

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

TCI Purchase DB

Home Product Supplier RFQ Status

① Click to go to “Quotation reply” page

RFQ Reference Number: 1000215418 Quoted Date: 2012-02-03 2012-02-20 Closed

Product Number / Name: B0044 Benzethonium Chloride

Supplier Name / Country: 渡辺ケイ株式会社 (Japan)

Maker Name / Country: ロンザン株式会社 (Japan)

Handling Fee / Shipment Cost:

Comment: 工業用グレード、サンプル(ロット:W4MCOx-ロット:311BA0074)合格
純正化学検定、インドメーカー (Dishman) に製造させており高い。(第一 三共のマキロン向けが大半) 今後は、中国ロンの工場での製造へ切替を検討し、低価格にする予定あり。

No.	Enq-Quantity	Currency	Price	Quo-Quantity	Lead Time	Packing	Purity	Method	Reason for "No Offer"	PO
1	25 KG x 1	JPY	9000	1 KG	5D					

TCI Purchase DB

Home Product Supplier RFQ Status PO Status Setting

Logged in as: Masanori Nikaido Location: TCI-J

Supplier Setting | RFQ Correspondence / History

Quotation Reply

RFQ Reference Number: 1000215418

Current Status: Closed

Product Number / Name: B0044 Benzethonium Chloride

Supplier Code: 3494 Supplier Information

TCI-J Supplier Code: 000011536

Supplier Name / Country: 渡辺ケイ株式会社 Japan

Supplier Contact Person: 田中

Maker Code: 3708 Supplier Information

Maker Name / Country: ロンザン株式会社 Japan

Supplier Item Name:

Payment Terms:

Handling Fee / Shipment Cost:

Purpose: for Stock

Priority:

Required Purity:

Required QM Method:

Required Specification:

Spec Sheet: ☐ yes

Specification:

Enq-User: Toshimitsu Tanaka (TCI-J)

Quo-User: Toshimitsu Tanaka (TCI-J)

Comment: 工業用グレード、サンプル(ロット:W4MCOx-ロット:311BA0074)合格
純正化学検定、インドメーカー (Dishman) に製造させており高い。(第一 三共のマキロン向けが大半) 今後は、中国ロンの工場での製造へ切替を検討し、低価格にする予定あり。

No.	Enq-Quantity	Currency	Price	Quo-Per	Quo-Unit	Lead Time	Supplier Item Number	PO Issue
	Incoterms	Terms of Delivery	Purity	Method	Packing	Reason for "No Offer"		
1	25 KG x 1	JPY	9000	1	KG	5D		PO Issue

② Click to go to “PO issue” page

TCI Purchase DB

Home Product Supplier RFQ Status PO Status Setting

PO Issue

RFQ Reference Number: 1000215418 Due Date: (YYYY-MM-DD)

Priority:

R/S PO Number:

PO Date: 2017-02-28 (YYYY-MM-DD)

PO-User: Masanori Nikaido (TCI-J)

Product Number / Name: B0044 Benzethonium Chloride

Order Quantity: 25 KG

Delivery Date: (YYYY-MM-DD)

Price: JPY9000 / 1 KG

TCI-J Supplier Name: 渡辺ケイ わたなべけい みる

TCI-J Maker Code: 000012002

TCI-J Maker Name: ロンザン株式会社 ろんざん はん

Payment Terms:

Incoterms:

Terms of Delivery:

Purpose:

Raw Material for:

Requested By:

Supplier Item Number:

Supplier Lot Number:

Issue

You can access “PO issue” page!

How to fill in “PO issue” page



Purchase DB

Home Product Supplier RFQ Status PO Status Setting

PO Issue

PO number

Item Number

RFQ Reference Number : 1000215418

Due Date : (YYYY-MM-DD)

Priority :

R3 PO Number :

PO Date * : 2017-02-28 (YYYY-MM-DD)

PO-User * : Masanori Nikaido (TCI-J)

Product Number / Name : B0044 Benzethonium Chloride

Order Quantity * : 25 KG

Delivery Date : (YYYY-MM-DD)

Price : JPY9000 / 1 KG

TCI-J Supplier Name : 渡辺ケル わたなべけみかる

TCI-J Maker Code : 0000012002

TCI-J Maker Name : ロンガパル株式会社 ろんぎゃぼん

Payment Terms :

Incoterms :

Terms of Delivery :

Purpose :

Raw Material for :

Requested By :

Supplier Item Number :

Supplier Lot Number :

Mandatory field for Supplier evaluation

for Stock
for Customer
for New
for Research
for Raw Material
JFYI

Selection case: Small order for quality check

Not using

Issue

In almost all case of selection of purpose, you will select the purpose from “Stock”, “Customer”, “New”, or “Raw material”.

How to fill in “PO issue” page



Home Product Supplier RFQ Status PO Status Setting

PO Issue

RFQ Reference Number : 1000215418

Priority :

R3 PO Number :

PO Date * : 2017-02-28 (YYYY-MM-DD)

PO-User * : Masanori Nikaido (TCI-J)

Product Number / Name : B0044 Benzethonium Chloride

Order Quantity * : 25 KG

Delivery Date : (YYYY-MM-DD)

Price : JPY9000 / 1 KG

TCI-J Supplier Name : 渡辺ケッル わたなべけみかる

TCI-J Maker Code : 0000012002

TCI-J Maker Name : ロンガケル株式会社 ろんがじゃぼん

Payment Terms :

Incoterms :

Terms of Delivery :

Purpose :

Raw Material for :

Requested By :

Supplier Item Number :

Supplier Lot Number :

Due Date : (YYYY-MM-DD)

Mandatory field for Error handling of Automatic update

⇒ If setting date is exceeded, this PO is displayed in “My task” like below.

The screenshot shows the 'My Tasks' page in the TGI Purchase DB. The 'RFQ' section shows 'No record found.' The 'PO' section shows a table with one record that is overdue.

PO Number	1000215418	Overdue	2017-02-23	PPI	
Product Number / Name	B0044 Benzethonium Chloride	PO Date	2016-12-27	PO-User	Masanori Nikaido (TCI-J)
Supplier Name	渡辺ケッル株式会社 (Japan)	Maker Name			
Delivery Date	2017-05-01	Order Quantity	1 KG	Price	RMB 6000 / 1 KG

Basically, “Due date = Next action date”

⇒ 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

TGI Purchase DB

Home Product Supplier RFQ Status PO Status Setting

PO Update

RFQ Reference Number : 1000361787
 Priority :
 R/G PO Number : 4500289387 60
 PO Date : 2016-12-27
 PO-User : Masanori Nikaido (TCI-J)
 Product Number / Name : F0813 2-Fluoro-4-methylbenzoic Acid
 Order Quantity : 250 G
 Delivery Date : 2017-07-12 (YYYY-MM-DD)
 Price : RMB 3000 / 250 G
 TCI-J Supplier Code : 0000012978
 TCI-J Supplier Name : TCI(Shanghai) Development Co., Ltd.
 TCI-J Maker Code :
 TCI-J Maker Name :
 Payment Terms :
 Incoterms :
 Terms of Delivery :
 Purpose : for Stock
 Raw Material for :
 Requested By :
 Supplier Item Number :
 Supplier Lot Number :

Due Date : 2017-03-03 (YYYY-MM-DD)
 Goods Arrived Date : (YYYY-MM-DD)
 TCI Lot Number :
 Commercial Invoice Received Date : (YYYY-MM-DD)
 Import Custom Clearance Date : (YYYY-MM-DD)
 QM Starting Date : (YYYY-MM-DD)
 QM Finish Date : (YYYY-MM-DD)
 QM Result :
 Scheduled Export Date : (YYYY-MM-DD)
 Purchasing Requisition Number :
 Order Cancellation Date : (YYYY-MM-DD)

Click

Update Cancel

TGI Purchase DB

Home Product Supplier RFQ Status PO Status Setting

PO Update

RFQ Reference Number : 1000361787
 Priority :
 R/G PO Number : 4500289387 60
 PO Date : 2016-12-27
 PO-User : Masanori Nikaido (TCI-J)
 Product Number / Name : F0813 2-Fluoro-4-methylbenzoic Acid
 Order Quantity : 250 G
 Delivery Date : 2017-07-12 (YYYY-MM-DD)
 Price : RMB 3000 / 250 G
 TCI-J Supplier Code : 0000012978
 TCI-J Supplier Name : TCI(Shanghai) Development Co., Ltd.
 TCI-J Maker Code :
 TCI-J Maker Name :
 Payment Terms :
 Incoterms :
 Terms of Delivery :
 Purpose : for Stock
 Raw Material for :
 Requested By :
 Supplier Item Number :
 Supplier Lot Number :

Due Date : 2017-03-03 (YYYY-MM-DD)
 Goods Arrived Date : (YYYY-MM-DD)
 TCI Lot Number :
 Commercial Invoice Received Date : (YYYY-MM-DD)
 Import Custom Clearance Date : (YYYY-MM-DD)
 QM Starting Date : (YYYY-MM-DD)
 QM Finish Date : (YYYY-MM-DD)
 QM Result :
 Scheduled Export Date : (YYYY-MM-DD)
 Purchasing Requisition Number :
 Order Cancellation Date : 2017-03-01 (YYYY-MM-DD)

Cancel date is filled

Record updated.

Update Cancel

TGI Purchase DB

Home Product Supplier RFQ Status PO Status Setting

PO List

PO Number : 1000075538

Product Number / Name	PO Date	PO-User
F0813 2-Fluoro-4-methylbenzoic Acid	2016-12-27	Masanori Nikaido (TCI-J)
Supplier Name	Maker Name	
TCI(Shanghai) Development Co., Ltd.		
Delivery Date	Order Quantity	Price
2017-07-12	250 G	RMB 3000 / 250 G

PO status is changed

Par-PO Cancelled

Attention

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

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

~ 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.)

TCI

Purchase DB

Home

Product

Supplier

RFQ Status

PO Status

Setting

PO Update

RFQ Reference Number : 1000356414

Par-PO Number : 1000073848

Priority :

R/3 PO Number : 4500284421

10

PO Date : 2016-10-31

PO-User : Mingchao Liu (TCI-S)

Product Number / Name : D 3443 3,5-Difluorobenzyl Cyanide

Order Quantity : 200 G

Delivery Date : (YYYY-MM-DD)

Due Date : (YYYY-MM-DD)

Goods Arrived Date : (YYYY-MM-DD)

TCI Lot Number :

Commercial Invoice Received Date : (YYYY-MM-DD)

Import Custom Clearance Date : (YYYY-MM-DD)

QM Starting Date : (YYYY-MM-DD)

QM Finish Date : (YYYY-MM-DD)

QM Result :

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

“R/3 PO number” error ⇒p.9, “QM issue” ⇒ p.10

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 & ③.

TCI Purchase DB

Home Product Supplier RFQ Status PO Status Setting

PO Update

RFQ Reference Number : 1000356414
Par-PO Number : 1000073848

Priority :
R/3 PO Number : 4500284421 ① 10

PO Date : 2016-10-31
PO-User : Mingchao Liu (TCI-S)

Product Number / Name : D3443 3,5-Difluorobenzyl Cyanide
Order Quantity : 200 G
Delivery Date : (YYYY-MM-DD)

Due Date : (YYYY-MM-DD)
Goods Arrived Date : (YYYY-MM-DD) ②
TCI Lot Number :
Commercial Invoice Received Date : (YYYY-MM-DD)
Import Custom Clearance Date : (YYYY-MM-DD)
QM Starting Date : (YYYY-MM-DD)
QM Finish Date : (YYYY-MM-DD) ③
QM Result :

Data source:

- ① = SAP (Your PO #)
- ② = New IMS data (Arrival history)
- ③ = LIMS data

②

Arrival History

Detail (Stock) Goods Arrival date TCI Lot Number

Arrival Date	Branch	Plant	Product No.	Lot No.	Arrival Qty	Purchasing Price	Supplier
2016-11-28	TCI-S	HP10	D3443	YHMQF	0.2 KG	CNY 10,683.76 / 1 KG	0000102652 常州精细化工研究所 常州精细化工研究所

③

Confidential Approved QM Result

Lot Data

LOCATION : SHANGHAI

Ordered Date : 11/28/2016 Tested Date : 12/08/2016 Sample return Date : 17.09 12/9/2016

Chemical Name : 3,5-Difluorobenzyl Cyanide Product No : D0443

CAS : 122376-76-5

Text ID : 01 00001 22222 Lot : YHMQF Quantity : 0.200 kg

QM Starting date QM Finish Date

Attention for ③

Please make sure to select the same Lot as New IMS.

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

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

Can be handled

Inspection type: 01

Test result: "Approved" or "Rejected"

Can NOT be handled

Inspection type: 04, 08, 89

Test result: "No Evaluation"

Meaning of Inspection type

01: Goods Receipt Insp. for Purchase Order

04: Goods Receipt inspection from Production

08: Stock transfer inspection

89: Other inspection

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

Operation: Please fill in ③.

The screenshot shows the 'Purchase DB' interface with tabs for Home, Product, Supplier, RFQ Status, PO Status, and Setting. The 'PO Update' section contains fields for RFQ Reference Number, PO Number, Priority, R/3 PO Number (highlighted with a red box and circled 1), PO Date, PO User, Product Name, Order Quantity, and Delivery Date. The 'Goods arrival date, TCI Lot Number' section contains fields for Due Date, Goods Arrived Date, TCI Lot Number (highlighted with a blue box and circled 2), Commercial Invoice Received Date, Import Custom Clearance Date, QM Starting Date, QM Finish Date, and QM Result (highlighted with a green box and circled 3).

QM starting date, QM finish date,
QM result

Data source:

① = SAP (Your PO #)

② = New IMS data (Arrival history)

③ = LIMS data

Data source of ③

The screenshot shows the 'Lot Data' interface with tabs for Confidential and Approved. The 'Confidential' tab is active, showing fields for Location, Sample Return Date, Order Date, Chemical Name, CAS, Test ID, Lot, and Quantity. The 'Approved' tab is also visible, showing a 'QM Result' field. The 'QM Start Date' and 'QM Finish Date' are indicated by arrows pointing to the 'Lot' and 'Quantity' fields respectively.

Attention

When you choose LIMS result, please select the same lot as TCI Lot Number in ②.

⇒ If the same Lot doesn't exist in LIMS, please copy & paste "Goods arrival date" into "QM finish date".
(In this case, "QM start date" and "QM result" are blanks.)

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

Meaning of Inspection type

01: Goods Receipt inspection for Purchase Order

04: Goods Receipt inspection from Production

08: Stock transfer inspection

89: Other inspection



Lot Data - Summary

Product D0049 D-(+)-Fucose

1 2

Product No	Lot	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 000109282	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 “Text ID” in LIMS is the same code as Inspection type.

~ 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.

To do

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

Quotation Reply

RFQ Reference Number : 1000215418
Current Status : Closed
Product Number / Name : B0044 Benzethonium Chloride
Supplier Code * : 3494 [Supplier Information](#)
TCI-J Supplier Code : 0000011536
Supplier Name / Country : 渡辺ケイ株式会社 Japan
Supplier Contact Person : 田中
Maker Code : 3708 [Supplier Information](#)
Maker Name / Country : 田中ケイ株式会社 Japan
Supplier Item Name :
Payment Terms :
Handling Fee / Shipment Cost :
Purpose : for Stock
Priority :
Required Purity :
Required QM Method :
Required Specification :
Spec Sheet : ☐ yes
Specification :
Enq-User * : Toshimitsu Tanaka (TCI-J)
Quo-User * : Toshimitsu Tanaka (TCI-J)
Comment : 工業用グレード、サンプル (lot:W4MCOx-ロット: 311BA0074) 合格
純正化学被災、インドメーカー (Dishman) に製造

No.	Enq-Quantity *		Currency	Price	Quo-Per	Quo-Unit	Lead Time	Supplier Item Number	PO Issue
	Incoterms		Terms of Delivery		Purity	Method	Packing	Reason for "No Offer"	
1	25	KG x 1	JPY	9000	1	KG	5D		PO Issue
2		x							
3		x							
4		x							

If order quantity is changed after PO



Home Product Supplier RFQ Status PO Status Setting

PO Issue

RFQ Reference Number : 1000215418

Priority :

R3 PO Number :

PO Date * : 2017-02-28 (YYYY-MM-DD)

PO-User * : Masanori Nikaido (TCI-J)

Product Number / Name : B0044 Benzethonium Chloride

Order Quantity * : 25 KG

Delivery Date : (YYYY-MM-DD)

Price : JPY9000 / 1 KG

TCI-J Supplier Name : 渡辺ケイ わたなべけい

TCI-J Maker Code : 0000012002

TCI-J Maker Name : ロッソケイ株式会社 ろんぎやばん

Payment Terms :

Incoterms :

Terms of Delivery :

Purpose :

Raw Material for :

Requested By :

Supplier Item Number :

Supplier Lot Number :

Due Date : (YYYY-MM-DD)

Quotation Reply

RFQ Reference Number : 1000215418

Current Status : Closed

Product Number / Name : B0044 Benzethonium Chloride

Supplier Code * : 3494

TCI-J Supplier Code : 0000011536

Supplier Name / Country : 渡辺ケイ株式会社 Japan

Supplier Contact Person : 田中

Maker Code : 3708

Maker Name / Country : ロッソケイ株式会社 Japan

Supplier Item Name :

Payment Terms :

Handling Fee / Shipment Cost :

Purpose : for Stock

Priority :

Required Purity :

Required QM Method :

Required Specification :

Spec Sheet :

Specification :

Enq-User * : Toshimitsu Tanaka (TCI-J)

Quo-User * : Toshimitsu Tanaka (TCI-J)

Comment : 1. 適用グレード、サンプル (lot: W4MCOX-000) : 311BA00074 合格
純正化学物質、インデマーカー (Dishman) に製造

No.	Enq-Quantity *	Currency	Price	Quo-Per	Quo-Unit	Lead Time	Supplier Item Number	PO Issue
	Incoterms	Terms of Delivery	Purity	Method	Packing	Reason for "No Offer"		
1	25 KG x 1	JPY 9000	1	KG	50			PO Issue
2								
3								
4								

① Please revise Order quantity in "PO issue" page.

② Please write down the situation in Comment column of "Quotation reply" page

To do

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

RFQ Reference Number : 1000353149				Quoted Date : 2016-08-30				2016-08-30		Closed	
Product Number / Name				B4589 O-(tert-Butyl)hydroxylamine Hydrochloride							
Supplier Name / Country				Suzhou Highfine Biotech Co., Ltd. (China)				Supplier Information		Purpose for Research	
Maker Name / Country				()				Supplier Item Name			
Handling Fee / Shipment Cost						Enq-User / Location		Nikaido, Masanori (TCI-J)		Quo-User / Location Hua, Min (TCI-S)	
Comment											
No.	Enq-Quantity	Currency	Price	Quo-Quantity	Lead Time	Packing	Purity	Method	Reason for "No Offer"	PO	
1	100 G x 1	RMB	1500	100 G	stock		min99%				
2	200 G x 1	RMB	2500	200 G	stock		min99%				
3	500 G x 1	RMB	4500	500 G	stock		min99%			PO-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.*

To do

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)

The screenshot displays two SAP transaction screens: 'PO Update' and 'PO Issue', with arrows indicating data flow from a table to the forms.

PO Update Screen:

- RFQ Reference Number: 1000353149
- Priority: A
- R/3 PO Number: 4500283420 (highlighted in red)
- PO Date: 2016-10-19
- PO-User: Nikaido, Masanori (TCI-J)
- Product Number / Name: B4589 O-(tert-Butyl)hydroxylamine Hydrochlorid...
- Order Quantity: 300 G (highlighted in blue)
- Delivery Date: 2016-12-28 (YYYY-MM-DD)
- Price: RMB 4500 / 500 G
- TCI-J Supplier Code: 0000012978
- TCI-J Supplier Name: TCI(Shanghai) Development Co., Ltd.
- TCI-J Maker Code:

PO Issue Screen:

- RFQ Reference Number: 1000353149
- Priority:
- R/3 PO Number: 4500283420 (highlighted in green)
- PO Date: 2016-10-26 (YYYY-MM-DD)
- PO-User: Nikaido, Masanori (TCI-J)
- Product Number / Name: B4589 O-(tert-Butyl)hydroxylamine Hydrochlorid...
- Order Quantity: 200 G (highlighted in blue)
- Delivery Date:
- Price: RMB 4500 / 500 G
- TCI-J Supplier Name: TCI(Shanghai) Development Co(製造)
- TCI-J Maker Code:
- TCI-J Maker Name:

Table Data:

Itm	Material	Short Text	PO Quantity	O...	C 納入日付
10	B4589	O-(tert-Butyl)hydroxyla	0.300 KG		2016/12/
20	B4589	O-(tert-Butyl)hydroxyla	0.200 KG		2016/12/

Arrows indicate the flow of data: a red arrow from the 'R/3 PO Number' field in the PO Update screen to the first row of the table; a blue arrow from the 'Order Quantity' field in the PO Update screen to the 'PO Quantity' column of the first row; a green arrow from the 'R/3 PO Number' field in the PO Issue screen to the second row of the table; and a blue arrow from the 'Order Quantity' field in the PO Issue screen to the 'PO Quantity' column of the second row.

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

To do

Batch order to One supplier

PO Update
RFQ Reference Number : 1000345950
Par-PO Number : 1000069899
Priority : A
R/3 PO Number : 4500271657 **10**
PO Date : 2016-06-12
PO-User : Hua, Min (TCI-S)
Product Number / Name : B2770 5-Bromophthalide
Order Quantity : 2 KG
Delivery Date : (YYYY-MM-DD)
Price : RMB 5500 / 1 KG

PO Update
RFQ Reference Number : 1000345280
Par-PO Number : 1000069902
Priority :
R/3 PO Number : 4500271657 **20**
PO Date : 2016-06-12
PO-User : Hua, Min (TCI-S)
Product Number / Name : P1130 2-Phenylbenzothiazole
Order Quantity : 500 G
Delivery Date : (YYYY-MM-DD)
Price : RMB 4300 / 500 G

PO Update
RFQ Reference Number : 1000346331
Par-PO Number : 1000069904
Priority :
R/3 PO Number : 4500271657 **30**
PO Date : 2016-06-12
PO-User : Hua, Min (TCI-S)
Product Number / Name : B3033 4-Bromo-2-nitroaniline
Order Quantity : 3 KG
Delivery Date : (YYYY-MM-DD)
Price : RMB 1300 / 1 KG

Itm	A	I	Material	Short Text	PO Quantity
10			B2770	5-Bromophthalide	2
20			P1130	2-Phenylbenzothiazole	0
30			B3033	4-Bromo-2-nitroaniline	3

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

To do

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 .

Ex. Supplier send 2 Lots to One PO (PO quantity: 3KGs⇒Supplier product: 1.5KGs × 2 Lots)

標準購買発注 4500288215 (登録者 Ayumi Imayama)

伝票概要オン | 印刷プレビュー | 出力 | 個人設定

標準購買発注 4500288215 仕入先 12978 TCI(Shanghai) Developme... 伝票日付 2016/12/09

ヘッダ	Itm	明細	A	I	品目	テキスト (短)	購買発注量	O...	C	納入日付	正味価格	通貨	Per	O...
	10				C1065	2-CHLOROBENZYLAMI...	3.000 KG	D		2017/02/17	239.28 USD	USD	1	KG

標準購買発注 4500288215 仕入先 12978 TCI(Shanghai) Developme... 伝票日付 2016/12/09

ヘッダ	Itm	明細	A	I	品目	テキスト (短)	購買発注量	O...	C	納入日付	正味価格	通貨	Per	O...
	10				C1065	2-CHLOROBENZYLAMI...	1.500 KG	D		2017/02/17	239.28 USD	USD	1	KG
	20				C1065	2-CHLOROBENZYLAMI...	1.500 KG	D		2017/02/17	239.28 USD	USD	1	KG

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.

To do

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.



Ex. C1152

TCI Purchase DB

Home Product Supplier RFQ Status PO Status Setting

PO Update

RFQ Reference Number : 1000348630

Priority :

R3 PO Number : 4500275100

PO Date : 2016-07-20

PO-User : Mayumi Kanno

Product Number / Name : C1152 2-Chloro-3-hydroxy pyridine

Order Quantity : 2 KG

Delivery Date : 2016-09-28

Price : RMB 900 / 1 KG

TCI-J Supplier Code : 0000012978

TCI-J Supplier Name : TC (Shanghai) Development Co., Ltd.

TCI-J Maker Code :

TCI-J Maker Name :

Payment Terms :

Incoterms :

Terms of Delivery :

Purpose : for Stock

Raw Material for :

Requested By :

Supplier Item Number :

Supplier Lot Number :

Due Date : 2017-03-12

Goods Arrived Date :

TCI Lot Number :

Commercial Invoice Received Date :

Import Custom Clearance Date :

QM Starting Date :

QM Finish Date :

QM Result :

Scheduled Export Date :

Purchasing Requisition Number :

Order Cancellation Date :

伝票概要オン 印刷プレビュー 出力 個人設定

標準購買発注 4500275100 仕入先 12978 TC(Shanghai) Developme 伝票日付 2016/07/20

品目	品目	テキスト (短)	購買発注量	O... C 納入日付	正味価格	通貨	Per	O...	品目 Group	Print
10	C1152-25G	2-Chloro-3-hydroxypyridine	24 PC	D 2024/11/01	20.11 USD		1	PC	試薬製品	つくば
20	C1152-10G	2-CHLORO-3-HYDROX...	8 PC	D 2024/11/01	8.16 USD		1	PC	試薬製品	つくば
30	C1152	2-CHLORO-3-HYDROX...	1.150 KG	D 2029/11/01	573.58 USD		1	KG	原料	つくば

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

To do

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.

Arrival History

Product No.* : T2321 Search Clear

T2321 3,4,5-Trifluorobenzaldehyde

Purchase Order Production Memo(J) Production Order Sales Memo(J) Repacking Order Shipping Deadline Risk of Decomposition Note(Common) Purchase Memo(J)

Arrival History

Detail(Stock)

Order by : Arrival Date Branch : TCI-J Plant : ALL Mv Type : (see the list.) Products / Raw Material : Products Search

Arrival Date	Branch	Plant	Product No.	Lot No.	Arrival Qty	Purchasing Price	Supplier	Producer	Production Scheduler	Production Order Type	Mv Type	Pass/Fail	Update
2015-08-13	TCI-J	AP20	T2321-1G	7UJTE-KG	26 EA	USD 3.73 / 1 EA	0000012978	TCI(Shanghai) Development Co., Ltd.	0000103333	Shanghai Sinofluoro Scientific Co., Ltd.	101B		Update
2015-08-12	TCI-J	AP20	T2321-5G	7UJTE-JJ	80 EA	USD 9.5 / 1 EA	0000012978	TCI(Shanghai) Development Co., Ltd.	0000103333	Shanghai Sinofluoro Scientific Co., Ltd.	101B		Update
2015-03-18	TCI-J	AP20	T2321-1G	PIHLH-AK	15 EA					AGY	PIZ0	101F	Update
2011-10-13	TCI-J	AP20	T2321-1G	GSWMD-PM	2 EA					TGY	PIZ7	101F	Update
2011-10-12	TCI-J	AP20	T2321-1G	GSWMD-IE	20 EA					TGY	PIZ7	101F	Update

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

TCI Purchase DB

Home Product Supplier RFQ Status PO Status Setting

PO Update

RFQ Reference Number : 1000314252

Priority :

R/S PO Number : 4500238239 10

PO Date : 2015-06-19

PO-User : Jing Zhou (TCI-J)

Product Number / Name : T2321 3,4,5-Trifluorobenzaldehyde

Due Date : (YYYY-MM-DD)

Goods Arrived Date : (YYYY-MM-DD)

TCI Lot Number :

Commercial Invoice Received Date : 2015-07-27 (YYYY-MM-DD)

Import Custom Clearance Date : 2015-08-06 (YYYY-MM-DD)

If all of repacking products arrive at TCI-J, please delete "Due date".

~Supplement~

Changes from 2017.2.6

1. Automatic update of PDB

TCI Purchase DB Logged in as : Nikaido, Masanori Location

Home Product **Supplier** RFQ Status PO Status Setting

PO Correspondence / History

PO Update

RFQ Reference Number : 1000356414
Par-PO Number : 1000073848
Priority :
R/O PO Number :
PO Date : 2016-10-31
PO-User : (TCI-S)
Product Number / Name : D3443 3,5-Difluorobenzyl Cyanide
Order Quantity :
Delivery Date : (YYYY-MM-DD)
Price : RMB 2500 / 200 G
TCI-J Supplier Code : 0000010923
TCI-J Supplier Name : Jiangsu Changzhou Tianyuan Chemical Factory
TCI-J Maker Code :
TCI-J Maker Name :
Payment Terms :
Incoterms :
Terms of Delivery :
Purpose : for Stock
Raw Material for :
Requested By :
Supplier Item Number :
Supplier Lot Number :

Due Date : (YYYY-MM-DD)
Goods Arrived Date : (YYYY-MM-DD)
TCI Lot Number :
Commercial Invoice Received Date : (YYYY-MM-DD)
Import Custom Clearance Date : (YYYY-MM-DD)
QM Starting Date : (YYYY-MM-DD)
QM Finish Date : (YYYY-MM-DD)
QM Result :
Chi-PO Request Quantity :
Scheduled Export Date : (YYYY-MM-DD)
Purchasing Requisition Number :
Order Cancellation Date : (YYYY-MM-DD)

= Contents of automatic update

Data source: 1. New IMS (Goods Arrival Date & Lot data)
2. LIMS (QM data)

Updated timing

- **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 blanks in Item #, automatic update is failed.

【“R/3 PO number” = Key data for automatic update 】

TCI Purchase DB Logged in as : Nikaïdo, Masanori Location

Home Product **Supplier** RFQ Status PO Status Setting

PO Update Item number box Can't connect PO Correspondence / History

RFQ Reference Number : 1000356414
Par-PO Number : 1000073848
Priority :
R/3 PO Number : 4500284421
PO Date : 2016-10-31
PO-User : Liu, Mingchao (TCI-S)
Product Number / Name : D3443 3,5-Difluorobenzyl Cyanide
Order Quantity : G
Delivery Date : (YYYY-MM-DD)
Price : RMB 2500 / 200 G
TCI-J Supplier Code : 0000010923
TCI-J Supplier Name : Jiangsu Changzhou Tianyuan Chemical Factory
TCI-J Maker Code :
TCI-J Maker Name :
Payment Terms :
Incoterms :
Terms of Delivery :
Purpose : for Stock
Raw Material for :
Requested By :
Supplier Item Number :
Supplier Lot Number :

Due Date : (YYYY-MM-DD)
Goods Arrived Date : (YYYY-MM-DD)
TCI Lot Number :
Commercial Invoice Received Date : (YYYY-MM-DD)
Import Custom Clearance Date : (YYYY-MM-DD)
QM Starting Date : (YYYY-MM-DD)
QM Finish Date : (YYYY-MM-DD)
QM Result :
Chi-PO Request Quantity :
Scheduled Export Date : (YYYY-MM-DD)
Purchasing Requisition Number :
Order Cancellation Date : (YYYY-MM-DD)

= Contents of automatic update
 = 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

TCI Purchase DB DEV Logged in as: Masanori Nikaido Location:

Home Product Supplier RFQ Status PO Status Setting

PO Number: 1000074552 **Chi-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: 1000074608

Product Number / Name	T1508 4-(Trifluoromethyl)benzylamine	PO Date	2016-11-22	PO-User	Min Hua (TCI-S)
Supplier Name	Shanghai Weiyan Fine Fluorine Science & Development Co., Ltd.	Maker Name			
Delivery Date		Order Quantity	5 KG	Price	RMB 3500 / 1 KG

PO Number: 1000073310 **Chi-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: 1000073404

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

⇒ Displaying notification in “My task” of Chi-PO users at “Chi-PO Arrived” and “Chi-QM Finished”.

Updated timing

- **Chi-PO Arrived**: “Goods Arrived Date” is uploaded.
- **Chi-QM Finished**: “QM Finish Date” is uploaded.

PO Update

RFQ Reference Number: 1000356740

Priority:

R3 PO Number: 4500285042 10

PO Date: 2016-11-07

PO-User: Masanori Nikaido (TCI-J)

Product Number / Name: A1909 4-Acetamidobenzenethiol

Order Quantity: 500 G

Delivery Date: 2017-01-16 (YYYY-MM-DD)

Due Date: 2017-01-20 (YYYY-MM-DD)

Goods Arrived Date: (YYYY-MM-DD)

TCI Lot Number:

Commercial Invoice Received Date: (YYYY-MM-DD)

Import Custom Clearance Date: (YYYY-MM-DD)

QM Starting Date: (YYYY-MM-DD)

QM Finish Date: (YYYY-MM-DD)

Q&A

【Question】

“QM” & “Arrived” information may not be updated where there are some records 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.
 - **Reminder**: If you need a reminder in this case, please change “**QM finish date**” column to “**Blank**”.
(⇒ 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.