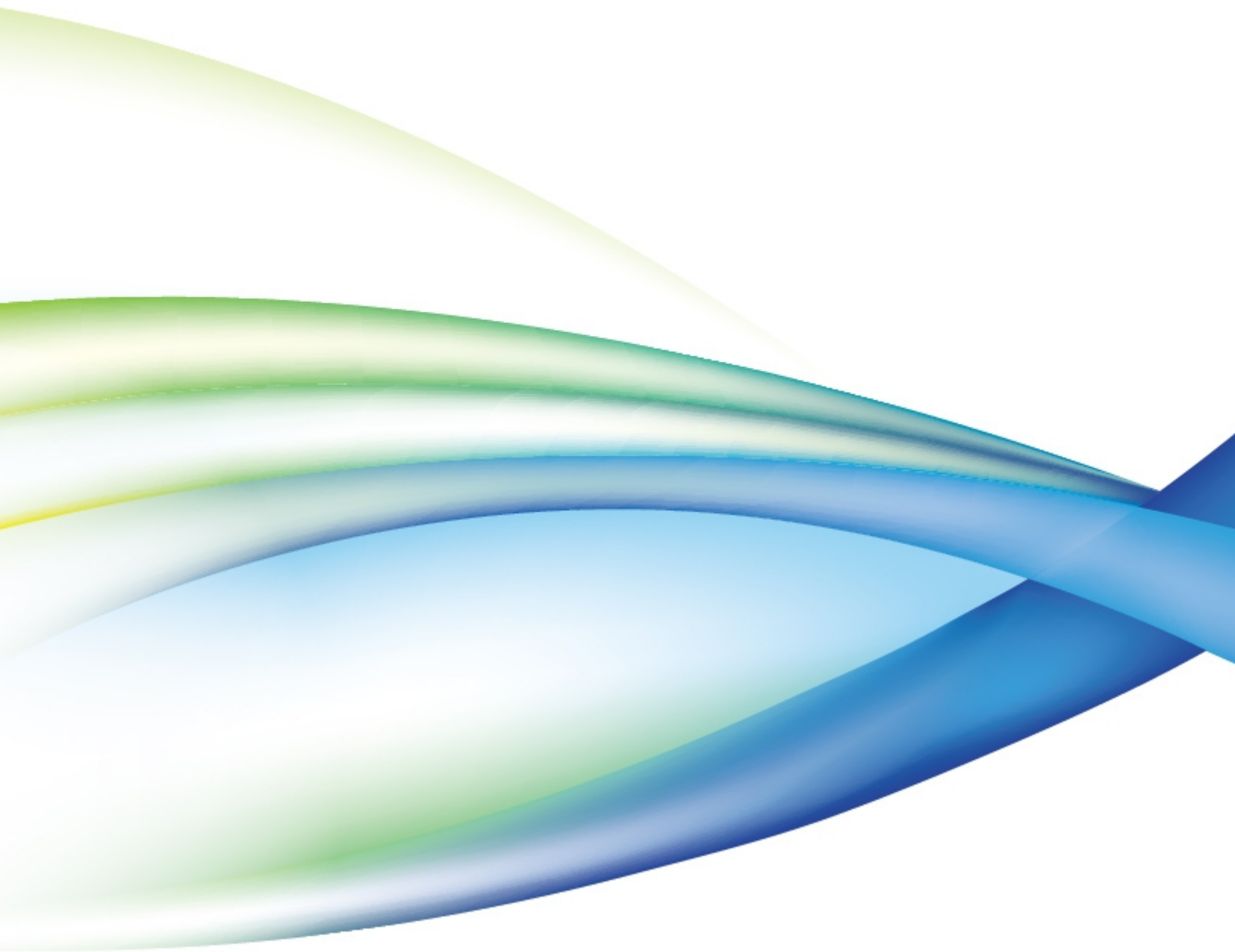


Needs Analysis

Baraka Roses

2/25/2015





Wise & Agile Solutions Limited

Activity Name: Harvesting

Description:

The stems including field rejects are harvested in greenhouses by the workers and collected by tractors transporters by cable on shift basis. There are two shifts followed: Morning shift and Afternoon shift. The Greenhouse supervisor fills a delivery sheet and hands it over to the transporter. A delivery sheet is filled for each consignment/Greenhouse/shift. The transporter brings the stems to the intake cold store.

Separate delivery sheets are completed in respect of field rejects.

Automation:

No automation is required at this point. The activity will be carried out manually as it is. Care needs to be adopted on proper filling of the delivery sheet. Since this will form the basis of further steps.

Activity Name: Receiving

Description:

The stems collected from various Greenhouses are brought to the Intake cold store. Here the Receiving QC collects the stems from the transporter and stores in the Intake Cold-store. The stems are collected against the delivery forms.

Automation:

The following information needs to be recorded:

1. Issue Number
2. Green House Number
3. Variety
4. Number of stems
5. Shift (Morning / Afternoon)
6. Date
7. GH Supervisor Payroll #
8. Transporter Payroll #
9. Receiving QC Payroll #
10. Number of field rejects

Reports:

1. Grid showing all the fields
2. **Ability to export the grid details as Excel and PDF**

Activity Name: Field Rejects

Description:

The Field Rejects collected from various Greenhouses are brought to the Intake cold store. Here the Receiving QC collects the stems from the transporter and stores in the Quarantine area outside the Intake Cold-store. The stems are collected against the delivery forms.

Automation:

The following information needs to be recorded:

1. Issue Number
2. Green House Number
3. Variety
4. Number of rejected stems
5. Shift (Morning / Afternoon)
6. Date
7. GH Supervisor Payroll #
8. Transporter Payroll #
9. Receiving QC Payroll #

Activity Name: Grading

Description:

When the stems come to receiving section, the stems are handed over to the bunchers. The bunchers then grade the stems in various sizes. The stems that are not good are put aside in rejected basket.

The recorder then counts the graded stems and documents it.

A transporter collects the rejected stems and sends to QC department for analysis.

Finally the supervisor approves the stem count and sends the stems to the Distpatch Cold-store.

Automation:

1. The recorder notes down following information for stems:-
 - a. Greenhouse #
 - b. Variety
 - c. Size
 - d. Station #
 - e. Buncher Payroll #
 - f. Type (Graded / Rejected)
 - g. Quantity
 - h. Shift (morning / evening)
 - i. Quantity rejected

When the record is saved, it creates a new batch number called “Grading Batch Number” for the above mentioned information. Each time a bunch is counted, the recorder sticks a label on the bunch in order to prevent recounting.

2. The Supervisor inspects the information posted by Recorder and approves. Following is the information posted:
 - a. Grading Batch Number
 - b. Status (Approve / Reject)
 - c. Reason (if rejected) to be selected from a list

The records are saved and cannot be edited once the supervisor saves them.

From this stage the data is sent to SAGE as inventory Journal into “Pack House” warehouse.

Reports:

1. Variety > Size > Qty Approved

2. Station > Emp details > Variety > Size > Approved > Rejected
3. Variety > Size > Greenhouse > Rejected reasons > Qty

Activity Name: Re-grading**Description:**

The rejected stems are collected from grading section and analysed. The stems are sorted into following grades:

- a. Grading: Here the stems are sent back to the bunchers for re-sorting. The stems could be rejected and then the same steps are followed. The ones that are cleared
- b. Compost: These need to be removed from the stocks through inventory journal.

Automation:

The QC Assistant will select the batch number created by Recorder but only those batches will be shown that have rejected stems. Following information will be recorded:

1. Grading Batch number
2. Qty
3. Status (Grading / Compost)

This information will be given another unique batch number called Re-Grading Batch number. Once the batch is created, it needs to be approved by QC before the batch is processed.

QC information:

1. Re-grading batch number
2. Status (Approved / Rejected)
3. Reason (if rejected) select from the list

When QC rejects the batch it shows up on the screen of QC Assistant for re-inspection. The process follows the steps until the batch is approved by the QC inspector.

When the QC approves the batch the following three outcomes happen:-

Grading: The batch shows up on the screen of Pack house Manager so that he can assign it to a buncher. This will follow steps of Grading activity.

Compost: The batch moves to the compost warehouse where the manager issues out all the stems for compost creation. The batch needs to be approved before the stems are removed out of the system.

Report:

1. Total stems graded > Total stems recycled > variance
2. Above report with %
- 3.

Activity: Direct Sales Order Processing

Description

The sales team will be booking the orders on a continuous basis up to 2pm cut off time, each day. Each and every order received will be added to the system as a Sales Order. Based on the order booking, the sales team will select the stock that need to be allocated to orders. The Order will be booked from Sales whse which will be empty at that time. The sales staff will print the packing list based on which the Pack house manager will get the packing done and transfer the boxes to Sales whse from dispatch whse. At this time the Accounts can raise invoice.

Packing instructions:

The customer will place order by various means and also give the packing instructions which will recorded as line notes in the order. Based on the packing instruction, the packing department will be putting the stems in boxes.

Automation:

1. Add the order details in Sales Order module of SAGE.
2. Wherever applicable, the packing instructions need to be specified as line notes
3. The quantity to be delivered need to be mentioned in Confirmed Qty field. This decision need to be taken by the Sales Person
4. While entering the order select the Sales whse. Then print packing list.
5. The sales person prints packing list which gets printed on the printer kept in dispatch warehouse.
6. Finally when the Pack house manager moves the boxes to Sales Whse, the Accounts can print the invoices.

Activity: Warehouse management

Description:

From grading QC section the batch will be forwarded to Pack house manager who will transfer the stems to different whse based on the processes as follows:

Compost Whse: for recycling

Despatch Whse: Only those stems will be transferred to Sales Whse for which the orders are booked.

The Pack house manager will receive the packing list from sales department based on the orders booked. He will then instruct the staff to pack the stems as per the instruction laid out in packing list. Finally these boxes will be transferred to Sales Whse. Only those boxes will be transferred for which the order is booked. If it's a short supply then the sales team will only enter the available qty in Sales whse as confirmed qty.

While packing the boxes the Pack house manager also prints the packing labels and sticks on the boxes. Following is the layout of label.



Automation:

1. Open Field Rejects Compost Batch
 2. Move the stems from Grading to Compost whse using labour
 3. Process the whse to affect this movement
-
1. Open Dispatch batch
 2. Get the packing list as printed from Sales team
 3. Do the packing as per the instructions
 4. Print the labels for each box in accordance with the packing list
 5. Move the boxes from dispatch to sales whse using labour
 6. Process the batch
-
1. Pack the remaining stems in boxes and move to Auction Whse
 2. Process the same using the system
-
1. Open transport batch & enter the following details
 - a. truck #,
 - b. Driver details
 - c. Destination
 2. Select the processed batch to be loaded in the truck
 3. Process the transport batch and print Delivery Note

Activity: Stores & Issuance

Description:

The stores manage various types of inventory items some are spares while others are consumables. The staff will raise a requisition to the stores. Stores will issue the items and mark them to Cost Centres.

When the stock levels fall, the stores will raise procurement request. This will initiate a full procurement cycle. At the end the vendor is finalized and LPO is raised to replenish the stock.

Automation:

1. User will raise the requisition
2. It will be approved by the HOD
3. Inventory Clerk will confirm if the items are in stocks, and issues them to the person
4. If the items are not found in the stores, then Inventory Clerk will club the requisitions and initiate procurement process
5. The RFQ will be raised and sent to the suppliers by Procurement Clerk.
6. When the quotes are received, the Procurement Clerk will update procurement record and attach the scanned copies of the quotes
7. The supplier is finalized by a series of approvals (i.e. workflow) and the tender is awarded
8. Finally the LPO is generated and sent to the supplier

Activity: Finance & Administration

Description:

This department will be handling most back-office activities that are listed as follows:

1. Payroll management
2. Payment processing
3. Receipt booking
4. Report generation
5. Fixed asset management
6. Stock take initiation and processing
7. Import costing
8. Purchase processing
9. Sales invoice processing
10. Project management
11. Job costing

Activity: Irrigation

Description:

This department will be responsible for distributing the minerals, manure, fertilizers etc to the crops. They use a specialized automation system (the Priva), for this task. However for accounting purposes, they will be entering the details in a module so that the stock disbursement could be tracked.

Automation:

1. Raise the requisition for minerals, manure, fertilizers etc from the stores
2. Receive the stocks in Irrigation whse
3. Open the batch and select the following:
 - a. Item (*i.e. minerals, manure, fertilizers etc only those items are visible that are listed in the Irrigation whse*)
 - b. Qty
 - c. Green house to be irrigated (*present a list of green houses with checkboxes. The user will select the green house to be irrigated*)
 - d. Select the cost centers
4. The batch will go for approval from Finance department

Activity : Construction

Description:

This department deals with building and maintenance of Greenhouses and other misc building structures. Before construction begins the team raises requisition for various items which are issued from stores and tied against specific cost centers i.e. Greenhouses, structures etc.

Automation:

1. Construction manager raises requisition from stores
2. Stores confirms the availability of materials else the materials are procured
3. The materials are issued in small quantities as required and marked to Cost Centre

Activity: Propagation

Description:

This department deals with production of new plants. Various inputs are required for this process and the entire cycle is tracked over a cycle. The net output is measured as number of plants produced Vs amount invested.

Automation:

1. Material is requisitioned from the stores
2. Stores confirms the availability of materials else the materials are procured
3. The materials are issued in small quantities as required and marked to Cost Centre

Activity: Auction

Description:

This is an important aspect of the operations. The flowers are sent to overseas for auction. Once the flowers reach abroad, they are handled by local agent who sends the flowers to various auction houses as well as direct buyers. When the flowers are auctioned / sold, the auction/agent remits the payment through bank transfer. After regular intervals the agent also sends the list of flowers that are sold by each auction house/direct deals. This is also accounted in the system.

Automation:

1. Those flowers that are left after fulfilling the direct orders are sent to Auction whse by the Pack house manager .
2. The flowers are physically shipped to overseas handler however in system it is merely transferred from one whse to another
3. When the payment is remitted by the auction/agent, it is banked using Cashbook batch
4. When the list of sold items is received then the finance department raise invoice from Auction warehouse
5. The allocation is done to map the payment against the invoice
6. The items remaining outstanding in the Auction whse is sent to the Agent as statement of outstanding sales which needs to be accounted for.