

ORDER MANAGEMENT SOP			
Company name:	Leading Star		
Dept:	BU3		
Module:	Order Management		
SOP Name:	SOP1.Ordermanagement (MTS-WO)		
Date:	Sep/12/2023 update		
Version:	V5		
Creator:	NGQC ANH		
Approval:	LUCY		
Approval signature:	LUCY		
Changing note:	Update order on ERP system & receive auto MTS WO 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
<pre> graph TD 1[1.Receive Auto MTS New Order] --> 2[2.Check Information of Order] 2 --> C{Confirm?} C -- NOK --> 3.2[3.2 Waiting enough information] C -- OK --> 3.2 3.2 --> E{Enough} E -- NOK --> 3.1[3.1 Refuse] E -- OK --> 3.2 3.2 --> 3.2[3.2 Confirm in LINK] 3.2 --> O1{On time ?} O1 -- NOK --> 4.1[4.1 Confirm EHD not on time Alert SPL reason.] O1 -- OK --> 4.2[4.2 Confirm EHD on time] 4.1 --> 5.2[5.2 Tranfer to PPC Department] 4.2 --> 5.1[5.1 Import & Export order on ERP System] 5.1 --> 5.2 5.2 --> 6.1[6.1 Follow production schedule] 6.1 --> O2{On time ?} O2 -- NOK --> 6.2[6.2 Alert SPL, fill in reason and take action] O2 -- OK --> 6.3[6.3 Follow up Stock quantity] 6.2 --> 6.3 6.3 --> 7[7. DECLARE STOCK ON LINK FOR WO.] 7 --> 8[8. Inform Stock qty to shipping issue invoice for] 8 --> 9[9. Analyse HOT and review performance] </pre>	<p>* 1. Receive auto MTS WO new order via LINK</p> <p>+ Check duplication + Check leadtime + Check fabric + Check accessories+ Check capacity + Check price +Check EU, PCB</p> <p>FOR WO: + 3.1 Production can't start production due to some contrains: Small word order quantity 3.2. Pending fabric plan from SPL. + Send email to SPL on Friday and next Tuesday</p> <p>+ 3.2 Confirm in LINK FOR WO</p> <p>4.2 Confirm Po on time in tolerant FOR WO EHD=CHD (+/-) 4 days Confirm on link. 4.1 Alert SPL new EHD and fill the reason inform by email.</p> <p>5.1 Import order on ERP system 5.2 & then export & send to PPC dept. Update status of ETA fabric, ACC to PPC for po ON TIME (4.1) in the same file Update New EHD (confirm EHD not on time) to PPC in same file.</p> <p>6.1. Follow cutting schedule every week & Follow production planning 6.2. Inform SPL if late CHD FOR 6.3. Check stock quantity on Friday weekly for key on link for</p> <p>7. Follow up with production & PPC for declaration stock quantity on link on Monday for WO & Update stock quantity on general file for checking.</p> <p>8 Inform stock quantity for shipping & account department for issuing invoice for WO.</p> <p>9 Review HOT and reason on weekly meeting</p>	<p>PRO MS</p> <p>PRO MS</p> <p>PRO MS</p> <p>PRO MS</p> <p>PRO MS</p> <p>PRO MS</p> <p>PRO MS</p> <p>PRO MS</p> <p>PRO MS</p>	<p>Wednesday & Friday weekly</p> <p>Wednesday & Friday weekly</p> <p>Friday and next Tuesday weekly</p> <p>Friday weekly</p> <p>Friday & Next Tuesday weekly</p> <p>Friday weekly</p> <p>Weekly</p> <p>Saturday / Weekly</p> <p>Weekly</p> <p>On Monday/weekly</p>