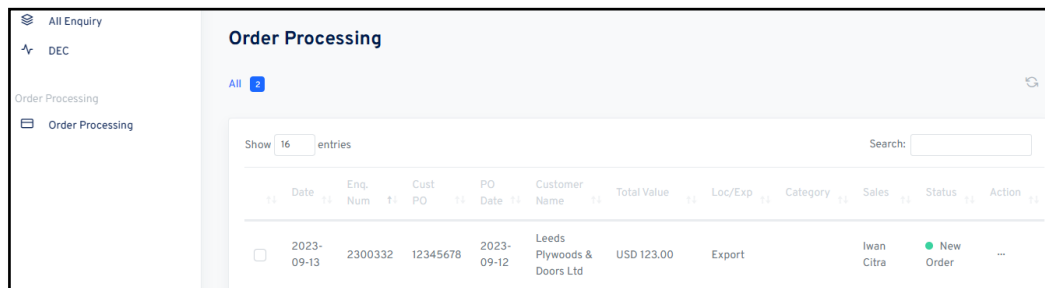


GUIDANCE ORDER PROCESSING

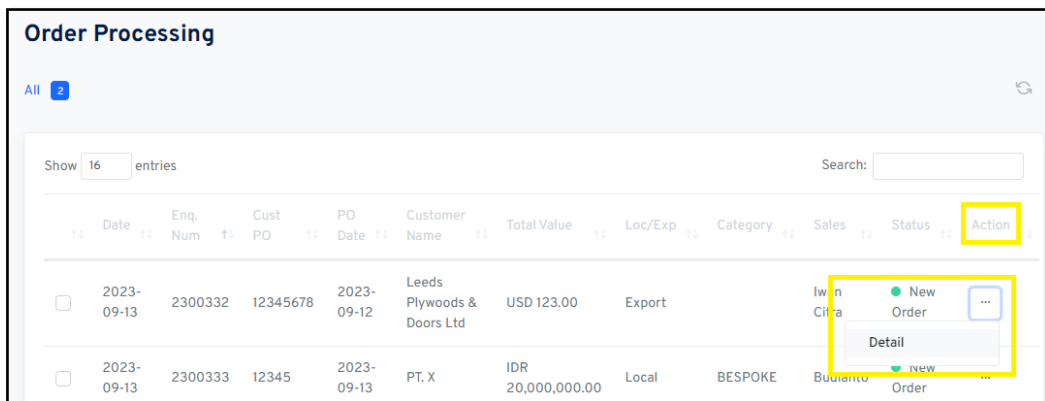
1. Order Processing login ke Portal SIP.
2. Order Processing dapat melihat Enquiry yang masuk pada bagian **Order Processing**.



The screenshot shows the 'Order Processing' dashboard. On the left, there is a sidebar with 'All Enquiry' and 'DEC' options. The main area is titled 'Order Processing' and shows a list of enquiries. The table has columns for Date, Enq. Num, Cust PO, PO Date, Customer Name, Total Value, Loc/Exp, Category, Sales, Status, and Action. A search bar is located at the top right of the table area.

Date	Enq. Num	Cust PO	PO Date	Customer Name	Total Value	Loc/Exp	Category	Sales	Status	Action
2023-09-13	2300332	12345678	2023-09-12	Leeds Plywoods & Doors Ltd	USD 123.00	Export		Iwan Citra	New Order	...

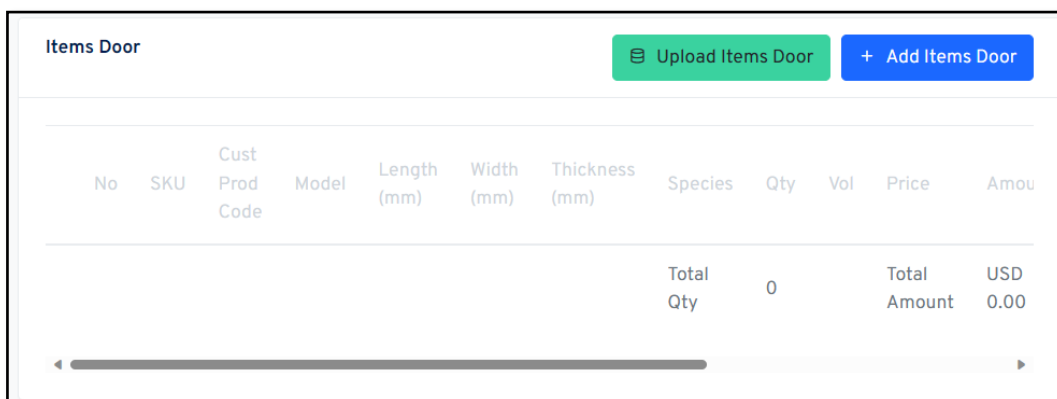
3. Order processing dapat melihat detail Enquiry pada bagian **Action >> (...) >> Detail**.



The screenshot shows the 'Order Processing' dashboard with the 'Action' menu highlighted for a specific enquiry. The table has columns for Date, Enq. Num, Cust PO, PO Date, Customer Name, Total Value, Loc/Exp, Category, Sales, Status, and Action. A search bar is located at the top right of the table area. The 'Action' menu is highlighted in yellow, and a 'Detail' option is visible in the dropdown menu.

Date	Enq. Num	Cust PO	PO Date	Customer Name	Total Value	Loc/Exp	Category	Sales	Status	Action
2023-09-13	2300332	12345678	2023-09-12	Leeds Plywoods & Doors Ltd	USD 123.00	Export		Iwan Citra	New Order	...
2023-09-13	2300333	12345	2023-09-13	PT. X	IDR 20,000,000.00	Local	BESPOKE	Budianto	New Order	...

4. Order Processing dapat menginput item yang dipesan seperti (**Items Door, Items Jamb, Items Architrave dan Items Moulding**).
5. Order Processing dapat menginput Items Door pada bagian **Items Door**.



The screenshot shows the 'Items Door' input form. It has a title 'Items Door' and two buttons: 'Upload Items Door' (green) and '+ Add Items Door' (blue). Below the buttons is a table with columns for No, SKU, Cust Prod Code, Model, Length (mm), Width (mm), Thickness (mm), Species, Qty, Vol, Price, and Amou. At the bottom, there is a summary row showing 'Total Qty' as 0 and 'Total Amount' as USD 0.00.

No	SKU	Cust Prod Code	Model	Length (mm)	Width (mm)	Thickness (mm)	Species	Qty	Vol	Price	Amou
								Total Qty	0	Total Amount	USD 0.00

Terdapat 2 opsi dalam menginput Items Door, yaitu:

- **Upload Items Door** – Order Processing dapat menginput semua item dalam sekali input.
- **Add Items Door** – Order Processing harus menginput item satu persatu.

6. Berikut tampilan bila Order Processing menginput dengan **Upload Items Door**.

Note : File yang di **Attach** berupa **Excel dengan format khusus** agar item dapat terinput otomatis. (Attach File MAX 5MB).

7. Berikut tampilan bila Order Processing menginput dengan **Add Items Door**.

- **Search** – Cari item yang akan diinput, beberapa kolom akan terinput otomatis.
- **Qty/Quantity** – Masukkan berapa banyak item itu di pesan.
- **Price** – Masukkan harga perpieces.
- **Description** – Masukkan deskripsi untuk item tsb.
- **Product Category** – Pilih produk kategorinya, apakah **Flat, COM** atau **RGK**.
- **Product Finishing** – Pilih Finishing Item, apakah **CAT / NON CAT (UF, PF, WP dan BP)**.

Setelah data diisi lalu klik **Submit Form**.

8. Order Processing dapat menginput Items Jamb pada bagian **Item Jamb >> Add Items Jamb**.

Items Jamb + Add Items Jamb

No	SKU	Cust Prod Code	Model	Long Length (mm)	Long Width (mm)	Long Thickness (mm)	Long Thickness Wall (mm)	Short Length (mm)	Short Width (mm)	Short Thickness (mm)
<div style="display: flex; justify-content: space-between; align-items: center;"> ◀ <div style="flex-grow: 1; border-bottom: 1px solid #ccc; position: relative;"> <div style="position: absolute; top: -5px; left: 0; right: 0; border-bottom: 1px solid #ccc;"></div> </div> ▶ </div>										

9. Order Processing dapat menginput Items Architrave pada bagian **Item Architrave >> Add Items Architrave**.

Items Architrave + Add Items Architrave

No	SKU	Cust Prod Code	Model	Long Length (mm)	Long Width (mm)	Long Thickness (mm)	Short Length (mm)	Short Width (mm)	Short Thickness (mm)	Species	Q
<div style="display: flex; justify-content: space-between; align-items: center;"> ◀ <div style="flex-grow: 1; border-bottom: 1px solid #ccc; position: relative;"> <div style="position: absolute; top: -5px; left: 0; right: 0; border-bottom: 1px solid #ccc;"></div> </div> ▶ </div>											
										Total Qty	0

10. Order Processing dapat menginput Items Moulding pada bagian **Item Moulding >> Add Items Moulding**.

No	SKU	Cust Prod Code	Model	Length 1 (mm)	Width 1 (mm)	Thickness 1 (mm)	Length 2 (mm)	Width 2 (mm)	Thickness 2 (mm)	Species	Qty	
											Total Qty	0

11. Order Processing dapat menginput Packing List pada bagian **Packing List >> Add Packing List. (Optional)**

- Order Processing dapat menlampirkan file pada bagian **Attach File >> Choose File >> Submit**.

Note : Maksimal ukuran file yang dapat di Attach adalah **5MB**, apabila file melebihi 5MB, harus dipecah terlebih dahulu.

12. Ketika semua data yang dibutuhkan telah diinput, Order Processing dapat melanjutkan Enquiry ke Order Processing Approval pada bagian **Assign >> Assign to Order Processing Approval**.