PDB handling manual

Table of contents

Topic 1: How to make a PO in PDB (to All users)

- How to access "PO issue" page: p.3
- How to fill in "PO issue" page: p.4- p.5
- How to cancel a PO in PDB: p.6

Topic 2: Error handling for Automatic update

- How to identify cause of the problem: p. 8 (to TCI-J, TCI-S, TCI-A)
- Countermeasure of "R/3 PO number" error: p.9 (to TCI-J, TCI-S, TCI-A, TCI-E)
- Countermeasure of "QM issue": p.10-p.11 (to TCI-J, TCI-S, TCI-A)

Topic 3: Handling rule of PDB

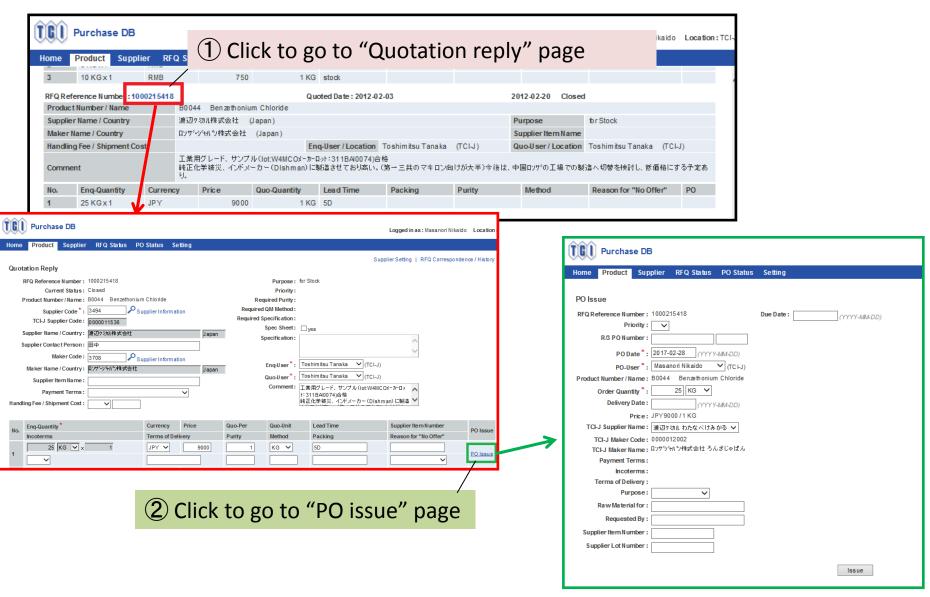
- Supplier price is changed after PO: p.13 (to All users)
- Order quantity is changed after PO: p.14 (to All users)
- Partial delivery: p.15-p.16 (to All users)
- Batch order to One supplier: p.17 (to All users)
- Supplier sending multi Lots to One PO: p.18 (to All users)
- TCI-S repacking: p.19-p.20 (to TCI-J, TCI-S)

Supplement:

- Changes from 2017.2.6: p.22-p.24 (to All users)
- Q&A: p.25 (to All users)

How to make a PO in PDB

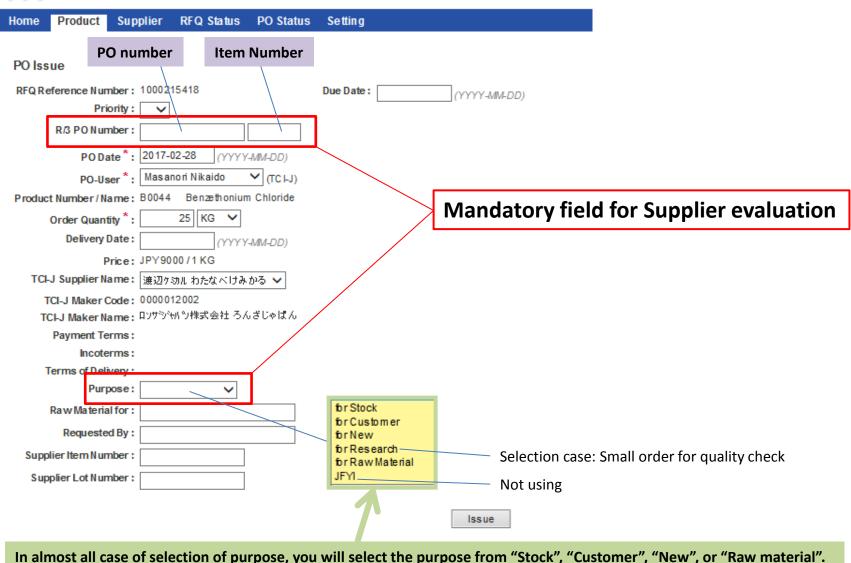
How to access "PO issue" page



You can access "PO issue" page!

How to fill in "PO issue" page





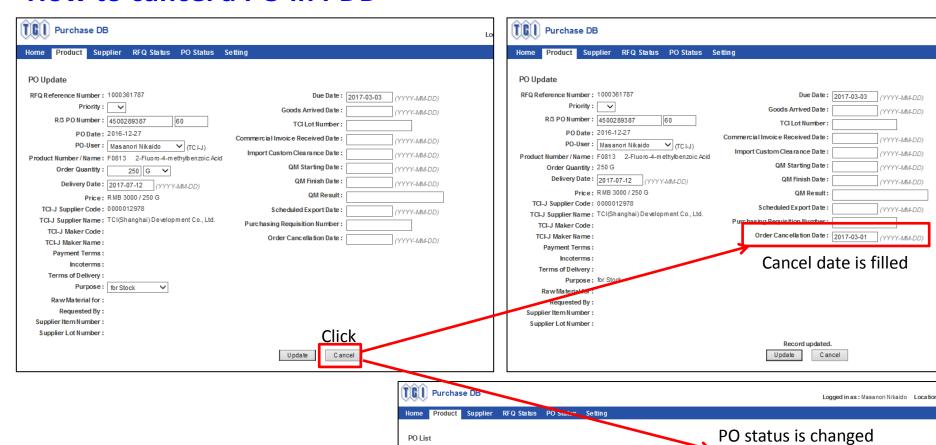
How to fill in "PO issue" page



Home Product Supplier RFQ Status PO Status	s Setting
PO Issue	
RFQ Reference Number: 1000215418	Due Date: (YYYY-MM-DD)
Priority:	(TTT TANKED)
R/3 PO Number :	
PO Date*: 2017-02-28 (YYYY-MM-DD)	
PO-User*: Masanori Nikaido 💙 (TC I-J)	Mandatam, field for Freez bandling of Automatic undete
Product Number / Name: B0044 Benzethonium Chloride	Mandatory field for Error handling of Automatic update
Order Quantity *: 25 KG V Delivery Date:	⇒If setting date is exceeded, this PO is displayed in "My task" like below
(TTTT-VIVI-DD)	Purchase DB Logged in as : Masanori Nikaido Location
Price: JPY9000/1KG TCLJ Supplier Name: 渡辺ヶ幼ル わたなべけみかる ✔	Home Product Supplier RFQ Status PO Status Setting My Tasks Requested Tasks Unassigned Tasks JFYI
TCI-J Maker Code: 0000012002	User: Masanori Nikaido マ RFQ Priority: ДLマ PO Priority: ДLマ Switch
TCLJ Maker Name:ロソサンデザリン株式会社 ろんぎじゃばん	RFQ
Payment Terms :	No record found.
Incoterms:	PO
Terms of Delivery :	PO Number: 1000215418
Purpose:	Supplier Name 建切匀切机样式会社 (Japan) Maker Name
Raw Material for :	Delivery Date 2017-05-01 Order Quantity 1 KG Price RMB 6000 /1 KG
Requested By :	
Supplier Item Number :	Basically, "Due date = Next action date"
Supplier Lot Number :	
	⇒ First setting: Estimated arrival date + 1 + 2 weeks ⇒ After first action: It depends. (Please fill your next action date)

If you find an error for automatic update of PDB status at Overdue, please do maintenance of PDB PO according to **Error handling rule (p.5 to p.9)**.

How to cancel a PO in PDB



Attention

If you would like to change the status from "Cancel" to "Active PO", please do the following action.

F0813 2-Fluoro-4-methylbenzoic Acid

TCI(Shanghai) Development Co., Ltd.

2017-07-12

PO Number: 100 007 5538 Product Number / Name

Supplier Name

Delivery Date

- ① Please remove order cancellation date.
- 2 Please push "Update" button .

2017-03-01 Par-PO Cancelled

Order Quantity 250 G

PO-User

Price

Masanori Nikaido (TCI-J)

RMB 3000 / 250 G

PO Date

~Error handling for Automatic update **~**

Outline (if you find some trouble for automatic update.)

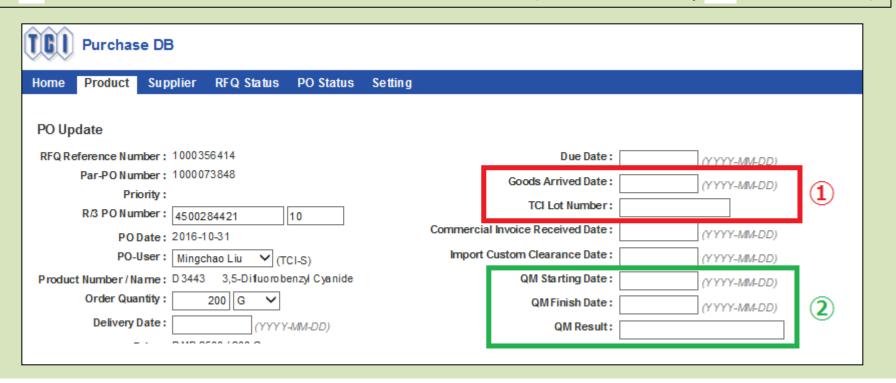
When automatic update is failed, possible causes are the following 2 reasons.

- 1. "R/3 PO number" error (Incorrect PO # filled in by human error)
- 2. QM issue

How to identify cause of the problem

If 1 + 2 are blank, the cause of this error is [1. "R/3 PO number" error]

If ② is blank, the cause of this error is 【2. QM issue】. (In this case, only ① will be filled.)



⇒Please deal with each case according to the following documents.

Handling rule (if you find some trouble for automatic update.)

- 1. "R/3 PO number" error (fill in incorrect PO # by human error)
- 2. QM issue

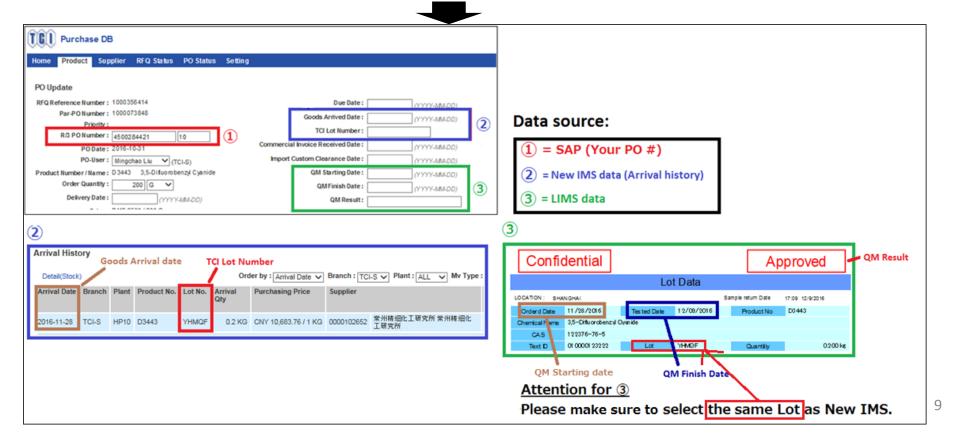
Operation depends on "when you notice the error"

[Before goods arrival at each subsidiary] ⇒ Please revise ① to correct one.
[After goods arrival at each subsidiary] ⇒

[• Before QM finished ⇒ Please revise ① and fill ②.

• After QM finished ⇒ Please revise ① and fill ②.

• After QM finished ⇒ Please revise ① and fill ②.



Handling rule (if you find some trouble for automatic update.)

- "R/3 PO number" error (fill in incorrect PO # by human error)
- 2. QM issue

Automatic update for "QM Starting Date", "QM Finish Date", "QM result"

Can be handled

QM Start Date

Inspection type: 01

Test result: "Approved " or "Rejected"

Can NOT be handled

Inspection type: 04, 08, 89

Test result: "No Evaluation"

QM Finish Date

Meaning of Inspection type

01: Goods Receipt Insp. for Purchase Order

04: Goods Receipt inspection <u>from Production</u>

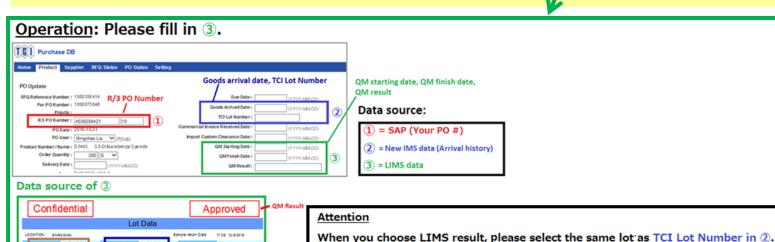
08: Stock transfer inspection

⇒ If the same Lot doesn't exsist in LIMS, please copy & paste "Goods arrival date" into "QM finish date".

(In this case, "QM start date" and "QM result" are blanks.)

89: Other inspection

In this case, please deal with the following operation. (Please see p.11 at the same time.)



How to identify Inspection type (Related slide: p.10)

Meaning of Inspection type

01: Goods Receipt inspection for Purchase Order

04: Goods Receipt inspection <u>from Production</u>

08: Stock transfer inspection

89: Other inspection



		Lot Data - Summa	nry		
		Product D0049 D-(+)-F	ucose		
		1.2			
Product No	Lot	1 <u>2</u> Text ID	Tested Date	Judge	Lot Data
D0049	QQULB-CL	01 000116645	Jun/13/2016	Approved	View
D0049	FMU2B	04 000057300	Mar/25/2016	Approved	View
D0049	EMJOB-KE	01 000 109 282	Nov/19/2015	Rejected	View
D0049	KPBEF-QK	01 000101287	May/25/2015	Approved	View
D0049	K2TNL	01 000096021	Dec/12/2014	Approved	View

⇒The first 2 digits of <u>"Text ID" in LIMS</u> is the same code as <u>Inspection type</u>.

∼Handling rule of PDB **∼**

Remark: Please keep the same "PDB PO situation" as SAP.

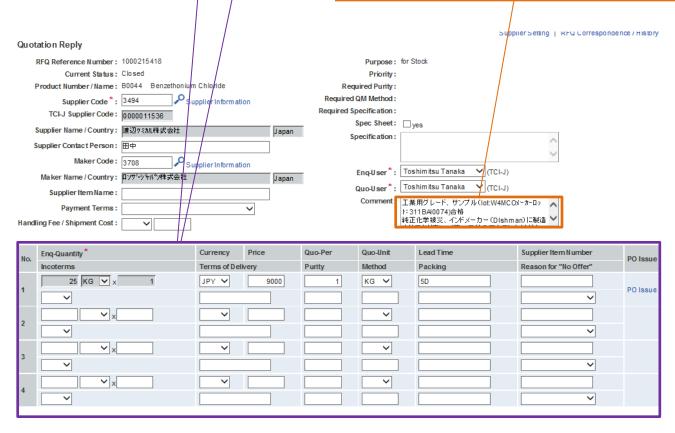
Purpose: To prevent "Supplier evaluation result" becoming odd.

If there are differences between SAP and PDB, the following problems happen.

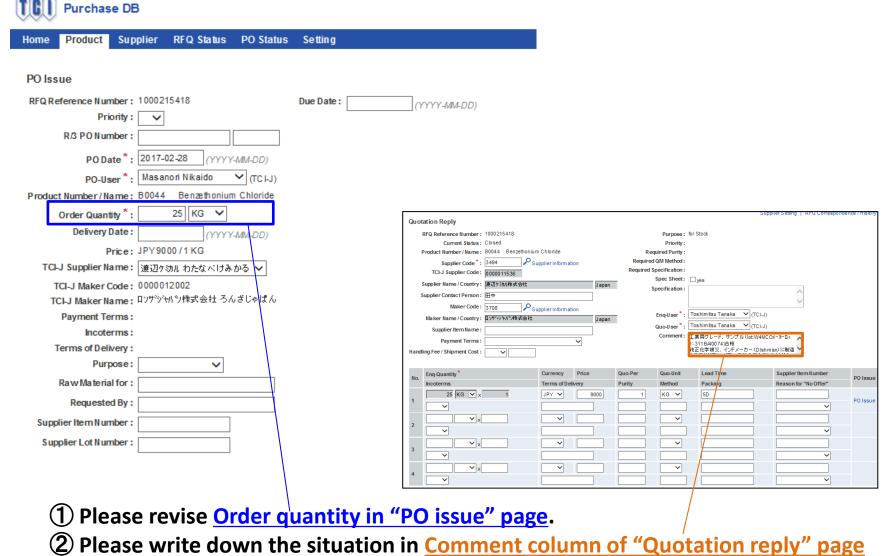
- QM result can't be updated correctly.
- In Supplier evaluation, purchasing records on PDB can't be counted correctly.

If supplier price is changed after PO

- 1 Please cancel the current PO in PDB.
- **②** Please make a new quotation in PDB.
 - ➤ There are blank(s) in Quotation condition ⇒ please make a new quotation in new Line.
 - > There are NOT blank(s) in Quotation condition ⇒ please make a new "Quotation reply" page
- ③ Please make a new PO in PDB.
- 4 Please write down the situation in Comment column of "Quotation reply" page



If order quantity is changed after PO



Partial delivery (Case study : 500G ⇒ 200G + 300G)

RFQ R	eference Numb	er:100035	3149			Quoted Date	: 2016-0	8-30		2016-08-30	Closed	l	
Produ	ct Number / Na	me		B45	89 O-(tert-But	yl)hydroxylam i	ne Hydro	chlori	de				
Suppl	ier Name / Cour	ntry			hou Highfine Bio China)	tech Co., Ltd.		Supp	lier In form atio	Purpose		for Resear	ch
Maker	r Name / Counti	у		())					Supplier Ite	em Name		
Handi	ing Fee / Shipm	ent Cost				Enq-User / L	ocation.	Nika Mas	iido, anori (TCI-J	Quo-User /	Location	Hua, Min	(TCI-S)
Comn	nent												
No.	Enq-Quantity	Currency	Price	,	Quo-Quantity	Lead Time	Packin	g	Purity	Method	Reason f	or "No Offer	" PO
1	100 G x 1	RMB	15	500	100 G	s to ck			min99%				
2	200 G x 1	RMB	25	500	200 G	s to ck			min99%				
3	500 G x 1	RMB	45	500	500 G	s to ck			min99%				P 0- A

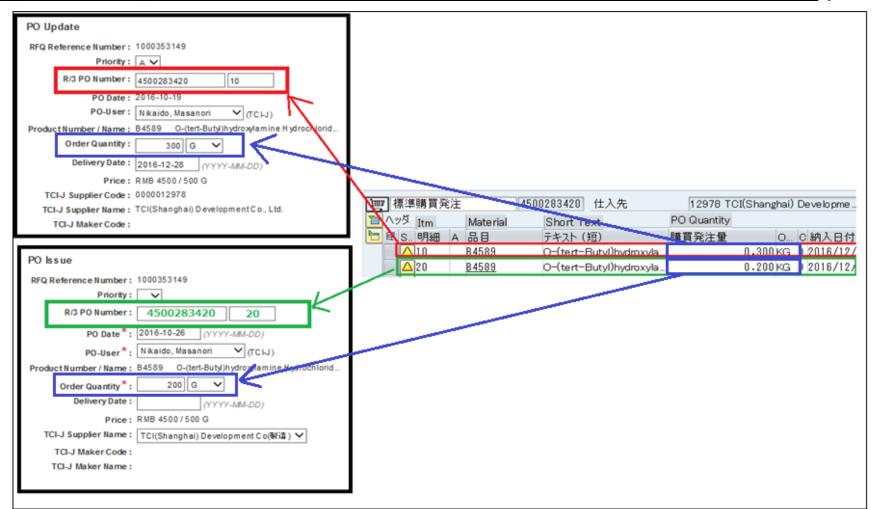
⇒ If you make two POs in SAP as"200G" and "300G" at RMB 4500/500G

- Please revise order quantity of existing PDB PO.
- Please make new PO(s) in quotation of No.3.
- ⇒ If price of each PO is changed by suppliers,
 - Firstly, please add new quotation on PDB (as No.4 or Blank line).
 - Then please make new PO(s) with the new quotation.

^{*} As for operation of PO making, please see to p.16.

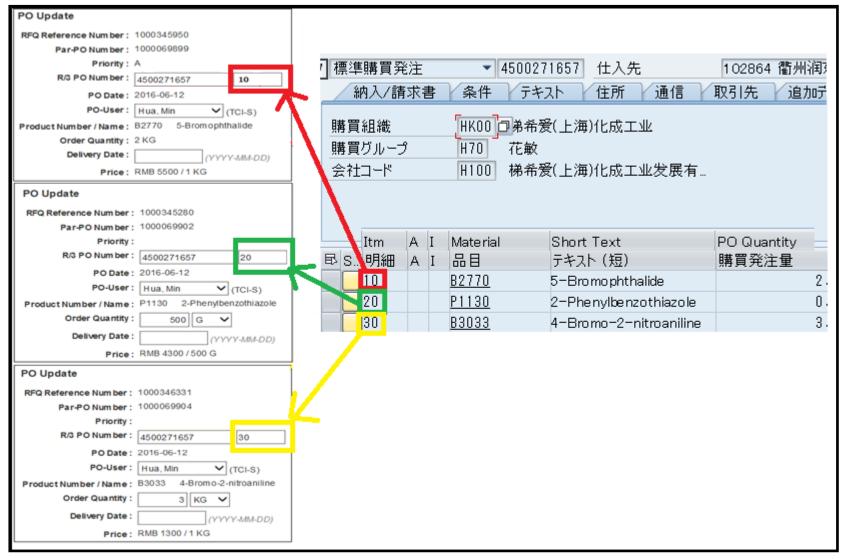
Partial delivery (Case study : 500G ⇒ 200G + 300G)

Operation: "If you make two POs in SAP as"200G" and "300G" at RMB 4500/500G" (P.10)



⇒When you make new PO(s) in PDB, please fill in "R/3 PO Number" and "Order Quantity.

Batch order to One supplier



When you make a PO in PDB, please fill in "R/3 PO Number".

And, please make sure to put a collect "Item" number in right place in PDB

Supplier sending multi Lots to One PO

1. Before Goods arrival at each subsidiary, please divide SAP PO into the same numbers as the number of supplier Lots.



2. Please make new PO(s) in PDB. (the same operation as p.16.)

⇒If you don't do this operation, automatic update for QM data will be failed.

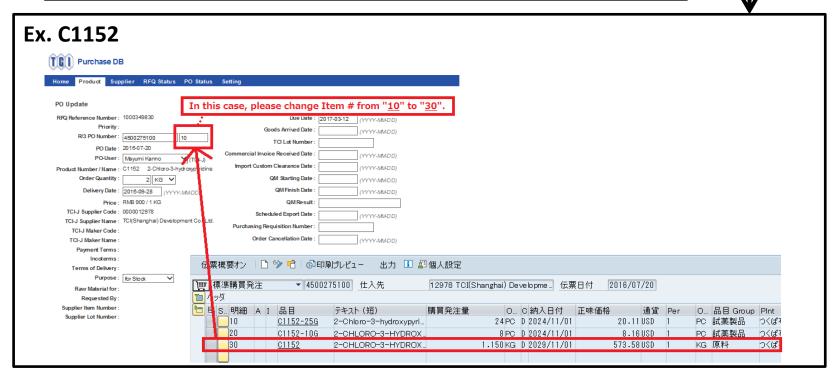
TCI-S repacking

TCI-S: Don't need to revise PDB PO.

TCI-J: Basically, don't need to revise PDB PO.

Irregular case for TCI-J

If there is a remainder after repacking (to be shipped as bulk), please revise item number into the same number as SAP PO.



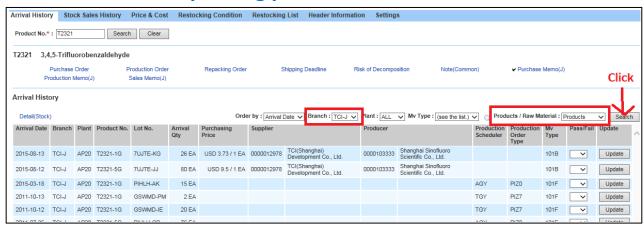
⇒Reason: To update QM result of the remainder correctly.

TCI-S repacking

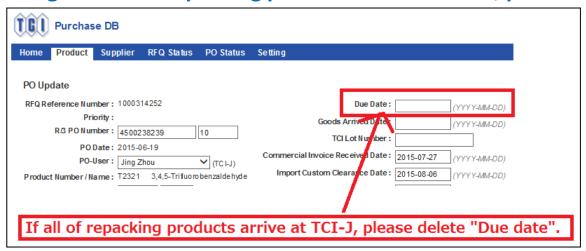
After receiving TCI-S repacking products (TCI-J operation)

⇒It is not covered in this automatic update.

1. Please check whether repacking products arrived at New IMS.



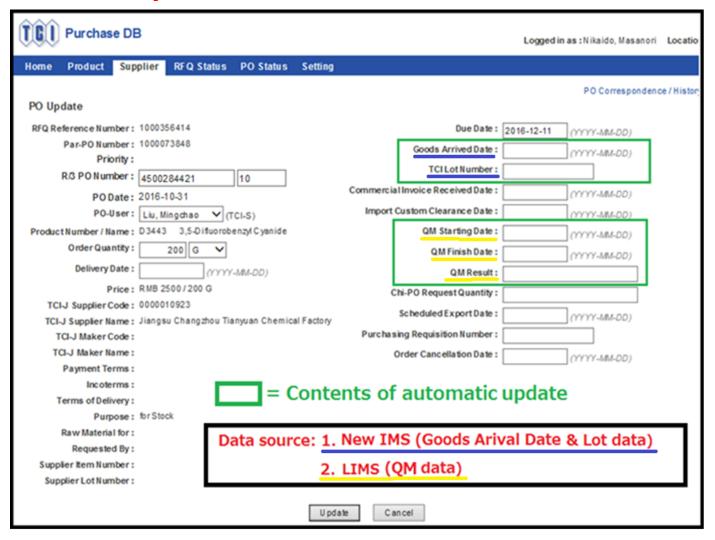
2. After checking that all of repacking products arrive at TCI-J, please delete "Due Date".



~Supplement~

Changes from 2017.2.6

1. Automatic update of PDB



<u>Updated timing</u>

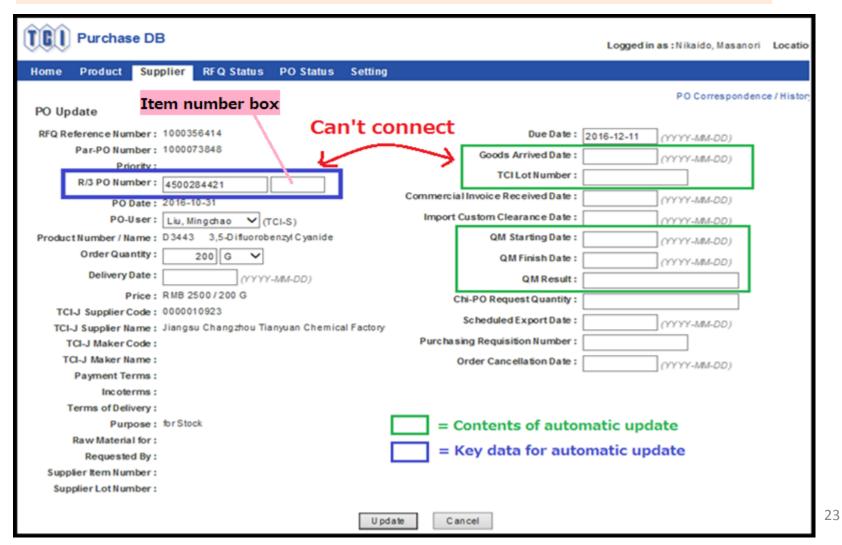
- 1. New IMS : Next day from arrival date (Same timing as New IMS update)
- 2. LIMS : Same timing as LIMS update (3 times per day)

Changes from 2017.2.6

2. Item # of "R/3 PO number" in PDB ⇒it is set as "Mandatory field".

Reason: If there are <u>blanks</u> in Item #, automatic update is failed.

("R/3 PO number" = Key data for automatic update)



Changes from 2017.2.6

3. PDB send the notification to Chi-PO users at the status of "Chi-PO Arrived" and "Chi-QM Finished".

Purpose: To Prevent overlooking caused by automation

Home Product Supplie	er RFQ Status PO Status Setting				
PO Number: 1000074552 Chi	i-Arrived Priority:	A 2017-01-11 CGA			
Product Number / Name	T1508 4-(Trifluoromethyl)benzylamine	PO Date	2016-11-21	PO-User	Masanori Nikaido (TCI-J)
Supplier Name	TCI(Shanghai) Development Co., Ltd.	Maker Name			
Delivery Date	2017-02-27	Order Quantity	5 KG	Price	RMB 3500 / 1 KG
Chi-PO Number : 100007460	8				
Product Number / Name	T1508 4-(Trifuoromethyl)benzylamine	PO Date	2016-11-22	PO-User	Min Hua (TCI-S)
Supplier Name	Shanghai Weiyuan Fine Fluorine Science & Development Co., Ltd	. Maker Name			
Delivery Date		Order Quantity	5 KG	Price	RMB 3500 / 1 KG
PO Number: 1000073310 Chi	i-QM Finished Priority:	A 2017-01-10 CQF			
Product Number / Name	D0779 N,N-Dimethyl-1,4-phenylenediamine	PO Date	2016-10-13	PO-User	Masanori Nikaido (TCI-J)
Supplier Name	TCI(Shanghai) Development Co., Ltd.	Maker Name			
Delivery Date	2016-11-17	Order Quantity	30 KG	Price	RMB 700 / 1 KG
Chi-PO Number : 100007340	4				
Product Number / Name	D0779 N,N-Dimethyl-1,4-phenylenediamine	PO Date	2016-10-17	PO-User	Mingchao Liu (TCI-S)
Supplier Name	Shanghai Hanhong Chemical Co., Ltd.	Maker Name			
Delivery Date		Order Quantity	50 KG	Price	RMB 700 / 1 KG

Updated timing

- Chi-PO Arrived: "Goods Arrived Date" is uploaded.
- Chi-QM Finished: "QM Finish Date" is uploaded.



Q&A

[Question]

"QM" & "Arrived" information may not updated where there some records are existing before. Would you consider that the newest "QM" & "Arrived" information can be updated in PDB?

- "QM finish" Reminder and Newest test result updated for Re-test items and Exchanged items.
- "Arrived" Reminder and New lot. and Arrived date updated for Exchanged items.

"QM finish" Reminder and Newest test result updated for Re-test items and Exchanged items.

[Case 1: Re-test] ⇒In this case, QC test is done as "08" or "89" test. (Please see p.8 and p.9 in ppt.)

- ➤ **Reminder**: "01 test" is canceled. ⇒ Automatic update is not active, so you can't receive a reminder.
- ➤ **Newest test result** : Manual update is needed according to p.8 in ppt.

Case 2: Exchanged items

- 1. If you use new SAP PO number, please make a new PO in PDB. (Please cancel old PO in PDB.)
 - ⇒Please keep the same "PDB PO situation" as SAP.
- 2. If you use same SAP PO number, Test result will be re-updated.
- > <u>Reminder</u>: If you need a reminder in this case, please change <u>"QM finish date" column</u> to "<u>Blank"</u>. (⇒When new test result is uploaded, you can receive a reminder.)
- > Newest test result: In this case, QC test is done as "01" test. So Automatic update is active. (All QC data is updated to the latest ver.)

"Arrived" Reminder and New lot. and Arrived date updated for Exchanged items.

- 1. If you use new SAP PO number, please make a new PO in PDB. (Please cancel old PO in PDB.)
 - ⇒Please keep the same "PDB PO situation" as SAP.
- 2. If you use same SAP PO number, all contents will be re-updated.
- > Reminder: If you need a reminder in this case, please change "Goods Arrived Date" column and "QM finish date" column to Blank.
- > New lot: In this case, "TCI Lot Number column" is updated to the latest ver. automatically.
- > Arrived date: In this case, "Goods Arrived Date" column is updated to the latest ver. automatically.