



ibuyer.hk

Welcome to the ibuyer.hk general user manual

- This is a general knowledge for all of our software V3.58 onward. For earlier version please refer to the old manual.
- For installation instruction, please refer to the separate installation guide.
- For the using of individual software, please refer to the specific manual for individual software.
- For the platform, database structure and design change of software, please refer to the technical manual.

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Multiple user database

All of our software is database for multiple user to connect, read, write, edit at the same time. Principle is similar to sharing a Word or Excel file in a share folder. By select install location to the same share folder during installation, all PC in the network is targeted to the same set of data file which means sharing same set of information. This is the purpose of using database and let every colleague in the office to share business information.

Desktop Icon

Once you have successfully installed our software, you will see two icon on the desktop of your PC. Double click it and will open the software that you have installed. (You must click the desktop icon shortcut to open the product, directly clicking the data files inside the working folder won't open the product)



One of the icon open a blank database (actual working database)

While the other open a database with simulated data demo (for self-learning)

Data File Location & Security

For Windows base Edition, which means the software, is physically downloaded, installed and located in user's hard disk. We do not keep any of your data; it is being kept inside your PC's storage media. Default install in C:\ drive and network share folder for multiple user installation. When user input and save the data, it saved in a data file inside their C:\ drive. For example

C:\MerchanNet\MerchanNetEN.mdb

C:\CostingNet\CostingNetEN.mdb

C:\TextileNet\TextileNetEN.mdb

In this connection, users have 100% secure of their own data and 100% privacy of the sensitive figures inside the software.

Shortcut path

In general, the shortcut path on the desktop icon is usually pointed to the data files of the software. For our product, the shortcut path will be pointed to more than one single data file due to workgroup user logon engaged.

In case of MerchanNet, for example

```
"C:\Program Files\Microsoft Office\Office15\MSACCESS.EXE" "C:\ MerchanNet\MerchanNetEN.mdb " /wrkgrp "C:\ MerchanNet\MerchanNet.mdw" /runtime
```

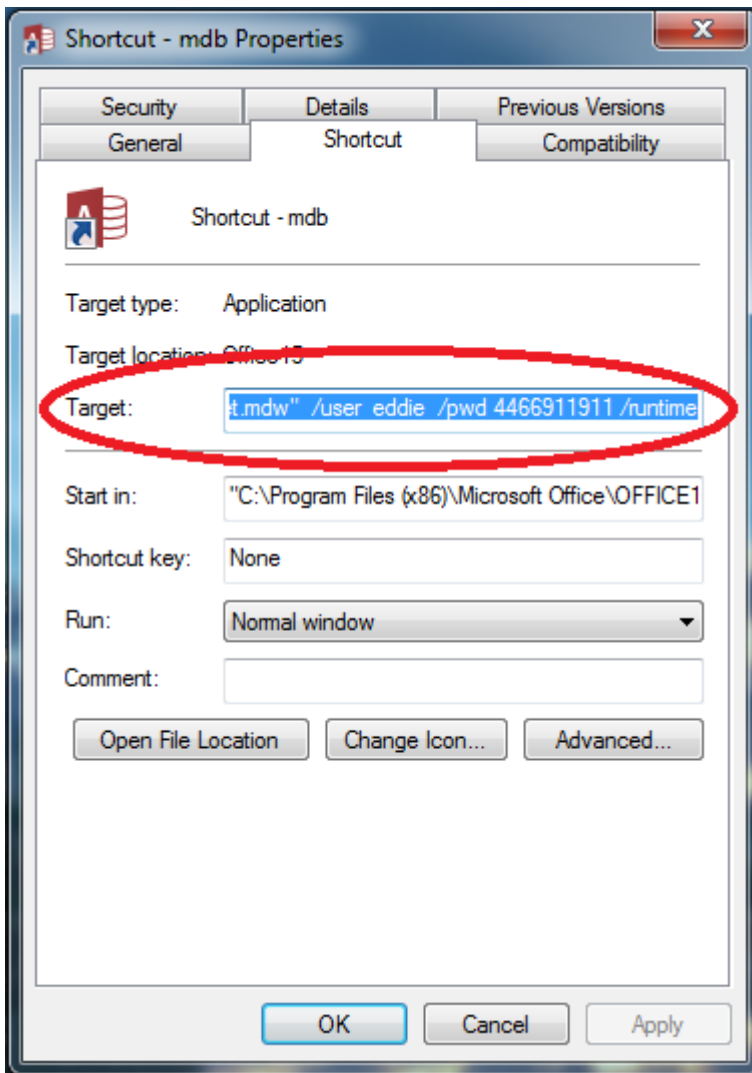
If you right click the software desktop icon > select "property" on the "target" field, you will see the above.

The 1st command script is pointed to MS Access.exe file to open Microsoft access

The 2nd command script is pointed to MerchanNetEN.mdb to open data file

The 3rd command script is pointed to the MerchanNet.mdw to logon the user workgroup file

For multiple user installation, all the target shortcut path pointed to the same files inside the same share folder location



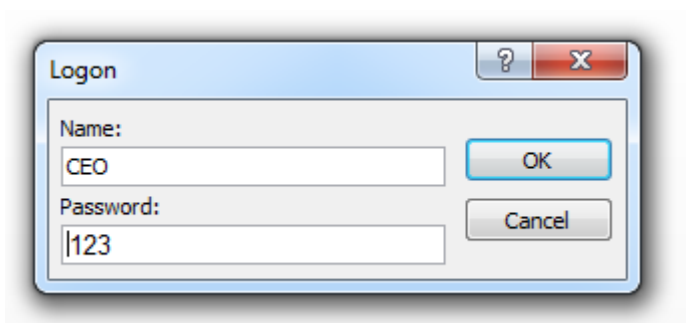
Start

Our software has a workgroup control, which means user has to logon with a name and password. The workgroup user right control is a common tool for controlling the read / write / edit / delete for a database in multi-users environment. Simply saying, for example, a merchandiser can read write the merchandising but not the accounts. A production coordinator can read the shipping but not the personnel details.

If you click the program icon, it will open the dashboard, suppose the software is successfully installed. A logon dialogue will be pop-up and asking for the logon user name and password. By default, the official admin user name and logon password is;

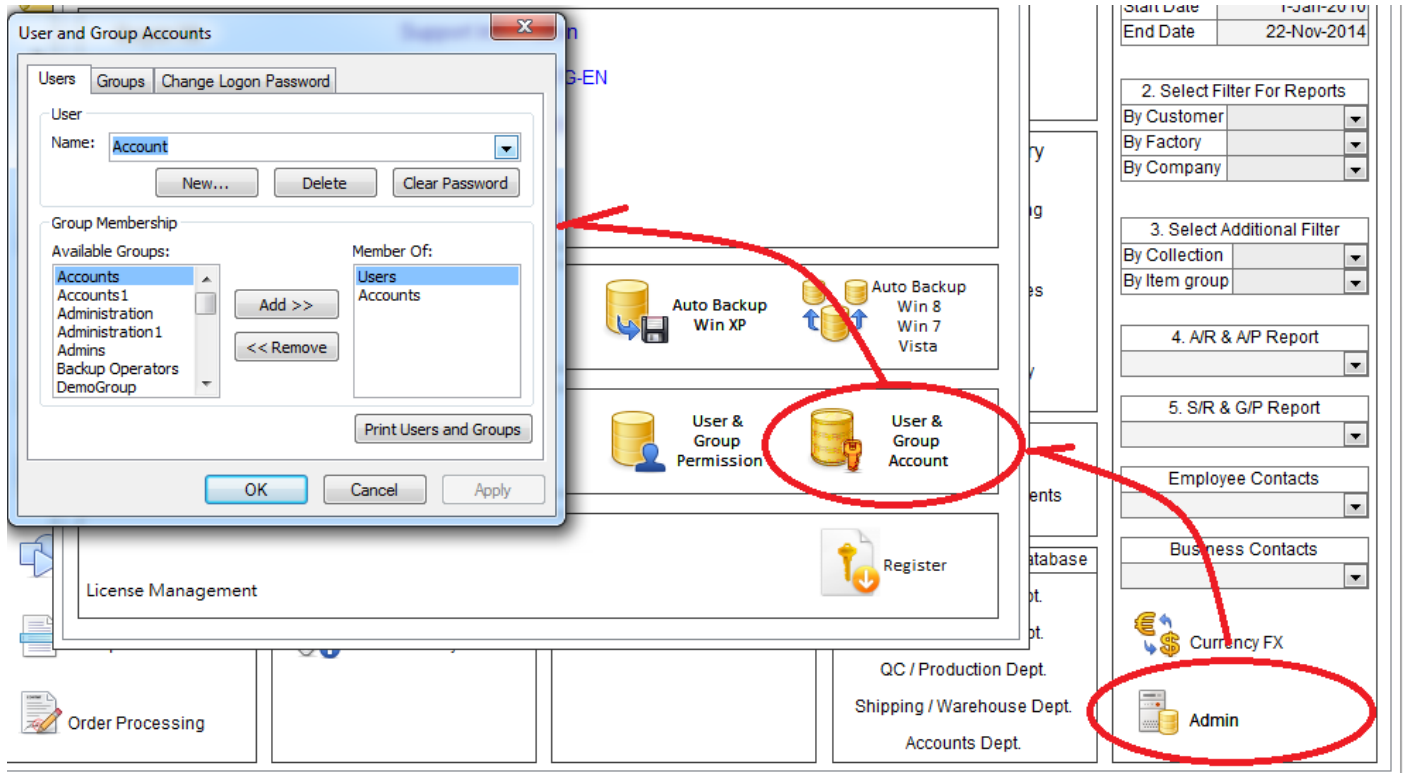
Name: CEO

Password: 123

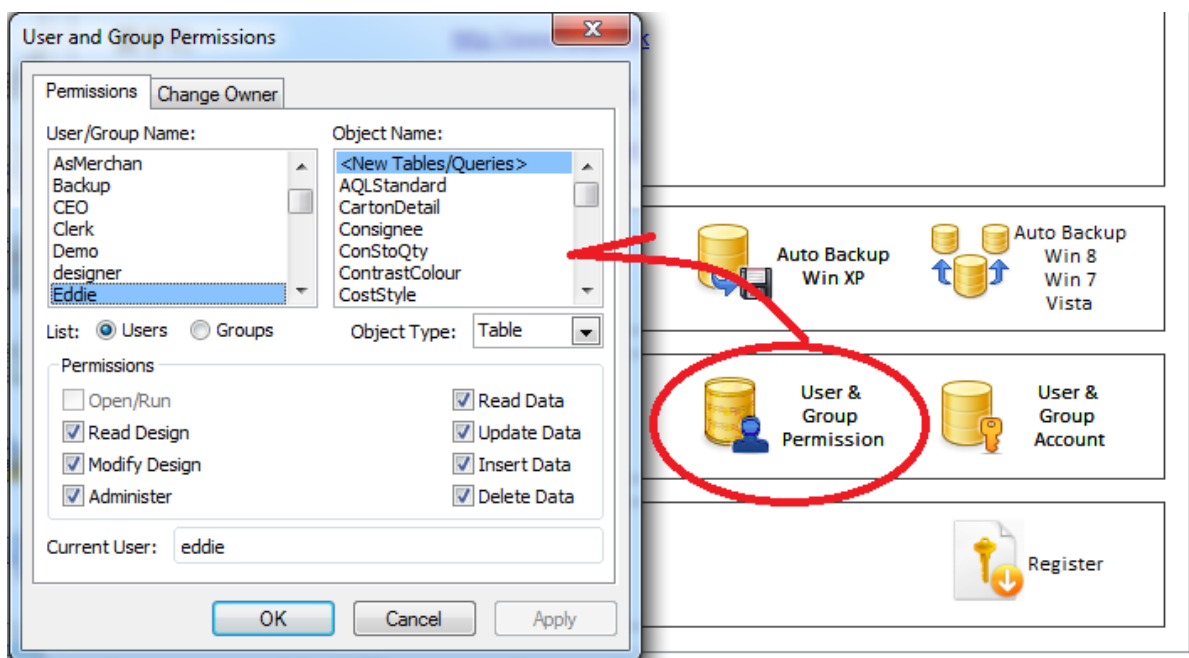


Workgroup

Since our software product has work group user right implemented, when you logon, user name and password will be required to reinforce the user right security. By default, all user password is **123**. Once you have first logon to the user account, please change the password to reinforce the security. In case the password has been forgotten or lost, you can always logon as administrator to re-set the password. To the most case, we can re-set all the user name and password to the original installed default by replacing password security files.



Click the above button will pop up with user group dialog. On the above dialog, you can see the entire user name and their user right. The user's read write permission can be assigned by the User and Group Permission button. Separate user level security (read / write) can be set individually according to user or group. This can limit the user to read or write individual modules (table records) by their job nature and limitations.



Dashboard

Once the software is opened, you will see the dashboard with departments or the work flow of the program. This is the main screen of the program and user will use it to

- Switch to different departmental modules.
- Follow the workflows

For example; MerchanNet dashboard - departmental

<p>Basics</p> <ul style="list-style-type: none"> Own Company Customer Consignee Notify Party Factory Trim Supplier Material Supplier Forwarder Courier Employee 	<p>Merchandising</p> <ul style="list-style-type: none"> Materials Lab Dips Trims Style Details Costing Quotation Size Specification Sampling Sample Invoice Order Processing 	<p>Purchase & Inventory</p> <ul style="list-style-type: none"> Purchase Materials Material Receiving Material Dispatch Material Inventory Textiles Calculator Purchase Trims Trim Receiving Trim Dispatch Trim Inventory 	<p>Production</p> <ul style="list-style-type: none"> Production Tracking Production Order Cut Quantity Work In Progress Subcontract Order Subcontract Dispatch Recap & Summary Follow Up 	<p>Quality</p> <ul style="list-style-type: none"> Factory Audit Inspection <p>Product Inventory</p> <ul style="list-style-type: none"> Product Receiving Product Deliveries Product Inventory <p>Shipping</p> <ul style="list-style-type: none"> Shipping Documents <p>Documentation Filing Database</p> <ul style="list-style-type: none"> Administration Dept. Merchandising Dept. QC / Production Dept. Shipping / Warehouse Dept. Accounts Dept. 	<p>Management</p> <p>1. Select Report Date Range</p> <table border="1"> <tr><td>Start Date</td><td>1-Jan-2010</td></tr> <tr><td>End Date</td><td>12-Apr-2014</td></tr> </table> <p>2. Select Filter For Reports</p> <table border="1"> <tr><td>By Customer</td><td></td></tr> <tr><td>By Factory</td><td></td></tr> <tr><td>By Company</td><td></td></tr> </table> <p>3. Select Additional Filter</p> <table border="1"> <tr><td>By Collection</td><td></td></tr> <tr><td>By Item group</td><td></td></tr> </table> <p>4. A/R & A/P Report</p> <p>5. S/R & G/P Report</p> <p>Employee Contacts</p> <p>Business Contacts</p> <p>Currency FX</p> <p>Admin</p>	Start Date	1-Jan-2010	End Date	12-Apr-2014	By Customer		By Factory		By Company		By Collection		By Item group	
Start Date	1-Jan-2010																		
End Date	12-Apr-2014																		
By Customer																			
By Factory																			
By Company																			
By Collection																			
By Item group																			

For example; CostingNet dashboard – workflows

Dashboard

<p>BASICS</p> <ul style="list-style-type: none"> Company Currencies Exchange Unit Admin 	<p>WORKFLOWS</p> <ul style="list-style-type: none"> Costing Table Quotation <p>Documentation Filing Database</p> <ul style="list-style-type: none"> Administration Department Merchandising Department QC / Production Department Shipping / Warehouse Department Accounts Department 	<p>BOM REPORTS</p> <p>1. Please select the article no. for grouping</p> <table border="1"> <thead> <tr><th>Article No</th></tr> </thead> <tbody> <tr><td>jeans-505</td></tr> <tr><td>Sweater-46</td></tr> <tr><td>T-Shirt</td></tr> <tr><td>woven-shirt</td></tr> <tr><td>*</td></tr> </tbody> </table> <p>2. Print Preview BOM Report</p> <p>Convert above article list to quotation</p>	Article No	jeans-505	Sweater-46	T-Shirt	woven-shirt	*	<p>COST COMPARISON REPORT</p> <p>1. Select Filter Parameter For Reports</p> <table border="1"> <tr><td>Customer?</td><td></td></tr> <tr><td>Collection?</td><td></td></tr> <tr><td>Item?</td><td></td></tr> <tr><td>Brand?</td><td></td></tr> <tr><td>Description?</td><td></td></tr> <tr><td>Origin?</td><td></td></tr> </table> <p>2. Select Filter Parameter For Reports</p> <table border="1"> <tr><td>Material Trim?</td><td></td></tr> <tr><td>Spec?</td><td></td></tr> <tr><td>Supplier?</td><td></td></tr> </table> <p>3. Select Filter Parameter For Reports</p> <table border="1"> <tr><td>Labor?</td><td></td></tr> <tr><td>Spec?</td><td></td></tr> <tr><td>Supplier?</td><td></td></tr> </table> <p>4. Select Filter Parameter For Reports</p> <table border="1"> <tr><td>Manufacture?</td><td></td></tr> <tr><td>Supplier?</td><td></td></tr> </table> <p>5. Select Filter Parameter For Reports</p> <table border="1"> <tr><td>Subcontract?</td><td></td></tr> <tr><td>Supplier?</td><td></td></tr> </table> <p>6. Cost Comparison Reports</p>	Customer?		Collection?		Item?		Brand?		Description?		Origin?		Material Trim?		Spec?		Supplier?		Labor?		Spec?		Supplier?		Manufacture?		Supplier?		Subcontract?		Supplier?	
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Spec?																																									
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Manufacture?																																									
Supplier?																																									
Subcontract?																																									
Supplier?																																									

For example; TextileNet dashboard – workflows

BASICS	WORKFLOWS	INVENTORY REPORTS
<ul style="list-style-type: none"> Company Customers Mills Textile Calculator Currencies Exchange Unit Admin 	<ul style="list-style-type: none"> 1. Library 2A. Detailed Costing 2B. Simple Costing 3. Quotation 4. Documents 5. Purchase 6. Lab Dips 7. Inspection 8. Greige Receiving 9. Greige Deliveries 10. Receiving 11. Deliveries 12. Adjustment 	<ul style="list-style-type: none"> Item Master Export Gross Profit & Analysis Report Documentation Filing Database <ul style="list-style-type: none"> Administration Department Merchandising Department QC / Production Department Shipping / Warehouse Department Accounts Department

Button logic.

The workflow and button logic of the dashboard is always from left to right, top to bottom.

- 1, 2, 3, 4, 5...
- A, B, C, D, E...
- a,b,c,d,e...

Dashboard

Basics	Merchandising	Purchase & Inventory	Production	Quality	Management														
<ul style="list-style-type: none"> Own Company Customer Consignee Notify Party Factory Trim Supplier Material Supplier Forwarder Courier Employee 	<ul style="list-style-type: none"> Materials Lab Dips Trims Style Details Costing Quotation Size Specification Sampling Sample Invoice Order Processing 	<ul style="list-style-type: none"> Purchase Materials Material Receiving Material Dispatch Material Inventory Textiles Calculator Purchase Trims Trim Receiving Trim Dispatch Trim Inventory 	<ul style="list-style-type: none"> Production Tracking Production Order Cut Quantity Work In Progress Subcontract Order Subcontract Dispatch Recap & Summary Follow Up 	<ul style="list-style-type: none"> Factory Audit Inspection Product Inventory <ul style="list-style-type: none"> Product Receiving Product Deliveries Product Inventory Shipping <ul style="list-style-type: none"> Shipping Documents Documentation Filing Database <ul style="list-style-type: none"> Administration Dept. Merchandising Dept. QC / Production Dept. Shipping / Warehouse Dept. Accounts Dept. 	<ul style="list-style-type: none"> 1. Select Report Date Range <table border="1"> <tr><td>Start Date</td><td>1-Jan-2010</td></tr> <tr><td>End Date</td><td>22-Nov-2014</td></tr> </table> 2. Select Filter For Reports <table border="1"> <tr><td>By Customer</td><td></td></tr> <tr><td>By Factory</td><td></td></tr> <tr><td>By Company</td><td></td></tr> </table> 3. Select Additional Filter <table border="1"> <tr><td>By Collection</td><td></td></tr> <tr><td>By Item group</td><td></td></tr> </table> 4. A/R & A/P Report 5. S/R & G/P Report Employee Contacts Business Contacts Currency FX Admin 	Start Date	1-Jan-2010	End Date	22-Nov-2014	By Customer		By Factory		By Company		By Collection		By Item group	
Start Date	1-Jan-2010																		
End Date	22-Nov-2014																		
By Customer																			
By Factory																			
By Company																			
By Collection																			
By Item group																			



Records

The database handles the record in two ways and interact with the users in

1. Forms – for input, edit record. (exists in single form view and datasheet view)
2. Reports – for print preview record. (in document and report list summary)

Below is a single form view display 1 main record and few sub-table record. First input the main form record and then the sub-table record. Use the right-hand side filter to search record, print preview pull down list, convert button or select & insert button to handle or re-use the record.

The screenshot shows the 'Quotation - MerchanNet' application. The main form record is highlighted with a red box and contains fields for Quote ID (117), Issue Date (04-Feb-14), Revision (1st quote, no revise), Customer (Maple Leafs Ontario Canada Store), Trade Terms (F.O.B.), Color Min (3,000 units), Order Min (10,000 units), Leadtime (90 Days after order confirmation), Validity (10 Days after quote), Payment (LC at sight), Handle By (Lowerence Gates), and Own Co (Houshold - Softline Household Design Corp.).

On the right side, there are several filter and action buttons:

- '1. Filter Parameter For Look Up Quotes' with dropdowns for Customer?, Collection?, Item Group?, Style No?, and Description?.
- '2. Quotation Sheet & Margin Comparison' with a dropdown and buttons for 'Convert current quotation to order processing' and 'Convert current quotation to sampling'.
- 'A. select', 'B. select', and 'C. select & insert' buttons.
- '1. select', '2. select', and '3. select & insert' buttons.

Below the main form is a subtable record table with columns: Style No, Short Description, Material, Finishing, Quote Notes, Quo Curr, Net Cost, Margin, Quote, and Unit. The first row shows style-8964K, cotton bathing towel, 100% cotton, Sand Polished, outsource cost-F. O. B., USD, 6.75, 15.00%, 7.94, and Unit. A 'Total' row is also present.

At the bottom, there is a status bar with 'Record: 1 of 115', 'Unfiltered', and 'Search' options. The system is powered by Microsoft Access.

Datasheet view (list button)

The screenshot shows the 'Quotation List - MerchanNet' application in a list view. The table contains multiple records with columns: QuoteID, Style No, Short Description, Material, Quote Notes, Curr., Net Cost, Margin, Quote, Unit, Customer, and Quote St. The 'Margin' column is highlighted in red, indicating values below the average. The first few rows are:

QuoteID	Style No	Short Description	Material	Quote Notes	Curr.	Net Cost	Margin	Quote	Unit	Customer	Quote St
118	123-CB	Leg Warmer	95% cotton 3% nylon 1% rabbit hair woven y	by boat and feeder	AUD	8.00	14.73%	9.38	Pc	Roots	Style Can
118	EFGLR1	Mens Knitted Shirt	100% cotton knit with aluminum coat	outsourse cost-F. O. B.	USD	6.75	15.00%	7.94	Pair	A & F	Accepted
118	sweater-64	Ladies 100% worsted wool sweater pullover 1	70% wool 20% angola 10% acrylic	outsourse cost-F. O. B.	USD	9.99	15.00%	11.75	Pc	A & F	Accepted

Top menu bar

The top menu bar (Top left hand side) provides some basic and useful function of our program. For example; back up database, compact & repair database, ascending, descending, export to excel spreadsheet, word, cut, copy and paste,



Undo – undo record

Redo – redo record

Back up database – back up the current database into an individual back up file. (Back up all data)

Compact repair database – re-index the database table.

Ascending – sort ascending for records.

Descending – sort descending for records.

Export to spreadsheet – export report to an excel format.

Export to rtf file – export document to word format.

Cut – highlight and cut text record.

Copy – highlight and copy text record.

Paste – move cursor to field and paste copied text record.

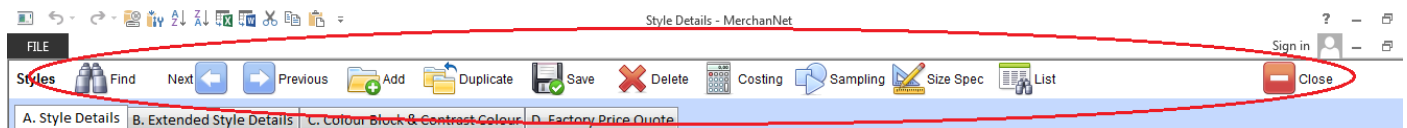
Navigation bar

When user opens one of the form, it is basically an input front end to carry out data input for your business need.

Generally it would be a product details form, order details, productions details, raw material details, inventory record and shipping records.

A single form view holds your business record one by one. For example, a product detail form holds 1000 products; it will show the detail page by page with 1000 pages. User can browse each record by next and previous button.

Example of navigation bar



On the top of a form, there is a navigation bar to help user browse / input / edit the record

User can use it to find, browse next, browse previous record, add or duplicate existing record, save, delete or list record.









The record is being shown in descending order which means the newest record will be on top and the oldest record will be on the bottom page. Cause user is normally working with the newest record most of the time.

TAB key

On the left hand side on your keyboard, there is a TAB key. This is quite useful for inputting our program. When user are in the input form, please use the TAB key to move from field to field to carry out input of the forms. This will act as guidance for the input sequence that help user easily using our program.


Record ID number

The ID number is an incremental auto number and cannot be changed by user, every time when you add a new record to the database, a new number will be given. We named it Product ID, POID, Order ID, Shipment ID, Inspection ID, Purchase ID, PurID or item ID....etc. Which is used to identify the unique record and is very useful for link up other record in different modules.

Costing  Find  Next Style  Previous Style  Add  Duplicate  Save  Delete 

A. Style Details B. Material Cost Breakdown C. Trims Cost Breakdown D. Labor & Workmanship Cost Breakdown E. Manufacture, Sub

Go To Cost.... Select & Insert
 Cost ID 199 **record ID number**
 Issue Date 03-Oct-11
 Style No HIJKL
 Reference Handbag
 Collection Summer 2010
 Item Group Bags
 Brand Label Hilfiguer
 Description nylon luggages case set
 Material ginnue leather 80% PU
 Origin India
 Finishing Combo Printed
 Factory Luen Thai Off-Shore Sewing Factory

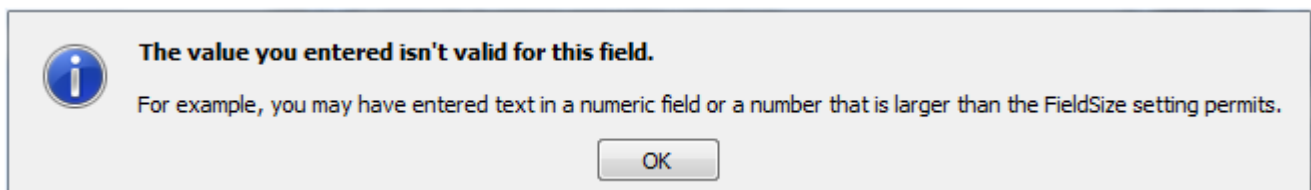


Field limitation

Since we are using a relational database and there is some limitation to the data that we enter or input into the field.

We have to maintain the data integrity, that's why there must be some limitation to the data input.

When you are inputting data to the product detail, order processing, purchase, you may have see this error:



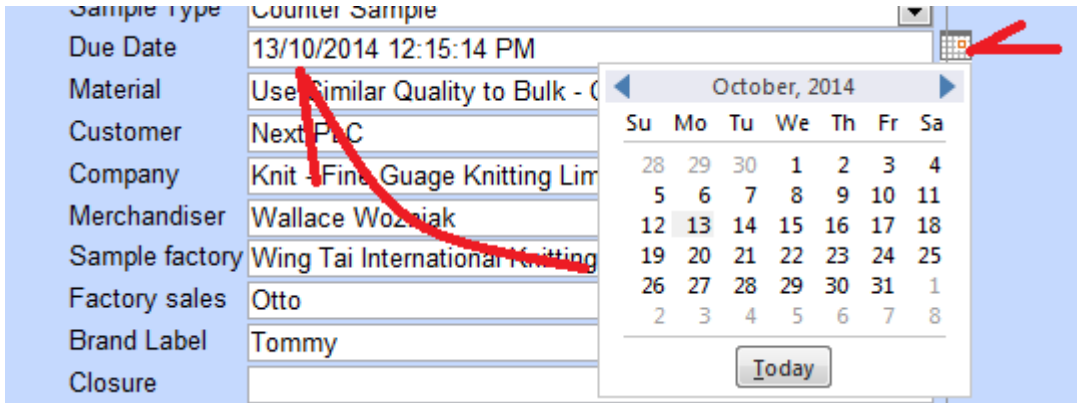
IF you see above warning message and can't get out, **press ESC key** on top left hand side of your keyboard

A/ numeric field – can't input data other than number. i.e. 4.35 / 6.75 / 7.15

Payment Offer	L/C at sight		Unit	Pc
Purchase Cost	USD	4.35	Supplier	Quality
Price Quote	USD	6.75	Company	ibuyer
Selling Price	USD	7.15		
Content	Specification			

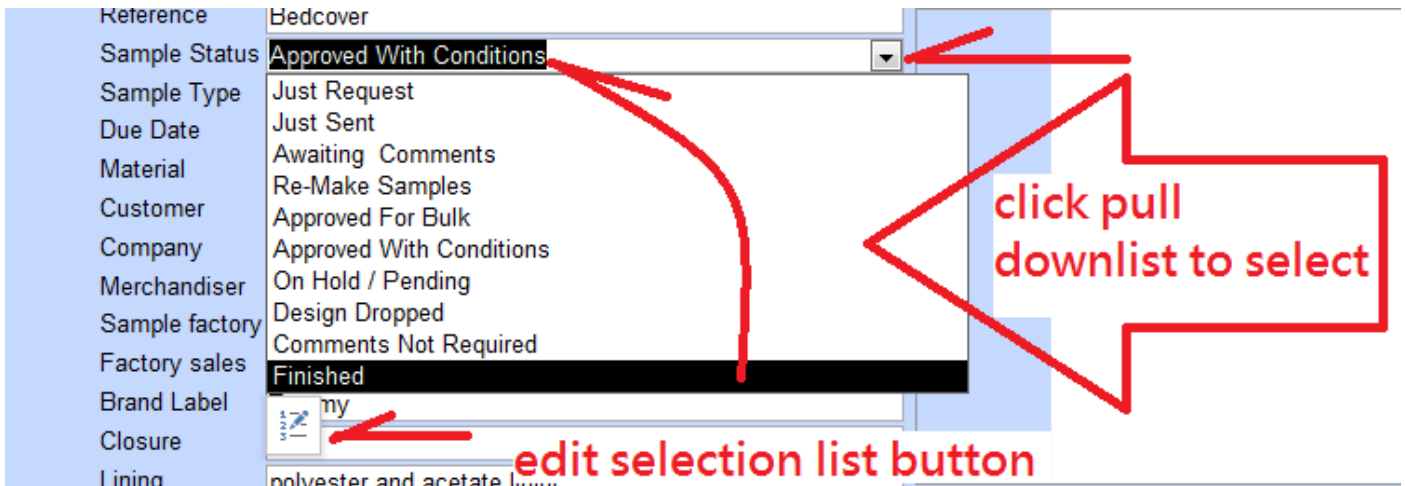
Numeric field such as price, quantity, percentage

B/ date field – can't input data other than date format. i.e. 16-Jul-2010



When the cursor move into a date field, a date picker will show at the end of the field, please use it to select the date that you want to input to the date field. A calendar will pop up when you click the date picker icon.

C/ selection field – must select from the data within the pull down list



For example, most of the merchandiser will input:

A/ on a date field (delivery) > ASAP, TBA, Before Xmas, B4 CNY rather than 31-dec-2010 > it won't accept

B/ on a quantity field > TBA, order minimum, MOQ instead of absolute quantity 800.00 > it won't accept

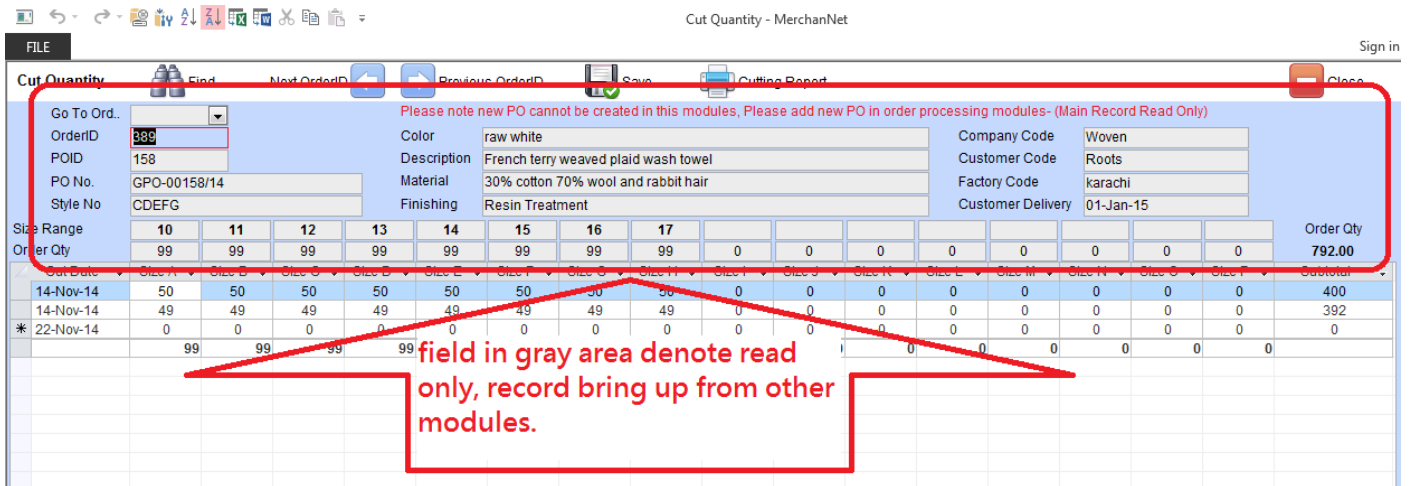
When it happen and if you got hold up, **presses ESC to leave**

D/ calculated field – result of other figures. i.e. subtotal, total, percentage, grand total, amount.

2nd Currency For Reference Only		Currency For Costing & Quotation	
2nd currency	INR	costing unit	Pc
material cost	484.76	trade term	Ex - Factory
trims cost	237.87	currency used	EUR
labor cost	156.02	material cost	5.76
manufacture cost	45.35	trims cost	2.83
Net Cost	924.00	labor cost	1.85
		manufacture cost	0.54
		Net Cost	10.98

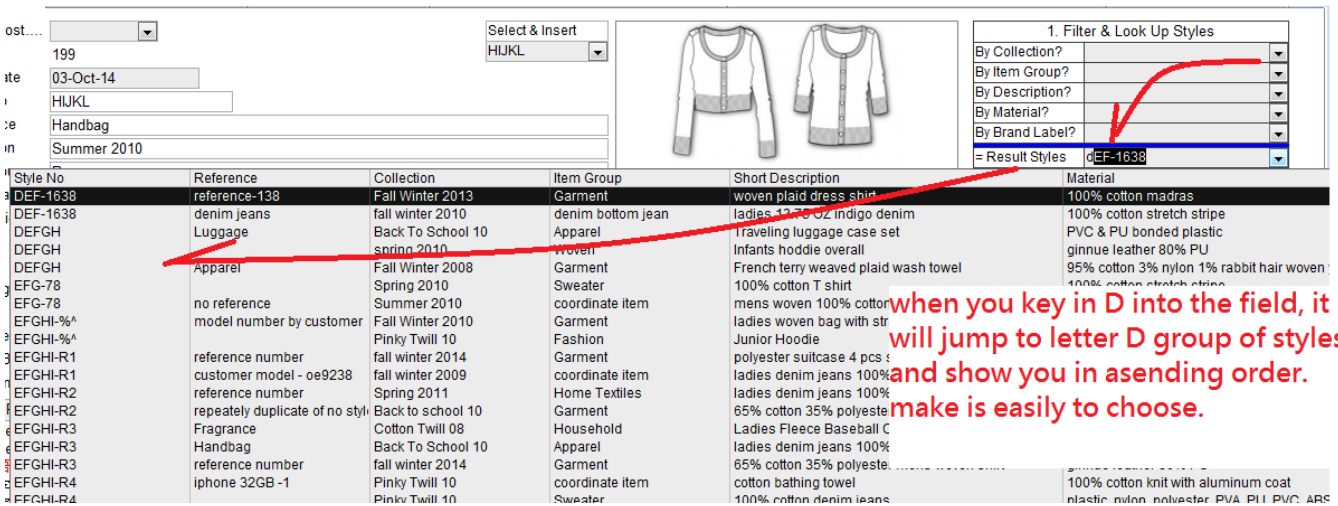
Normally these calculated field do not allow (no need) for you to key in any figures. It will be automatically calculated by the result (quantity x price). The background color is usually in gray color to denote.

E/ read only field – reference of record from other tables.



Auto look up

When a user wants to select from the pull down list, usually they scroll through the list to find out what they wanted. However, when you have a large number of records for selection, it would be impossible. We have made the auto look up function to facilitate the search of record more easily. When the cursor moves into the pull down selection field, please start typing the detail that you want. It will then jump to that particular group of record with best match from your input wording. For example of the below sub-table; if you are looking for the style no. DEFGH, when you start typing DE.... It will automatically jump to the record matching style no. DEFGH, so that user can easily pick their own choice.



Convert button

This is another important invention after version 7.38. Our database software are designed base on work flows. These buttons will convert business data throughout the database system from one to two and two to three and so on.

The concept is to convert the business data forward hence improve the input to become more efficient, prevent duplicated input and minimize typo error.

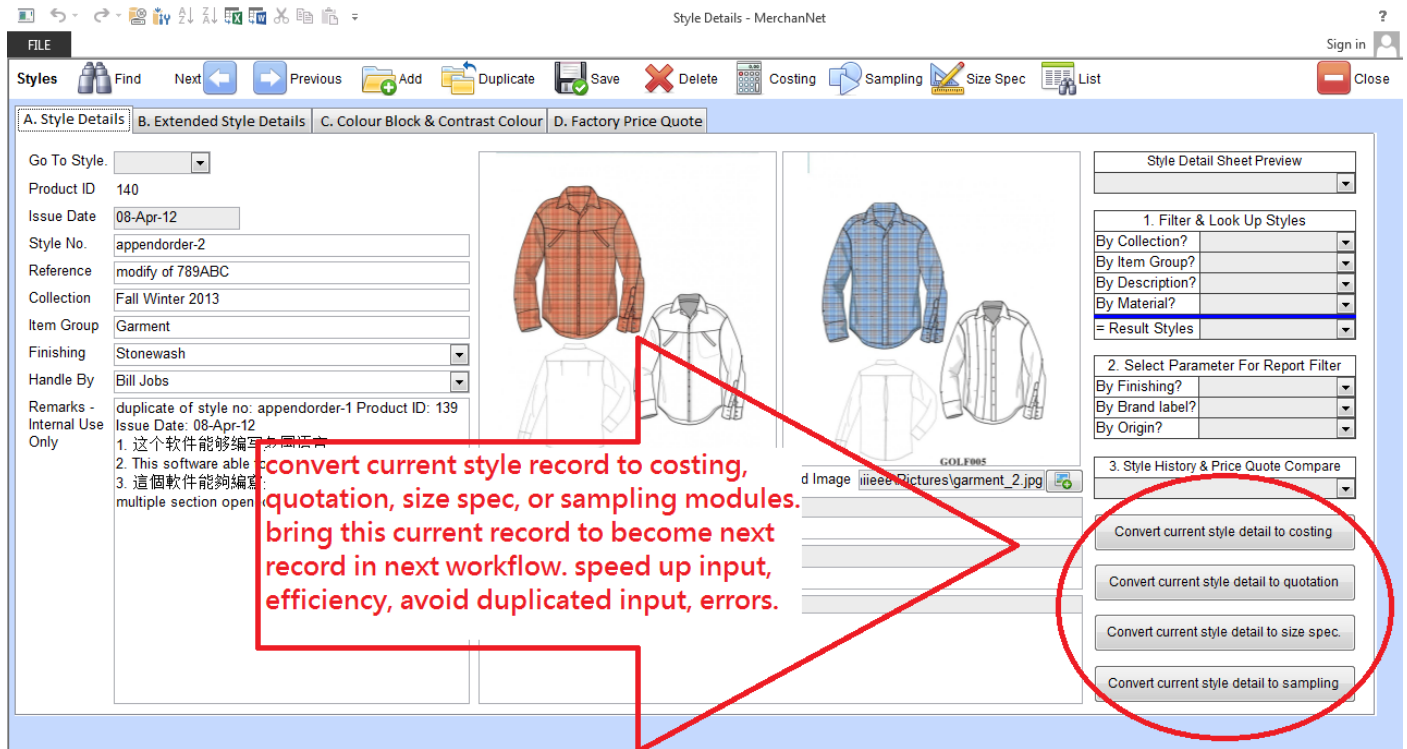
Concept of this converting data;

Like convert style > costing > quotation > sampling > sample invoice > order > purchase > shipping document.

Like convert product details > trading documents > purchase order > receiving > deliveries > shipping documents.

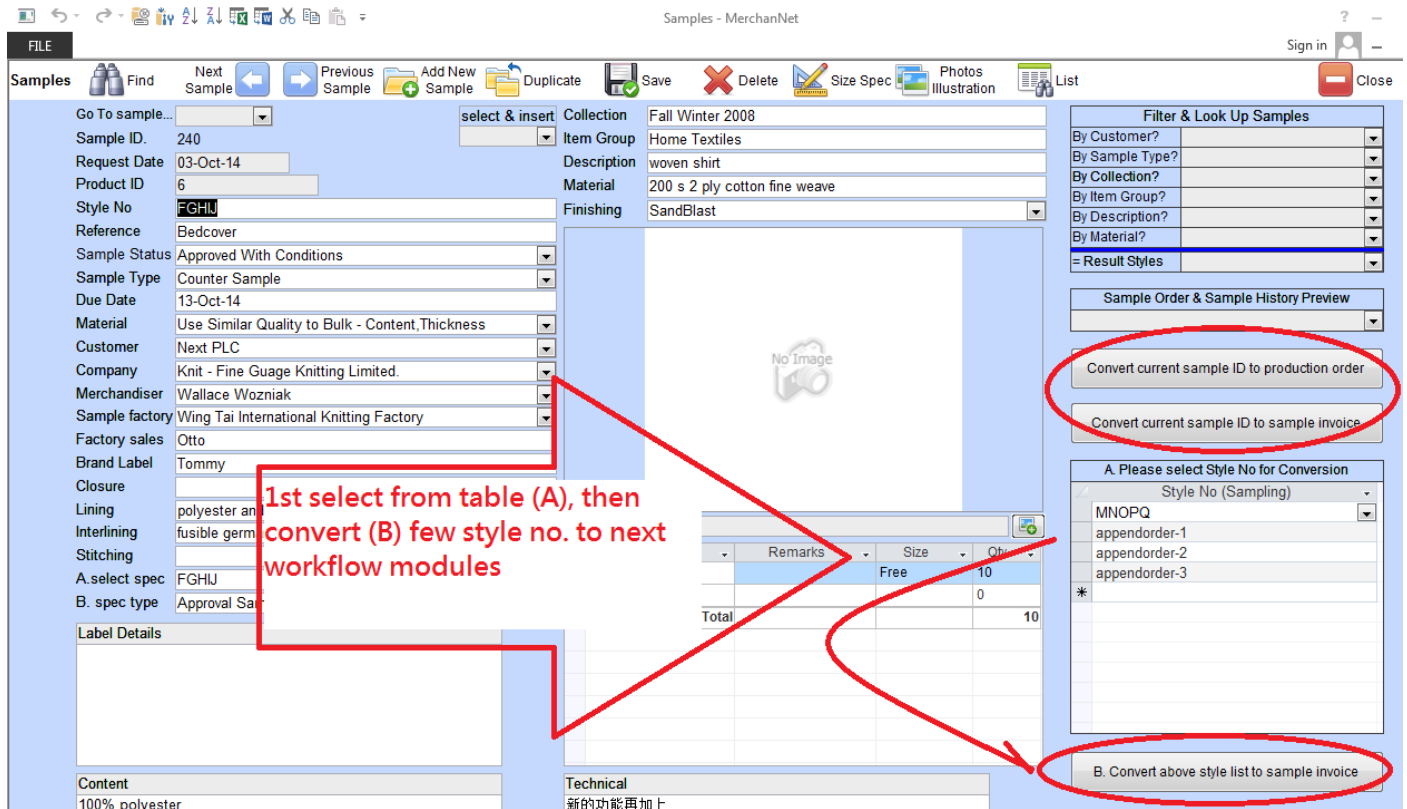
You will see these buttons on the right hand column bottom and will convert to next step accordingly. However, the next step **must be at least having the first record being inputted manually**. As it has an artificial intelligence to made the best guess of the newly append business data, which rely on the result of your last input.

Example: in style details (MerchanNet)



convert current style record to costing, quotation, size spec, or sampling modules. bring this current record to become next record in next workflow. speed up input, efficiency, avoid duplicated input, errors.

Example: in samples (MerchanNet)



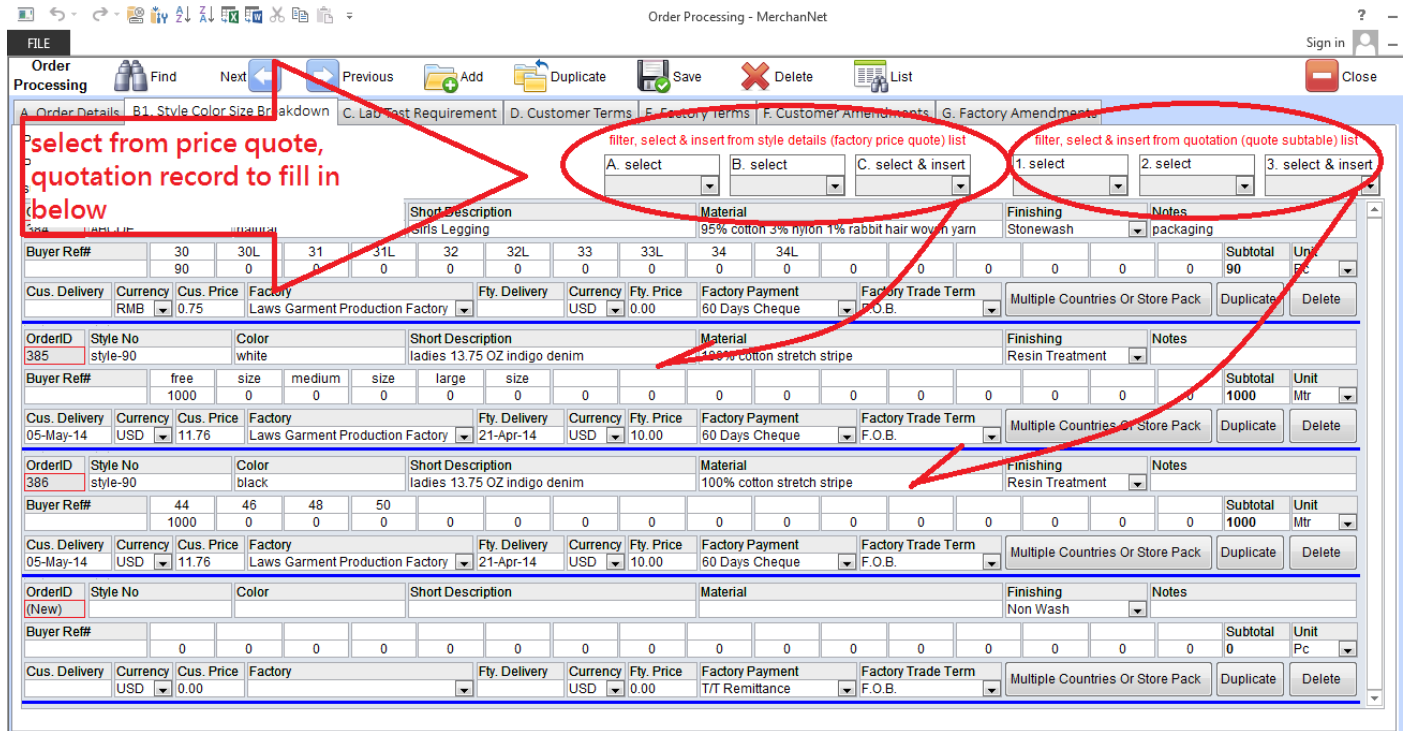
1st select from table (A), then convert (B) few style no. to next workflow modules

Remarks	Size	Qty
	Free	10
		0
Total		10

Select & insert

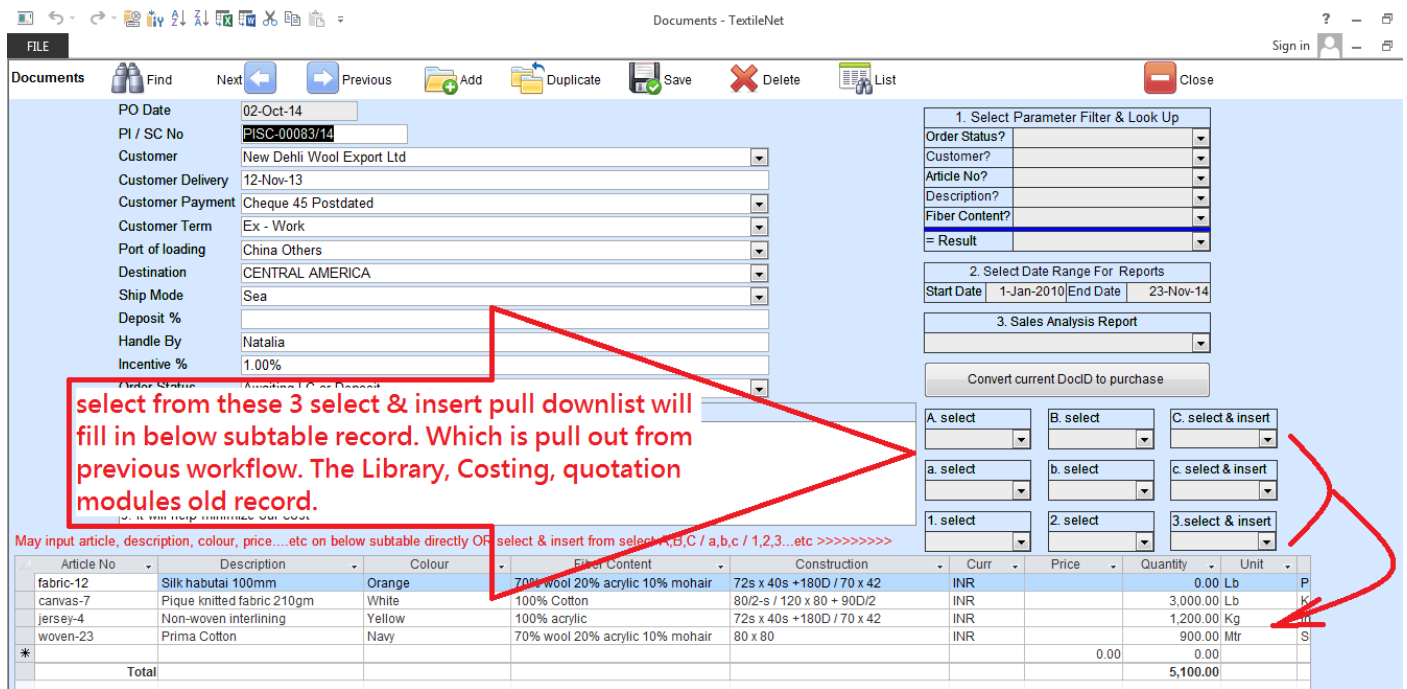
In addition to the convert button, we also invented the filter, select & insert button. Which serve the same purpose of converting old record from previous workflow to next workflow modules.

Example: in order processing (MerchanNet)



The screenshot shows the 'Order Processing - MerchanNet' interface. It features a top navigation bar with buttons like 'Next', 'Previous', 'Add', 'Duplicate', 'Save', 'Delete', and 'List'. Below this is a series of tabs for different order details. The main area contains a table with columns for 'OrderID', 'Style No', 'Color', 'Short Description', 'Material', 'Finishing', and 'Notes'. Red annotations highlight specific 'select & insert' buttons: 'A. select', 'B. select', and 'C. select & insert' are circled and labeled 'filter, select & insert from style details (factory price quote) list'. Another set of buttons '1. select', '2. select', and '3. select & insert' are also circled and labeled 'filter, select & insert from quotation (quote subtable) list'. A red box on the left contains the text: 'select from price quote, quotation record to fill in below'.

Example: in documents (TextileNet)

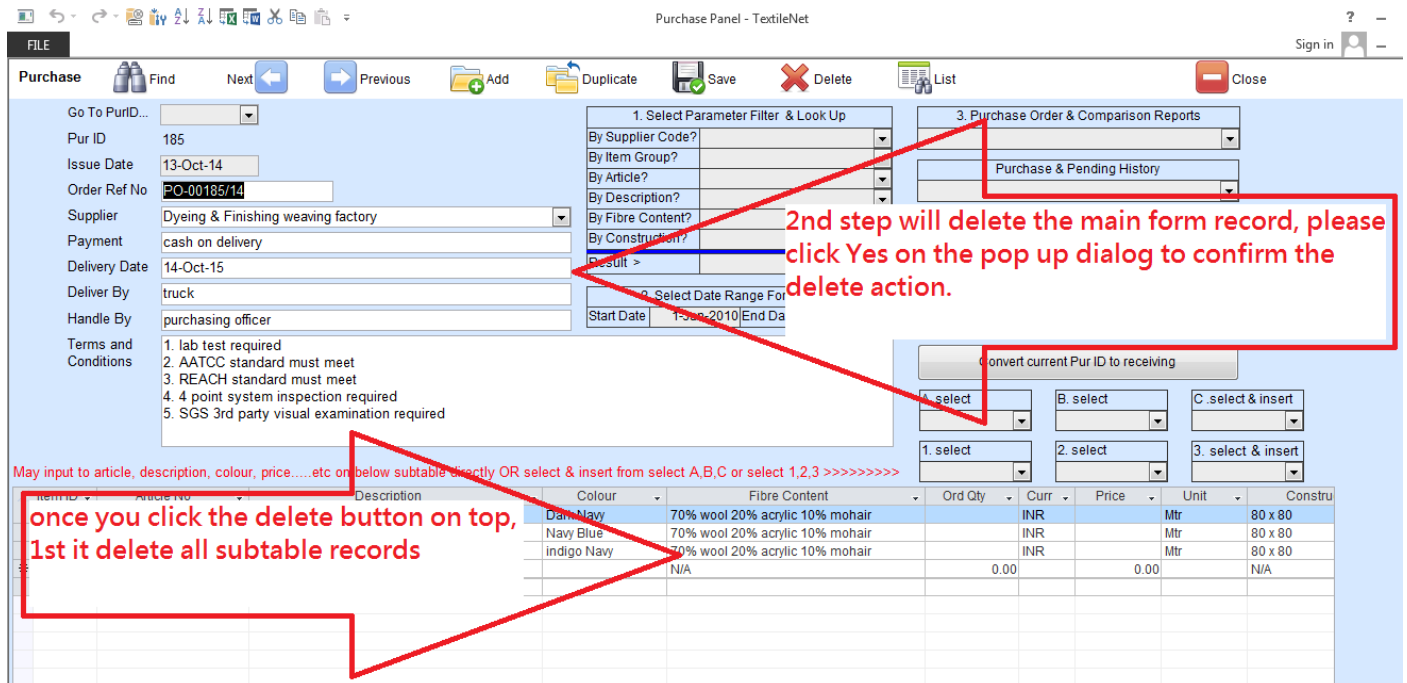


The screenshot shows the 'Documents - TextileNet' interface. It features a top navigation bar with buttons like 'Next', 'Previous', 'Add', 'Duplicate', 'Save', 'Delete', and 'List'. The main area contains a form with various fields for document details. Red annotations highlight specific 'select & insert' buttons: 'A. select', 'B. select', and 'C. select & insert' are circled and labeled 'select from these 3 select & insert pull downlist will fill in below subtable record. Which is pull out from previous workflow. The Library, Costing, quotation modules old record.' Another set of buttons '1. select', '2. select', and '3. select & insert' are also circled and labeled 'select & insert from select A,B,C / a,b,c / 1,2,3... etc >>>>>>>'. A red box on the left contains the text: 'select from these 3 select & insert pull downlist will fill in below subtable record. Which is pull out from previous workflow. The Library, Costing, quotation modules old record.'

The above examples show that the A,B,C, 1,2,3, a,b,c pull down-list is a filter, filter then select & insert from the pull down list to withdraw old record from previous workflow and insert into the sub-table of the current workflow. Which is designed to improve efficiency, re-use old information, avoid duplicated input, avoids human error and speed up input.

Delete record

There is a delete button on the top menu. Once clicked, it will pop up with dialog asking for confirmation to delete the current record. First it will delete all sub-table records and then the main record. This is to avoid user mistakenly delete important record. At the same time avoiding merchandiser delete large number of records from the database.



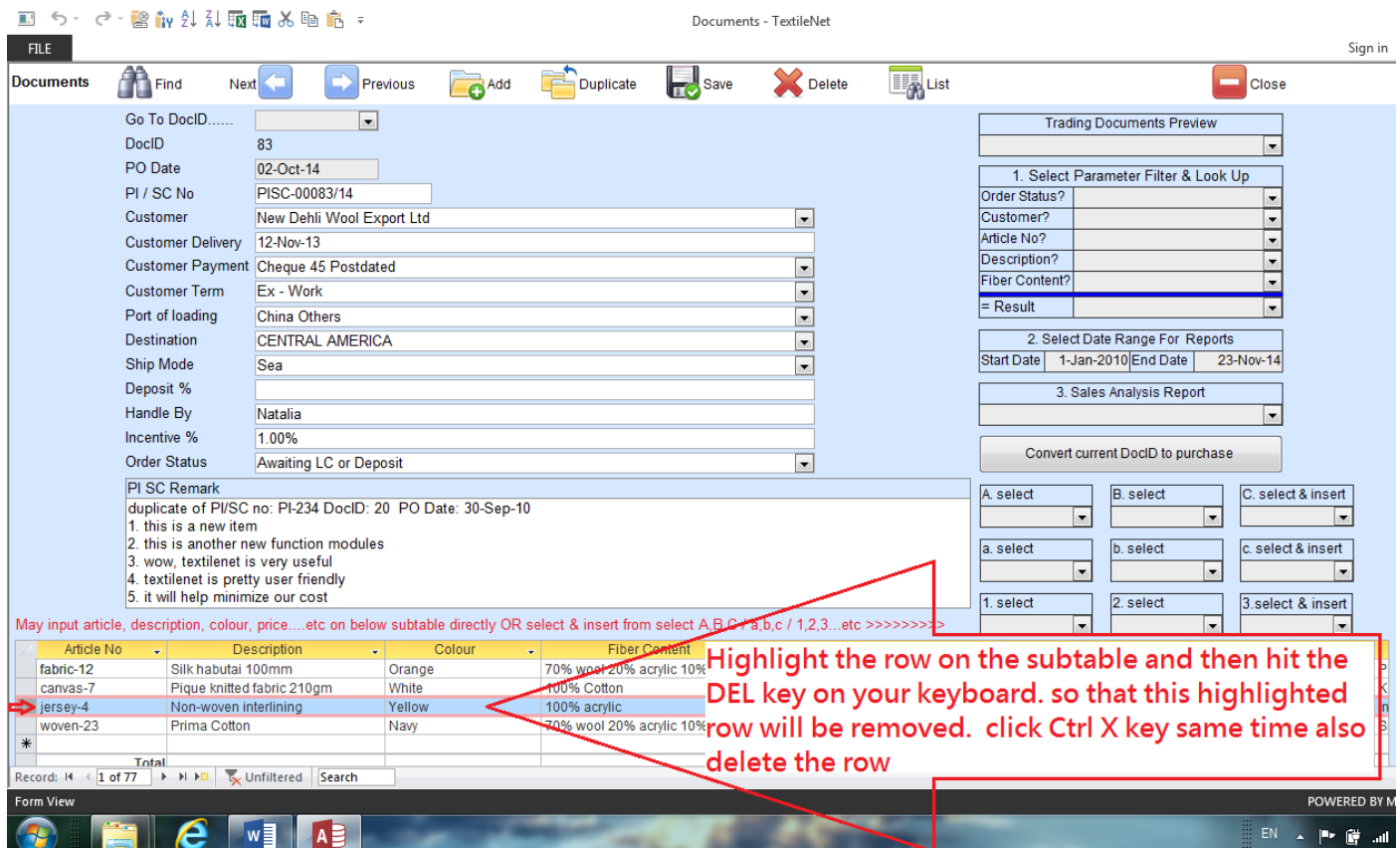
2nd step will delete the main form record, please click Yes on the pop up dialog to confirm the delete action.

once you click the delete button on top, 1st it delete all subtable records

Item ID	Article No	Description	Colour	Fibre Content	Ord Qty	Curr	Price	Unit	Constru
	Dan Navy			70% wool 20% acrylic 10% mohair		INR		Mtr	80 x 80
	Navy Blue			70% wool 20% acrylic 10% mohair		INR		Mtr	80 x 80
	Indigo Navy			70% wool 20% acrylic 10% mohair		INR		Mtr	80 x 80
				N/A	0.00		0.00		N/A

If any user wanted to delete sub-table record, first highlight the sub-table record and then hit the delete key in your keyboard.

Example of deleting sub-table row



Highlight the row on the subtable and then hit the DEL key on your keyboard. so that this highlighted row will be removed. click Ctrl X key same time also delete the row

Article No	Description	Colour	Fiber Content
fabric-12	Silk habutai 100mm	Orange	70% wool 20% acrylic 10%
canvas-7	Pique knitted fabric 210gm	White	100% Cotton
jersey-4	Non-woven interlining	Yellow	100% acrylic
woven-23	Prima Cotton	Navy	70% wool 20% acrylic 10%

Some sub-table has a delete button at the end, may use it to delete a row of record.

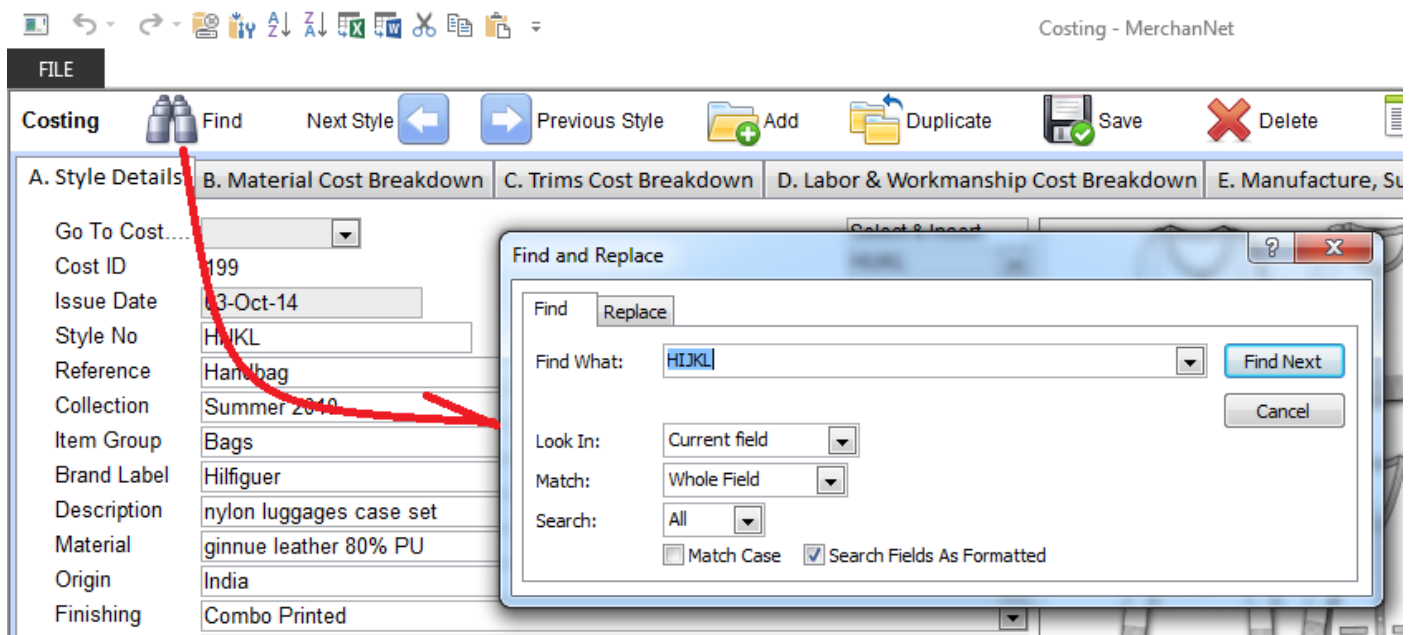
Find record

Since the database will hold a lot of records for many years, it must be some effective way to find out and search old record.

In this connection, we have invented couple ways to help user finding old records.

- Find record function.
- Go To> record function.
- Search record function.
- List record function.
- Parameters Filter & Look Up group of record function.

Find record function



Costing - MerchanNet

FILE

Costing Find Next Style Previous Style Add Duplicate Save Delete

A. Style Details B. Material Cost Breakdown C. Trims Cost Breakdown D. Labor & Workmanship Cost Breakdown E. Manufacture, Su

Go To Cost...
 Cost ID 199
 Issue Date 03-Oct-14
 Style No HIJKL
 Reference Handbag
 Collection Summer 2014
 Item Group Bags
 Brand Label Hilfiguer
 Description nylon luggages case set
 Material ginnue leather 80% PU
 Origin India
 Finishing Combo Printed

Find and Replace

Find Replace

Find What: HIJKL Find Next Cancel

Look In: Current field

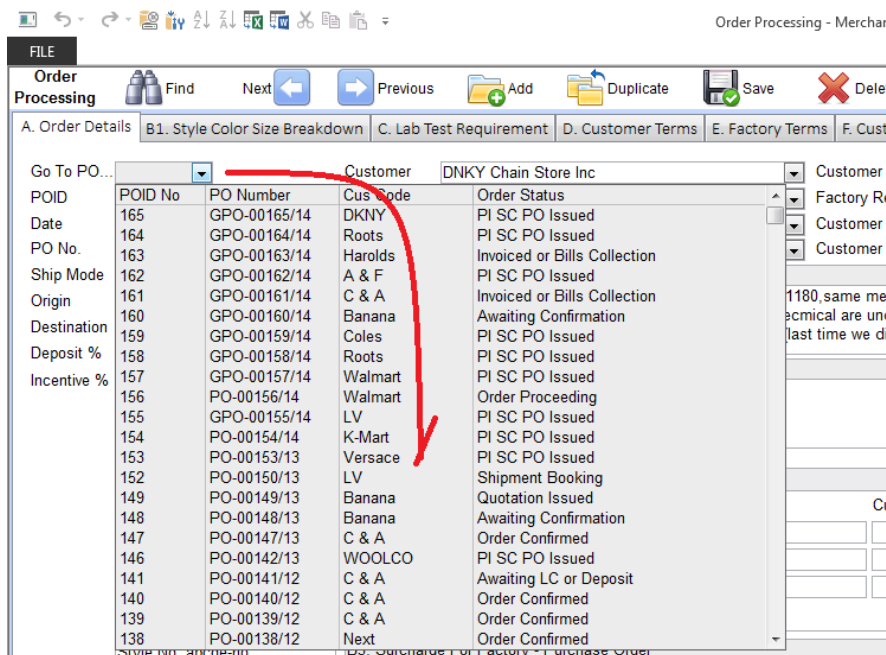
Match: Whole Field

Search: All

Match Case Search Fields As Formatted

If you hit the find button, a find dialogue will pop up. In the find what field, please fill in the text that you are looking for. You can also specify the condition. Like "look in", "match", "search" and match case.

Go To> record function



Order Processing - Merchar

FILE

Order Processing Find Next Previous Add Duplicate Save Delete

A. Order Details B1. Style Color Size Breakdown C. Lab Test Requirement D. Customer Terms E. Factory Terms F. Cust

Go To PO... Customer DNKY Chain Store Inc

POID No	PO Number	Cus. Code	Order Status
165	GPO-00165/14	DNKY	PI SC PO Issued
164	GPO-00164/14	Roots	PI SC PO Issued
163	GPO-00163/14	Harolds	Invoiced or Bills Collection
162	GPO-00162/14	A & F	PI SC PO Issued
161	GPO-00161/14	C & A	Invoiced or Bills Collection
160	GPO-00160/14	Banana	Awaiting Confirmation
159	GPO-00159/14	Coles	PI SC PO Issued
158	GPO-00158/14	Roots	PI SC PO Issued
157	GPO-00157/14	Walmart	PI SC PO Issued
156	PO-00156/14	Walmart	Order Proceeding
155	GPO-00155/14	LV	PI SC PO Issued
154	PO-00154/14	K-Mart	PI SC PO Issued
153	PO-00153/13	Versace	PI SC PO Issued
152	PO-00150/13	LV	Shipment Booking
149	PO-00149/13	Banana	Quotation Issued
148	PO-00148/13	Banana	Awaiting Confirmation
147	PO-00147/13	C & A	Order Confirmed
146	PO-00142/13	WOOLCO	PI SC PO Issued
141	PO-00141/12	C & A	Awaiting LC or Deposit
140	PO-00140/12	C & A	Order Confirmed
139	PO-00139/12	C & A	Order Confirmed
138	PO-00138/12	Next	Order Confirmed

It is a pull down list and simply select it will go to that particular record.

Search record function

Costing Remarks - Internal Use Only
duplicate of style no: appendorder-2 Product ID: 140 Issue Date: 08-Apr-12 duplicate of style no:

1. 这个软件能够编写多国语言
2. This software able to write multi languages
3. 這個軟件能夠編寫多國語言
4. このソフトウェアは、複数の国の言語で書くことができる
5. Software ini mampu menulis negara multi bahasa
6. इस सॉफ्टवेयर के लिए देश के कई भाषाओं में लिखने
7. Este software puede escribir de varias lenguas

2nd Currency For Reference Only

2nd currency: INR

material cost: 106.42

trims cost: 48.00

labor cost: 1.71

manufacture cost: 156.13

Net Cost: 206.26

Currency For Costing & Quotation

costing unit: Pc

trade term: Landed Duty Paid

currency used: USD

material cost: 1.71

trims cost: 48.00

labor cost: 1.71

manufacture cost: 156.13

Net Cost: 206.26

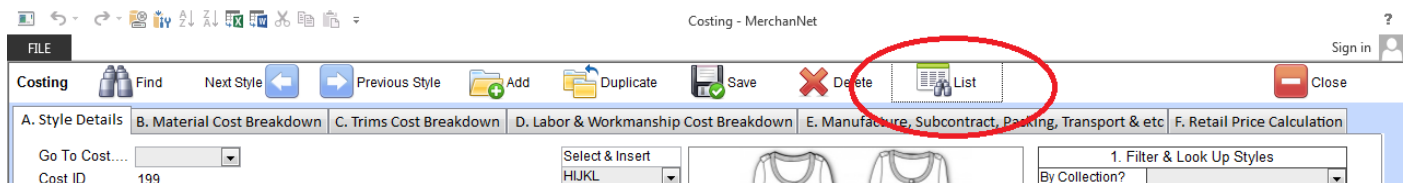
Record: 4 of 183 No Filter Search →

input the text you're looking for, then hit enter key. it will jump to that record with your keyword

List record function

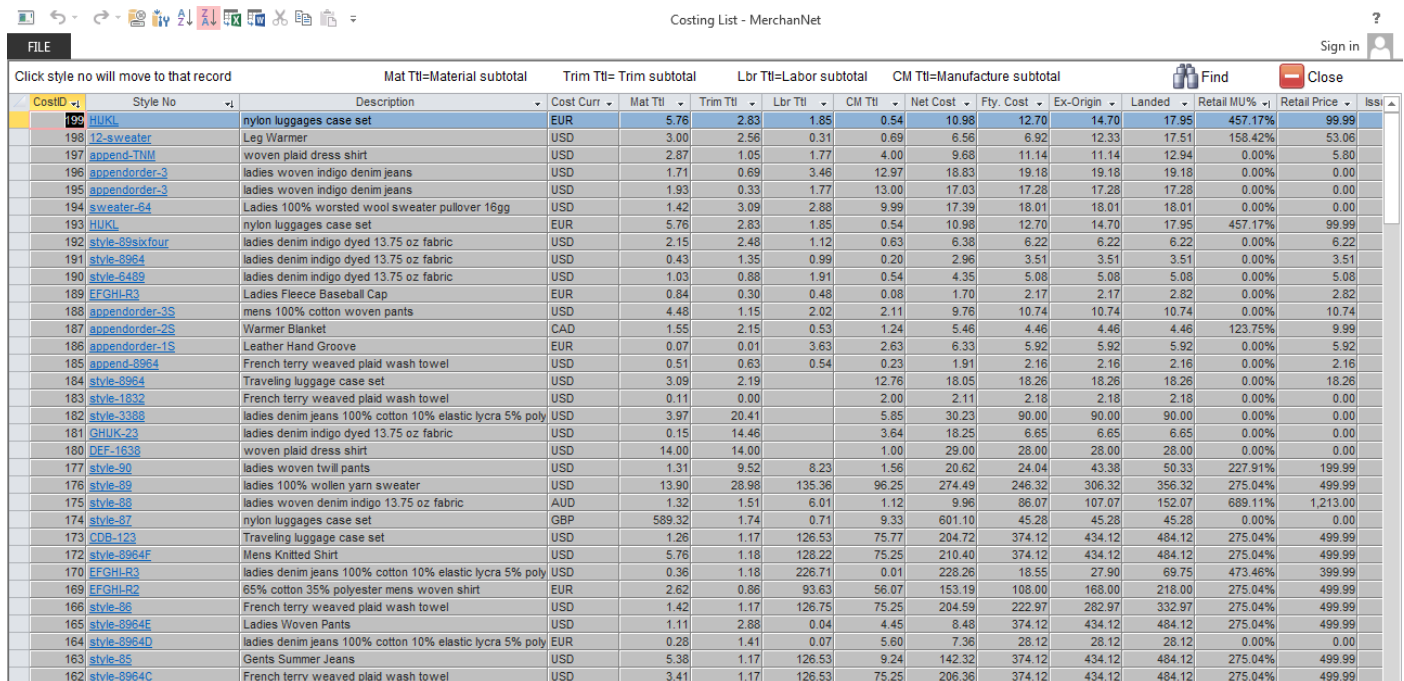
There is a list button on the navigation bar. If you hit this button, a complete record list form will be opened, showing you all the records. By clicking the ID number, style number, article number will move to that main record.

Example of list record button



The screenshot shows the 'Costing - MerchanNet' interface. The navigation bar includes buttons for 'Find', 'Next Style', 'Previous Style', 'Add', 'Duplicate', 'Save', 'Delete', and 'List'. The 'List' button is circled in red. Below the navigation bar, there are tabs for 'A. Style Details', 'B. Material Cost Breakdown', 'C. Trims Cost Breakdown', 'D. Labor & Workmanship Cost Breakdown', 'E. Manufacture, Subcontract, Packing, Transport & etc', and 'F. Retail Price Calculation'. The 'List' button is highlighted with a red circle.

There is sort ascending and sort descending function on the list form. User can use the text filters to filter the record by the text selected. This could help user easily filter a group of record according to text selected.



The screenshot shows the 'Costing List - MerchanNet' interface. The table displays a list of records with columns for CostID, Style No, Description, Cost Curr, Mat Ttl, Trim Ttl, Lbr Ttl, CM Ttl, Net Cost, Fly. Cost, Ex-Origin, Landed, Retail MU%, and Retail Price. The table is sorted by CostID in ascending order. The 'List' button is circled in red.

CostID	Style No	Description	Cost Curr	Mat Ttl	Trim Ttl	Lbr Ttl	CM Ttl	Net Cost	Fly. Cost	Ex-Origin	Landed	Retail MU%	Retail Price	Issu
199	HUKL	nylon luggages case set	EUR	5.76	2.83	1.85	0.54	10.98	12.70	14.70	17.95	457.17%	99.99	
198	12-sweater	Leg Warmer	USD	3.00	2.56	0.31	0.69	6.56	6.92	12.33	17.51	158.42%	53.06	
197	append-TNM	woven plaid dress shirt	USD	2.87	1.05	1.77	4.00	9.68	11.14	11.14	12.94	0.00%	5.80	
196	appendorder-3	ladies woven indigo denim jeans	USD	1.71	0.69	3.46	12.97	18.83	19.18	19.18	19.18	0.00%	0.00	
195	appendorder-3	ladies woven indigo denim jeans	USD	1.93	0.33	1.77	13.00	17.03	17.28	17.28	17.28	0.00%	0.00	
194	sweater-64	Ladies 100% worsted wool sweater pullover 16gg	USD	1.42	3.09	2.88	9.99	17.39	18.01	18.01	18.01	0.00%	0.00	
193	HUKL	nylon luggages case set	USD	5.76	2.83	1.85	0.54	10.98	12.70	14.70	17.95	457.17%	99.99	
192	style-89sixfour	ladies denim indigo dyed 13.75 oz fabric	USD	2.15	2.48	1.12	0.63	6.38	6.22	6.22	6.22	0.00%	6.22	
191	style-8964	ladies denim indigo dyed 13.75 oz fabric	USD	0.43	1.35	0.99	0.20	2.96	3.51	3.51	3.51	0.00%	3.51	
190	style-6489	ladies denim indigo dyed 13.75 oz fabric	USD	1.03	0.88	1.91	0.54	4.35	5.08	5.08	5.08	0.00%	5.08	
189	EFQHLR3	Ladies Fleece Baseball Cap	EUR	0.84	0.30	0.48	0.08	1.70	2.17	2.17	2.82	0.00%	2.82	
188	appendorder-3S	mens 100% cotton woven pants	USD	4.48	1.15	2.02	2.11	9.76	10.74	10.74	10.74	0.00%	10.74	
187	appendorder-2S	Warmer Blanket	CAD	1.55	2.15	0.53	1.24	5.46	4.46	4.46	4.46	123.75%	9.99	
186	appendorder-1S	Leather Hand Groove	EUR	0.07	0.01	3.63	2.63	6.33	5.92	5.92	5.92	0.00%	5.92	
185	append-8964	French terry weaved plaid wash towel	USD	0.51	0.63	0.54	0.23	1.91	2.16	2.16	2.16	0.00%	2.16	
184	style-8964	Traveling luggage case set	USD	3.09	2.19		12.76	18.05	18.26	18.26	18.26	0.00%	18.26	
183	style-1832	French terry weaved plaid wash towel	USD	0.11	0.00		2.00	2.11	2.18	2.18	2.18	0.00%	0.00	
182	style-3388	ladies denim jeans 100% cotton 10% elastic lycra 5% poly	USD	3.97	20.41		5.85	30.23	90.00	90.00	90.00	0.00%	0.00	
181	GHUK-23	ladies denim indigo dyed 13.75 oz fabric	USD	0.15	14.46		3.64	18.25	6.65	6.65	6.65	0.00%	0.00	
180	DEF-1638	woven plaid dress shirt	USD	14.00	14.00		1.00	29.00	28.00	28.00	28.00	0.00%	0.00	
177	style-90	ladies woven twill pants	USD	1.31	9.52	8.23	1.56	20.62	24.04	43.38	50.33	227.91%	199.99	
176	style-89	ladies 100% wollen yarn sweater	USD	13.90	28.98	135.36	96.25	274.49	246.32	306.32	356.32	275.04%	499.99	
175	style-88	ladies woven denim indigo 13.75 oz fabric	AUD	1.32	1.51	6.01	1.12	9.96	86.07	107.07	152.07	689.11%	1,213.00	
174	style-87	nylon luggages case set	GBP	589.32	1.74	0.71	9.33	601.10	45.28	45.28	45.28	0.00%	0.00	
173	CDR-123	Traveling luggage case set	USD	1.26	1.17	126.53	75.77	204.72	374.12	434.12	484.12	275.04%	499.99	
172	style-8984F	Mens Knitted Shirt	USD	5.76	1.18	128.22	75.25	210.40	374.12	434.12	484.12	275.04%	499.99	
170	EFQHLR3	ladies denim jeans 100% cotton 10% elastic lycra 5% poly	USD	0.36	1.18	226.71	0.01	228.26	18.55	27.90	69.75	473.46%	399.99	
169	EFQHLR2	65% cotton 35% polyester mens woven shirt	EUR	2.62	0.86	93.63	56.07	153.19	108.00	168.00	218.00	275.04%	499.99	
166	style-86	French terry weaved plaid wash towel	USD	1.42	1.17	126.75	75.25	204.59	222.97	282.97	332.97	275.04%	499.99	
165	style-8964E	Ladies Woven Pants	USD	1.11	2.88	0.04	4.45	8.48	374.12	434.12	484.12	275.04%	499.99	
164	style-8964D	ladies denim jeans 100% cotton 10% elastic lycra 5% poly	USD	0.28	1.41	0.07	5.60	7.36	28.12	28.12	28.12	0.00%	0.00	
163	style-85	Gents Summer Jeans	USD	5.38	1.17	126.53	9.24	142.32	374.12	434.12	484.12	275.04%	499.99	
162	style-8964C	French terry weaved plaid wash towel	USD	3.41	1.17	126.53	75.25	206.36	374.12	434.12	484.12	275.04%	499.99	

If user want to further filter the pulled out list view (datasheet view of all records), please notice there is some pull down-list to filter the list and minimize the resulting records. If user take a closer look at the end of each field, there is a small downward arrow. Once you click it, a parameter filter dialog will pop up and provide further list filter function to minimize the resulting list. This is quite useful if user looking at a modules will a lots of record on it as it has been used for many years.

Click style no will move to that record

Mat Ttl=Material subtotal

Trim Ttl= Trim subtotal

Lbr Ttl=Labor subtotal

CM T

CostID	Style No	Description	Cost Curr	Mat Ttl	Trim Ttl	Lbr Ttl	CM Ttl
199	HUJL		EUR	5.76	2.83	1.85	0.54
198	12-sweater		USD	3.00	2.56	0.31	0.69
197	append-3M		USD	2.87	1.05	1.77	4.00
196	appendorder-3		USD	1.71	0.69	3.46	12.97
195	appendorder-3		USD	1.93	0.33	1.77	13.00
194	sweater-64	16gg	USD	1.42	3.09	2.88	9.99
193	HUJL		EUR	5.76	2.83	1.85	0.54
192	style-8964		USD				
191	style-8964		USD				
190	style-6489		USD				
189	EFGHLR3		EUR				
188	appendorder-3S		USD				
187	appendorder-2S		CAD				
186	appendorder-1S		EUR				
185	append-8964		USD				
184	style-8964		USD	3.09	2.19		12.76
183	style-1832		USD	0.11	0.00		2.00
182	style-3388	lycra 5% poly	USD	3.97	20.41		5.85
181	GHUK-23		USD	0.45	14.46		3.64
180	DEF-1638		USD	14.00	14.00		1.00

if you click the small arrow, a filter parameter dialog box will pop up. it will filter the result list

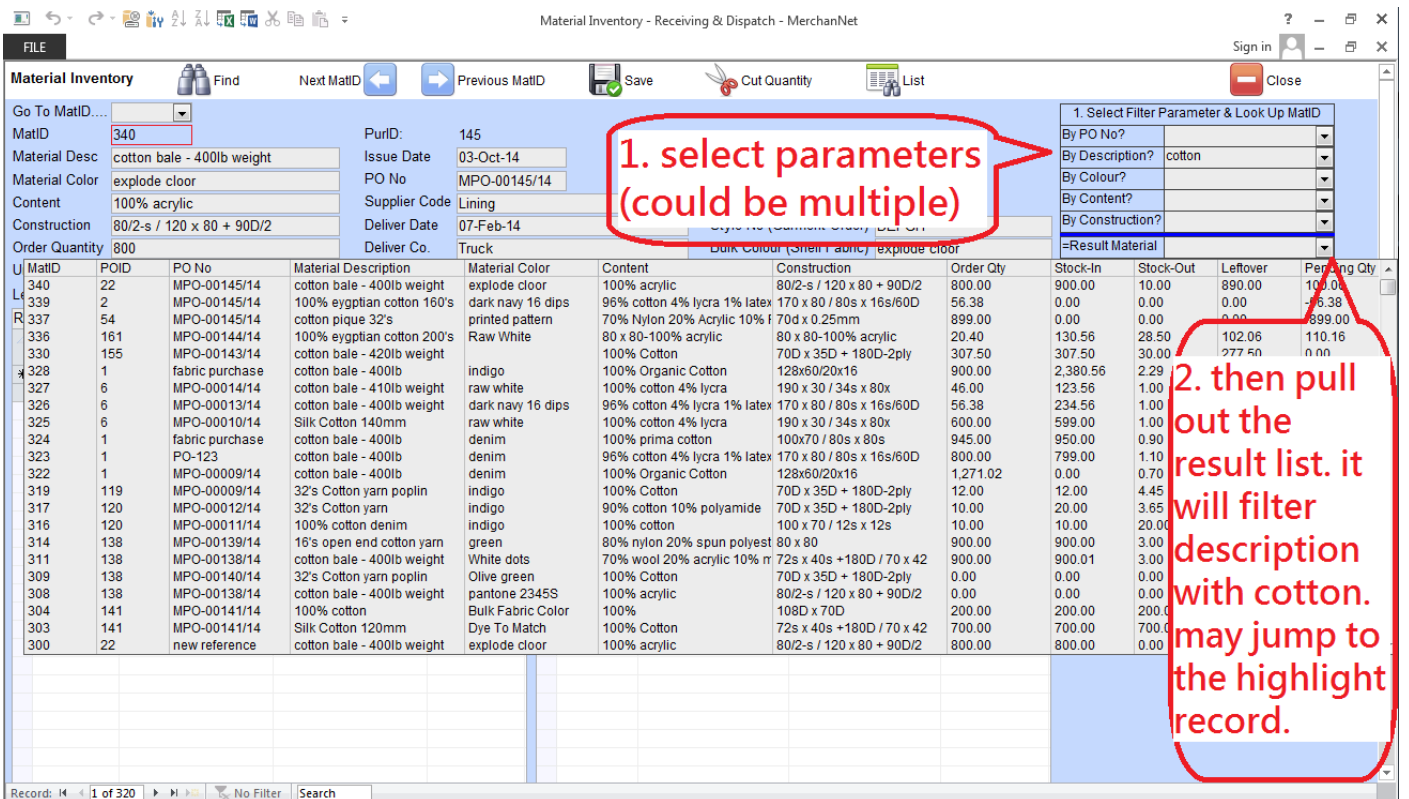
Parameter Filter & Look Up record function

If you are looking for a group of record according to your parameters, please consider using the parameter filter.

This is a very useful filter and look up function. It could pull out a list of record according to the parameters that inputted to the database previously.

For example, when you select an item group like woven, knit, men's, ladies, toys...

Then on the [=result] field, it will pull out a list of item that belongs to this product type. The product type is defined by user previously input to the database.



The screenshot shows the 'Material Inventory' window with a list of records. A dialog box titled '1. Select Filter Parameter & Look Up MatID' is open, showing filter options like 'By PO No?', 'By Description?' (set to 'cotton'), 'By Colour?', 'By Content?', and 'By Construction?'. A red callout points to the 'By Description?' field with the text '1. select parameters (could be multiple)'. Another red callout points to the filtered list of records with the text '2. then pull out the result list. it will filter description with cotton. may jump to the highlight record.' The list shows records with descriptions containing 'cotton'.

On the above screen, merchandise looking for any fabric inventory with a "cotton" description, they can select cotton and then on the result material pull out a list of fabric with description wording include "cotton". It could pull out multiple parameters. Like cotton & black color. Then it will pull a list of cotton fabric in black color

Print preview document and report

User can only print document and report in the preview mode.

Order Processing - MerchanNet

FILE | Order Processing | Find | Next | Previous | Add | Duplicate | Save | Delete | List | Close

A. Order Details | B1. Style Color Size Breakdown | C. Lab Test Requirement | D. Customer Terms | E. Factory Terms | F. Customer Amendments | G. Factory Amendments

Go To PO... POID 165 Date 26-Oct-14 PO No. GPO-00165/14 Ship Mode By Boat Origin India Destination U.S.A. Deposit % 50.00% Incentive % 1.50%

Customer DNKY Chain Store Inc Company Woven - USA Apparel Limited Handle By Kelly Kay Order Status PI SC PO Issued

Customer Commission% 0.0% Factory Rebate% 0.0% Customer Payment L/C at sight Customer Trade Term F.O.B.

Remarks To Customer: 2 pcs of PP samples, 1 pc REACH chemicals are foto... Lt. Blue and Black. Please...
Remarks To Factory:

Filter & Look Up Orders
By Customer Code? By Factory Code? By Style No? By Order Status? = Result PO List

Proforma / Sales Contract / PO Preview
Proforma Proforma With Photo Proforma For Deposit With Photo Sales Contract Sales Contract With Photo Sales Contract - 16 Sizes Purchase Order - Detail Purchase Order - Detail With Photo Purchase Order - Consolidate Purchase Order - Consolidate 16 Sizes Purchase Order - Consolidate With Photo

B2. Surcharge For Customer - Proforma Invoice, Sales Contract

Quantity Subtotal	2,090.00	Customer Subtotal	23,587.50
Customer Surcharge 1	0.00%	0.00	
Customer Surcharge 2	0.00%	0.00	
Customer Surcharge 3	0.00%	0.00	

usually the print out selection on the right hand side pull downlist. once you click and selected, a print preview will show up

Example: Print preview mode

In addition, there are few more options;

- Export to RTF file. (For document, PI, contract, Invoice & etc.)
- Export to excel. (for summary list report)
- Export to PDF format. (all print out)

Sales Confirmation - MerchanNet

FILE | PRINT PREVIEW | Print | Size | Margins | Print Data Only | Portrait | Landscape | Columns | Page Setup | Zoom | One Page | Two Pages | More Pages | Refresh All | PDF or XPS | More | Close Print Preview

USA Apparel Limited
pabrik garmen Indonesia

Sales Contract
This proof of sales and purchase is made between the customer

The Customer: Roots Canada Inc
Address: 320 Finch and Bloor Road, Roots Building, 320 芬治 街 320 號, 401-403 號, PO Box 21377 Unit 857 B57, Canada, Ontario, Toronto

And the Messers: USA Apparel Limited
Address: 16/F, Smiling Commercial Plaza, 65 Bonham Road, Central, Hong Kong, 65 般咸道, 65 般咸道, 65 般咸道, 香港, 香港, 香港

Destination: U.S.A. Issue Date: 26-Oct-14
Origin: India POID: 164
Ship Mode: By Boat PO No.: GPO-00165/14
Remarks: duplicate of Quote ID: 38 Issue Date: 05-Nov-09 tri/testing on duplicate styles
Cus. Payment: D/A Handle By: Simons, Haisson
Cus. Term: FOB Certificate Email: s@ibuyer.hk
Deposit %: 0.00% Page 1 of 1

Style No: 123-CB
Description: Lap Wearer
Material: 98% cotton 3% n/ny 1% rabbit hair woven yarn
Notes: by local and feeder

Color	Buyer Ref	Small	Medium	Large	K.L. Size	Subtotal	Ship Date	Unit Price
navy		9				9.00	27-Oct-14	AUSD36
black		9				9.00		USD678Ca
red		9				9.00		USD678Ca
green		9				9.00	27-Oct-14	AUSD36
						36.00		

Shipping Mark: Side Mark

Total Quantity: 36.00
Subtotal Amt: 280.34
0.00%: 0.00
0.00%: 0.00
0.00%: 0.00
Total Amount: 280.34

By Australian Dollar Two Hundred Ninety Dollars and Thirty Four Cents

Accepted by: _____ For and on behalf of: _____
Roots Canada Inc USA Apparel Limited

16/F, Smiling Commercial Plaza, 65 Bonham Road, Central, Hong Kong
65 般咸道, 65 般咸道, 65 般咸道, 香港, 香港, 香港
Tel: (852) 4182 2019 Fax: (852) 4182 2012 Email: merchan@ibuyer.hk

User may also use this print preview mode to select printer, adjust margin, change paper size, set up pages etc. which is similar to any office software to set the printer preference.

Documentation filing database

From Version 7.38 onward, we have added a documentation management system to all of our database software products. The purpose of adding this function to our software product is to help solving the problem of numerous electronic documents in the office. Here is what you are dealing with, everyday there are a lot of electronic documents being sent to your office from different business contacts. These exist in different formats like .xls .doc .pdf .jpeg .eml .tiff .fax emails, scanned images .txt and different kinds of electronic format. After a while, it would be too much of it and would be almost impossible to find out the exact document that you want. However it is important and vital to find out the copy of it as a proof of business transaction. For example like price quote from supplier, delivery date confirmation with customer, product specification and etc.

The traditional way dealing with these document would be very time consuming or even annoying. By print it out and insert it into a paper box file. The merchandiser will need to spend tens of hours to dig out an exact copy of the document after few months. That is very cost ineffective and spending too much time on these searching document issue leading to error and fatigue of the merchandiser as a result they cannot focus on providing service to the customer.

In order to sort out this problem, we have invented a documentation filing database to overcome this issue. We have created some database for different department to keep their own electronic documents and index by some key words. User can attach the electronic documents end of the day to the database and meantime key in some simple key words. The whole office can search, find and filter the related document within second. As a result saving a lot of time spending on finding documents.

It splits into five departments,

Administration,

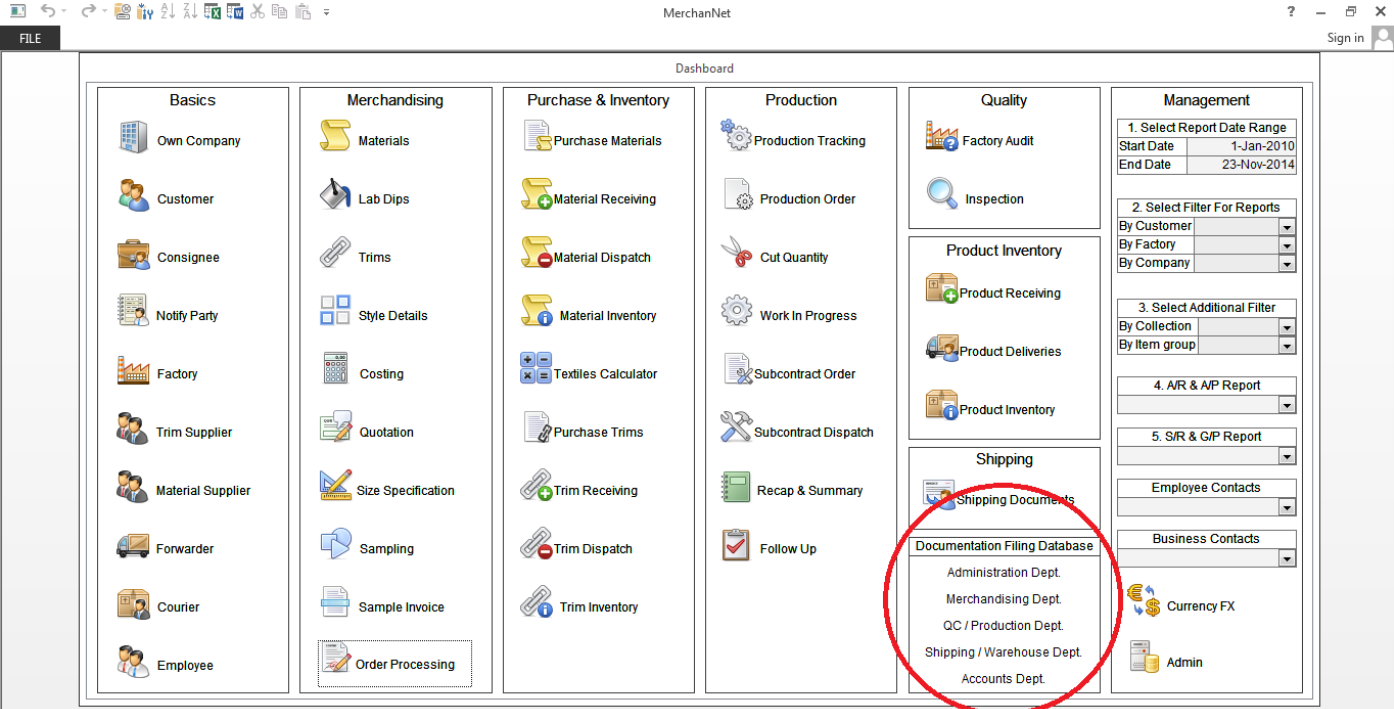
Merchandising,

QC/Production,

Shipping/Warehouse,

Accounts,

Example: Documentation Filing modules (MerchanNet)

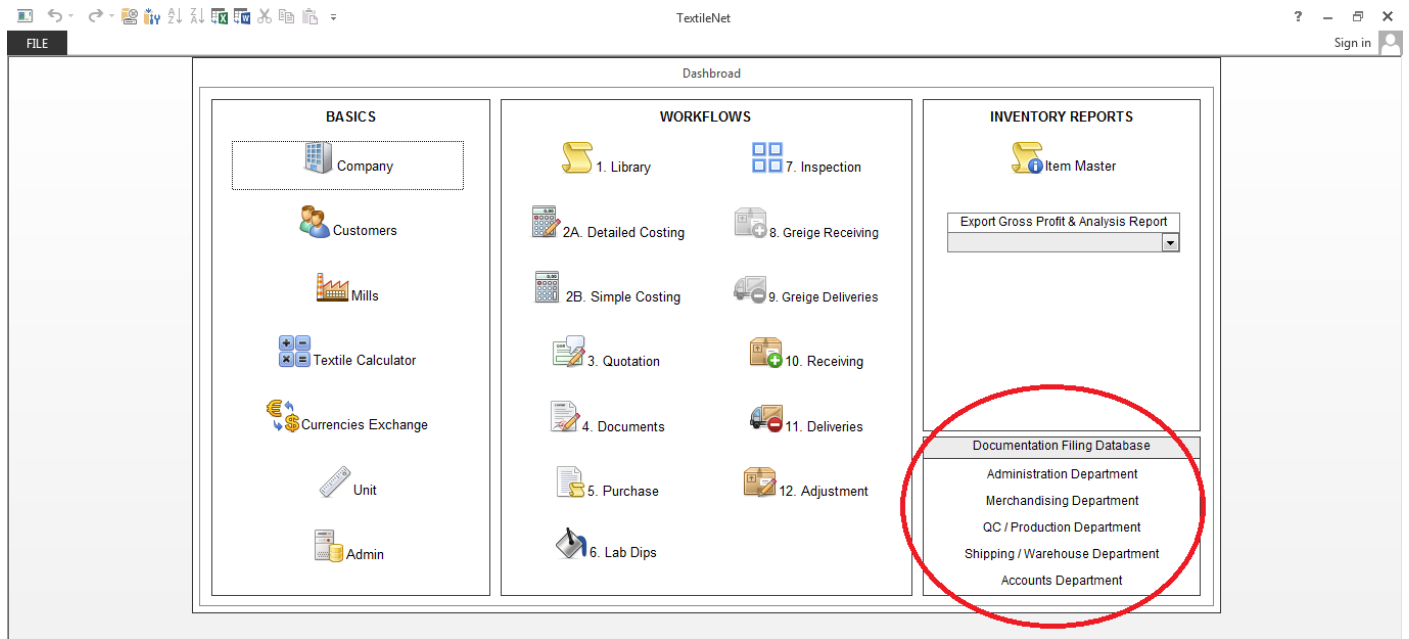


The screenshot shows the MerchanNet software interface. The dashboard is divided into several columns of modules:

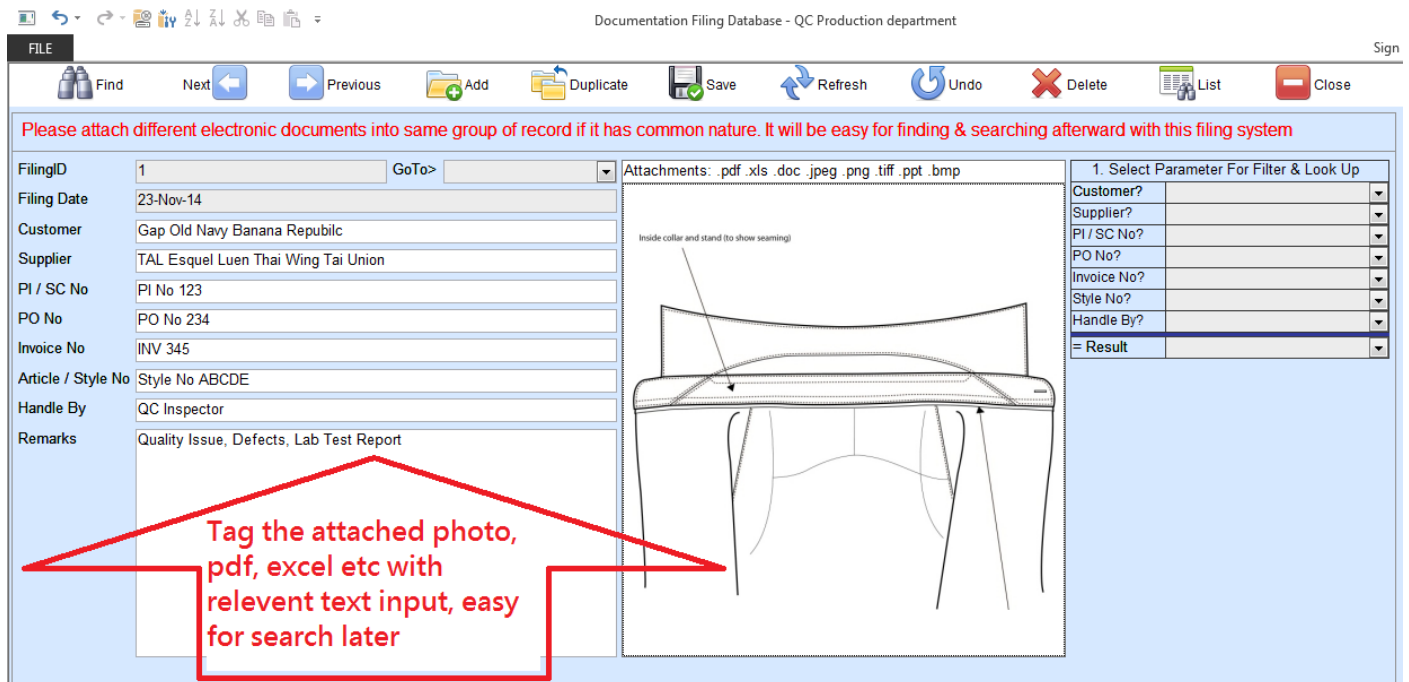
- Basics:** Own Company, Customer, Consignee, Notify Party, Factory, Trim Supplier, Material Supplier, Forwarder, Courier, Employee.
- Merchandising:** Materials, Lab Dips, Trims, Style Details, Costing, Quotation, Size Specification, Sampling, Sample Invoice, Order Processing.
- Purchase & Inventory:** Purchase Materials, Material Receiving, Material Dispatch, Material Inventory, Textiles Calculator, Purchase Trims, Trim Receiving, Trim Dispatch, Trim Inventory.
- Production:** Production Tracking, Production Order, Cut Quantity, Work In Progress, Subcontract Order, Subcontract Dispatch, Recap & Summary, Follow Up.
- Quality:** Factory Audit, Inspection.
- Product Inventory:** Product Receiving, Product Deliveries, Product Inventory.
- Shipping:** Shipping Documents, **Documentation Filing Database** (highlighted with a red circle), Administration Dept., Merchandising Dept., QC / Production Dept., Shipping / Warehouse Dept., Accounts Dept.
- Management:** 1. Select Report Date Range (Start Date: 1-Jan-2010, End Date: 23-Nov-2014), 2. Select Filter For Reports (By Customer, By Factory, By Company), 3. Select Additional Filter (By Collection, By Item group), 4. A/R & A/P Report, 5. S/R & G/P Report, Employee Contacts, Business Contacts, Currency FX, Admin.

Each department supposed to file their own electronic documents by the above document filing database at the end of the day. Other department can open it by search and share the relevant documents.

Example: documentation filing (TextileNet)



The relevant department can attach their electronic document to their own section of database. When they attach the documents they are required to fill in simple text for future index, filter and search for the relevant documents.



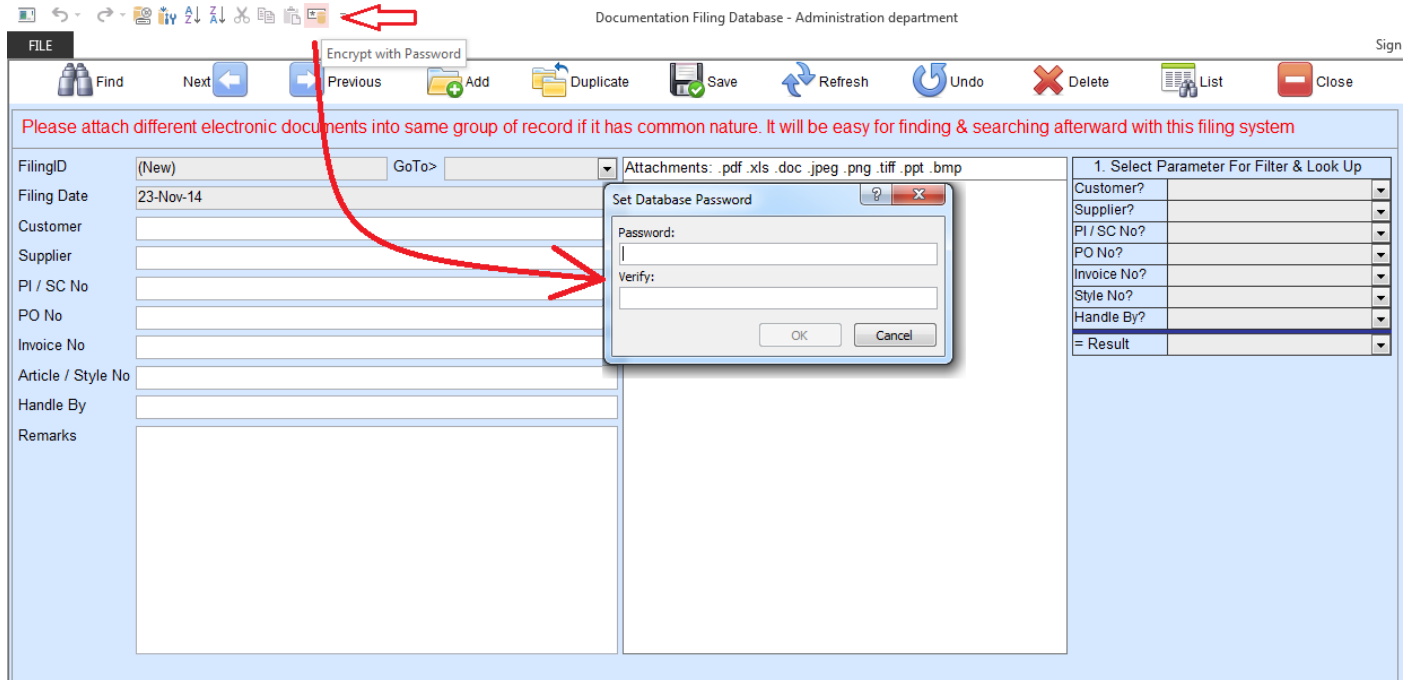
The simple index text could be customer name, supplier name, pro forma no, sales contract no, purchase order no, invoice no, article no, style no or any remarks with reference to the particular electronic document.

It could be attaching more than one document per record, simply saying just group the same electronic documents with common nature and made it easier for future find and search.

While the Administration and Accounts department has sensitive information, these two form for these two department can be encrypted and protected by adding an additional password to it.

For the administration department and accounts department, the database section for these two departments could be password protected. The password setting would only encrypt this section of documentation filing system and would not affect the rest of the database.

Setting password button located at the end of the top menu.



Hope this documentation filing database would work as a better way to replace traditional box filing and merchandiser has no longer need to go through each document one by one in future in order to locate a simple fax.

Back up

It's very important to back up every day. Since the business record is a vital for your operation, so we recommend user backing up the data file every day. User may also consider using the automatic back up, so that a daily schedule back up can be set up. Please click admin button > automatic back up and follow the wizard to set it up.

