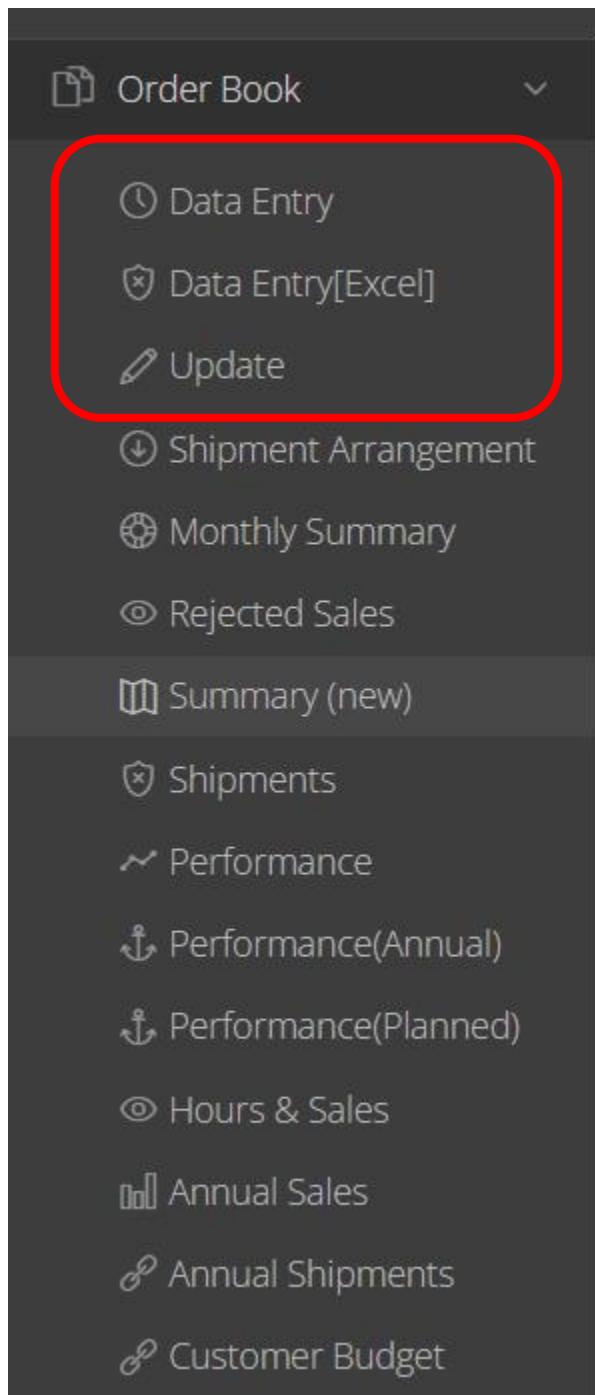


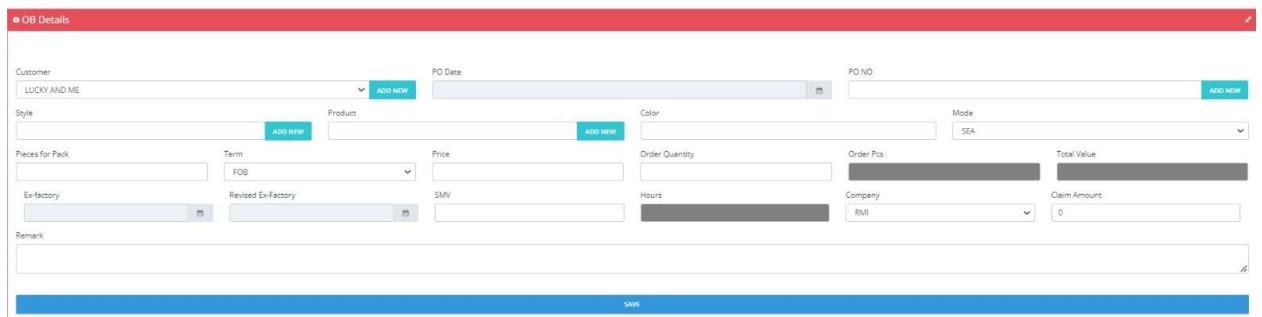
User Guide for Updating Order book



Home Page



1. Data Entry

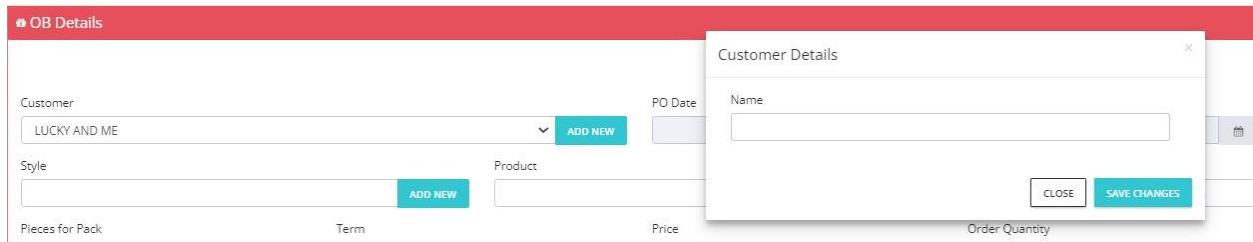


The screenshot shows the 'OB Details' screen with various input fields for order entry. The fields include Customer (LUCKY AND ME), Style, Product, Price, Order Quantity, and Order Pos. There are also dropdowns for PO Date, Color, Mode, and other parameters. A 'Remark' text area and a 'SAVE' button are also present.

You can enter new orders one by one (current system facility) in this view.

You must enter new customer, new PO, new style, or new products by using the "ADD NEW" tab if needed before entering order details in to the system.

For example, if you want to add a new customer, click "NEW ADD" tab under customer. Then, type the name of new customer in the Customer Details window as shown below and click "SAVE CHANGES" button.

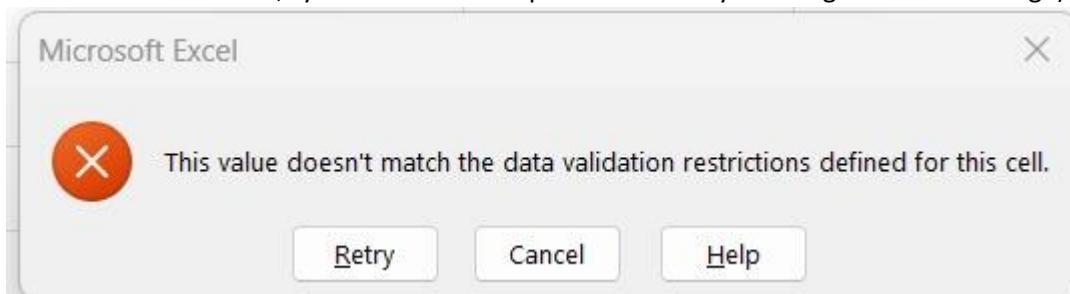


The screenshot shows the 'OB Details' screen with a 'Customer Details' modal window open. The modal contains fields for 'Name' and a 'SAVE CHANGES' button. The main screen shows various input fields for order entry, including Customer (LUCKY AND ME), Style, Product, Price, and Order Quantity.

2. Data Entry – Excel

Steps to upload the Excel template in to Order Book for new customer, new style, new product or new PO

1. Open the empty Excel order book upload template.
2. Fill in the new customer, new style, new product or new PO in the relevant tabs of the template.
3. Fill in the template with relevant details. (if you try to enter details which are not in the drop down list in the relevant tabs, system will not accept the data and you will get below message)



Steps to upload the Excel template in to order book

New Order Book

OB Details

Upload Excel Template

OB Details

10 records

Customer Style Product PO NO PO Date Mode Color Pieces for Pack Term Price Order Quantity

No data available in table

Showing 0 to 0 of 0 entries

SAVE

1. Do the step described under data entry above in this guide before you upload the template for new customer, new style, new product or new PO.
2. Click the "SELECT" and get the excel template and click "LOAD". (if your data is accurate, you will get "green color" in the order lines and if there is any error you will get "Orange color" in the order lines with the status of " Invalid data") .Pls refer below

OB Details

10 records

Customer Style Product PO NO PO Date Mode Color Pieces for Pack Term Price Order Quantity Ex-Factory Date Revised Ex-Factory Date SMV Sub contract Company Status

1	0000000000	LM15-BH-SP	BRIEF	10430001043076	2024-10-01	SEA	RED	1	QP	1.56	1000	2024-09-01	2024-10-01	2.8	Sub contract	Valid Data
2	Test Aish	LM02-STH-SP	TEST	PO-0002363	2024-07-24	AIR	TEST	2	QP	1.8	1000	2024-10-01	2024-10-01	2.8	Russia	(invalid data)

Showing 1 to 2 of 2 entries

3. Click the Save button

SAVE

3.Update

Update Order Book

Filter Order Details

Customer: LUCKY AND ME

MONTH:

PO NO:

SEARCH

Order Details

Customer PO PO Date Style Product Color Ex-fac Revised Ex-Fac OQ-Pieces per Pack OQ-Pcks OQ-Total Cut Ship Update

No data available in table

Showing 0 to 0 of 0 entries

Once the shipment is done, you can update the details in this view as you do currently.

If your production plant has been changed, you must update the correct production plant in this view.

Note

This user guide is work in process. We will complete and hand it over once the rest of the content is completed.