “Accept” a Sales Order

When an order has been confirmed and “Checked Out” it will appear in the **Released Orders** Grid. (as below)

Orders	Data Status	Retailer	Britannia Site	Vendor	Manufacturin...	Customer Or...	Britannia Or...	Order Date	Required Date	Ordered By	Order Status	Sub Status	Quantity
Released Orders	✓ Ok	Next	Britannia Packaging Bangladesh	MUSTANG ENTERPRISES	MUSTANG ENTERPRISES	PO1SK	B0001286	06/02/2019	07/02/2019 23:58	Stratus21 Admin	Released		
Historical Orders			Britannia Packaging Bangladesh	+THREE SIXTY	+THREE SIXTY	100150	B0001286	04/04/2019	04/04/2019 00:00	Stratus21 Admin	Released		1000

Order now shows as “Released” in orders grid

CS/Order Processor will now need to up-date the status to: **✓ Order Accepted** There are 2 ways that this can be achieved.

Option 1: Click on the order line (so that it appears in black, like in the above image) and click on the “Change order Status” function button  at the top right hand side of the screen.

The below Pop-up window will open, you can then change the status to “Order Accepted”

Order Status

Order Status: Released

Sub Status: Order Accepted

Comment

Save Cancel

Click the drop down and select ‘Order Accepted’

Click Save

Option 2: Alternatively, you can simply double click on the **Released** order line in the grid and click **Accept Order** on the Details Page of the order.

Britannia - PO1SK

ORDER STATUS

PRODUCT

WARRANTS

CONFIRM

ARTWORK

CHECKOUT

This part of the order process is currently in read only mode. No changes can be made at this point.

It is your responsibility (the product supplier) to ensure all the data/information is correct before ordering the labels. For missing data/information or incorrect data please contact the Next Product team to update the Next system.

Retailer: Next

Britannia Site: Britannia Packaging Bangladesh

Vendor: MUSTANG ENTERPRISES

Manufacturing Site: MUSTANG ENTERPRISES

Customer Reference: PO1SK

Accept Order

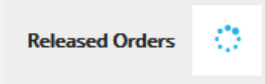

Once completed you will see the “Order Status” in the Release Orders Grid shows as:

✓ Order Accepted



Up-dating the Sub Status of an order.

To amend or change the “Sub Status” of an order:

1. Click once on the order line within the  Grid (so that it appears in black like the below – *Image 1.*)
2. Click on “**Change Status**” function button  at the top right hand side of the screen.

The below Pop-up window will open, you can then change the Sub-status accordingly by selecting from the drop down lists.

(Please note that depending on the “Order Status” the “Sub Status’s” may differ to those shown in the below image.)

Image 1.

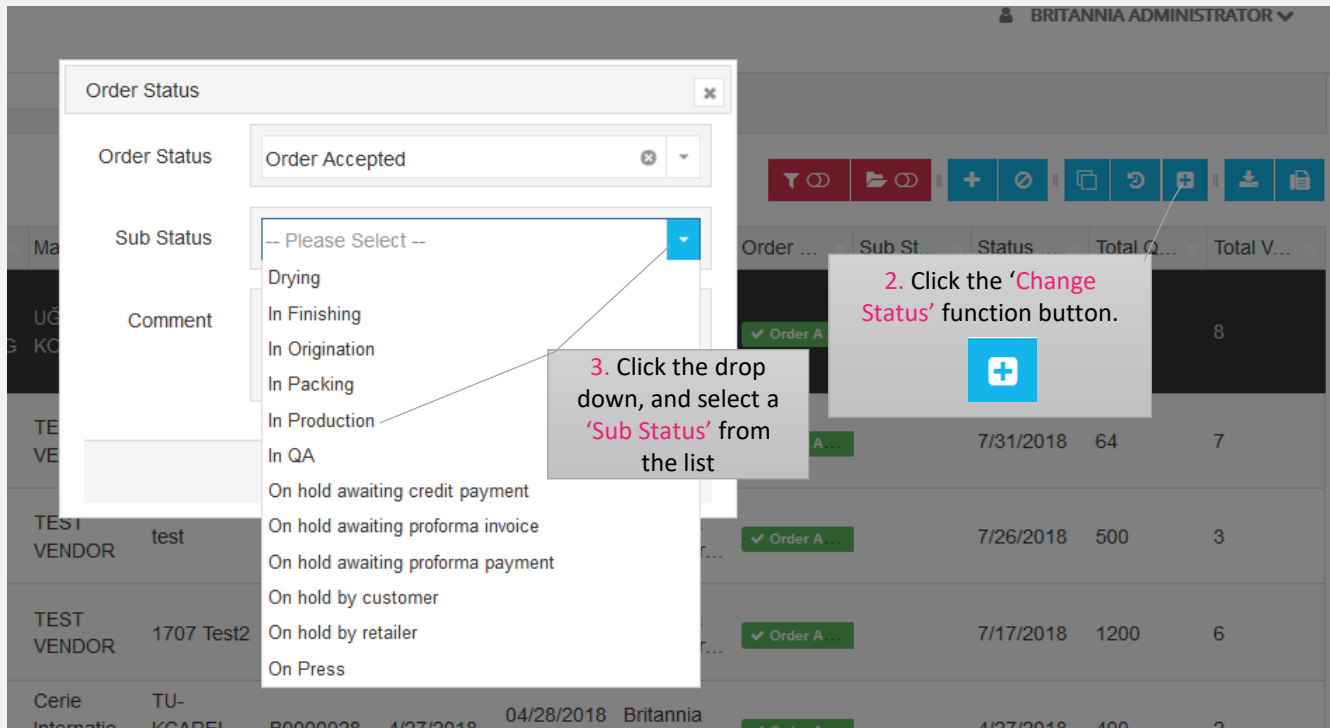
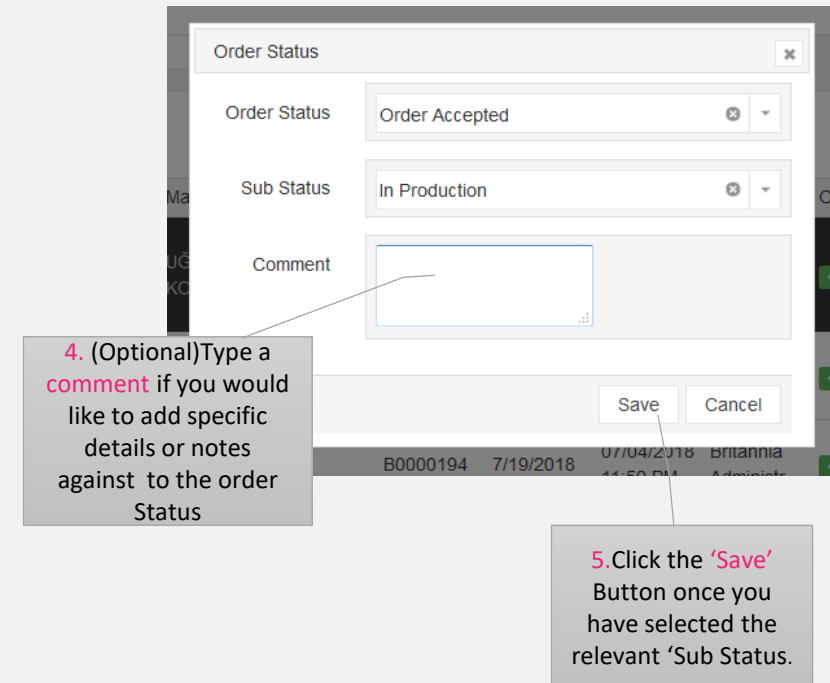



Image 2.



Up-dating the Status to “Complete”

To amend or change the status of an order:

1. Click on the order line (so that it appears black, like the below – *Image 1*)
2. Click on  “Change order Status” function button at the top right hand side of the screen.

The below Pop-up window will open, you can then change the:

- “Order Status” to  (Image 1.)
- and “Sub Status” to either: “Awaiting Collection”/“Despatched”/“Waiting for payment (COD)”. (Image 2.)
- You can also add additional notes and details such as the AWB or method of delivery in the text boxes. (Image 3.)

Image 1.

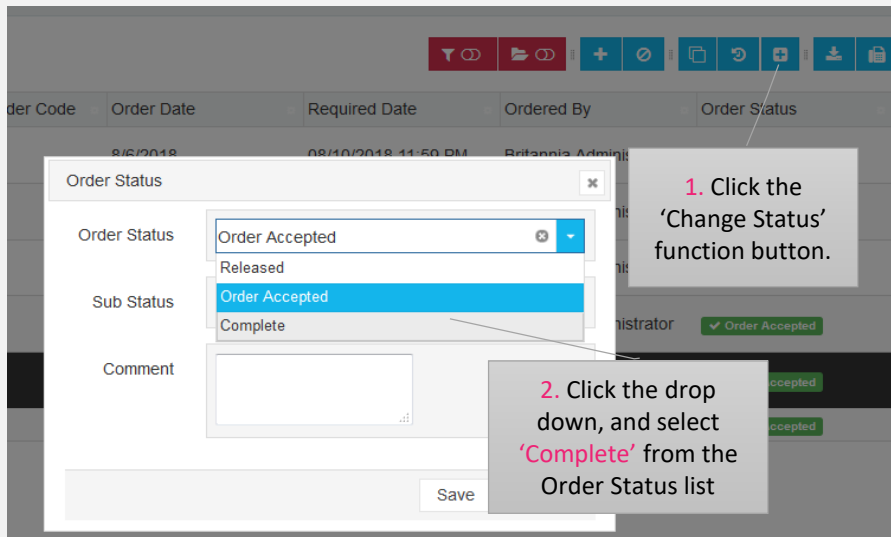


Image 2.

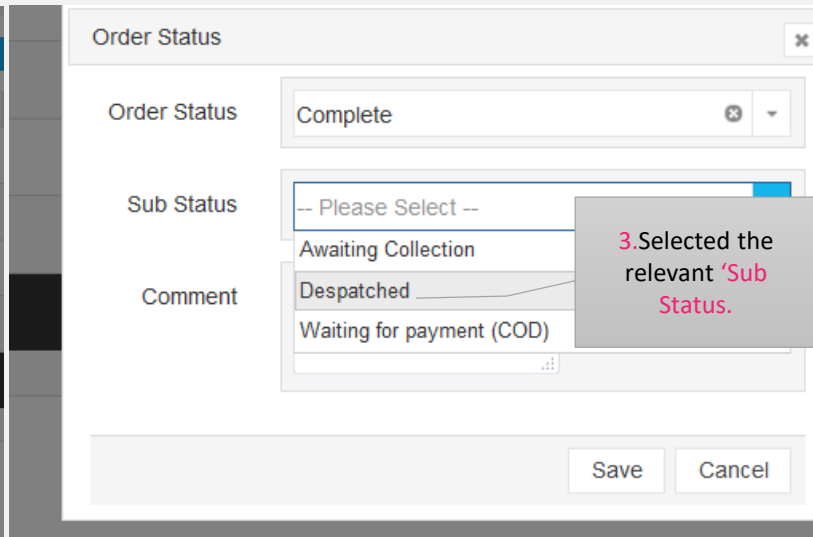
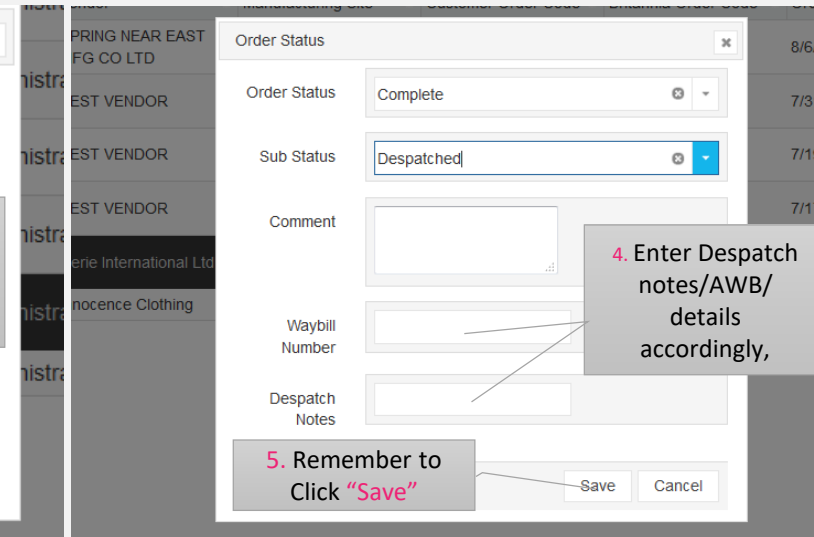



Image 3.



(Please note that depending on the “Order Status” the “Sub Status’s” may differ to those shown in the above image/s.)



Up-dating the status to 'Part-Despatched'

1. Click on the order line (so that it appears in black like the below – *Image 1.*)
 2. Click on  **“Change order Status”** function button at the top right hand side of the screen.
- The below Pop-up window will open, you can then change the Sub-status to 'Part Despatched' (*Image 1.*)

Upon selecting 'Part Despatch' the additional fields will populate to add additional notes and details such as the AWB or method of delivery in the text boxes. (*Image 2.*)

Image 1.

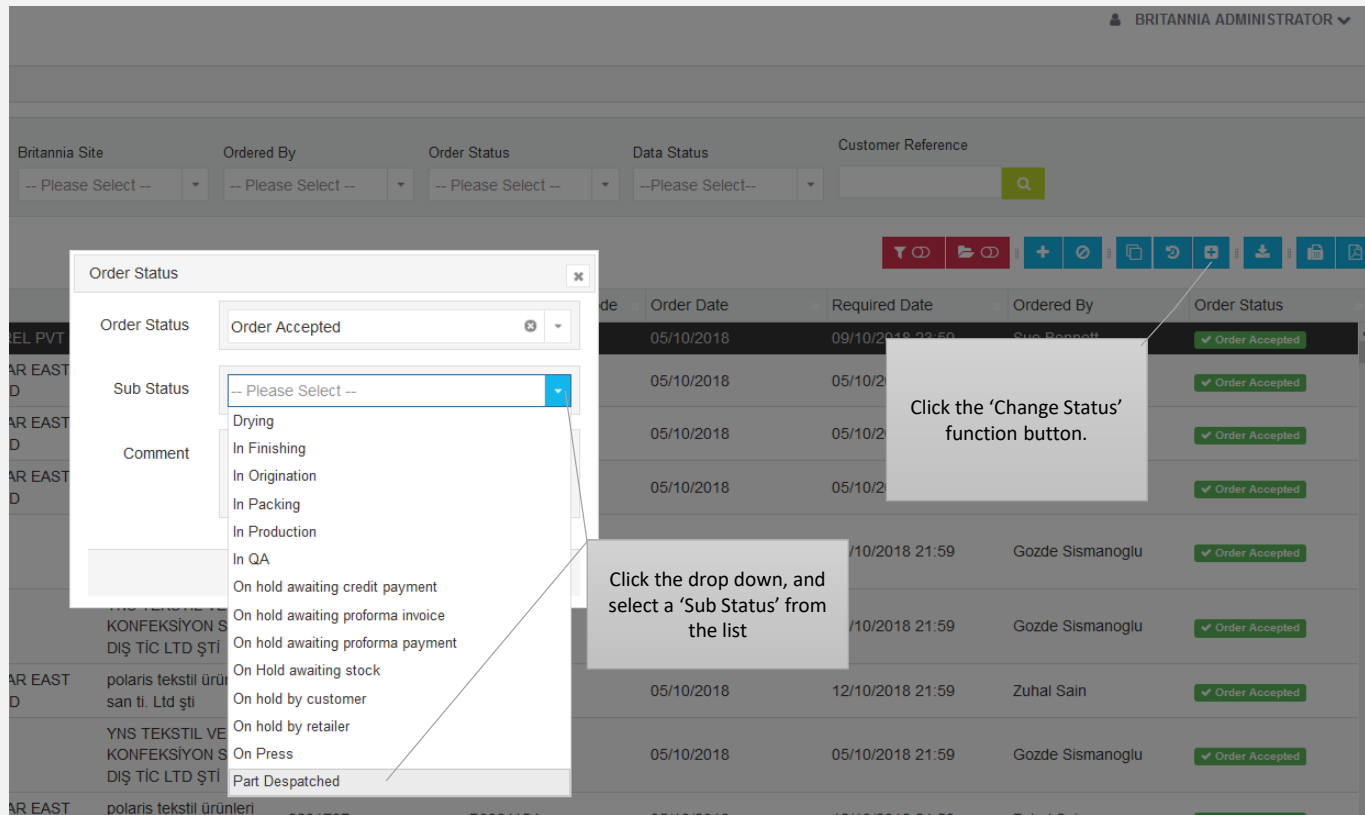
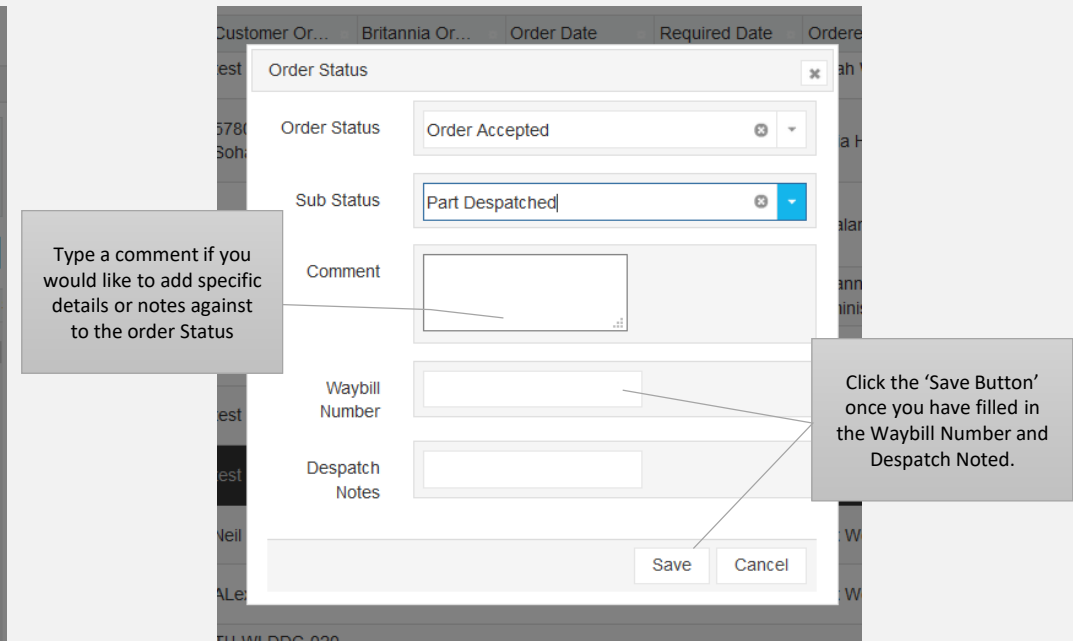

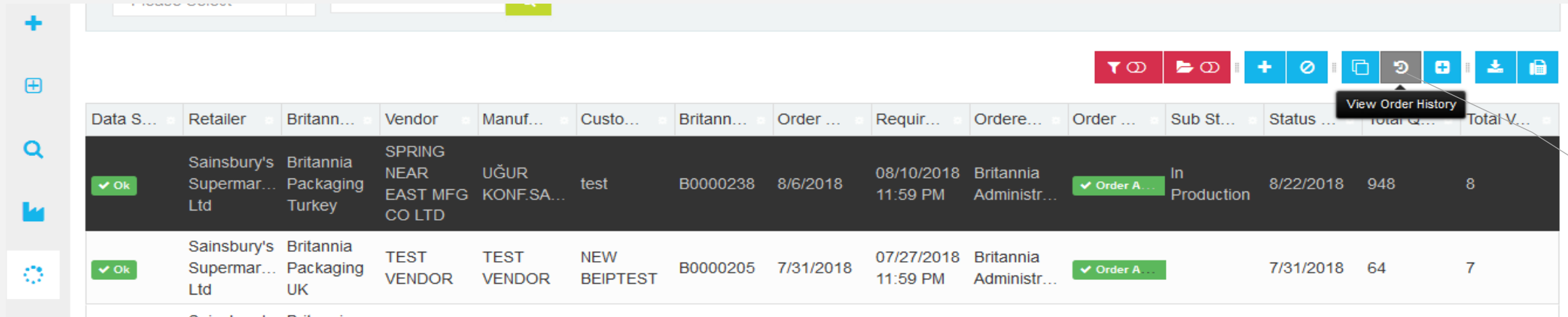


Image 2.



To view the “Status History” of an order.

1. Click on the order line (so that it appears in black like in the below image)
2. Click on  “View Order History” function button at the top right hand side of the screen.



The screenshot shows a table of orders with columns: Data S..., Retailer, Britann..., Vendor, Manuf..., Custo..., Britann..., Order ..., Requir..., Ordere..., Order ..., Sub St..., Status ..., Total Q..., and Total V... The first order is highlighted in black. A tooltip points to the 'View Order History' button in the top right toolbar.

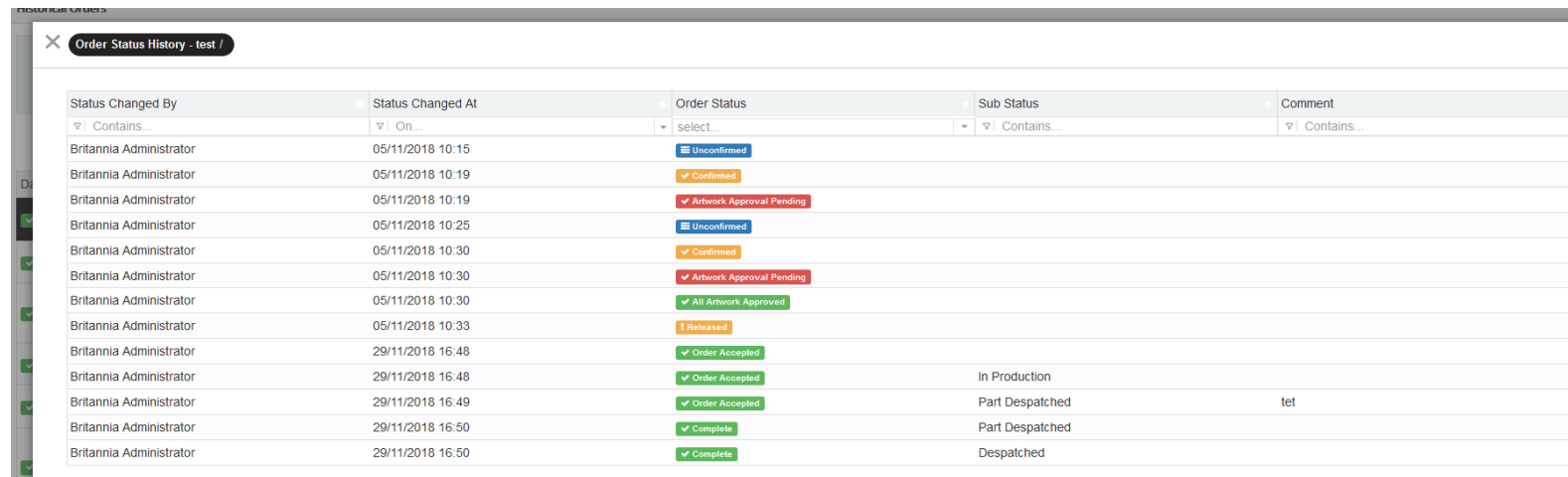
Data S...	Retailer	Britann...	Vendor	Manuf...	Custo...	Britann...	Order ...	Requir...	Ordere...	Order ...	Sub St...	Status ...	Total Q...	Total V...
✓ Ok	Sainsbury's Supermar... Ltd	Britannia Packaging Turkey	SPRING NEAR EAST MFG CO LTD	UĞUR KONF.SA...	test	B0000238	8/6/2018	08/10/2018 11:59 PM	Britannia Administr...	✓ Order A...	In Production	8/22/2018	948	8
✓ Ok	Sainsbury's Supermar... Ltd	Britannia Packaging UK	TEST VENDOR	TEST VENDOR	NEW BEIPTEST	B0000205	7/31/2018	07/27/2018 11:59 PM	Britannia Administr...	✓ Order A...		7/31/2018	64	7

You can view the status history of an order at any time by clicking the action button



The Status History will then appear in the grid (example below), here you can view the full order History.

(Please note that the below is just an example - depending on the “Order Status” the “Sub Status” may differ to those shown.)



The screenshot shows the 'Order Status History' window for order 'test'. It displays a table with columns: Status Changed By, Status Changed At, Order Status, Sub Status, and Comment.

Status Changed By	Status Changed At	Order Status	Sub Status	Comment
Britannia Administrator	05/11/2018 10:15	Unconfirmed		
Britannia Administrator	05/11/2018 10:19	Confirmed		
Britannia Administrator	05/11/2018 10:19	Artwork Approval Pending		
Britannia Administrator	05/11/2018 10:25	Unconfirmed		
Britannia Administrator	05/11/2018 10:30	Confirmed		
Britannia Administrator	05/11/2018 10:30	Artwork Approval Pending		
Britannia Administrator	05/11/2018 10:30	All Artwork Approved		
Britannia Administrator	05/11/2018 10:33	Released		
Britannia Administrator	29/11/2018 16:48	Order Accepted		
Britannia Administrator	29/11/2018 16:48	Order Accepted	In Production	
Britannia Administrator	29/11/2018 16:49	Order Accepted	Part Despatched	tet
Britannia Administrator	29/11/2018 16:50	Complete	Part Despatched	
Britannia Administrator	29/11/2018 16:50	Complete	Despatched	

