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# 采购订单的操作

系统将采购订单流程分为以下 9 个步骤，各步骤由 UCT、生产部、生控部、涉外部、储运部分开操作。

EEC 相关操作模块	EEC 步骤 (Process Step)	对应实际业务	操作部门	操作人员	操作内容
Production management -->Purchase Order	order creation	创建定单	UCT部门	定单录入员	创建定单
Production management -->Review Order	Order Review	按单并安排定单	生产部	生产部主管	1. 主管分配定单。
				跟单员	2. 跟单人员填写价格，供应商，出口商等信息。 3. 填写包装信息。
Production management -->Cost Confirmation	cost confirmation	核实价格	生控部	生控主管助理	1. 复核价格的正确性。 2. 复核利润是否正常。
Logistic -->Logistic Review	Logistic Review	制作合同	生控部	生控主管助理	创建合同
Production management -->Review Order	Pre-production	大货产前准备	生产部	跟单员	复核纸箱尺寸和运费
Production management -->Review Order	Production	大货生产	生产部	跟单员	没有具体任务
Distribution -->Macola Po upload	Macola Po upload	上导Macola系统	涉外部	储运人员	上导PO到Macola系统
Logistic -- shipment	Shipment process	安排出运及收货	储运部	储运人员	安装出运的过程
	PO Complete				

## 第一节 Purchase Order 页面的操作

Purchase Order 页面用于订单创建，这是整个 EEC 系统定单操作的第一步，目前由下单人员（UCT 部门）将 PM 和生产组提供的定单基本资料输入系统，为后续步骤提供原始信息。

### 操作界面介绍

#### 操作界面一

### 字段解释:

- **Business Unit:** 业务类型, 有 Home\_Apparel, Canada,Fabric, Harbor House, Ecomdropship,Syncfuture 6种。业务类型由系统部维护。
- **PO Number:** 订单号, 头2个字母根据客人名称而来, 用户须先选择客人名称, 系统自动跳出 PO#的头2个字母后, 再录入 NO.。
- **Customer PO NO.:** 客人订单号。 由用户手动录入。
- **Keyword:** 订单关键词, 供搜索定单时使用。由用户手动录入。
- **Program:** 这里指订单类型, 用户在选项中选择一个。选项有3个:
  - **Initial roll out:** 指首单, 通常为计划组下单
  - **replenish:** 指翻单, 通常为计划组下单
  - **Non replenish:** 通常为 PM 直接下的供展示,促销, 新开店铺货等用的订单。选项由系统部维护。
- **Program name:** 订单所属项目名称。Program 目前在 Merchandising 模块维护, 具体详见: Program 的操作。
- **Program Size:** 项目大小。系统自动从 Program 模块中关联过来。
- **Customer:** 客人名称。由用户在选项中选择一个。选项在 EEC→Production Resources →Customer 页面维护。
- **Final Customer:** 最终客户名称。由用户在选项中选择一个。选项在 EEC→Production Resources →Customer 页面维护。
- **Division:** 产品大类。由用户在选项中选择一个。选项在 EEC→Production Resources →General Data→Division 页面维护。
- **Sales Rep:** 销售代表。由用户在选项中选择一个。选项在 EEC→Production Resources →General Data→Sales Representative 页面维护。
- **PM: Product Manager.** 这里指美国 PM, 区别于中国 PM(CH-PM, 美国 PM 负责下单, 中国 PM 负责跟单。)由用户在选项中选择一个。PM 选项维护的步骤目前是:
  - 1) Harry set up user account in Macola firs
  - 2) Harry create the user as PM in EEC-->General Data Page
  - 3) Eechelpdesk add the user as PM dropdown list in EEC purchase order page.
- **Payment Method:** 付款方式。由用户在选项中选择一个。选择在 EEC→Production Resources →General Data →Payment Method 页面维护。
- **Payment Terms:** 付款条件。由用户在选项中选择一个。选择在 EEC→Production Resources →General Data →Vendor Payment Terms 页面维护。
- **Load%:** 折扣率。由用户手动录入。
- **Prod-Dept:** 生产部门。由用户在选项中选择一个。选择在 EEC→Production Resources →General Data →Department 页面维护。
- **Sourcing:** 生产地。由用户在选项中选择一个。选项由系统部维护。
- **Order Type:** 订单类型。由用户在选项中选择一个。选项由系统部维护。
- **Process:** 定单出运程序。Order Type 不同, Process 的选项也会不同。具体对应关系和 Process 含义请见下表:

Order Type	Process	含义
Standard (Sample) (注: 客人付款给 我司美国财务)	Direct Import	货代客人指定, 我司负责把货物运往客人指定中国港口
	Domestic Purchase	美国国内采购订单
	Domestic Port	货代我司指定, 我司负责把货物运往客人指定目的港
	Domestic Warehouse	货代我司指定, 我司负责把货物运往我司美国仓库
	Drop Ship	货代我司指定, 我司负责把货物运往客人指定目的地 (一般是客人仓库)
	Intl-Direct Import	产地为中国外的其它国家, 货代客人指定, 我司负责把货物运往客人指定起运港
	Intl-Domestic Port	产地为中国外的其它国家, 货代我司指定, 我司负责把货物运往客人指定目的港
	Intl-Domestic Warehouse	产地为中国外的其它国家, 货代我司指定, 我司负责把货物运往我司美国仓库
	Intl-Drop Ship	产地为中国外的其它国家, 货代我司指定, 我司负责把货物运往客人指定目的地 (一般是客人仓库)
Direct Export (注: 客人付款给 我司中国财务)	China Export CIF	货代客人指定, 我司负责把货物运往客人指定目的港
	China Export FOB	货代客人指定, 我司负责把货物运往客人指定中国港口,

Process 由用户在选项中选择一个。选项由系统部维护。

- Ship Via: 运输方式。由用户在选项中选择一个。选项在 EEC→Production Resources →General Data→Ship Via 页面维护。
- Ship Priority: 运输优先级别。由用户在选项中选择一个。选项由系统部维护。
- Ship To: 目的地。由用户在选项中选择一个。选项在 EEC→Production Resources →General Data→Ship to 页面维护。
- Departure Port: 始发港。由用户在选项中选择一个。选项在 EEC→Production Resources →General Data→Departure Port 页面维护。
- FOB Point: 目的港。由用户在选项中选择一个。选项在 EEC→Production Resources →General Data→FOB Point 页面维护。
- Customer Currency: 客人付款货币。由用户在选项中选择一个。选项由系统部维护。
- Vendor Payment Currency: 给工厂付款货币。由用户在选项中选择一个。选项由系统部维护。
- Current Step: 订单当前 Step。系统自动生成。
- Status: 订单当前 Status。系统自动生成。
- Freight Term: 海运费支付方。由用户在选项中选择一个。选项由系统部维护。
- Issue Date: 下单日期。由用户填入。
- In Store: 入库日期。由用户填入。
- Start Ship: 可以开始出运日期。由用户填入。
- Cancel Ship: 取消出运日期。由用户填入。
- Sched.Ship: 计划出运日期。由用户填入。
- ETA Port: 货物到港估计日期。由用户填入。
- Est.Delivery: 预计送达日期。由用户填入。
- Price Exch Rate: 跟 Currency 字段关联。表示美金和 customer currency 之间的汇率。一般 Home 页面 Customer Currency 是 USD,所以汇率是 1, Harbor House 和 Canada 页面为美金兑 RMB 和加元的汇率。
- SAP Po Code: 该订单对应的 SAP 系统采购订单号。订单推进时系统自动生成。
- SAP So Code: 该订单对应的 SAP 系统销售订单号。订单推进时系统自动生成。
- Dot come: 由用户 Check 或者 uncheck。如 Check 表示订单为网店 (即 Ecommerce) 订单

**Button 解释:**

- New: 新建订单。
- Save: 保存订单。



- Complete: 推进订单到下一步。
- Re-order: 复制某一订单。
- Program: 打开 program name 的创建页面。
- Items: 创建或编辑 items。
- File: 上传文件。
- Require: 对于包装尺寸等要求的特别备注。
- Notes: 添加注释。
- View: 浏览订单
- History: 查看订单操作历史记录。

## 操作界面二

PO No:	WM-150140D	Ship Priority:	Standard	Process:	Domestic Warehouse
Customer:	Wal-Mart Stores	Ship Via:	SF (Sea Freight)	Type:	Standard
Load:	2.50 %	FOB Point:	SAV (Savannah, GA)		

	Notes	Line	Group	Line Status	Item	Date	Description	Qty Ordered	UOM	Qty Shipped	Cost (USD)	Price (USD)	Pack UOM	Qty/Pack	Qty/Grp Pack
<input checked="" type="checkbox"/>	Select Refresh Note	1	0	Open	E&E: BH45-094-099-18 Rev. Desc.: Cust.: 553632835 Vend.: UPC: 675716621902 Custom Code: 9404.90.8522(HTS code) Duty: 12.80 % Cost Curr.: USD	Sched. Ship: 2015/04/22 ETA Port: 2015/05/22 Est. Delivery: 2015/05/27	Desc.: 100% Polyester Dobby Stripe Solid Blanket Ptn: Size: Full/Queen: 90x90" Color: Sandy Mat.: Face: 190TC, 95gsm 100% polyester dooby stripe microfiber; back: 190TC, 95gsm 100% polyester solid microfiber; fill: 100% polyester 4 oz yd/² 50% 3D&50% 6D melt bonded fiber Trim:	200.00	Piece	0.00	5.621	15.500	Carton	2.00	
<input type="checkbox"/>	Select Refresh Note	2	0	Open	E&E: BH45-094-099-19 Rev. Desc.: Cust.: 553632838 Vend.: UPC: 675716621919 Custom Code: 9404.90.8522(HTS code) Duty: 12.80 % Cost Curr.: USD	Sched. Ship: 2015/04/22 ETA Port: 2015/05/22 Est. Delivery: 2015/05/27	Desc.: 100% Polyester Dobby Stripe Solid Blanket Ptn: Size: King: 108x90" Color: Sandy Mat.: Face: 190TC, 95gsm 100% polyester dooby stripe microfiber; back: 190TC, 95gsm 100% polyester solid microfiber; fill: 100% polyester 4 oz yd/² 50% 3D&50% 6D melt bonded fiber Trim:	300.00	Piece	0.00	10.799	18.000	Carton	2.00	2.0

### Button 解释

- New: 新建 Item。
- Group: 选择多个 Item 后点此 Button,表示这几个 Item 需要被放进同一个纸箱。
- Ungroup: 取消 Group。
- Multi-Del: 删除订单。

### 操作界面三

New				Add				Update				Next			
Select an Item:	BH45-094-099-18			Status:	Open										
Item No.:	BH45-094-099-18			Order Qty:	200.00			Description: 100% Polyester Dobby Stripe Solid Blanket							
Rev. Description:				Vendor Item No.:											
Line:	1			Qty UOM:	Piece										
Cust. Item No.:	553832835			Color:	Sandy			Pattern:							
Cust. Style No.:				<input checked="" type="radio"/> Cost \$	5.821			Size: Full/Queen: 90x90"							
UPC:	875718821902			<input type="radio"/> Cost ¥	0.000			Material: Face: 190TC, 95gsm 100% polyester doobby stripe microfiber; back:							
Harmonized Custom:	HTS code			Exchange Rate:	0.000			Trim:							
Custom Code.:	9404.90.8522			Price(USD):	15.500			Pack UOM: Carton							
Duty Rate%:	12.80			Price \$:	15.500			Qty/Pack: 2.00							
Sched. Ship:	04/22/2015			Net Price \$:	15.112			Qty/Group/Pack: 2.00							
ETA Port:	05/22/2015			Load%:	2.50			Est. Freight (\$/Ea): 0.0000							
Est. Delivery:	05/27/2015			BOM Cost(\$):	0.000			Act. Freight (\$/Ea): 0.0000							
Whs. Chrg.%:	4.00			Miscellaneous Fee(¥)	0.000										
	Length			Width			Height								
Pack Dimension(in.):	0.000000			0.000000			0.000000								
Pack Dimension(cm):	0.000000			0.000000			0.000000								

#### 字段解释:

- **Select an item:** 选择 Item。由用户在选项中选择一个 Item。选项目前由 UCT 在 Item Master 页面维护。
- **Item No.:** 产品编号。用户选择 Item 后自动从 Item Master 页面带过来。
- **Line:** 产品在订单中的序列号，系统自动生成。
- **Cust.Item No.:** 该产品的客人产品编号。用户选择 Item 后自动从 Item Master 页面带过来。
- **Cust.Style No.:** 客人样式号码，用户选择 Item 后自动从 Item Master 页面带过来。
- **UPC:** 美国通用产品代码。用户选择 Item 后自动从 Item Master 页面带过来。
- **Harmonized Custom:** 海关编码，有 2 个选项 HTS 和 HS.HTS 指美国海关编码，HS 指中国海关编码。目前系统用的都是 HTS,即美国海关编码。
- **Custom Code:** 美国海关编码。用户选择 Item 后自动从 Item Master 页面带过来。
- **Duty Rate%:** 美国海关关税税率。用户选择 Item 后自动从 Item Master 页面带过来。
- **Whs.Chrg.%:** 仓库费用占比，系统默认为 4%。
- **Status:** 产品状态。Open 表示产品某些信息还可以在订单里进行编辑。Close 表示所有产品信息在订单里都不能编辑。
- **Order Qty:** 订单数量。由用户手动输入。
- **Vendor Item No.:** Vendor 的产品编号。用户选择 Item 后自动从 Item Master 页面带过来。
- **Qty Uom:** 产品单位。用户选择 Item 后自动从 Item Master 页面带过来。可改选其它单位。
- **Color:** 颜色，用户选择 Item 后会从 Item Master 页面带过来。
- **Cost:** 成本，用户选择 Item 后会从 Item Master 页面带过来。
- **Exchange Rate:** 汇率，此处推进到 Order Review 后由生产部填入。

**Notes:**我司跟每个工厂谈得汇率是不同的,具体每个工厂的汇率是多少,由生产部跟工厂商谈并跟生控部备案确认。 随时汇率的变动,跟工厂的汇率也是变动的。

- **Price:** 产品卖价。选择 **Item** 后会自动从 **Item Master** 页面带过来。
- **Net Price:** 产品净卖价,指扣除折扣之后的卖家。 $Net\ Price = Price * (1 - Load\ \%)$
- **BOM Cost:** **BOM Cost:** 进一步加工成本。用户选择 **Item** 后会自动从 **Item Master** 页面带过来。
- **Miscellaneous Fee(¥):** 杂费
- **Description:** 产品描述,用户选择 **Item** 后会自动从 **Item Master** 页面带过来。
- **Pattern:** 产品花型,用户选择 **Item** 后会自动从 **Item Master** 页面带过来。
- **Size:** 产品纸箱尺寸,用户选择 **Item** 后会自动从 **Item Master** 页面带过来。
- **Material:** 产品材料,用户选择 **Item** 后会自动从 **Item Master** 页面带过来。
- **Trim:** 备注。由用户手动输入。
- **Pack UOM:** 包装单位,用户选择 **Item** 后会自动从 **Item Master** 页面带过来。
- **Qty/Pack:** 单个包装里该产品的数量,用户选择 **Item** 后会自动从 **Item Master** 页面带过来。
- **Qty/Group/Pack:** 单个包装里所有 **Group** 进来的产品数量。用户将产品 **Group** 后,系统自动计算出来。
- **Est.Freight(\$/Ea):** 单个产品的预估运费。系统根据用户输入的纸箱信息,对需要计算运费的订单,自动计算 **Est.Freight**。
- **Act. Freight(\$/Ea):** 单个产品的实际运费。产品出运后,系统对需要计算运费的订单,自动计算 **Act.Freight**。
- **Pack Dimension (in.) :** 纸箱尺寸,单位是英寸。在 **order Review** 阶段由用户维护。
- **Pack Dimension (cm.) :** 纸箱尺寸,单位是厘米。在 **order Review** 阶段由用户维护。

## 操作方法介绍

### 新建订单

新建订单分直接新建订单和通过复制老订单新建两种。

#### 直接新建订单

1. 进入 **Production management-->Production-->Purchase order**, 点 button “**New**”, 打开新建订单页面。

Business Unit: Home\_Apparel

Navigation: 更改密码 | 注销 | 首页 | 欢迎使用EEC系统: penghouqiong@jilchina.com | 语言: English 中文

### Purchase Order

PO Number:  Order Type:  Current Step:

Customer PO No:  Process:  Status:

Keyword:  Program:  Issue Date:

Customer:  Program Name:  In Store:

Final Customer:  Program Size:  Start Ship:

Division:  Ship Via:  Cancel Ship:

Sales Rep.:  Ship Priority:  Sched. Ship:

PM:  Ship To:  ETA Port:

Payment Method:  Departure Port:  Est. Delivery:

Payment Terms:  FOB Point:  Customer Ship Date:

Load%:  Customer Currency:  Price Exch. Rate:

Prod-Dept.:  Freight Term:

Sourcing:  Vendor Payment Currency:

SAP PO No.:  SAP SO No.:

Dotcom:

Customer:  Process Step:  PO:  Start:   Ship Date

Program Name:  Process Type:  Status:  End:   Issue Date

Keyword:  Division:  PO Urgent Level:  Prod-Dept.:

Customer PO No:

2. 按要求填入需要的信息，“Save”后,此时订单状态是“Order Creation”。其它操作 Button 也会跳出来。

Navigation: Administration | TMS | Business Plan | Customer Service | Sales Order Management | Product Merchandising | Manufacturing | Accounting Management | Management Reports | 年度评估 | Outlook Queries | Production Management | Production | Purchase Order | Review Order | PO Transfer | Cost Confirmation | Delete POs | Deleted POs List | Prod. Package Archive | Inventory MGT | Quality Assurance | Costing & Quotation | Logistic | Distribution | Warehouse Management | Warehouse Queries | Charge Back

### Purchase Order

PO Number:  Order Type:  Current Step:

Customer PO No:  Process:  Status:

Keyword:  Program:  Issue Date:

Customer:  Program Name:  In Store:

Final Customer:  Program Size:  Start Ship:

Division:  Ship Via:  Cancel Ship:

Sales Rep.:  Ship Priority:  Sched. Ship:

PM:  Ship To:  ETA Port:

Payment Method:  Departure Port:  Est. Delivery:

Payment Terms:  FOB Point:  Customer Ship Date:

Load%:  Customer Currency:  Price Exch. Rate:

Prod-Dept.:  Freight Term:

Sourcing:  Vendor Payment Currency:

SAP PO No.:  SAP SO No.:

Dotcom:

Customer:  Process Step:  PO:  Start:   Ship Date

Program Name:  Process Type:  Status:  End:   Issue Date

Keyword:  Division:  PO Urgent Level:  Prod-Dept.:

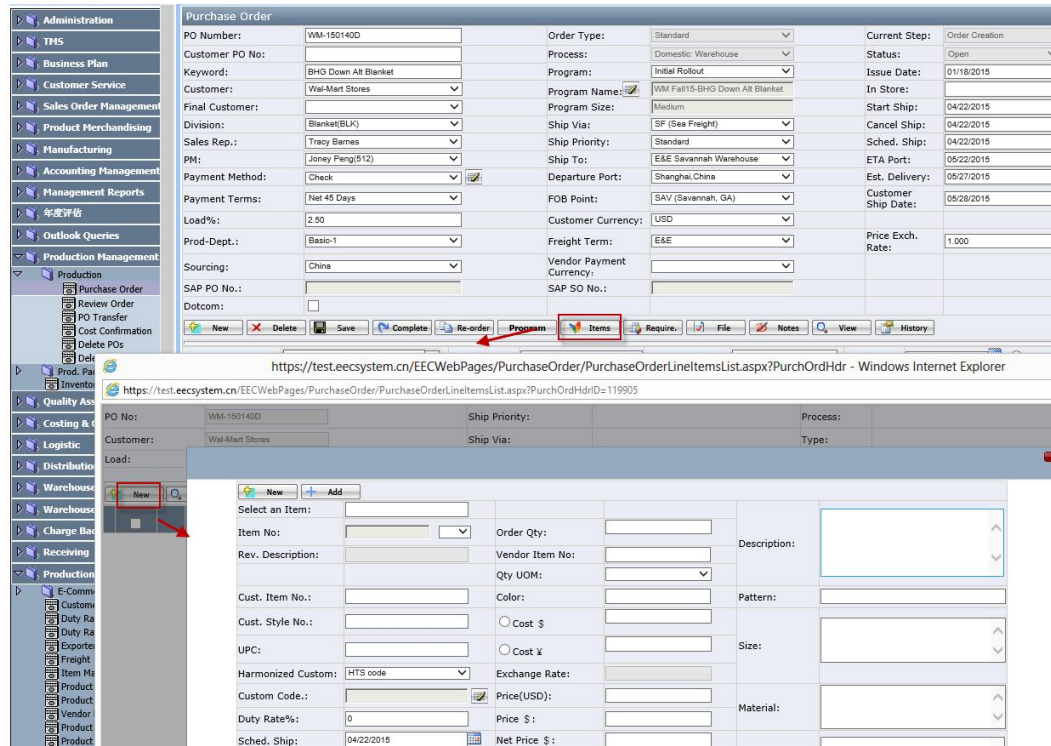
Customer PO No:

Items:45 Page number:1/3 Paginal:20 items

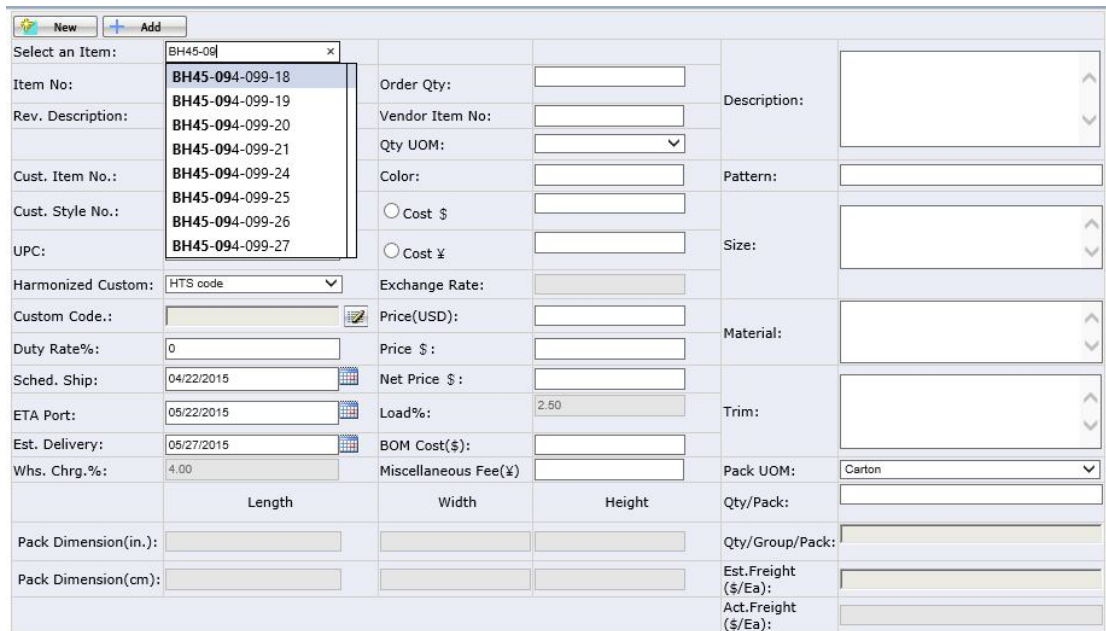
Select	Purchase Order	PUL	Customer Name	Program Name	Program Size	Customer PO No	Keyword	Sched Ship	Order Status	Current Process Step	Process Type	Aged	Plnr	Load%	Division	CH-Dept	China PA	Macola PO#
<input type="checkbox"/>	WM-150140C		Wal-Mart Stores	WM Fall15-BHG Down Alt Blanket	Small		BHG Down Alt Blanket	2015/03/25	Open	Order Review	Domestic: Warehouse	102	512	2.50%	Blanket	Basic-1	Wu Hao, Yao Zhan	

3. 给订单添加 ITEM.

1) 在上图中, 点按钮 “Items” → “New”



2) 在 Select an items 的文本框中，输入 Item 的头几个字符，系统会列出以这几个字符开头的 Item List。如下图



用户在这个 List 当中选择需要的 Item, 选好后，Item 在 Item Master 页面的信息会关联过来，用户可以做修改。再输入这个 Item 的 Qty，最后点“Add”。

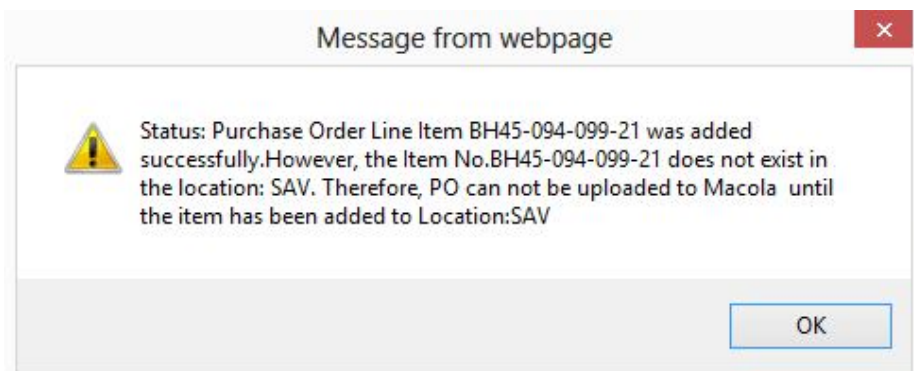
New		Add			
Select an Item:	BH45-094-099-18	Order Qty:		Description:	100% Polyester Dobby Stripe Solid Blanket
Item No:	BH45-094-099-18	Vendor Item No:		Qty UOM:	Piece
Rev. Description:		Color:	Sandy	Pattern:	
Cust. Item No.:	553832835	Cost \$	5.621	Size:	Full/Queen: 90x90"
Cust. Style No.:		Cost ¥	0.000	Material:	Face: 190TC, 95gsm 100% polyester doobby stripe microfiber; back:
UPC:	675716621902	Exchange Rate:		Trim:	
Harmonized Custom:	HTS code	Price(USD):	15.500	Pack UOM:	Carton
Custom Code.:	9404.90.8522	Price \$:	15.500	Qty/Pack:	2.00
Duty Rate%:	12.80	Net Price \$:	15.112	Qty/Group/Pack:	2.00
Sched. Ship:	04/22/2015	Load%:	2.50	Est.Freight (\$/Ea):	0
ETA Port:	05/22/2015	BOM Cost(\$):	0.000	Act.Freight (\$/Ea):	
Est. Delivery:	05/27/2015	Miscellaneous Fee(¥)			
Whs. Chrg. %:	4.00				
	Length	Width	Height		
Pack Dimension(in.):					
Pack Dimension(cm):					

如要继续添加"item",则再次点击"New",重复此步骤。  
如须对当前 Item 进行修改,修改后点"Update"按钮。

New		Add		Update		Next	
Select an Item:	BH45-094-099-18	Status:	Open	Order Qty:	200.00	Description:	100% Polyester Dobby Stripe Solid Blanket
Item No:	BH45-094-099-18	Vendor Item No:		Qty UOM:	Piece	Pattern:	
Rev. Description:		Color:	Sandy	Cost \$	5.621	Size:	Full/Queen: 90x90"
Line:	1	Cost ¥	0.000	Exchange Rate:	0.000	Material:	Face: 190TC, 95gsm 100% polyester doobby stripe microfiber; back:
Cust. Item No.:	553832835	Price(USD):	15.500	Price \$:	15.500		
Cust. Style No.:		Net Price \$:	15.112				
UPC:	675716621902						
Harmonized Custom:	HTS code						
Custom Code.:	9404.90.8522						
Duty Rate%:	12.80						
Sched. Ship:	04/22/2015						

**Notes:**

如出现以下提示,对创建定单没有关系,但跟后续定单上导 Macola 系统有关系,说明 item 还没有上导到 Macola 系统。此时点"OK"即可



## 通过复制订单新建订单

在订单操作页面，点击"Re order",

Purchase Order			
PO Number:	WM-150140D	Order Type:	Standard
Customer PO No:		Process:	Domestic Warehouse
Keyword:	BHG Down Alt Blanket	Program:	Initial Rollout
Customer:	Wal-Mart Stores	Program Name:	WM Fall15-BHG Down Alt Blanket
Final Customer:		Program Size:	Medium
Division:	Blanket(BLK)	Ship Via:	SF (Sea Freight)
Sales Rep.:	Tracy Barnes	Ship Priority:	Standard
PM:	Joney Peng(512)	Ship To:	E&E Savannah Warehouse
Payment Method:	Check	Departure Port:	Shanghai,China
Payment Terms:	Net 45 Days	FOB Point:	SAV (Savannah, GA)
Load%:	2.50	Customer Currency:	USD
Prod-Dept.:	Basic-1	Freight Term:	E&E
Sourcing:	China	Vendor Payment Currency:	
SAP PO No.:		SAP SO No.:	
Dotcom:	<input type="checkbox"/>		

Buttons: New, Save, Complete, Reverse, **Re-order**, Program, Items, Require, File, Notes, View, History

跳出如下页面:

ReOrder	
<b>Please Insert the data</b>	
Purchase Order No:	<input type="text"/>
Customer PO No:	<input type="text"/>
Purchase Order Type:	Standard
Process Type:	Domestic Warehouse
Ship Via:	SF (Sea Freight)
Ship Priority:	Standard
Ship To:	E&E Savannah Warehouse
FOB Point:	SAV (Savannah, GA)
Issue Date:	05/04/2015
In Store Date:	<input type="text"/>
Start Ship Date:	<input type="text"/>
Cancel Ship Date:	<input type="text"/>
Copy Permanent Notes:	<input checked="" type="checkbox"/>
Copy Permanent Files:	<input checked="" type="checkbox"/>
<input checked="" type="button" value="OK"/> <input type="button" value="Close"/>	

填入必填信息，点击“OK”，则订单复制成功。复制过来的订单的 Step 是 Order Creation。

## 推进订单

用户确认订单信息正确后，点 **Complete** 将订单从 **Order creation** 推进到 **Order review**。目前此步由 **PM** 推进。

The screenshot shows the 'Purchase Order' form with various fields filled out. The 'Complete' button is highlighted with a red box. A message dialog box is open, stating: "The process step has been completed. The PO is now at step: Order Review." The dialog box has an 'OK' button.

## 第二节 Review Order 页面的操作

目前生产部在 **Review Order** 页面录入生产工厂、产品价格、纸箱尺寸等信息。这一页面可以操作订单的三个操作步骤：**Order Review, Pre-production and Production**。

### 操作界面介绍

#### 操作界面一

The screenshot shows the 'Review Order' page in the system. The page displays a list of purchase orders with various columns. The first row shows a purchase order for 'Wal-Mart Stores' with a status of 'Open' and a current process step of 'Review'.

Purchase Order	Notes	Audit Flag	Error	Due In	Customer Name	Keyword	Program Name	Program Size	Order Status	Aged	Process Type	Current Process Step	CH-Dept	Vendor Short Name	China PA	Sched Ship	PC Fltr	Macola PO No	Last Changed
WM-1501400				-13	Wal-Mart Stores	BHG Down Alt Blanket	WM Fall15-BHG Down Alt Blanket	Medium	Open	107	Domestic: Order Warehouse	Review	Basic-1	浙江万利	Wu Hao,Yao Zhan	2015/04/22 512			2015/05/05 pengli

字段解释：

- **PA Assigned:** 订单是否有分配跟单员。



### Button 解释:

- Assign PA: 分配跟单员。
- Package: 当前这个字段不在使用中。

### 操作界面二

Purchase Order No:	LF-141128	Sched. Ship Date:	02/08/2015	Default Vendor Alter Name:	杭州联和纺织有限公司
Customer:	LixiFung Trading Service Co., Ltd.	Cancel Ship Date:	2/8/2015	Exp. Rate Table:	yinghefangzhi
Process:	China Export: FOB	Goods Avil. Date:	04/28/2015	Vendor Short Name:	联和纺织
Sourcing:	China	CH-Prod Department:	International Sales Dept.	Vendor Payment Method:	T/T(Inactive)
Departure Port:	Shanghai, China	Freight Term:	Customer	Vendor Payment Term:	60 days
FOB-Point:	SH (Shanghai, CHN)	Container:	40HQ(85.00)	Default Exporter Alter Name:	山匠家居(浙江)有限公司
Ship Via:	SF (Sea Freight)	CH-Prod Coordinator:	Chen Yu	Exporter Name:	SCM HOME (ZHEJIANG) CO., LTD.
Ship Priority:	Standard	CCD No.:		Consigned Location:	

Select	Notes	Line	Group	Line Status	Item	Description	Qty Ordered	UOM	Qty Shipped	Cost (USD)	Cost (RMB)	Pack UOM	Qty/Pack	Qty/Grp/Pack	Last Updated	Updated By
<input type="checkbox"/>	Select Note	1	0	Open	E&E: LF10-214 Rev.: Rev. Desc.: Cust.: TBA Style: UPC: 675716611385 Duty: 0.00 % CCD No.: CCD Item No.:	Desc.: 100% Polyester Microfiber Printed Comforter Set Ptn: 398-Riley-MZ Size: 69x85"/20x30"/16x16"/12x16" Color: Pink Comforter/sham, 85gsm microfiber printed, reverse to 85gsm brushed poly solid, knife edge, 220gsm poly filling for comforter; Cushion, microfiber pieced, 100% polyfill; Sham is random cut. Trim:	134.00	Set	0.00	12,702	0.000	Carton	1.00	1.00	2014/12/02	linxiaowei@scmhome.com
<input type="checkbox"/>	Select Note	2	0	Open	E&E: LF10-215 Rev.: Rev. Desc.: Cust.: TBA Style: UPC: 675716611392 Duty: 0.00 % CCD No.: CCD Item No.:	Desc.: 100% Polyester Microfiber Printed Specs Comforter Set Ptn: 398-Riley-MZ Size: 69x85"/20x30"/16x16"/12x16" Color: Pink Comforter/sham, 85gsm microfiber printed, reverse to 85gsm brushed poly solid, knife edge, 220gsm poly filling for comforter; Cushion, microfiber pieced, 100% polyfill; Sham is random cut. Trim:	268.00	Set	0.00	14,339	0.000	Carton	1.00	1.00	2014/12/02	linxiaowei@scmhome.com

### 字段解释:

- Goods Avil.Date: 货物准备好的时间。由用户填入。Process Type 是 China Export: FOB 和 Direct Import 的订单需要填此项。
- Container: 集装箱箱型。由用户在选项中选择。选项由系统部维护。
- CH-Prod Coordinator: 跟单员。由用户点击字段旁边的铅笔，在打开的页面中选择跟单员。跟单员各项信息由系统部维护。
- CCD No.: 和该订单关联的 CCD No.由用户点击字段旁边的铅笔，在打开的页面中选择 CCD。CCD 维护详见：如何操作 CCD
- Default Vendor Alter Name: 工厂的中文名称，由用户点击字段旁边的铅笔，在打开的页面中选择工厂。工厂信息目前由生控部在 EEC→Production Resources—>General Data—>Vendor Master 页面维护。  
用户选了 Default Vendor Alter Name 后，以下字段自动从 Vendor Master 页面带过来。
  - 1).Exp.Rate Table: 工厂英文名称
  - 2).Vendor Short Name: 工厂简称。
  - 3).Vendor Payment Method: 给工厂付款的付款方式。
  - 4).Vendor Payment Term: 给工厂付款的付款条件。
- Default Exporter Alter Name: 默认出口商的中文名称。由用户点击字段旁边的铅笔，在打开的页面中选择出口商。出口商信息目前由生控部及总经办在 EEC→Production Resources—>General Data—>Exporter 页面维护。  
用户选了 Default Exporter Alter Name 后，"Exporter Name"自动从 Exporter 页面带过来。

Exporter Name: 出口商的英文名称。

### Button 解释

- CCD Items: 和字段"CCD No."配合使用, CCD No.关联好后。选择订单, 点此 Button, 在打开的页面中选择要关联的 CCD Item.
- Exchange Rate: 给 Item 批量设置汇率。
- Group: 选择多个 Item 后点此 Button,表示这几个 Item 需要被放进同一个纸箱。
- Ungroup: 取消 Group。 .

### 操作界面三

Item No:	LF91-080	Vendor Item No:		Color:	White
Sched. Ship Date:	01/15/2015	Cost(\$):	5.990	Exchange Rate:	0.000
Miscellaneous Fee:	0.000	BOM Cost(\$):	0.000000	Pack UOM:	Carton
Pack Dimension(in.):	Length: 30.710000	Width: 14.670000	Height: 20.080000	Qty/Pack:	24.00
Pack Dimension(cm):	78.000000	37.000000	51.000000	Qty/Group/Pack:	24.00
Gross Weight/Pack(KG):	18.8740			Est. Freight (\$/Ea):	0.0000
				Act. Freight (\$/Ea):	0.0000
Item No:		Pattern:		Size:	

### 字段解释:

- Gross Weight/Pack (KG): 纸箱毛重, 单位是 KG。会从 Item Master 页面自动把值带过来。用户可以更新。

### Button 解释:

- **Eva.Cost:** 点此查看 Evaluation Cost detail。目前由 UCT 在 Item Master 页面维护。用户级别为组长或组长, 有权限查看。

Item No:	WC19-034	Vendor Item No:		Color:	White
Sched. Ship Date:	08/31/2012	Cost(\$):	200.888	Exchange Rate:	6.000
Miscellaneous Fee:	1.000	BOM Cost(\$):	0.000000		

Pack Dime	Development Cost1:(RMB)		Quoted By:	
Pack Dime	Development Cost2:(RMB)		Quoted By:	
Gross We	UCCPM Target Price:(RMB)		Quoted By:	

- Default All: 点此 Button 可以把当前 Item 的纸箱信息批量设置给该订单里的所有 Item.

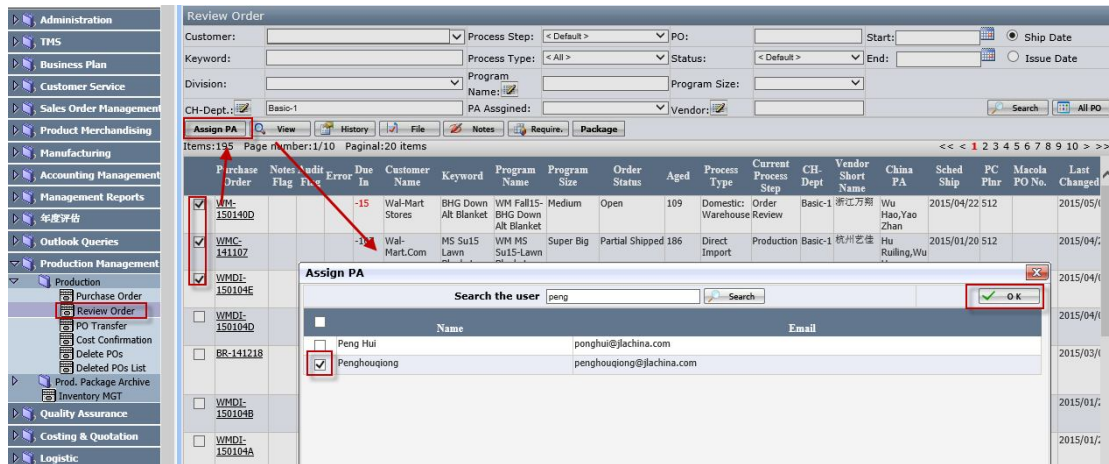
### 操作方法介绍

订单在 Order review 状态时, 其操作分主管 (或主管助理) 分单和跟单员录入信息并推进两部分

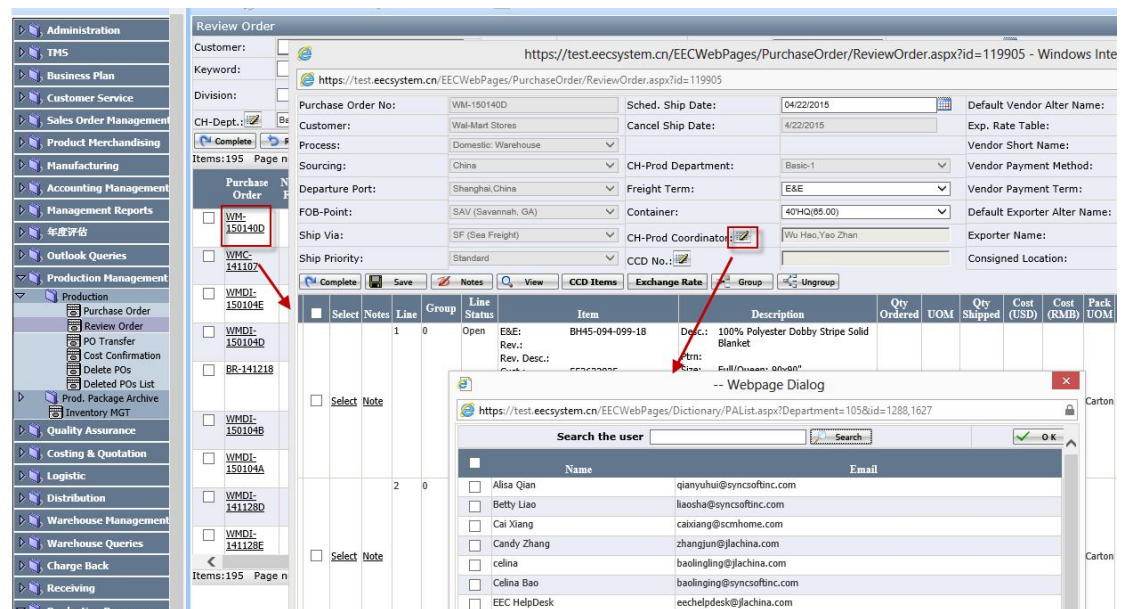
## 主管（或主管助理）分单

分单有两种方法

第一种是在“操作界面一”分单：用户在该页面找出要分单的订单，选中，点按钮“Assign PA”，在打开的页面中选择跟单员，点“OK”即可。如下：



第二种是在“操作界面三”分单：用户在“操作界面二”单击订单号，进入“操作界面三”。通过点字段“CH-Prod Coordinator”旁边的铅笔按钮，打开分配跟单员的窗口。操作完后保存。如下：



## 跟单员操作订单

### 订单信息维护

主管（或主管助理）分单后，被分到订单的跟单员就可以在自己的页面看到订单了。

跟单员进入“操作界面二”进行操作，需要做的工作有：

1. 核查当前订单的各信息（重点是 Sched.Ship Date, Freight Term, Container）是否正确。
2. 点“Default Vendor Alter Name”和“Default Exporter Alter Name”旁边的铅笔按钮，选择工厂和出口商。
3. 点“Exchange Rate”为订单里的 Item 批量设置汇率。
4. Item 如需混装，选中 Item 后，点“Group”
5. 设置 Item 的价格和纸箱尺寸。有两种方法：

第一种：通过关联 CCD 来设定 Item 的 Cost。用户点“CCD No.”旁边的铅笔按钮，先关联 CCD NO.

The screenshot displays the 'CCD Research' dialog box within the software interface. The dialog box contains the following fields and options:

- CCD NO.: WM-150
- Customer: Wal-Mart Stores
- Date Start: [Calendar icon]
- Date End: [Calendar icon]
- Program Name: [Text field]
- Sub-Company: [Dropdown menu]
- Prod.Department: [Dropdown menu]
- Vendor Alter Name: [Text field]

Below the fields, there is a 'Selected CCD:' section with a list of items:

CCDNo.	Customer Name	Program Name	Program Size	Department	Vendor	Process Step	Create Date
<input checked="" type="checkbox"/>	WM-150121	Wal-Mart Stores	WM MS Sp12-S12 Satin Sheet Set	Super Big	Source-2	大半海聆莎	CCD Completion 2015/01/14
<input type="checkbox"/>	WM-150128	Wal-Mart Stores	WN F14-LID BHG Kashmir 5pcs Comforter Set	Medium	BOX-1	南漫艺源	CCD Completion 2015/01/15

CCD No. 关联过来后，再点按钮” CCD Items”关联具体的 CCD Items，如下

Purchase Order No: WM-150140D | Sched. Ship Date: 04/22/2015 | Default Vendor Alter Name: 浙江万翔寝具制品有限公司

Customer: Wal-Mart Stores | Cancel Ship Date: 4/22/2015 | Exp. Rate Table: ZHEJIANG WANXIANG BEDDING CO.,LTD.

Process: Domestic Warehouse | Sourcing: China | CH-Prod Department: Basic-1 | Vendor Short Name: 浙江万翔

Departure Port: Shanghai,China | Freight Term: E&E | Vendor Payment Method: T/T(inactive)

FOB-Point: SAV (Savannah, GA) | Container: 40HQ(95.00) | Vendor Payment Term: 60 days

Ship Via: SF (Sea Freight) | CH-Prod Coordinator: Wu Hao,Yao Zhan | Default Exporter Alter Name: 浙江万翔寝具制品有限公司

Ship Priority: Standard | CCD No.: WM-150121 | Exporter Name: ZHEJIANG WANXIANG BEDDING CO., LTD.

Consigned Location:

Select	Notes	Line	Group	Line Status	Item	Description	Qty Ordered	UOM	Qty Shipped	Cost (USD)	Cost (RMB)	Pack UOM	Qty/Pack	Qty/Grp/Pro.Cost(\$)	Last Updated	Updated By
<input checked="" type="checkbox"/>		1	0	Open	BH45-094-099-18	100% Polyester Dobby Stripe Solid Blanket	200.00	Piece	0.00	5.621	0.000	Carton	2.00	2.00 2015/04/30		penghouqiong@jlachina.com

**CCD Items**

Select	CCDNo.	Item No.	Size	Brief Description	Target Cost(¥)	Basic Currency	Exchange Rate	Actual Pro.Cost(¥)	Actual Pro.Cost(\$)
<input checked="" type="checkbox"/>	WM-150121	MS11-002-071-10	Full: 81x86"/54x75+1...	MS Satin Sheet Set,1...	47.600	RMB	7.150	47.600	6.657
<input type="checkbox"/>	WM-150121	MS11-002-071-14	Queen: 90x102"/60x8...	MS Satin Sheet Set,1...	64.400	RMB	7.150	64.400	9.007
<input type="checkbox"/>	WM-150121	MS11-002-071-15	King: 108x102"/78x80...	MS Satin Sheet Set,1...	76.700	RMB	7.150	76.700	10.727
<input type="checkbox"/>	WM-150121	MS11-002-071-13	Full: 81x86"/54x75+1...	MS Satin Sheet Set,1...	57.900	RMB	7.150	57.900	8.098
<input type="checkbox"/>	WM-150121	MS11-002-071-12	King: 108x102"/78x80...	MS Satin Sheet Set,1...	62.300	RMB	7.150	62.300	8.713
<input type="checkbox"/>	WM-150121	MS11-002-071-11	Queen: 90x102"/60x8...	MS Satin Sheet Set,1...	52.300	RMB	7.150	52.300	7.315

CCD Item 关联过来后,用户在 Item 信息栏里可以看到关联过来的 CCD No.和 CCD Item

Purchase Order No: WM-150140D | Sched. Ship Date: 04/22/2015 | Default Vendor Alter Name: 浙江万翔寝具制品有限公司

Customer: Wal-Mart Stores | Cancel Ship Date: 4/22/2015 | Exp. Rate Table: ZHEJIANG WANXIANG BEDDING CO.,LTD.

Process: Domestic Warehouse | Sourcing: China | CH-Prod Department: Basic-1 | Vendor Short Name: 浙江万翔

Departure Port: Shanghai,China | Freight Term: E&E | Vendor Payment Method: T/T(inactive)

FOB-Point: SAV (Savannah, GA) | Container: 40HQ(95.00) | Vendor Payment Term: 60 days

Ship Via: SF (Sea Freight) | CH-Prod Coordinator: Wu Hao,Yao Zhan | Default Exporter Alter Name: 浙江万翔寝具制品有限公司

Ship Priority: Standard | CCD No.: WM-150121 | Exporter Name: ZHEJIANG WANXIANG BEDDING CO., LTD.

Consigned Location:

Select	Notes	Line	Group	Line Status	Item	Description	Qty Ordered	UOM	Qty Shipped	Cost (USD)	Cost (RMB)	Pack UOM	Qty/Pack	Qty/Grp/Pro.Cost(\$)	Last Updated	Updated By
<input type="checkbox"/>		1	0	Open	BH45-094-099-18	100% Polyester Dobby Stripe Solid Blanket	200.00	Piece	0.00	0.000	47.600	Carton	2.00	2.00 2015/04/30		penghouqiong@jlachina.com

Rev.: BH45-094-099-18 | Desc.: 100% Polyester Dobby Stripe Solid Blanket

Rev. Desc.: 533632835 | Ptrn: Full/Queen: 90x90"

Cust.: 533632835 | Color: Sandy

Style: 675716621902 | Face: 190TC, 95gsm 100% polyester doobby stripe microfiber;

UPC: 12.80 % | back: 190TC, 95gsm 100% polyester solid microfiber; fill: 100% polyester 4 oz yd<sup>2</sup> 50% 30&50% 6D melt bonded fiber

Duty: 12.80 %

CCD No.: WM-150121

CCD Item No.: MS11-002-071-10

此时 Item 的价格则是从 CCD 里关联过来的。另外 Item 的纸箱信息也会从 CCD 里关联过来。

第二种: 用户点“Select”选择 Item,进入操作界面三。这种方法适用于要单独设置某一 Item 的价格、纸箱尺寸等信息。用户需在此核查并更新产品 Cost、包装信息、汇率等。

https://test.eecsystem.cn/EECWebPages/PurchaseOrder/ReviewItem.aspx?Hdrid=119905&LineNo=1

Save | Next | Eva. Cost | Default All

Item No: BH45-094-099-18 | Vendor Item No: | Color: Sandy

Sched. Ship Date: 05/28/2015 | ETA Port: 08/27/2015 | Est. Delivery: 07/02/2015

Cost(¥) 47.600 | Cost(\$) 0.000 | Exchange Rate: 0.000

Miscellaneous Fee: 0.000 | BOM Cost(\$): 0.000000

Pack Dimension(in.): 12.204700 | 10.238200 | 5.905500 | Pack UOM: Carton

Pack Dimension(cm): 31.000000 | 26.000000 | 15.000000 | Qty/Pack: 2.00

Gross Weight/Pack(KG): 0 | Qty/Group/Pack: 2.00

Est.Freight (\$/Ea): 0.0000

Act.Freight (\$/Ea): 0.0000

Item No: | Pattern: | Size:

Search | All Items



Notes:

如果 Cost (¥) 前面有小黑点, 表明 CCD 里是以 RMB 为 Base currency,即和工厂谈的是 RMB 价格。

如果 Cost (\$) 前面有小黑点, 表明 CCD 里是以 USD 为 Base currency,即和工厂谈的是 USD 价格。

用户输价格时, 需先选中一种与工厂谈定的货币方式, 美金或者人民币; 然后输入汇率, 再输入对应的美金或者人民币

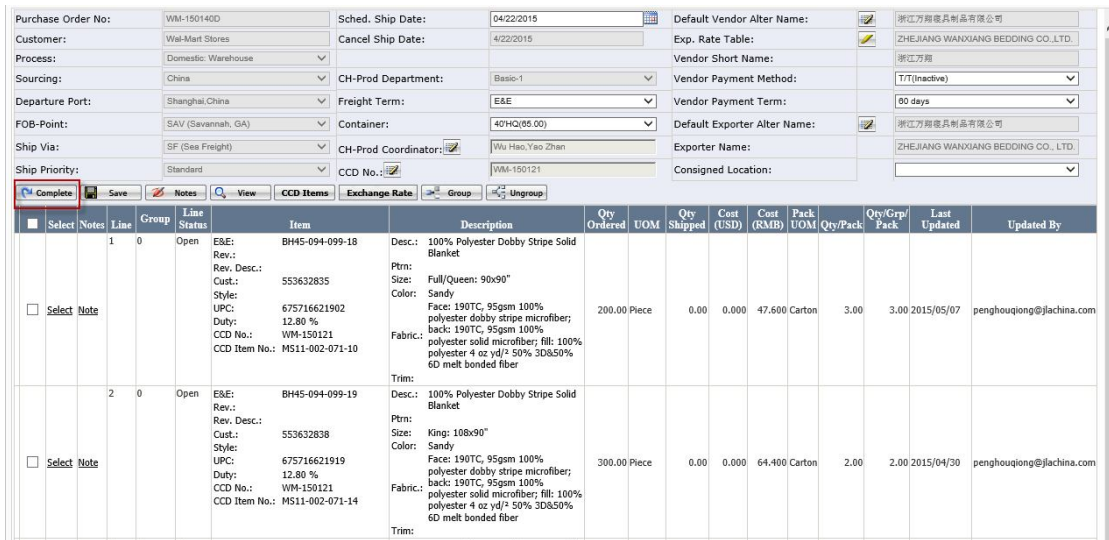
推进订单一：从 Order Review 推进到 Cost Confirmation

在操作界面一或二, 点 “Complete”将订单推进到下一步骤: Cost Confirmation

操作界面一:



操作界面二:



## 推进订单二：订单从 Pre-Production 推进到 Production

用户打开操作界面三，复核在 Order Review Step 时录入的纸箱尺寸是否正确，如不正确则进行修改。核实完后，在操作界面一或者二点按钮 Complete 将订单推进到 Production 状态。

## 推进订单三：订单从 Production 推进到 Macola Upload

目前，订单里的产品全部出运完后（具体体现为所有 Item 的 Ship Qty>=Order Qty），系统自动把订单状态从 Production 推进到 Macola Upload。

如果订单只是部分出运（即有 Item 的 Ship Qty<Order Qty），系统不会自动推进。这时候如果需要推进就要由用户在操作界面一或者二点按钮 Complete 将订单手动推进到 Production 状态。

## 第三节 Cost Confirmation 页面的操作

Cost Confirmation 页面用于用户审核产品价格，目前由生控部操作。

### 操作界面介绍：

#### 操作界面一

Purchase Order	Customer Name	Keyword	Program Name	Program Size	Order Status	Aged	Process Type	Current Process Step	PC Plan	CH Dept	China PA	Sched Ship	Macola PO No.	Last Change
<input checked="" type="checkbox"/> WM-150140D	Wal-Mart Stores	BHG Down Alt Blanket	WM Fall15-BHG Down Alt Blanket	Medium	Open	110	Domestic: Warehouse Confirmation	Cost	512	Basic-1	Wu Hao,Yao Zhan	2015/04/22		2015/04/22
<input type="checkbox"/> WMC-TestIncoming004	A & E Group, Inc.		Marmont	Small	Open	21	Domestic: Warehouse Confirmation	Cost	31	Basic-2	Betty Liao	2015/04/17		2015/04/17
<input type="checkbox"/> TG-14042123	Target Stores Import	D60 CS 14 Beau/Paige	TG D60 CS 14-Valencia/Beau/Paige	Super Big	Open	163	Direct Import	Cost Confirmation	416	Land-1	Hu Huanhuan,Lan Kai,Ren Jiaojiao,Xu Weiqun	2015/02/13		2015/02/13
<input type="checkbox"/> TG-141010H	Target Northern Operations Center	D60 C3 15 Savoie/Valencia/Beau/Paige	TG D60 C3 15-Savoie/Valencia/Beau/Paige Cmf Set	Medium	Open	190	Direct Import	Cost Confirmation	416	Land-1	Hu Huanhuan,Lan Kai,Ren Jiaojiao,Xu Weiqun	2015/02/11		2015/02/11
<input type="checkbox"/> MPE-150122	JLA Home	MPE-Merritt/Cole/Becker	JLA MPE-Merritt/Cole/Becker	Small	Open	107	Domestic: Warehouse Confirmation	Cost	590	Source-2	Wang Han Yun	2015/04/30		2015/04/30



## 操作界面二

Purchase Order No.:	WM-150140D	Default Vendor Name:	浙江万隆寝具制品有限公司
Customer:	Wal-Mart Stores		ZHEJIANG WANXIANG BEDDING CO., LTD.
FOB-Point:	SAV (Savannah, GA)		浙江万隆
CH-Prod Department:	Basic-1	Vendor Payment Method:	L/C
CH-Prod Coordinator:	Wu Hao,Yao Zhen	Vendor Payment Term:	7 days
Process:	Domestic Warehouse	Default Exporter:	浙江万隆寝具制品有限公司
Freight Term:	E&E		ZHEJIANG WANXIANG BEDDING CO., LTD.
Vendor Payment Currency:	USD	Approved By:	Branch Manager
CCD No.:	WM-150121		

Select	Notes	Line	Group	Line Status	Item	Description	Qty Ordered	UOM	Qty Shipped	Cost (USD)	Cost (RMB)	Pack UOM	Qty/Pack	Last Updated	Updated By
		1	0	Open	E&E: B045-094-099-18 Rev.: Rev. Desc.: Cust.: 553632835 Vend.: Style: UPC: 675716621902 Duty: 12.80 % CCD No.: WM-150121 CCD Item WS11-002-071- No.: 10	Desc.: 100% Polyester Dobby Stripe Solid Blanket Ptn: Full/Queen: 90x90" Size: Sandy Color: Sandy Face: 190TC, 95gsm 100% polyester dooby stripe microfiber; back: 190TC, 95gsm 100% polyester solid microfiber; Fib: 100% polyester 4 oz yd/A 50% 3D&50% 6D melt bonded fiber Trim:	200.00	Piece	0.00	6.704	47.600	Carton	3.00	3.00 2015/05/07	penghouqiong@jachina.com

### 字段解释

- Vendor Payment Currency: 给工厂付款货币。如果选择 USD,则导出的 Vendor PO 上的货币按美金计, 否则按人民币记。

## 操作方法介绍

用户在此页面审核价格, 没有问题的话, 推进订单到下一步骤“Logistics Review”, 否则将订单退回到“Order Review”

## 第四节 Logistics review 页面的操作

这个页面用来分配出运操作人和制作合同

## 操作界面介绍

### 操作界面一

Purchase Order	Macola PO No.	Customer Name	Keyword	Order Status	Age	Process Type	Current Process Step	PC Ptnr	CH-Dept	China PA	CH-Logistic-DA	Freight Forwarder	Vendor PO Exported	Sched Ship	Last Chang
<input type="checkbox"/> WM-150140D		Wal-Mart Stores	BHG Down All Blanket	Open	110	Domestic Warehouse	Logistics Review	512	Basic-1	Wu Hao,Yao Zhan			No	2015/04/22 2015/C	
<input type="checkbox"/> MCC-141025		Macy's.com	Whisper	Open	197	Domestic Warehouse	Logistics Review	581	BO-1	Li Sheng	Yu Yingdi		No	2015/01/10 2015/C	
<input type="checkbox"/> MCC-141027		Macy's.com	Serenade	Open	197	Domestic Warehouse	Logistics Review	581	BO-1	Li Sheng	Yu Yingdi		No	2015/01/10 2015/C	
<input type="checkbox"/> BB-141180-1		Bed Bath & Beyond	Beechwood	Open	114	Domestic Warehouse	Logistics Review	581	BO-1	Spring Lee	Yu Yingdi		No	2015/03/06 2015/C	
<input type="checkbox"/> WM-141213B		Wal-Mart Stores	MS F12 Microfiber BNB	Open	149	Domestic Warehouse	Logistics Review	512	BOX-2	Wu Lying	Yu Yingdi		No	2015/02/08 2015/C	
<input type="checkbox"/> AH-2015032601		Amazon Fulfillment Services (Domestic)		Open	43	Domestic Warehouse	Logistics Review	0	Basic-3	Betty Liao			No	2015/03/26 2015/C	
<input type="checkbox"/> AE-12		A & E Group, Inc.		Open	65	Direct Import	Logistics Review	0	A.I.M.	Alisa Qian			No	2015/03/04 2015/C	
<input type="checkbox"/> TG-140421H4		Target Northern Operations Center	D60 CS 14 Valencia/Beau/Paige	Open	144	Direct Import	Logistics Review	416	Land-1	Hu Huanhuan,Lan Kai,Ren JiaoJiao,Xu			No	2015/02/11 2015/C	



### 字段解释:

- Vendor PO exported: 订单按 Vendor PO 的格式导出，两个选项“是”和“否”。“是”表示订单已经按 Vendor Po 的格式导出过，“否”表示没有按 Vendor Po 的格式导出过。

### Button 解释:

- Contract: 点此 Button 打开操作合同的界面。
- Edit: 点此打开操作界面二

### 操作界面二

Purchase Order No:	WM-150140D	Default Vendor Name:	浙江万翔寝具制品有限公司
Customer:	Wal-Mart Stores		ZHEJIANG WANXIANG BEDDING CO.,LTD.
FOB-Point:	SAV (Savannah, GA)	Vendor Payment Method:	T/T
Ship Via:	SF (Sea Freight)	Vendor Payment Term:	80 days
CH-Prod Department:	Basic-1	Default Exporter Name:	浙江万翔寝具制品有限公司
CH-Prod Coordinator:	Wu Hao,Yao Zhan		ZHEJIANG WANXIANG BEDDING CO., LTD.
Freight Forwarder:		CH-Logistic:	

Notes	Line	Group	Line Status	Item	Description	Qty Ordered	UOM	Qty Shipped	Cost (USD)	Cost (RMB)	Pack UOM	Qty/Pack	Qty/Group/Pack	Last Updated	Updated By
Note	1	0	Open	E&E: BHH5-094-099-18	Desc: 100% Polyester Dobby Stripe Solid Blanket	200.00	Piece	0.00	6.704	47.600	Carton	3.00	3.00	2015/05/07	penghouqiong@jiachina.com
				Rev. Desc.: 553632835	Ptn: Size/Width: Full/Queen: 90x90"										
				Style: 675716621902	Color: Sandy										
				Duty: 12.80 %	Face: 190TC, 95gsm 100% polyester 6obby stripe microfiber; back: 190TC, 95gsm 100% polyester solid microfiber; fill: 100% polyester 4 oz yd <sup>2</sup> 50% 3D&50% 6D melt bonded fiber										
					Fabric: 100% polyester solid microfiber; fill: 100% polyester 4 oz yd <sup>2</sup> 50% 3D&50% 6D melt bonded fiber										
					Trim:										
Note	2	0	Open	E&E: BHH5-094-099-19	Desc: 100% Polyester Dobby Stripe	300.00	Piece	0.00	9.135	64.400	Carton	2.00	2.00	2015/04/30	penghouqiong@jiachina.com

### 字段解释:

- Freight Forwarder: 货代，由用户在选项选择一个，货代信息目前由储运部在 EEC→Production Resources—>Forwarder 页面维护
- CH-Logistics: 订单出运操作人，由用户在选项选择一个，操作人信息由系统部维护。

### 操作界面三

Purchase Contract No.:		PO No.:		Creation Date:	
Sales Contract No.:		Seller:		Start:	
				End:	

Purchase Contract No	Sales Contract No	Seller	PO No	Cre
<input type="checkbox"/> <a href="#">Select</a> EB1502110019		金华金丽达工艺制品有限公司	TJM-JESSIE-20150213	2015/0
<input type="checkbox"/> <a href="#">Select</a> EB1501210018		浙江益乔家纺有限公司	MZ-141225	2015/0
<input type="checkbox"/> <a href="#">Select</a> EB1501210017		东莞市大利灯工艺制品有限公司	TG-141114B1	2015/0
<input type="checkbox"/> <a href="#">Select</a> EB1501210016		东莞市大利灯工艺制品有限公司	TG-141114C1	2015/0
<input type="checkbox"/> <a href="#">Select</a> EB1501210015		东莞市大利灯工艺制品有限公司	TG-141114D1	2015/0
<input type="checkbox"/> <a href="#">Select</a> EB1501210014		东莞市大利灯工艺制品有限公司	TG-141114C2	2015/0
<input type="checkbox"/> <a href="#">Select</a> EB1501210013		东莞市大利灯工艺制品有限公司	TG-141114C3	2015/0
<input type="checkbox"/> <a href="#">Select</a> EB1501210012		东莞市大利灯工艺制品有限公司	TG-141114D2	2015/0
<input type="checkbox"/> <a href="#">Select</a> EB1501180011		GUL AHMED TEXTILES	KL-150115 KL-150117 KLC-150115	2015/0

### 字段解释:

- Purchase Contract No.: 采购合同号，生成合同时系统自动生成。
- Sales Contract No. : 销售合同号

### Button 解释:

- New:新建合同

### 操作界面四

Purchase Contract No.:  Seller:  Is Exporter:

Sales Contract No.:  Notes:  Creation Date:

PO No.:  CH-Logistic DA:  Sched. Ship Date Start:

Customer:  Order Status:  End:

Order Process Step:  Process Type:  FOB:

Ship Via:  Division:  Vendor:

Items:39 Page number:1/2 Paginal:20 items

	Purchase Order	Current Process Step	Sched Ship	FOB	ShipVia	Process Type	Vendor	CHLogistic	Ship To	Exporter	Division	Currency
<input type="checkbox"/> <a href="#">View</a>	AM-2015032601	Logistics Review	2015/03/26	VAN	SF	Domestic: Warehouse	ABHITEX INT'L		SAV	ABHITEX INT'L	BASI	USD
<input type="checkbox"/> <a href="#">View</a>	AFL-test008	Logistics Review	2015/03/04	BOS	SF	Direct Import	ABHITEX INT'L		BLK	ABHITEX INT'L	ADUL	USD
<input type="checkbox"/> <a href="#">View</a>	AE-12	Logistics Review	2015/03/04	ATA	AF	Direct Import	ABHITEX INT'L		BLK	ABHITEX INT'L	ADUL	USD
<input type="checkbox"/> <a href="#">View</a>	RS-150128	Logistics Review	2015/06/08	LA	SF	Domestic: Port	浙江元正布艺有限公司		PORT	ZHEJIANG YUANZHENG FABRIC ART CO., LTD.	WIN	USD
<input type="checkbox"/> <a href="#">View</a>	RS-150127	Logistics Review	2015/05/08	LA	SF	Domestic: Port	浙江元正布艺有限公司		PORT	ZHEJIANG YUANZHENG FABRIC ART CO., LTD.	WIN	USD
<input type="checkbox"/> <a href="#">View</a>	AIM-150127	Logistics Review	2015/01/28	EXW	GS	Direct Import	山臣家居(浙江)有限公司		ZZA	ZHEJIANG ZHONGDA GROUP INT'L TRADING CO., LTD.	ART	RMB
<input type="checkbox"/> <a href="#">View</a>	AIM-150126	Logistics Review	2015/01/28	EXW	GS	Direct Import	山臣家居(浙江)有限公司			ZHEJIANG ZHONGDA		

### 字段解释:

- Is Exporter:合同是否做给 Exporter,打√表示是，不打√表示不是。

### Button 解释:

- Back: 退回到前一页面。

### 操作方法介绍

#### 指定操作员和货代

用户在“操作界面二”选择操作员和货代，保存即可。

#### 导出 Vendor PO.

用户在“操作界面一”点 View,在跳出的窗口中选“Vendor PO”,即可浏览 Vendor PO

Key:  Process Type:  Status:  End:  Issue Date:

Division:  Program Name:  Program Size:  Vendor PO Exported:

CH-Dept.:  PA Assigned:  Vendor:  Search:  All PO

Items: 40 Page number: 1/2 Page Size: 20 items

Purchase Order	Macola PO No.	Customer Name	Keyword	Order Status	Aged	Process Type	Current Process Step	PC Plnr	CH-Dept	China PA	CH-Logistic-DA	Freight Forwarder	Vendor PO Exported	Sched Ship
<input checked="" type="checkbox"/>	WM-1501400	Wal-Mart Stores	BH Down Alt Blanket	Open	110	Domestic: Warehouse	Logistics Review	512	Basic-1	Wu Hao,Yao Zhan			No	2015/04
<input type="checkbox"/>	MCC-141025	Macy's.com	Whisper	Open	197	Domestic:	Logistics Review	581	80-1	Li Sheng	Yu Yingdi		No	2015/01
<input type="checkbox"/>	MCC-141027	Macy's.com					Logistics Review	581	80-1	Li Sheng	Yu Yingdi		No	2015/01
<input type="checkbox"/>	BB-141180-1	Bed Bath Beyond					Logistics Review	581	80-1	Spring Lee	Yu Yingdi		No	2015/03
<input type="checkbox"/>	WM-1412138	Wal-Mart Stores					Logistics Review	512	80X-2	Wu Liying	Yu Yingdi		No	2015/02
<input type="checkbox"/>	AM-2015032601	Amazon Fulfillment Services (Domestic)					Logistics Review	0	Basic-3	Betty Liao			No	2015/03
<input type="checkbox"/>	AE-12	A & E Gro. Inc.					Logistics Review	0	A.I.M.	Alisa Qian			No	2015/03
<input type="checkbox"/>	TG-140421H4	Target Northern Operato					Logistics Review	416	Land-1	Hu Huanhuan,Lan Kai,Ren			No	2015/02

在浏览页面点“Exp2PDF”或“Exp2Excel”则可导出 PO,前者是 PDF 格式导出,后者是 Excel 格式导出。

Purchase Order

Po No.: WM-1501400 Port of Discharge: Savannah, GA Sched.Ship Date: 4/22/2015  
 Cust. Po No.: Exporter: ZHEJIANG WANXIANG BEDDING CO., LTD. Cancel Ship: 4/22/2015  
 Vendor: 浙江万翔寝具制品有限公司 Ship Via: Sea Freight Issue Date: 1/18/2015  
 Departure Port: Shanghai,China Vendor Payment Term: T/T 60 days

Note: 本定单禁止外发 (Subcontracting is prohibited).

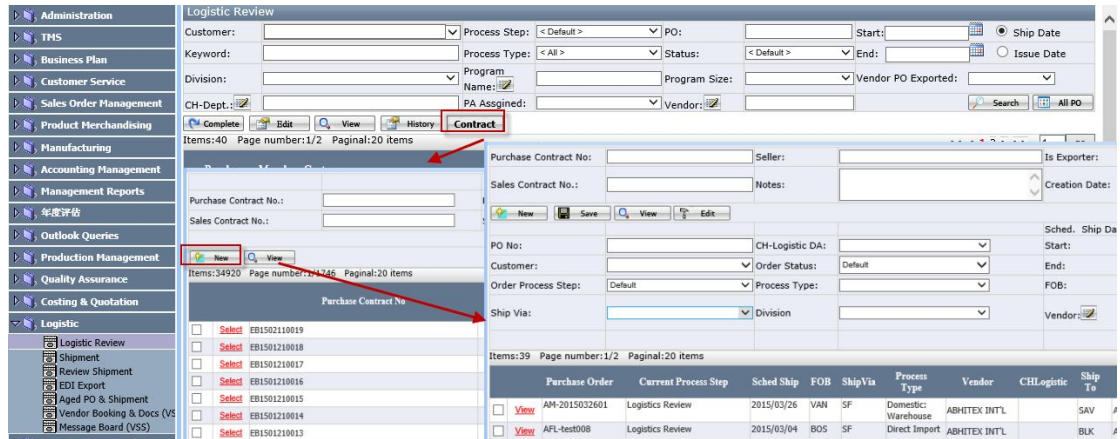
Line	Line Status	Item	Description	Sched. Ship Date	Qty Ordered	Qty Shipped	UOM	Cost	Tot. Cost	Qty/Pack	Qty/Grp/Pack
1	Open	EE: BH45-094-099-18	Desc.: 100% Polyester Dobby Stripe Solid Blanket Prtn: Size: Full/Queen: 90x90" Color: Sandy Mat.: Face: 190TC, 95gsm 100% polyester doobby stripe microfiber; back: 190TC, 95gsm 100% polyester solid microfiber; fill: 100% polyester 4 oz yd <sup>2</sup> 50% 3D&50% 6D melt bonded fiber Style: Trim: UPC: 675716621902 BOM:	04/22/2015	200.00	0.00	Piece	\$6.70	\$1340.80	3.00	3.00
		EE: BH45-094-099-19	Desc.: 100% .....								

## 推进订单

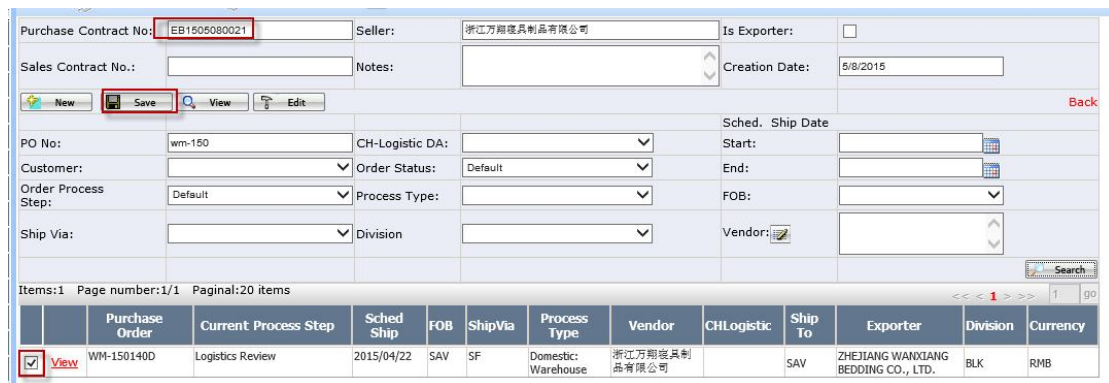
用户在“操作界面一”或者“操作界面二”点“Complete”将订单从 Logistics Review 推进到 Pre-Production 阶段。

## 制作合同

1.用户在“操作界面一”点“Contract”进入“操作界面三”，再在“操作界面三”点“New”进入“操作界面四”



2.用户搜索出要做合同的订单，点“Save”，系统会生成“Purchase Contract No.”



4. 点“View”，在弹出的窗口中，选择合同导出格式：

如果 Business Unit 是“Home\_Apparel”，弹出窗口如下



字段解释：

- Contract Currency: 合同的币种


- **Pagination:** 合同是否分页，适用于合同内容无法全部显示在一页纸上时，只适用于美金合同。如果此处打勾，系统则会按分页格式生成合同正文和附件。
- **Include:** 是否同步导出其它文件，比如 **Detail**。如果是 **Fabric** 订单，还可以同时导出 **Order Summary**

如果 Business Unit 是“Fabric”，弹出窗口如下



Select Contract Format		
Contract Currency:	<input checked="" type="radio"/> USD	<input type="radio"/> RMB
Pagination:	<input type="checkbox"/>	
Include:	<input type="checkbox"/> Detail	<input type="checkbox"/> Orders Summary(For Fabric
<input checked="" type="button" value="OK"/> <input type="button" value="Close"/>		

如果 Business Unit 是“Harbor House”，弹出窗口如下



Currency:	<input type="radio"/> USD	<input checked="" type="radio"/> RMB
Contract Content:	<input checked="" type="radio"/> Purchase Confirmation	<input type="radio"/> Sales Confirmation
<input checked="" type="button" value="OK"/> <input type="button" value="Close"/>		

#### 字段解释:

- **Contract Content** 合同内容，用户选择导出采购合同还是销售合同。

#### Notes:

- 1) 用户导出一个文件后，须点文件标题切换到下一文件格式。  
比如：要切换到“销售确认书附件”，须点“销售确认书”的标题。
- 2) 点导出按钮导出文件

**销售确认书**  
**SALES CONFIRMATION**

No.: EB1505080021  
Date: 08/05/2015

**The Sellers:**  
ZHEJIANG WANXIANG BEDDING CO., LTD.  
浙江万翔寝具制品有限公司  
WULIAN VILLAGE, XINTANG STREET, XIAOSHAN SECTION, HANGZHOU, CHINA  
浙江省杭州市萧山区新塘街道五联村  
双方签字同意按以下条款达成交易:  
The undersigned Sellers and Buyers have agreed to close the following transactions according to the terms and conditions stipulated below

品名及规格 DESCRIPTION AND SPECIFICATION	数量 QUANTITY	单价 UNIT PRICE	金额 Amount
		FOB	China
<b>Po No.:</b> WM-150140D			
<b>TOTAL:</b>	<b>1100.00</b>		<b>\$ 10749.31</b>

**REMARK:**  
Details as per purchase order(细节见订单)  
上列货物在数量及金额上允许增减0%。  
The above goods may be allowed with 0% more or less both in quantity & amount.

总值  
Total value in capital: Say US Dollars TEN THOUSAND, SEVEN HUNDRED AND FORTY-NINE AND CENTS THIRTYONE ONLY  
装运期限: 装运口岸: China Port to E&E Savannah Warehouse  
Shipment date: details as per purchase order(详见订单) Loading port:  
付款方式: T/T 60 days after shipment 包装:  
Payment term: The buyer should pay directly to the seller in US Dollars. If the seller entrust an exporter, the buyer should pay to the exporter in US Dollars. Shipping mark: as per purchase order(详见订单)  
质量验收标准: 客户的要求及确认的样品作为依据

## 第五节 Macoal UpLoad 页面的操作

此页面目前用于处理系统将 EEC PO 导到 Macola 系统时，出现异常的情况。

### 操作界面介绍

PO No.	Macola PO	Shipment ID	Order Status	Process Step	Process Type	CH-Dept	China PA	Customer	Sched. Ship	Upload Status	Comment	Last Changed	Updated By
erc-013	6135900	Error: EE15030004	Ship Complete	Shipment Process	Domestic: Warehouse	Basic-1	EEC HelpDesk	Amazon Fulfillment Services (Domestic)	2015/03/18	Shipped		2015/03/19	eechelpdesk@jachina.com
erc-014	6135900	Error: EE15030005	Ship Complete	Macola PO Upload	Domestic: Warehouse	Basic-1	EEC HelpDesk	Amazon Fulfillment Services (Domestic)	2015/03/19	Successful Reversed		2015/03/19	eechelpdesk@jachina.com
erc-021	6140400	Error: EE15040022	Ship Complete	Shipment Process	Domestic: Warehouse	Furniture-1	EEC HelpDesk	Anna's Linens	2015/04/09	Successful		2015/04/10	eechelpdesk@jachina.com
MAR-141105		Error: POE15010040	Ship Complete	Macola PO Upload	Domestic: Port	Basic-1	Yao Zhan	Marshalls, Inc.	2015/01/22			2015/01/26	yuyingd@jachina.com
PO1111		Error: SHIPPING111	Ship Complete	Macola PO Upload	Domestic: Warehouse	BO-2	celina	Bed Bath & Beyond	2015/02/20			2015/02/12	eechelpdesk@jachina.com
stefn09		Error: stefn09	Ship Complete	Macola PO Upload	Domestic: Warehouse	Prod-5	celina	AAFES - MAD (ARTBOXX)	2015/03/31			2015/03/31	eechelpdesk@jachina.com
Test-01	6139300	Error: EE15040008	Ship Complete	Shipment Process	Domestic: Warehouse	A.I.M.	distr-dm	A & E Group, Inc.	2015/03/31	Successful		2015/04/07	eechelpdesk@jachina.com
TJM-141105		Error: POE15010040	Ship Complete	Macola PO Upload	Domestic: Port	Basic-1	Yao Zhan	TJMaxx Inc.	2015/01/22			2015/01/26	yuyingd@jachina.com

字段解释:

- Shipment ID: 订单所属 Shipment 的 ID 号
- Upload Error: 上导订单是否报错。

- Error Desc.: 错误类型，默认全选。错误类型的选项由系统部维护。
- Upload Status: 上导状态，3 个选项: N/A,Successful(上导成功)及 Skip (略过上导)

**Button 解释:**

- Skip: 当前订单略过上导，直接将订单推进到“Shipment Process”阶段。
- Upload:将订单上导到 Macola 系统。并给出 Macola PO No.
- Clear: 在 Macola 里清掉导过去的订单。.

## 操作方法介绍

### 处理 Upload Error

用户点开 Error,根据 Full Description 处理 Error，点“Delete”可以清掉这个 Error。

The screenshot shows the 'Macola PO Upload' interface. At the top, there are several dropdown menus for Customer, Process Step, PO, Shipment ID, Upload Error, PO Status, Process Type, and Department. Below these are buttons for Skip, Upload, Reverse, and Clear. A table lists PO items with columns: PO No., Macola PO., Shipment ID, Order Status, Process Step, Process Type, CH-Dept, China PA, Customer, Sched. Ship, Upload Status, Comment, Last Changed, and Updated By. An 'Upload Error' dialog box is open, showing a table with columns: PO No., Error Code, Short Description, Full Description, and Date. The 'Full Description' text reads: 'You fail to re-upload this PO since it has been uploaded to in Macola System. If you want to re-upload it successfully, please delete or cancel its old Macola PO No. in Macola System first. If you do not want to re-upload it, please skip this process step by clicking Skip button.(Macola PO No.: 6135800)'. The date is 3/19/2015 10:07:58 AM.

### Upload PO

用户选择 Po 后，点 Upload,将订单导到 Macola 系统，

Macola PO Upload

Customer: [ ] Process Step: Macola PO Upload, ... PO: [ ] Shipment ID: [ ]

Upload Error: [ ] PO Status: Partial Shipped, S... Process Type: China Export: CIF, Chi... Department: [ ]

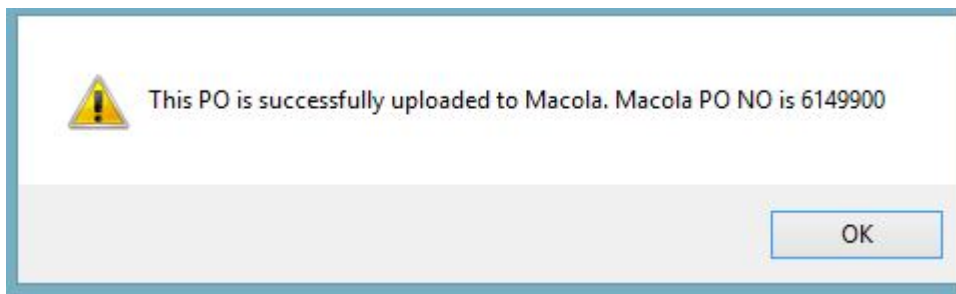
Error Desc.: I001(Item not exist), I002(Ship... Upload Status: [ ]

Buttons: Skip, Upload, Reverse, Clear

Items: 8 Page number: 1/1 Paginal: 20 items

PO No.	Macola PO.	Shipment ID	Order Status	Process Step	Process Type	CH-Dept	China PA	Customer	Sched. Ship	Upload Status	Comment	Last Changed	Updated By
eric-013	6145800	Error EE15030004	Ship Complete	Shipment Process	Domestic: Warehouse	Basic-1	EEC HelpDesk	Amazon Fulfillment Services (Domestic)	2015/03/18	Skipped		2015/03/19	eehelpdesk@jlachina.com
eric-014	6135900	Error EE15030005	Ship Complete	Macola PO Upload	Domestic: Warehouse	Basic-1	EEC HelpDesk	Amazon Fulfillment Services (Domestic)	2015/03/19	Successful	Reversed	2015/03/19	eehelpdesk@jlachina.com
eric-031	6140400	Error EE15040022	Ship Complete	Shipment Process	Domestic: Warehouse	Furniture-1	EEC HelpDesk	Anna's Linens	2015/04/09	Successful		2015/04/10	eehelpdesk@jlachina.com
<input checked="" type="checkbox"/>	MAR-141105	Error POE15010040	Ship Complete	Macola PO Upload	Domestic: Port	Basic-1	Yao Zhan	Marshalls, Inc.	2015/01/22			2015/01/26	yuyingdi@jlachina.com
<input type="checkbox"/>	PO111	Error SHIPPING111	Ship Complete	Macola PO Upload	Domestic: Warehouse	BO-2	celina	Bed Bath & Beyond	2015/02/20			2015/02/12	eehelpdesk@jlachina.com
<input type="checkbox"/>	steffi09	Error steffi09	Ship Complete	Macola PO Upload	Domestic: Warehouse	Prod-5	celina	AAFES - MAD (ARTBOXX)	2015/03/31			2015/03/31	eehelpdesk@jlachina.com
<input type="checkbox"/>	Test-01	Error EE15040008	Ship Complete	Shipment Process	Domestic: Warehouse	A.I.M.	distr-dm	A & E Group, Inc.	2015/03/31	Successful		2015/04/07	eehelpdesk@jlachina.com
<input type="checkbox"/>	TJM-141105	Error POE15010040	Ship Complete	Macola PO Upload	Domestic: Port	Basic-1	Yao Zhan	TJMaxx Inc.	2015/01/22			2015/01/26	yuyingdi@jlachina.com

如果 OK,系统给出以下提示:



如果不 OK,系统会提示上导失败, 并显示 “Error” 在 Grid 里:

Macola PO Upload

Customer: [ ] Process Step: Macola PO Upload, ... PO: [ ] Shipment ID: [ ]

Upload Error: [ ] PO Status: Partial Shipped, S... Process Type: China Export: CIF, Chi... Department: [ ]

Error Desc.: All, I001(Item not exist), I002(... Upload Status: [ ]

Buttons: Skip, Upload, Reverse, Clear

Items: 8 Page number: 1/1 Paginal: 20 items

PO No.	Macola PO.	Shipment ID	Order Status	Process Step	Process Type	CH-Dept	China PA	Customer	Sched. Ship	Upload Status	Comment	Last Changed	Updated By
eric-013	6135800	Error EE15030004	Ship Complete	Shipment Process	Domestic: Warehouse	Basic-1	EEC HelpDesk	Amazon Fulfillment Services (Domestic)	2015/03/18	Skipped		2015/03/19	eehelpdesk@jlachina.com
eric-014	6135900	Error EE15030005	Ship Complete	Macola PO Upload	Domestic: Warehouse	Basic-1	EEC HelpDesk	Amazon Fulfillment Services (Domestic)	2015/03/19	Successful	Reversed	2015/03/19	eehelpdesk@jlachina.com
eric-031	6140400	Error EE15040022	Ship Complete	Shipment Process	Domestic: Warehouse	Furniture-1	EEC HelpDesk	Anna's Linens	2015/04/09	Successful		2015/04/10	eehelpdesk@jlachina.com
<input type="checkbox"/>	MAR-141105	Error POE15010040	Ship Complete	Macola PO Upload	Domestic: Port	Basic-1	Yao Zhan	Marshalls, Inc.	2015/01/22			2015/01/26	yuyingdi@jlachina.com
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<input type="checkbox"/>	steffi09	Error steffi09	Ship Complete	Macola PO Upload	Domestic: Warehouse	Prod-5	celina	AAFES - MAD (ARTBOXX)	2015/03/31			2015/03/31	eehelpdesk@jlachina.com
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<input type="checkbox"/>	TJM-141105	Error POE15010040	Ship Complete	Macola PO Upload	Domestic: Port	Basic-1	Yao Zhan	TJMaxx Inc.	2015/01/22			2015/01/26	yuyingdi@jlachina.com

## Clear Macola PO

点 Clear 在 Macola 里清掉导过去的订单。

Macola PO Upload

Customer:  Process Step: Macola PO Upload,... PO:

Upload Error:  PO Status: Partial Shipped, S... Process Type: China Export: CIF, Chi...

Error Desc.: All, I001(Item not exist), I002(... Upload Status:

Items:8 Page number:1/1 Page 1:20 items

	PO No.	Macola PO.	Shipment ID	Order Status	Process Step	Process Type	CH-Dept	China PA	Customer	Sched. Ship	Upload Status	Comm
<input checked="" type="checkbox"/>	<a href="#">eric-013</a>	6135800	Error EE15030004	Ship Complete	Macola PO Upload	Domestic: Warehouse	Basic-1	EEC HelpDesk	Amazon Fulfillment Services (Domestic)	2015/03/18	Skipped	Reverse
<input type="checkbox"/>	<a href="#">eric-014</a>		Error EE15030005	Ship Complete	Macola PO Upload	Domestic: Warehouse	Basic-1	EEC HelpDesk	Amazon Fulfillment Services (Domestic)	2015/03/19		