

ORDER MANAGEMENT SOP			
<div> <div>Company name: Leading Star</div> <div>Dept: BU3</div> <div>Module: Order Management</div> <div>SOP Name: SOP1.Ordermanagement (Receive+Confirm L2L)</div> <div>Date: May/23/2024 update</div> <div>Version: V1</div> <div>Creator: TRANG</div> <div>Approval: LUCY</div> <div>Approval signature: LUCY</div> <div>Changing note: Update order on ERP system & receive L2L order</div> <div>Purpose: + Control FG order to be shipped on time.</div> <div>Scope: MS/PPC/Production planning/Cutting/ Sewing/ Shipping.</div> <div>HOT:95%.</div> <div>KPI: Confirmation LT: 48h.</div> </div>			
Abbreviation:			
SOP	Job Discription	Person In Charge	Time
1.Receive L2L selection	+1. Receive L2L (Wo) Selection via Email	PRO MS	early of season
2.Check Information of Order	2.Checking inforntion: + Update WO on ERP system + Check leadtime + Check if order can meet MOQ + Check under MOQ if have order to combine + Check fabric + Check accessories + Check capacity	PRO MS	One week after get commit information
2.1 Order materials	2.1 Order materials		
<div>Confirm?</div> <div>OK</div> <div>2.2 Confirm via mail & PS WO to PPC</div> <div>NOK</div> <div>Waiting enough information</div> <div>Enough information?</div> <div>OK</div> <div>Refuse</div> <div>NOK</div>	2.2Confirm via mail & PS WO to PPC	PRO MS	One day after get commit information
3. PPC PS WO to Production	3. PPC PS WO to Production	PPC	One day after receive WO from BU
<div>On time ?</div> <div>NOK</div> <div>4.1 The factory carries out production according to the internal schedule</div> <div>4.2 PPC generates temporary SHU files.</div> <div>4.3 The warehouse proceeds to print temporary SHU labels based on the PPC's files.</div> <div>4.4 Packing personnel affix temporary SHU labels onto the boxes with accurate order information/packing list</div> <div>5.1 The goods are passed through scanning and transferred to the finished goods warehouse</div> <div>5.2 CFA conducts a final inspection based on the temporary purchase order (PO)</div> <div>On time ?</div> <div>OK</div> <div>6.1 Follow shipment</div> <div>NOK</div> <div>6.2 Alert SPL, fill in reason and take action</div>	<div>4.5 Confirm Po on time in tolerant EHD=CHD (+/-) 4 days</div> <div>Confirm on email</div> <div>4.6 Alert PPC new EHD and fill the reason inform by email.</div> <div>4.1 The factory carries out production according to the internal schedule. Simultaneously: 4.2 PPC generates temporary SHU files. 4.3The warehouse proceeds to print temporary SHU labels based on the PPC's files. 4.4Packing personnel affix temporary SHU labels onto the boxes with accurate order information/packing list 4.5 Confirm Po on time in tolerant EHD=CHD (+/-) 4 days Confirm on email 4.6 Alert PPC new EHD and fill the reason inform by email.</div>	<div>Factory PPC WH Packing</div> <div>S&P / CFA</div> <div>PRO MS</div> <div>PPC/Shipping /SnP</div>	<div>One day after receive WO from PPC</div> <div>Weekly</div> <div>Weekly</div> <div>Weekly</div>