ibuyer.hk – export documentation software for giftware home textiles premium household & hardline products. Factory list & inspection exporter & merch... software textile so... software developm... quality assurance... software documen... software fabric co... company software... apparel software clothing factory software fabric mill inventory system cotton mill costing software factory evaluation software AQL inspection system sample & sourcing software product development system yarn woven knit fabric costing inventory software garment merchandising system raw material resources planning system software wholesaler inventory system order system export trading shipping document system catalog software trading invoice software stock management software warehouse movement system garment software for merchandiser production tracking software export

Welcome to the ExportNet specific user manual – this is a step by step illustration of ExportNet

- This is a specific instruction for ExportNet V3.58 onward. For earlier version please refer to the old manual.

- For installation instruction, please refer to the separate installation guide.

- For the general instruction of our software, please refer to the ibuyer.hk general software manual.

- For the platform, database structure and design change of software, please refer to the technical manual

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Target User of ExportNet

It is designed for export trading company in finish product.   Best for giftware, premium, promotional items, bags, luggage, toys, electrical, electronic, appliance, travel goods, sporting goods, sundries, household items, home textiles and etc.

The Design concept of ExportNet

The ExportNet is designed by workflows, it has 5 steps;

1/ Products; gather the product detail from your supplier.

2/ Costing; a simple costing table.

3/ Quotation; issue price quote to customer.
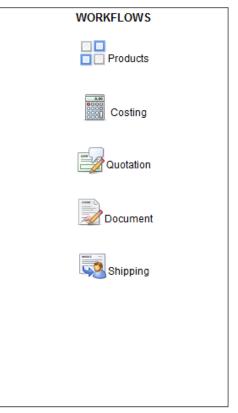
4/ Documents; orders processing.

5/ Shipping; issue full set export shipping documents

Suppose your merchandiser gather new products from different supplier. Input the **product** details into the database system.

They use it to prepare a simple **costing** table, and then use its information to create a **quotation** sheet. When you have a potential customer, you will then issue merchandising **document** > quotation > pro forma > to confirm an order.

By the time delivering the goods, you will issue the export **shipping** document by the Shipping.

The middle column, WORKFLOWS is the most frequently using input panels.

The input concept of ExportNet is from left to right and top to bottom. Please start with BASICS to input all contact information.
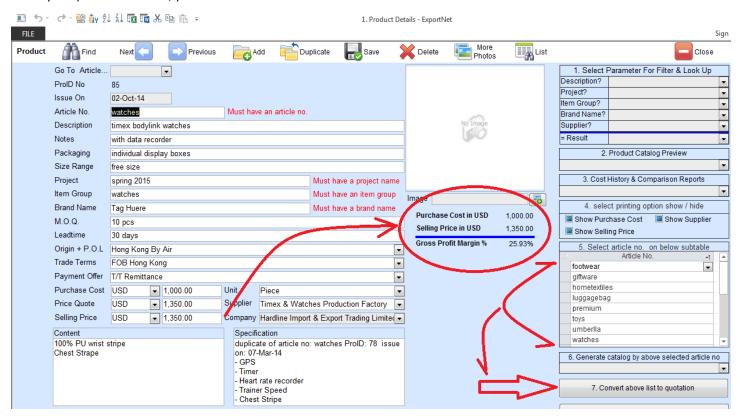
Then your merchandiser may move to WORKFLOWS to start their merchandising duties.

Products

The ExportNet is for trading company and exporter in trading business. They buy finished products from their supplier and meantime re-sell it to their customer without involves in the production of it.

When you open the Products, you will see follow screen.

This product form gather basic information of a product. There is a gross profit margin% calculator below the picture. Which is quite useful for management to decide the price quote and selling price of the product. It convert the purchase cost, selling price into USD for a comparison and show the result by a gross profit margin %. This could give the merchandiser a better idea of what profit margin of certain product immediately.

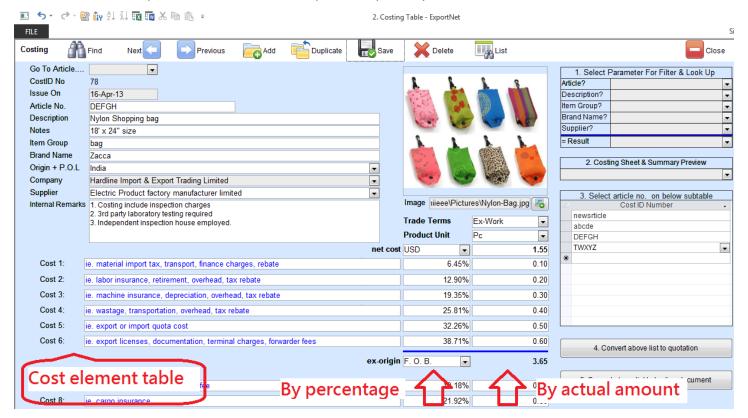Groups of reports in this products form, which is using the information to create;

- Product catalog; kind of product catalogue or product detail sheet.
- Cost History; a cost comparison report by different grouping.
- A pull down list will show the sales history for the current article
- An article list to pull down and select articles for conversion of data to next modules. (very useful to avoid double entry)

Costing

It is a simple costing form for merchandiser to calculate the costing of end product. Merchandiser may use it to work out FOB, C&F, CIF, LDP price structure. Since your company will get the product offered from supplier with a net cost. It could be added up to become FOB, CIF, LDP depends on the trade terms with profit and quote to your customer.

There is two rows of cost figures, one of it is by percentage, while the other is the actual amount input to the cost table. Thus give a flexibility to the merchandiser on doing a costing sheet with calculation by percentage or by actual amount.

From cost 1 to cost 6 by design denote the operate cost & overhead of the product before shipment. So it is an ex-origin cost sub-total.

From cost 7 to cost 11 by design denote is the handling cost & shipping cost of the product after export. So it is a landed cost sub-total.
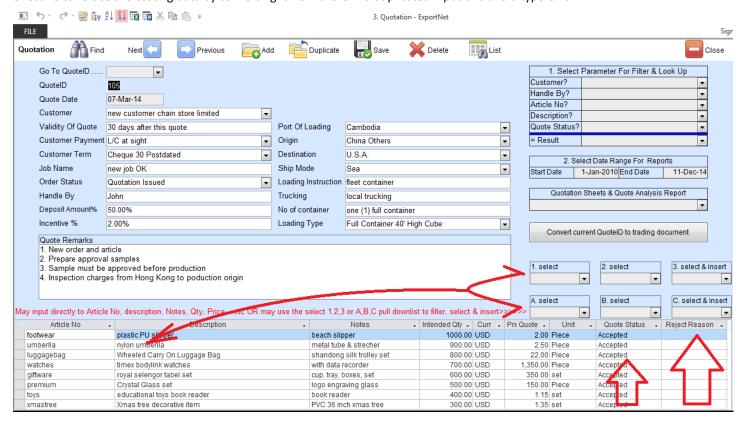
At the end of the cost element table, there is a gross profit field for merchandiser to input the intended G.P. % so that it could come out the result selling price. In this connection, a costing sheet is completed.

Quotation

Merchandiser should use the quotation to prepare a quote to the customer. Normally, they can use the convert button to convert various product from the costing to a quote record. Please notice on the right hand side middle of the costing form, there is a

3. Select article no. on below sub-table and; 4. Convert above list to quotation button.

The purpose is to select various product from the costing and then convert it to become a quotation. That would be very easy and effective to re-use the costing data by converting it from there. No duplicated input and avoid typo error.

In addition to the convert button method, user may also use the right hand side select & insert pull down list to select and insert product detail to the sub-table. Which is pull out from either the product form or costing form.

There is two field selection at the end of the sub-table, the Quote Status & Reject Reason which is used to identify the result of the quotation. By collecting the quote result and prepare a quotation summary report to analysis the percentage of successful quote or the reason of reject. Thus providing the management to review from time to time and adjusting their quote price point, margin and trade terms to win an order placement from the customer. Quotation Analysis Summary Report as below

Reason	Accepted	Article Cancelled	Article Changed	On Hold	Rejected	Total records
unknown						1
too cheap						1
quality issue	18	8	16	16	19	77
price too high	21	14	15	16	18	84
MOQ too high	19	10	14	17	20	80
expensive						1
delivery too long	19	9	14	18	17	77
	37					40
	114	41	59	67	74	361

Document

The most important function of ExportNet is also the key feature of our system. Issue trading documents and meantime gather this information for analysis.

The whole ExportNet use a convert button features to move data forward from one module to other modules. Merchandisers are strongly recommended to use those buttons to convert data forward in order to improve efficiency and avoid double entry or typo error when inputting data.

They can simply convert data from products > costing > quotation > document > shipping. Thus merchandiser can finish these documentation procedures within split seconds.

Merchandiser may use this document to issue pro-forma, sales contract and purchase order to the customer or supplier respectively. It has an order shipping summary to show the outstanding unshipped quantity of each order.

Which is used to keep track of each order on the partial shipped quantity and delivery.

Sales Analysis & Gross Profit report

This is the key function of the ExportNet and core value of our system. The system is helping management to identify which supplier providing the most competitive (cheapest) product to your company and which of your customer give you the most generous (highest) profit margin.

These report grouping will highlight the purchase cost or selling price in red color and made it easier for management to review. Hence, improve your company's sales and profit margin, by offering a competitive product.

Customer	GAP					Sales Analysis Report		Qty	105,301.00	Total	435,414.65		Confidential	
DocID	Article No	Description	Customer Delivery	Quantity	Crr	Sell	Unit		Subtotal	SupCode	CusCode	ProjectGroup	ItemGroup	BrandName
99	garmentorder	Men 65% polyester 35% cotton wrinkle free	10-Apr-13	19,000	ROL	1.11	Pc		21,090.00	PREMIUM	GAP	autume	men shirt	men shirt
99	garmentorder	Men 65% polyester 35% cotton wrinkle free	10-Apr-13	19,000	ROL	1.12	Pc		21,280.00	PREMIUM	GAP	autume	men shirt	men shirt
99	garmentorder	Men 65% polyester 35% cotton wrinkle free	10-Apr-13	12,800	ROL	1.13	Pc		14,464.00	PREMIUM	GAP	autume	men shirt	men shirt
99	garmentorder	Men 65% polyester 35% cotton wrinkle free	10-Apr-13	800	ROL	1.14	Pc		912.00	GIFTWARE	GAP	autume	men shirt	men shirt
99	garmentorder	Men 65% polyester 35% cotton wrinkle free	10-Apr-13	400	ROL	1.15	Pc		460.00	GIFTWARE	GAP	autume	men shirt	men shirt
99	garmentorder	Men 65% polyester 35% cotton wrinkle free	10-Apr-13	650	ROL	1.16	Pc		754.00	GIFTWARE	GAP	autume	men shirt	men shirt
99	garmentorder	Men 65% polyester 35% cotton wrinkle free	10-Apr-13	0	ROL	1.17	Pc		0.00	GIFTWARE	GAP	autume	men shirt	men shirt
73	garmentorder	Men 65% polyester 35% cotton wrinkle free	08-Oct-10	800	USD	7.15	Pc		5,720.00	GIFTWARE	GAP	autume	men shirt	men shirt
73	garmentorder	Men 65% polyester 35% cotton wrinkle free	08-Oct-10	12,800	USD	7.15	Pc		91,520.00	PREMIUM	GAP	autume	men shirt	men shirt
73	garmentorder	Men 65% polyester 35% cotton wrinkle free	08-Oct-10	19,000	USD	7.15	Pc		135,850.00	PREMIUM	GAP	autume	men shirt	men shirt
73	garmentorder	Men 65% polyester 35% cotton wrinkle free	08-Oct-10	650	USD	7.15	Pc		4,647.50	GIFTWARE	GAP	autume	men shirt	men shirt
73	garmentorder	Men 65% polyester 35% cotton wrinkle free	08-Oct-10	1	USD	7.15	Pc		7.15	GIFTWARE	GAP	autume	men shirt	men shirt
73	garmentorder	Men 65% polyester 35% cotton wrinkle free	08-Oct-10	19,000	USD	7.15	Pc		135,850.00	PREMIUM	GAP	autume	men shirt	men shirt
73	garmentorder	Men 65% polyester 35% cotton wrinkle free	08-Oct-10	400	USD	7.15	Pc		2,860.00	GIFTWARE	GAP	autume	men shirt	men shirt
				Avg. Selling Price		4.15								

The gross profit report shows the margin of each order to find out the highest margin product & order.

Gross Profit Report

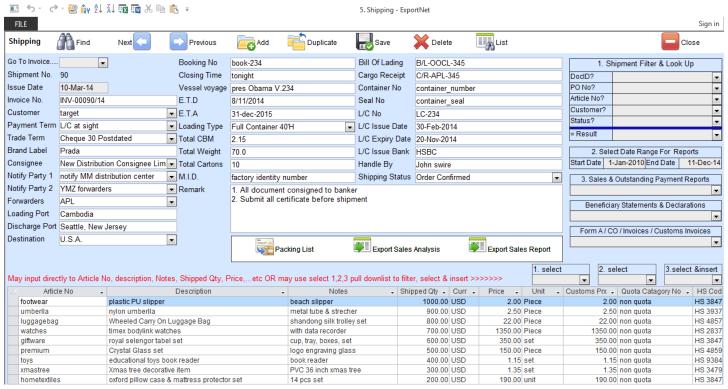| Customer	Del Date	PISCNo	DocID	ArticleNo	ShippedQty	Curr	Sell Prx	Curr	Pur Cost	Incentive	Sell Amt In USD	Pur Amt In USD	Incentive Amt	GP	GP%
GAP	08-Oct-10	SC-00073/10	73	garmentorder	400.00	USD	7.15	USD	4.35	1.00%	2,860.00	1,740.00	28.60	1,091.40	38.16%
GAP	08-Oct-10	SC-00073/10	73	garmentorder	19000.00	USD	7.15	USD	4.35	1.00%	135,850.00	82,650.00	1,358.50	51,841.50	38.16%
GAP	08-Oct-10	SC-00073/10	73	garmentorder	19000.00	USD	7.15	USD	4.35	1.00%	135,850.00	82,650.00	1,358.50	51,841.50	38.16%
GAP	08-Oct-10	SC-00073/10	73	garmentorder	650.00	USD	7.15	USD	4.35	1.00%	4,647.50	2,827.50	46.48	1,773.53	38.16%
GAP	08-Oct-10	SC-00073/10	73	garmentorder	12800.00	USD	7.15	USD	4.35	1.00%	91,520.00	55,680.00	915.20	34,924.80	38.16%
THF	08-Oct-10	SC-00076/11	76	garmentorder	4.00	USD	7.15	USD	0.00	3.00%	28.60	0.0	0.86	27.74	97.00%
THF	08-Oct-10	SC-00076/11	76		3.00	USD	0.00		0.00	3.00%	0.00		0.00		
THF	08-Oct-10	SC-00076/11	76	JILKM	1.00	USD	2.63	CAD	1.27	3.00%	2.63	1.14	0.08	1.41	53.50%
THF	08-Oct-10	SC-00076/11	76	EFGHI	1.00	USD	2.63	CAD	1.27	3.00%	2.63	1.14	0.08	1.41	53.50%
THF	08-Oct-10	SC-00076/11	76	garmentorder	650.00	USD	7.15	USD	4.35	3.00%	4,647.50	2,827.50	139.43	1,680.58	36.16%
THF	08-Oct-10	SC-00076/11	76	garmentorder	400.00	USD	7.15	USD	4.35	3.00%	2,860.00	1,740.00	85.80	1,034.20	36.16%

The report can be sorted or filter by the 1.Select parameter for filter & look up pull down list on the right top section.

This could help merchandiser to get a report according to the customer, suppler, article no. and description. So that management could compare the same customer, same supplier, same article or same description for a large group of products. Eventually this report with the use of big data will give management the best price for similar product and highest margin given by certain customer. As a result, merchandiser can stay focus on getting product from those cheapest supplier, meantime providing priority services to those highest margin customer. This could sharply increase the profit margin of the whole company.

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Shipping

When you are about to deliver your goods, you will need to go to the Shipping form. It issue shipping document according to each shipment one by one. In this connection, all the record is show one by one with descending order. It means the recent shipment record will be on top.

When you start the Shipping form, you will see the above screen. Shipping officer may add a new record or use the select & insert pull down list on the right hand side to insert the shipping product to the sub-table. But we highly recommend user to use the convert button on the document to convert an order to become a shipping record. This could link up the orders and the shipping record so that it could reflect in the outstanding quantity shipping report.

On the bottom of the shipping form, there is a payment settlement checkbox, which is used to identify whether the current invoice payment has been settled or not. ExportNet use this checkbox record to generate an outstanding payment grouped by customer. This is quite useful to know if the invoice get paid or not and the payment situation of each customer to control their credit level.

Workgroup user name and password

Our database software by nature is being used by multiple user over a company network in order to get the most benefit of its information sharing purpose, thus a structural database is very powerful for business operation. On top of sharing data beyond merchandisers, user right control is also important to limit individual staff to access any sensitive information. In this connection, we have designed our database software with build-in user right workgroup to achieve this goal. Listed below is the build-in user name, password and their right.

By default, all users password is **123** for all logon names.

User name	password	right
Ibuyer.hk	9119116644	project designer
VP	123	admin
CEO	123	admin
Boss	123	admin
MMgr	123	all data user
ReadOnly	123	read only
AddOnly	123	add data only
EditOnly	123	edits data only
Merchan	123	sales modules
Merchan01	123	sales modules
Merchan02	123	sales modules
Merchan03	123	sales modules
Merchan04	123	sales modules
Merchan05	123	sales modules
Shipping	123	shipping modules
Shipping01	123	shipping modules
Shipping02	123	shipping modules
Shipping03	123	shipping modules
Shipping04	123	shipping modules
Shipping05	123	shipping modules

That is for the ExportNet software and we really hope this database software can help increasing your company's profit margin and on the other hand providing competitive products. Hence, increase the added value of your company's product and services. Especially in the serious inflation of product and operating cost but extremely tight profit margin getting from retail market.