

User Manual

Web Hosting PO Management System Phase I

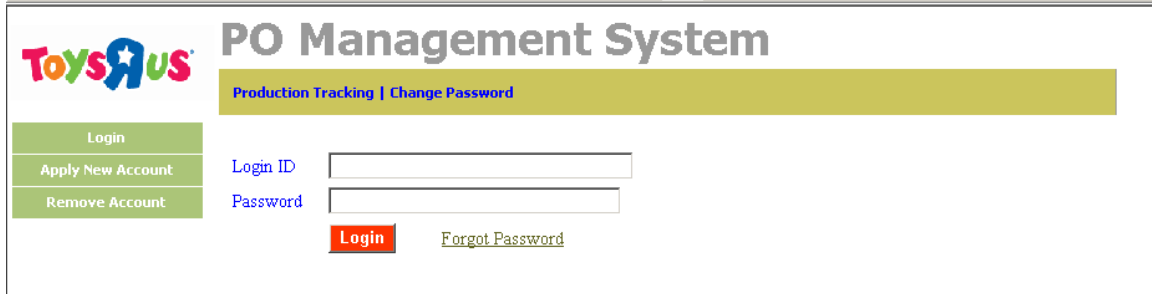
Created By

Business Process and Solution Team

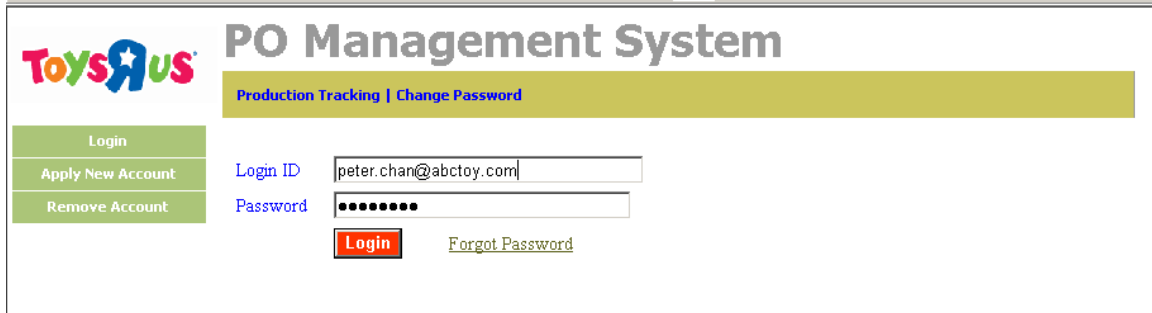
Part I – Login / Logout

Use Internet Explorer (IE), open www.truchinaportal.com

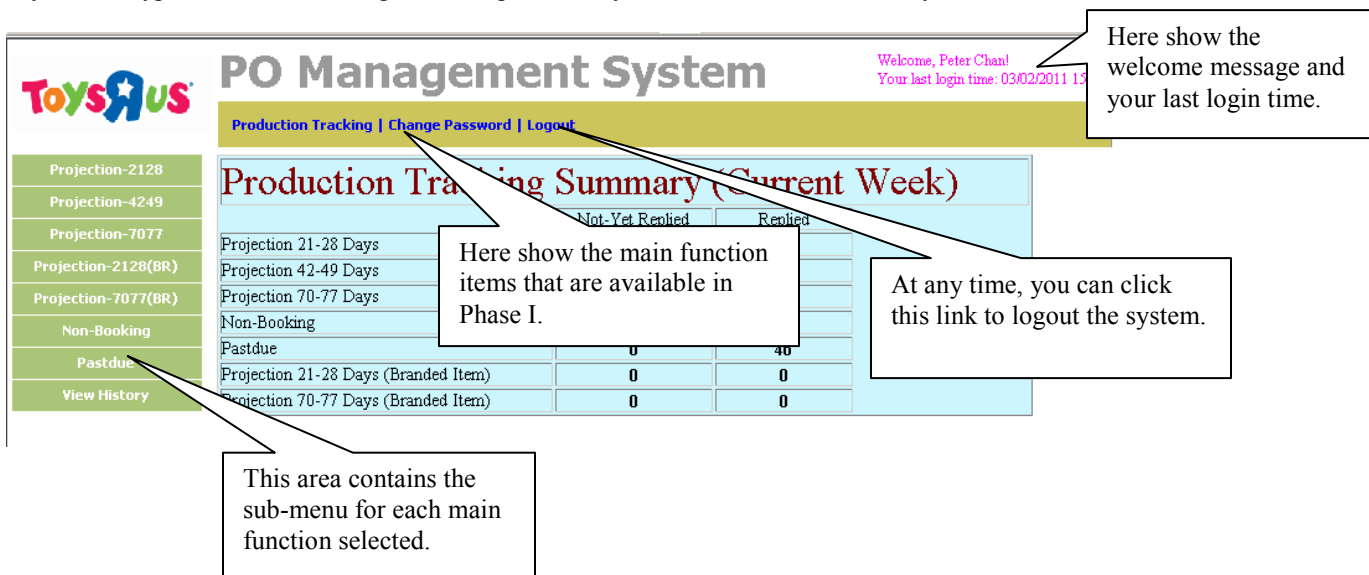
Below login screen will be shown in your browser:



Type in your Login ID (your e-mail address) and personal password in the appropriate fields and then click button “Login”.



If you have typed in the correct Login ID and password, you will see below screen in your browser:



Welcome, Peter Chan!
Your last login time: 03/02/2011 13:00

Production Tracking | Change Password | Logout

Production Tracking Summary (Current Week)

	Not-Yet Required	Required
Projection 21-28 Days		
Projection 42-49 Days		
Projection 70-77 Days		
Non-Booking		
Pastdue	0	40
Projection 21-28 Days (Branded Item)	0	0
Projection 70-77 Days (Branded Item)	0	0

Here show the welcome message and your last login time.

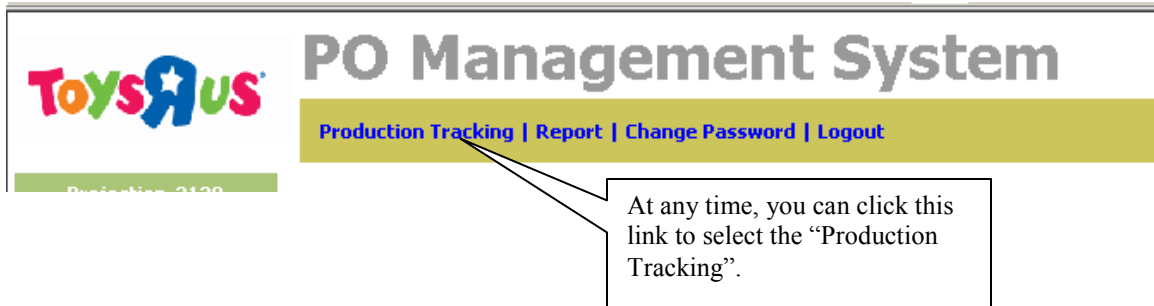
Here show the main function items that are available in Phase I.

At any time, you can click this link to logout the system.

This area contains the sub-menu for each main function selected.

Part II – Production Tracking

After login, click the “Production Tracking” main function:

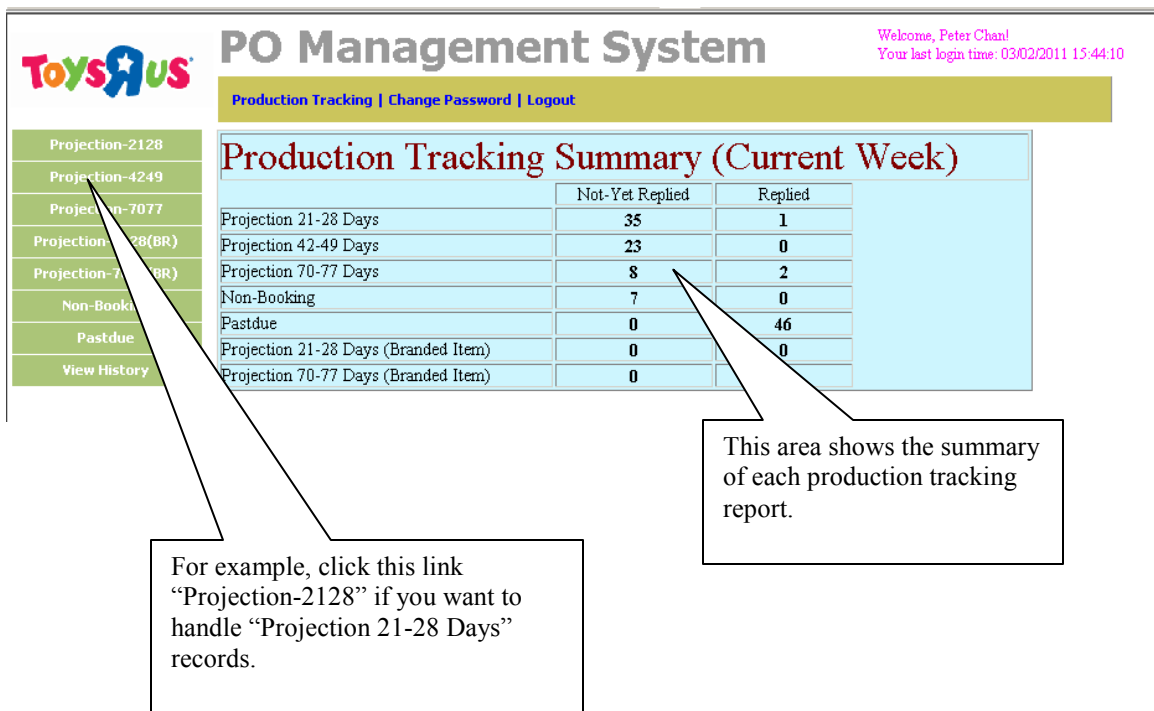


PO Management System

Production Tracking | Report | Change Password | Logout

At any time, you can click this link to select the “Production Tracking”.

Select from the Left Hand Side Sub-Menu box the Report Type that you want to handle .



PO Management System

Welcome, Peter Chan!
Your last login time: 03/02/2011 15:44:10

Production Tracking | Change Password | Logout

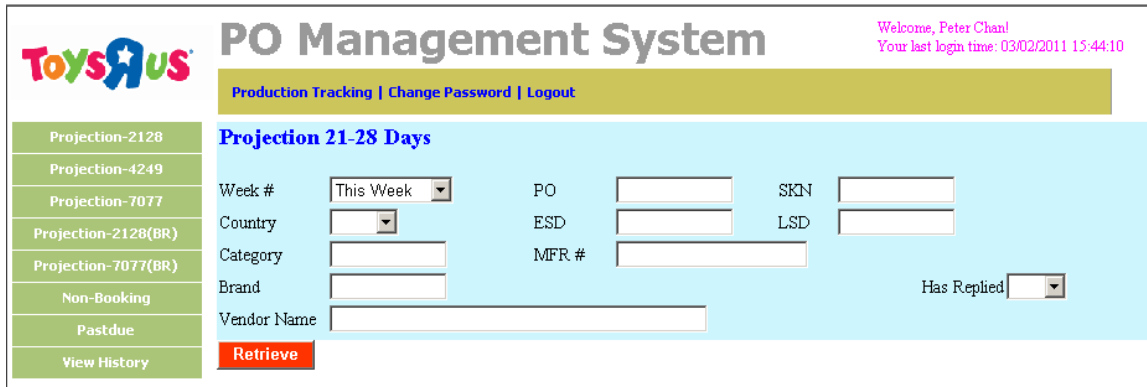
Production Tracking Summary (Current Week)

	Not-Yet Replied	Replied
Projection 21-28 Days	35	1
Projection 42-49 Days	23	0
Projection 70-77 Days	8	2
Non-Booking	7	0
Pastdue	0	46
Projection 21-28 Days (Branded Item)	0	0
Projection 70-77 Days (Branded Item)	0	0

For example, click this link “Projection-2128” if you want to handle “Projection 21-28 Days” records.

This area shows the summary of each production tracking report.

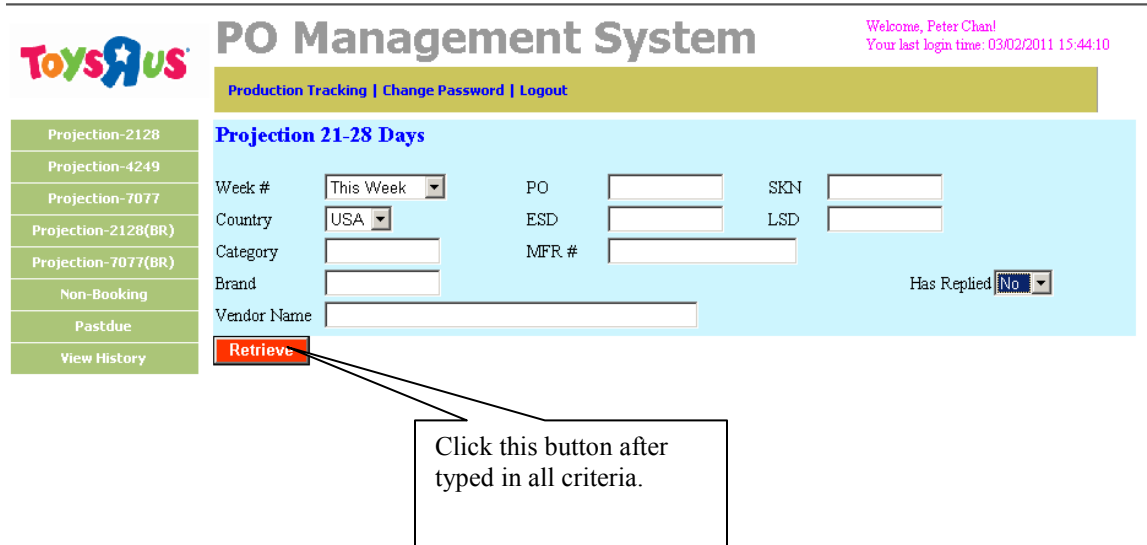
Type in the searching criteria, and then click button “Retrieve”. All Production Tracking records (in this example, records for Projection 21-28 Days) that fulfill the criteria will be retrieved and displayed.




For example, if you want to retrieve records that meet the below conditions:

- Current Week (i.e. Send Out Date = Last Friday); And
- From USA; And
- Vendor Not Yet Replied

Then you should type the criteria as shown below:





PO Management System

Welcome, Peter Chan!
Your last login time: 03/02/2011 15:44:10

[Production Tracking](#) | [Change Password](#) | [Logout](#)

Projection-2128

Projection-4249

Projection-7077

Projection-2128(BR)

Projection-7077(BR)

Non-Booking

Pastdue

View History

Projection 21-28 Days

Week #

Country

Category

Brand

Vendor Name

PO

ESD

MFR #

SKN

LSD

Has Replied


Total 18 Records Retrieved.

Retrieve

	Country	DC	Vendor Name	PO#	SKN	MFR Item#	Cat.	Brand	ESD	LSD	QTY	FOB	Send Date			
<input type="button" value="Edit"/>	USA	9101	ABC Toy	236000	473000	3512845K10	40	KB	02/27/2011	03/05/2011	10008	0.8000	01/28/2011			
<input type="button" value="Edit"/>	USA	9101	ABC Toy	236000	473000	3512844K10	40	KB	02/27/2011	03/05/2011	5004	1.1800	01/28/2011			
<input type="button" value="Edit"/>	USA	9101	ABC Toy	245000	445000	3512832K10	40	KB	02/27/2011	03/05/2011	4008	0.8200	01/28/2011			
<input type="button" value="Edit"/>	USA	9101	ABC Toy	245000	446000	3512822K10	40	B8	02/27/2011	03/05/2011	2004	3.7000	01/28/2011			
<input type="button" value="Edit"/>	USA	9101	ABC Toy	245000	474000	3512857K10	40	KB	02/27/2011	03/05/2011	8004	1.1600	01/28/2011			
<input type="button" value="Edit"/>	USA	9101	ABC Toy	245000	484000	3512847K10	40	KB	02/27/2011	03/05/2011	11004	1.2500	01/28/2011			

Production Tracking records that met the criteria will be shown here.

If you want to reply one of the records, or want to view in details the record, you can click the “Edit” button in the far right end site, as shown below:



PO Management System

Welcome, Peter Chan!
Your last login time: 03/02/2011 15:44:10

[Production Tracking](#) | [Change Password](#) | [Logout](#)

Projection-2128

Projection-4249

Projection-7077

Projection-2128(BR)

Projection-7077(BR)

Non-Booking

Pastdue

View History

Projection 21-28 Days

Week #

Country

Category

Brand

Vendor Name

PO

ESD

MFR #

SKN

LSD

Has Replied

Total 18 Records Retrieved.

Retrieve

	Country	DC	Vendor Name	PO#	SKN	MFR Item#	Cat.	Brand	ESD	LSD	QTY	FOB	Send Date	Reply Date	Raw Material Onhand	Raw Material QC	Cond Car Marl
<input type="button" value="Edit"/>	USA	9101	ABC Toy	236000	473000	3512845K10	40	KB	02/27/2011	03/05/2011	10008	0.8000	01/28/2011				
<input type="button" value="Edit"/>	USA	9101	ABC Toy	236000	473000	3512844K10	40	KB	02/27/2011	03/05/2011	5004	1.1800	01/28/2011				
<input type="button" value="Edit"/>	USA	9101	ABC Toy	245000	445000	3512832K10	40	KB	02/27/2011	03/05/2011	4008	0.8200	01/28/2011				
<input type="button" value="Edit"/>	USA	9101	ABC Toy	245000	446000	3512822K10	40	B8	02/27/2011	03/05/2011	2004	3.7000	01/28/2011				
<input type="button" value="Edit"/>	USA	9101	ABC Toy	245000	474000	3512857K10	40	KB	02/27/2011	03/05/2011	8004	1.1600	01/28/2011				
<input type="button" value="Edit"/>	USA	9101	ABC Toy	245000	484000	3512847K10	40	KB	02/27/2011	03/05/2011	11004	1.2500	01/28/2011				

Click this button to reply or view in details of this record.

Below is the screen after the “Edit” button was clicked.

To reply, just select the “Yes-No” drop down list box, select the reason code and key-in the remarks, the COC Date, etc:

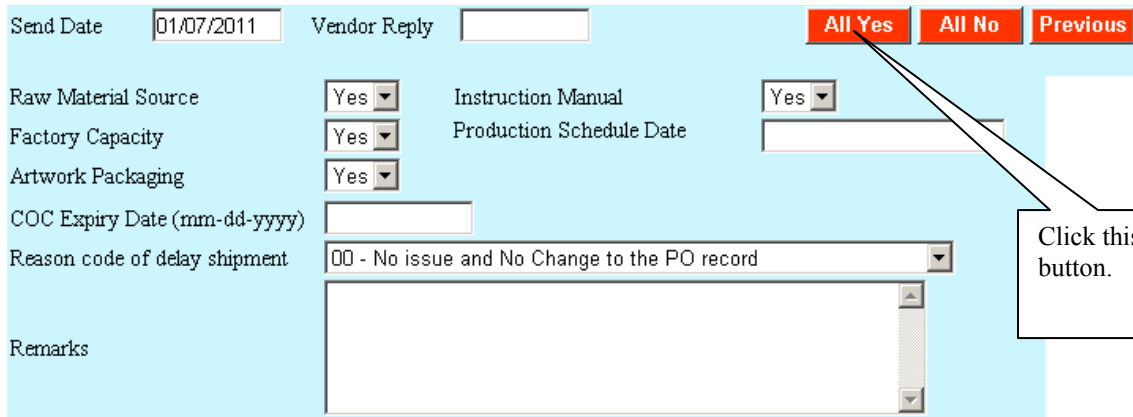
After the button “Save” was clicked, the reply will be saved to database, and the screen will be returned to previous one.

The below 3 buttons help you enter the reply in a much faster way.



All Yes

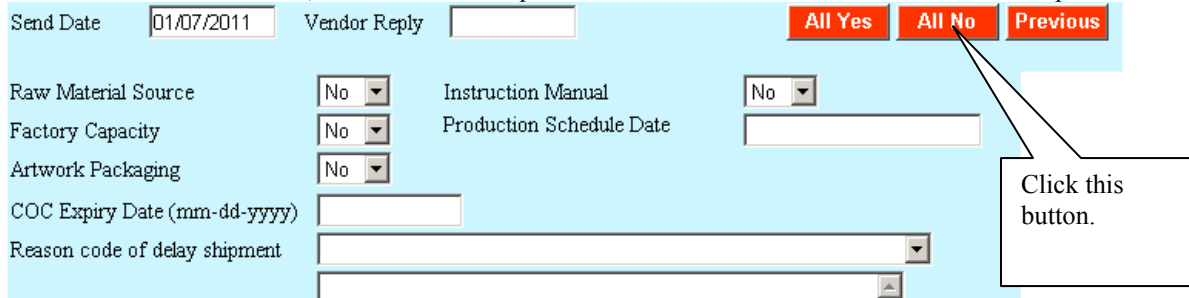
When this button was clicked, all the Yes-No drop down list box will be set to Yes, and the reason code will be set to "00 – No issue and No Change to the PO record". See below example:



A screenshot of a web form with a light blue background. At the top right, there are three buttons: "All Yes" (highlighted), "All No", and "Previous". The form contains several fields: "Send Date" (01/07/2011), "Vendor Reply" (empty), "Raw Material Source" (Yes), "Instruction Manual" (Yes), "Factory Capacity" (Yes), "Production Schedule Date" (empty), "Artwork Packaging" (Yes), "COC Expiry Date (mm-dd-yyyy)" (empty), "Reason code of delay shipment" (00 - No issue and No Change to the PO record), and "Remarks" (empty). A callout box with a white background and black border points to the "All Yes" button, containing the text "Click this button."

All No

When this button was clicked, all the Yes-No drop down list box will be set to No. See below example:



A screenshot of the same web form as above, but with the "All No" button highlighted. The form fields are: "Send Date" (01/07/2011), "Vendor Reply" (empty), "Raw Material Source" (No), "Instruction Manual" (No), "Factory Capacity" (No), "Production Schedule Date" (empty), "Artwork Packaging" (No), "COC Expiry Date (mm-dd-yyyy)" (empty), "Reason code of delay shipment" (empty), and "Remarks" (empty). A callout box with a white background and black border points to the "All No" button, containing the text "Click this button."

Copy From Previous

When this button was clicked, system will paste the previous reply to the current one. See below example.

Send Date Vendor Reply

All Yes **All No** **Copy From Previous**

Raw Material On Hand Confirm Instruction Manual

Raw Material QC Confirm production schedule

Confirm Carton Markings Confirm Artwork/Packaging

GSV Cert. Expiry Date

PLI Validity Date

COC Expiry Date (mm-dd-yyyy)

Reason code of delay shipment

Remarks

Save **Save & Copy to All** **Save & Copy to Next** **Cancel**

Click this button to save the record.
This record will be saved into clipboard for paste.

Click this button to edit another record.

Line	PO#	SKN	MFR Item#	Cat.	Brand	ESD	LSD	QTY	FOB	Send Date	Material Onhand			
<input type="button" value="Edit"/>	USA	9101	ABC Toy	236000	473000	3512845K10	40	KB	02/27/2011	03/05/2011	10008	0.8000	01/28/2011	
<input type="button" value="Edit"/>	USA	9101	ABC Toy	236000	473000	3512844K10	40	KB	02/27/2011	03/05/2011	5004	1.1800	01/28/2011	
<input type="button" value="Edit"/>	USA	9101	ABC Toy	245000	445000	3512832K10	40	KB	02/27/2011	03/05/2011	4008	0.8200	01/28/2011	

Send Date Vendor Reply

All Yes **All No** **Copy From Previous**

Raw Material On Hand

Raw Material QC

Confirm Carton Markings

Confirm Instruction Manual

Confirm production schedule

Confirm Artwork/Packaging

GSV Cert. Expiry Date

PLI Validity Date

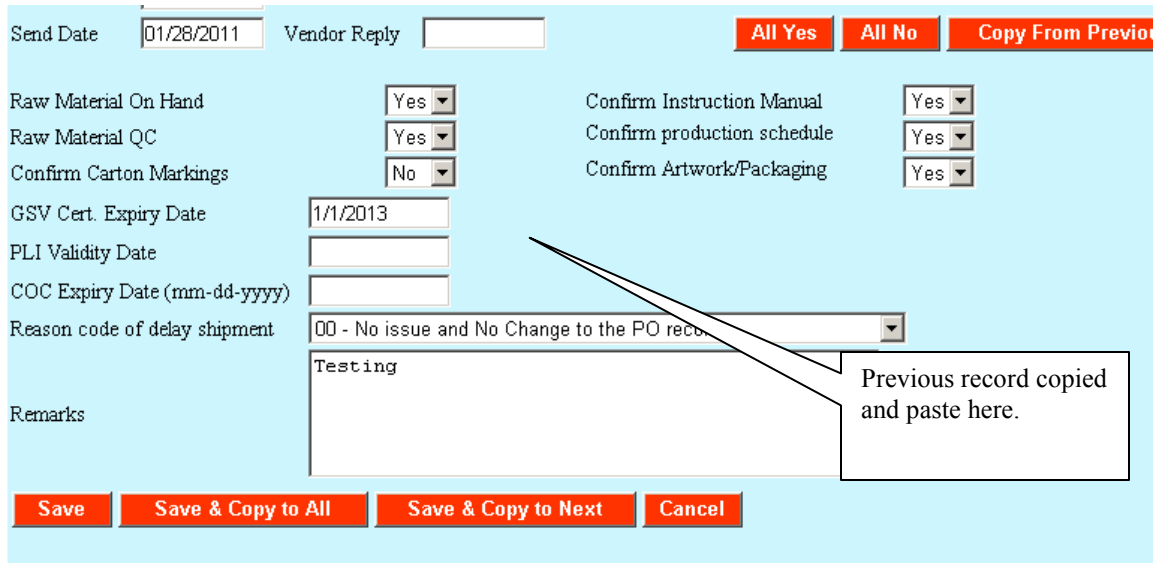
COC Expiry Date (mm-dd-yyyy)

Reason code of delay shipment

Remarks

Save **Save & Copy to All** **Save & Copy to Next** **Cancel**

Click this button.



The screenshot shows a web form for PO Management. At the top, there are fields for 'Send Date' (01/28/2011) and 'Vendor Reply'. To the right are three red buttons: 'All Yes', 'All No', and 'Copy From Previous'. Below these are several rows of fields with dropdown menus: 'Raw Material On Hand' (Yes), 'Raw Material QC' (Yes), 'Confirm Carton Markings' (No), 'Confirm Instruction Manual' (Yes), 'Confirm production schedule' (Yes), and 'Confirm Artwork/Packaging' (Yes). There are also date fields for 'GSV Cert. Expiry Date' (1/1/2013), 'PLI Validity Date', and 'COC Expiry Date (mm-dd-yyyy)'. A dropdown menu for 'Reason code of delay shipment' is set to '00 - No issue and No Change to the PO record'. A 'Remarks' field contains the text 'Testing'. A callout box with a pointer to the 'Reason code' dropdown contains the text 'Previous record copied and paste here.' At the bottom are four red buttons: 'Save', 'Save & Copy to All', 'Save & Copy to Next', and 'Cancel'.

Other 2 Save Buttons:



Save & Copy to All: After save this records, also apply the same reply to other records retrieved in previous screen.

Save & Copy to Next: After save this records, also apply the same reply to next record.