

**1. Sales Order (Sales)**

Sales Order must be in released state.
According to: (Insert LINK here)

If it's not validated, a feedback should be given to Eng. Team.

2. Create Sales order & Deal Group (Production Planner)

Copy and Paste all fields on Sales Order to [Myaddvolt](#), to have validation from Eng. Team.

If it's not validated, the Eng. Team, should inform the responsible for correct the sales order.

3. Check Production Capacity (Production Planner)

Open Production Dashboard and check capacity for the desired date: Link para Sharepoint

4. Plan Production Order (Production Planner)

Create Production Order and MRP according with Instruction: [ERP-Planning Routines](#)

5. Lead Time (Manufacturing Team Leader)

Inform Sales Team for the expected Lead Time

6. Create Production Order (Production Planner)

Release Production Order to Production Line, following instructions: [ERP-Manufacturing Routines](#) and performed follow up with Sales Team