

## ORDER MANAGEMENT SOP

Company name:	Leading Star
Dept:	BU3
Module:	Order Management
SOP Name:	SOP1.Ordermanagement (MTS-DO)
Date:	May/23/2024 update
Version:	V3
Creator:	OANH
Approval:	LUCY
Approval signature:	LUCY
Changing note:	Update order on ERP system & receive auto MTS order
Purpose:	+ Control FG order to be shipped on time.
Scope:	MS/PPC/Production planning/Cutting/ Sewing/ Shipping.
KPI:	HOT:95%. Confirmation LT: 48h.
Abbreviation:	

SOP	Job Discription	Person In Charge	Time
	1.Receive auto MTS DO new order via LINK	PRO MS	Wednesday & Friday weekly
	2.Chcking information + Check duplication + Check leadtime + Check price + Check EU, PCB + Check vessel + Stock quantity	PRO MS	Wednesday & Friday weekly
	3.Alert SPL + Alet SPL if stock is shortage + Alert SPL if info of order is not ok (*step 2)	PRO MS	Friday and next Tuesday weekly
	+ 4 Confirm in LINK	PRO MS	Friday weekly
	4.1 Confirm Po on time in tolerant FOR DO: EHD=CHD (+/-) 4 days Confirm on link.	PRO MS	Friday & Next Tuesday weekly
	4.2 Alert SPL new EHD and fill the reason inform by email.		
	5. Import order on ERP system	PRO MS	Friday weekly
	6. Export from ERP & send to PPC dept.	PRO MS	Weekly
	7.Follow booking shipment Order from PPC every week Follow booking shipment from shipping every week Follow actual shipment every week	PRO MS	Weekly
	8. Analyse & Review performance	PRO MS	Weekly