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# Welcome to MerchanNet specific user manual – this is a step by step illustration of MerchanNet

- This is a specific instruction for MerchanNet V11.01 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

## Table of content

- 1. Target user of MerchanNet (p.04)
- 2. Design concept of MerchanNet (p.04)
- 3. workflow of MerchanNet procedures of each department (p.04)
- 4. Basic 1st step to start with MerchanNet (p.05)
- Merchandising key feature of MerchanNet (p.06)
- 6. Materials collect raw material (fabrics) information (p.06)
- 7. Lab dips prepare lab dips standard and swatch card for approval (p.07)
- 8. Trims collect trim information (p.08)
- 9. Style Details style & extended details, factory price quote (p.10)
- Costing prepare costing sheet. (p.11)
- 11. Quotation issue quotation (p.13)
- 12. Sampling issue Tech Pack (sample order) (p.14)
- 13. Sample Invoice issue sample invoices. (p.15)
- 14. Order Processing order confirmation, pro form a, PO, contracts and documents. (p.16)
- 15. Purchase & Inventory material & trim purchase and inventory. (p.17)
- 16. Purchase Materials purchase fabric (raw materials) for producing the garment (finish product) (p.17)
- 17. Material Receiving stock in of raw materials. (p.18)
- 18. Material Dispatch dispatch of raw material to workshop. (p.18)
- 19. Material Inventory raw material leftover. (p.19)
- 20. Purchase Trims purchase trims (labels, zipper, buttons) for producing the garment (finish product) (p.20)
- 21. Trim Receiving stock in of purchased trims. (p.20)
- 22. Trim Dispatch dispatch of trim to workshop. (p.21)
- 23. Trim Inventory trim leftover. (p.21)
- 24. Production order tracking. (p.22)
- 25. Production tracking order display. (p.22)
- 26. Production Order garment manufacturing order or technical instruction for production. (p.23)
- 27. Cut Quantity maintain cutting quantity for various cutting tickets. (p.24)
- 28. Work In Progress maintain work in progress quantity. (p.24)
- 29. Sub-contract order issue sub-contract order to sub-contractor. (p.25)
- 30. Sub-contract dispatch maintain sub-contract dispatch deliver and receiving quantity. (p.25)
- 31. Recaps and summary report modules for group of orders. (p.26)



- 32. Follow Up reports situation on each order. (p.27)
- 33. Country Store Pack pre-pack, store pack and country pack. (p.28)
- 34. Quality factory audit, inspection. (p.29)
- 35. Factory Audit factory evaluation report. (P.29)
- 36. Inspection prepare inspection report. (p.30)
- 37. Factory performance analysis chart base on AQL inspection result and delivery. (p.31)
- 38. Factory comparison factory comparison report, capacity, lead-time, knowhow. (p.31)
- 39. Defect Analyze reports for production defects. (p.32)
- 40. Product Inventory inventory and leftover of garment orders. (p.33)
- 41. Shipping create invoice and export documents. (p.34)
- 42. Management accounting reports for all orders. (p.35)
- 43. Incentive report a commission report for each merchandiser. (p.35)
- 44. Outstanding Payment Report unpaid invoice report grouped by monthly. (p.35)
- 45. Workgroup user right user right logon and limitation. (p.36)
- 46. Back up (p.37)



# Target user of MerchanNet

Software designed for manufacturer, buying office, importer and export trading company in soft line product. Best for apparel, garment, clothing, fashion Accessories, footwear, bags, luggage, plush toys, hats, travel goods, sporting goods, sundries, household items, home textiles and etc.

# Design concept of MerchanNet

By using simple database software, user friendly modules, gather merchandising information from different department. Manage fabrics, lab-dips, trims, style details, costing, quotation, sampling, orders, purchasing, production, QC, product inventory, shipping & management reports. Summary and recaps created to easily review, order tracking and analyze the workflow.

## Workflow of MerchanNet

Once it is open normally, a dashboard will display for each user (department) to read / write their data.

Each departmental user will get an individual user name and password. They can use it to log on to their own department while restricted access to other department. For example; a merchandiser is not able to read employee panel. A quality inspector is not able to read shipping department panel. However, a merchandiser is able to read only the inspection form to find out the quality inspection result of an order. Of course none of the user is able to read the management report except the CEO or general manager.

We have set up a default user right for a number of users to the MerchanNet with reference to their position within department. You will see a user right table at the end of this manual.

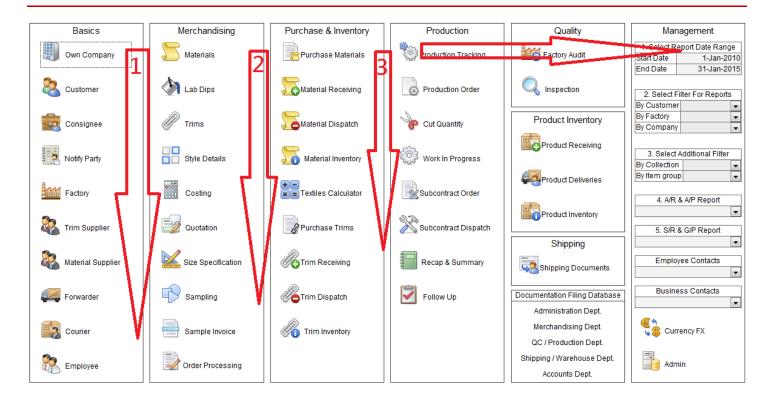
#### The workflow is:

- Basic maintain record of all customer, supplier, factory, forwarder, consignee, own co.,
- Merchandising maintain style details, costing, quotation, sampling, contract, orders, fabric & trim purchase, recaps
- Purchase & inventory purchase, receiving & dispatch of fabrics & trims
- Production maintain production order (garment manufacture order), sub-contract order, EAN & barcode, pre-pack,
   country pack, cut quantity, work in progress, recaps and follow up.
- Quality maintain record of factory audit, inspection of each order, LG, IC, quality audit analysis.
- Product Inventory maintain inventory of finished products (garments)
- Shipping used to create full set shipping documents, invoices, packing list and shipment reports.
- Documentation filing database document management system to keep electronic documents.
- Management review reports and analysis on sales, G.P. analyze, generate sales report, A/R, A/P, revenue analysis.

The workflow of MerchanNet begins with Basic > Merchandising > Purchase & Inventory > Production > Quality > Product Inventory > Shipping > > Management.

The very first beginning of using MerchanNet must starting with the Basics, as you have to input all the important information of your own company, customer, supplier, factory, consignee, forwarder, employee name before you can start using it. As these information will be exists in the pull down menu on the next department. Otherwise, they have nothing to select.





#### **Basics**

The basic section just like a phone book of every business contact and must be filled in prior to using of MerchanNet. Without this information, rest of the department has nothing to choose on their pull down menu.

Own Company is your own company and division

**Customer** is the final customer of your garment product

**Consignee** is the goods receiving parties that equal to "Ship To"

In some case, it is the customer itself.

Or a customs broker on behalf of the customer,

Or a logistic company and transportation provider,

Or the distribution center of the customer.

**Notify parties** is the also notify company when your order shipping to the customer.

It could be the customer broker, distribution warehouse of the customer.

**Factory** is the production factory of your garment product.

Trim supplier is the vendor that provide labels, buttons, tapes, Zippers, threads, tags, hangtags, price tickets, poly-bag.

Material supplier is the fabric vendors, raw material, yarn, Lining, interlining, pocket pouch fabric, leather, lace, appliqués.

**Forwarders** is the cargo forwarder deliver your goods.

**Courier** is the courier sending your samples and document package.

**Employee** is the colleague of your company. (Removed after V11.01)



## Merchandising

Most of the company operation were based on the information given by the merchandising department. It is the starting point of all samples, costing, quotation, contracts, PO, purchase and so the merchandising procedures. Rest of the department was getting information from here and continues to following the order until it is being shipped and payment collected.

Materials: fabrics, yarn, leather, PU, lining, interlining

Lab Dips: manage fabric lab dips

Trims: button, label, zipper, tape, poly bag, carton box

Style Details: Style information, color block, contrast, price quote

Costing: costing, Retail selling, price, LDP cost, CIF, C&F, FOB cost, CMT cost, Ex-factory

**Quotation:** quotation to customer, quote comparison

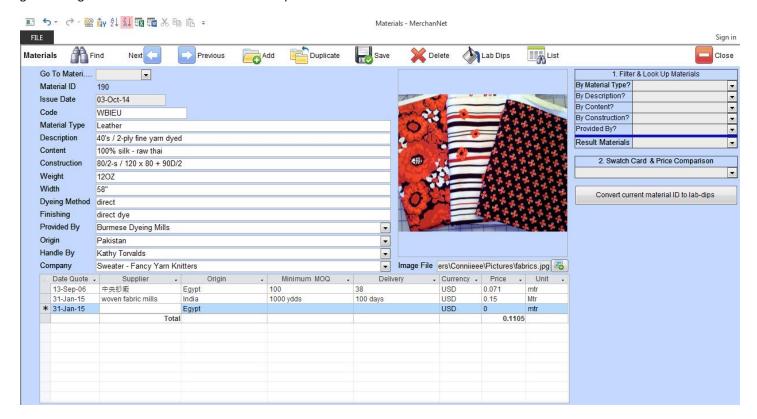
Size Specification: maintaining garment size specification

**Sampling:** sampling status report, issue tech pack, sample order **Sample Invoice:** issue sample invoice, development cost analysis

Order Processing: sales confirmation, Pro forma, PO, amendments, contract terms and lab-test requirement

# Materials – collect raw material information (fabrics, leather, PU, Lining, interlining, non-woven)

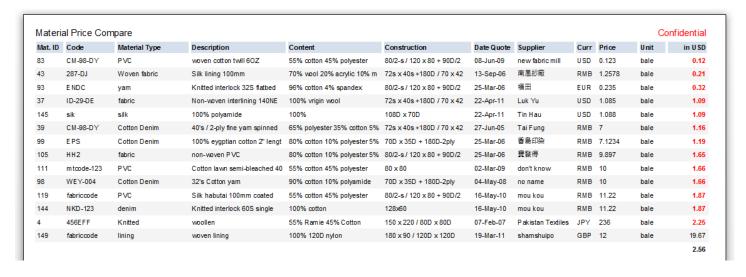
The material form is used to collect the raw material information. At the beginning of any product development, the 1<sup>st</sup> merchandising detail to take care is the raw materials. Like fabrics, textiles, yarn, grey goods, PU, PVC, leather, lining or anything good enough to be used as the raw material of a product.





This material form also gathers material price, and cost comparison. Material price comparison report is a very useful report for merchandiser, it keeps all the quote price history. Before you made a purchase of raw material, you should take a look on this report to see if you are buying too expensive or too cheap.

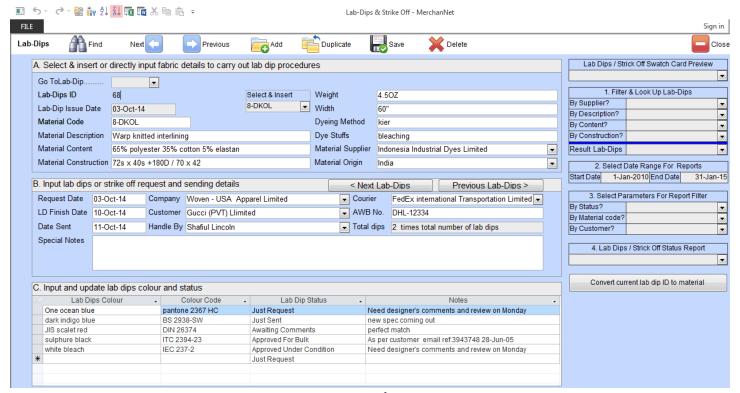
It has grouped the raw material by description, so when you pull it out; you may filter by your desired description. Meantime, it will filter fabric with similar description for a more widen comparison.



## Lab dips – prepare lab dips standard and swatch card for approval

The lab-dips form not only accommodates textiles laboratory color dips, also include weaving handloom, printing strike-off and any types of raw material swatches. Simply input fabric details in A, B, C sequence will manage the lab dips status.

It keeps tracks of the lab-dip status, so that it would be easy for review the raw material color development of whole collection.



Page 7 of 37



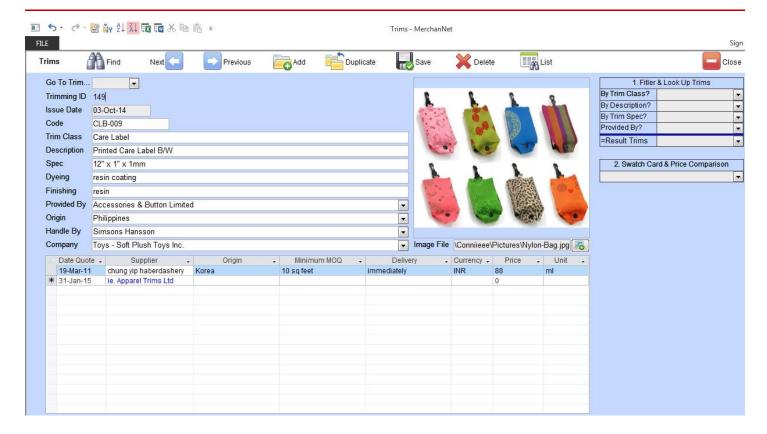
There is swatch card for sending and resending of approval swatch card to customer for getting approval.

USA Appare	el Limited			Lat	Dips Swatch Card	
To Gucci (PV	Γ) Llimited					
Please note fo	llowing Lab Dip	s for your reference /	comments / approv	/al		
Lab-Dips ID	68		Date Sent	11-Oct-14		
1st Issue Date	03-Oct-14	AWB No		DHL-12334		
Request Date	03-Oct-14		Courier	FedEx international Transportation Limited		
Material Code	8-DKOL		Weight	4.5OZ		
Description	Warp knitted interlin	ing	Width	60"		
Content	65% polyester 35%	cotton 5% elastan	Dyeing Method	kier		
Construction	72s x 40s +180D / 7	0 x 42	Dye Stuffs	bleaching		
Handle By	Shafiul Lincoln		Material Origin	India		
Lab. Dips Colour One ocean blue Colour Code pantone 2387 HC		A	В	С	D	
Lab. Dip Status Just Request		Notes Need designer's comr	ments and review on M	Tonday		
Lab. Dips Colour dark indigo blue		A	В	С	D	
Colour Code BS 2938-SW						
Lab. Dip Status Just Sent		Notes				

# <u>Trims – collect trims information (button, zipper, label, tape, Velcro, packaging, threads)</u>

The trims form is more or less the same as the material panel. It gathers trim information, price quote, cost compare and leftover. Most useful is the trim price comparison report and it serve as a history of trim purchase and quote. Merchandiser should read this report before buying any trims.





There is also a price compare report for merchandiser to compare the price quote gathered from supplier.

It has been grouped by trim class and would be able to filter by the [By Trim Class?] field selection

Merchandiser should use this comparison frequently to review supplier quote and save the cost on trim purchasing.

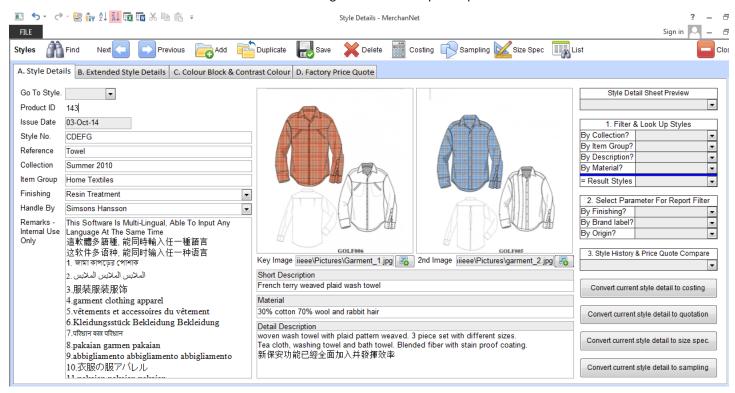




# Style Details – style & extended details, color block & contrast color, factory price quote.

It keeps record of all style details and so the important detail related to the style. When open, you will see the style details form has style details, extended style details, color block & contrast & factory price quote. Style details hold the major style information and will be used in the contract, order, purchase order and reports. Extended style detail is the extended detail of the style and could provide additional information about the product style.

Color block & contrast holds the color combo of each cutting form and so the prices quote from various factories.



Our database software is using UNICODE language encoding. Which means it accepts multiple languages being inputted to the database at the same time. As you can see from the above remarks – internal use only field. Different languages can be read / write and so it fits multiple countries needed.

When you fill it in, please follow the input logic A, B, C, D if needed.

- A. Style details basic style information
- B. Extend style details additional style information, may use the export carton size to estimate CBM and qty per container
- C. Color block & Contrast color a sub-table to list out the color contrast form position on the garment body panels.
- D. Factory price quote various price quote from vendor for the current style; LDP, CIF, FOB, CMT, subcontract and outsource cost. (Printing, embroidery, appliqué, washing, coating, pleating, tucking, fusing interlining, wrinkle free & etc.)

It has a development history report which shows the development situation of the style with sampling, factory price quote, quotation and order placement record.

It also has a factory price quote comparison report which sort, filter the factory price quote for the management to review and find out which supplier provide the cheapest offer.

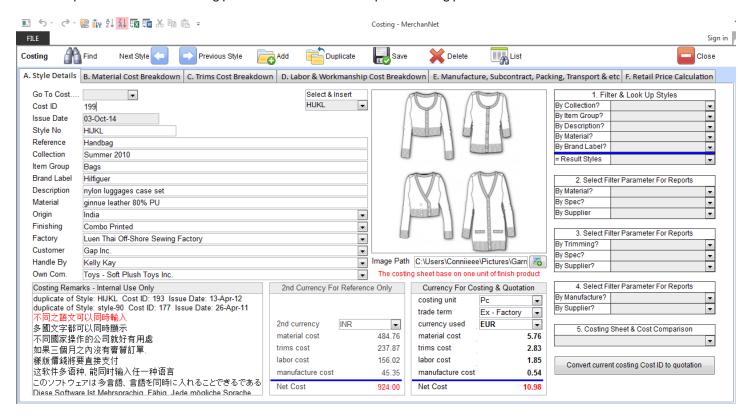


#### Costing – prepare costing sheet.

Before using the quotation panel, the 1st thing you have to do is fill in the costing sheet.

The cost sheet accommodates full business transactions.

- 1. CMT cut, make and transportation, subcontract manufacturing, OEM or own production business.
- 2. FOB free on broad, buy and sell trading business. Not involved purchase of fabric and trims, finished garment only
- 3. C&F, CIF cost, freight and insurance.
- 4. LDP landed duty paid.
- 5. Retail price calculate the selling price until landed to the shop retail selling price.



The total cost summary table will be inserted by the sum of material cost, trim cost, labor cost and manufacturing cost from the sub-table behind. It is an automatic calculation and so you can't change it or input number on it directly Instead, you must edit the sub-table in different pages (B, C, D, and E) in order to update or change the cost calculation table. Finally, the total cost will reflect according to it.



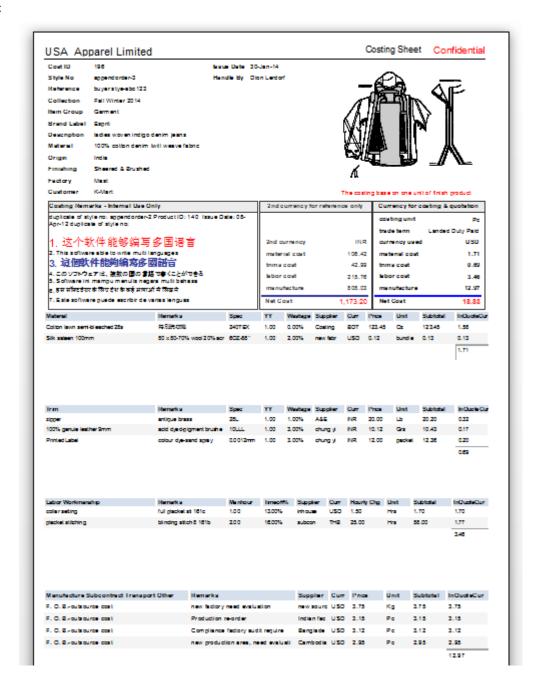
2nd Currency Fo	r Reference Only
2nd currency	INR 🔻
material cost	484.76
trims cost	237.87
labor cost	156.02
manufacture cost	45.35
Net Cost	924.00

Currency For Co	sting & Quota	ition
costing unit	Pc	•
trade term	Ex - Factory	•
currency used	EUR	•
material cost		5.76
trims cost		2.83
labor cost		1.85
manufacture cost		0.54
Net Cost		10.98



The 2<sup>nd</sup> currency is for comparison only as the currency for costing & quotation (to customer) usually in USD, EURO, a local currency (2<sup>nd</sup> currency) would be needed for easy reference. After you finish input the costing table, you may then print out the costing sheet for management review or approval

#### **Costing Sheet**



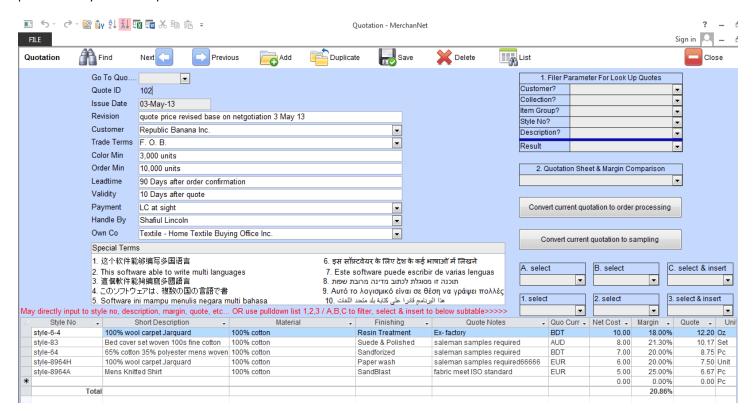
The total cost summary table will be on top and a sum of material cost, trim cost, labor, manufacturing cost will be added together to become the net cost.

After merchandise finished the costing sheet, the next step will be issue quotation to the customer. Prepare the quotation by using the quotation form and select & insert the finished costing record.

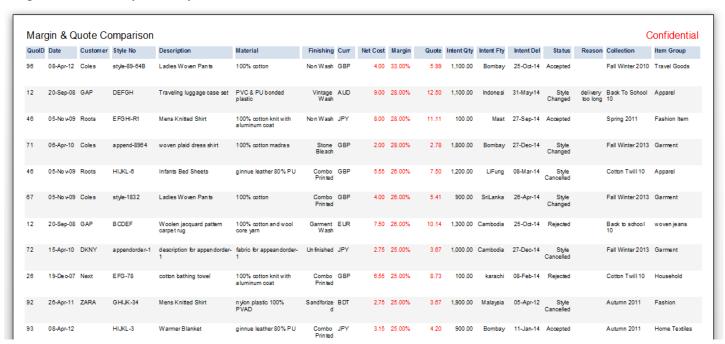


#### Quotation – issue quotation

The quotation form will issue quote to your customer one by one. While issuing quotation, at the same time, it collects quote price for analyze and compare.



#### Margin and Quote comparison report

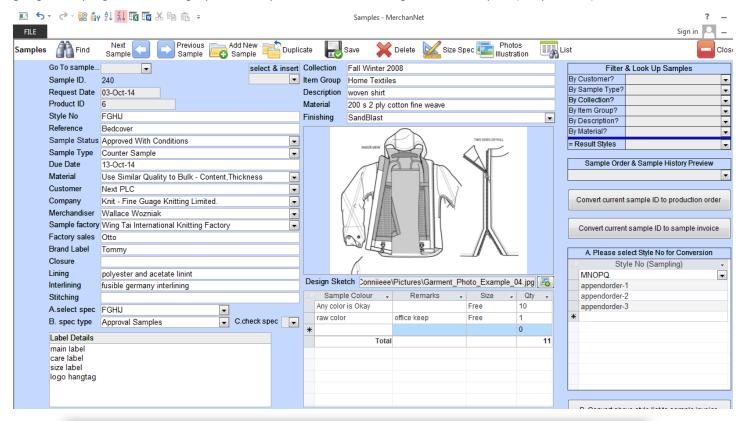


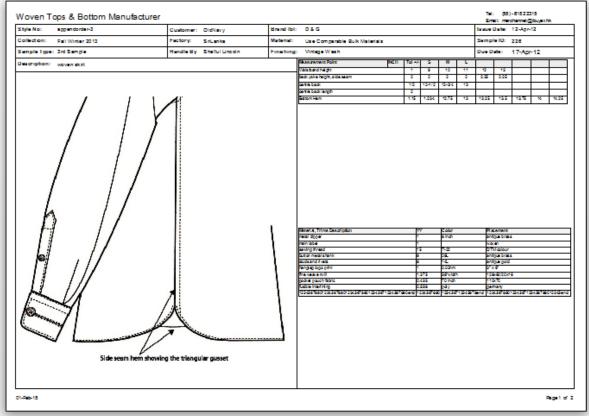
The margin % reveals the best you can get from this customer. The quotes give you a range which your customer is able to accept. Merchandiser must review this report before offering a new quote to make it more close to what your customer expected. Meantime, get the most profit margins from your customer to benefit your own company.



## Sampling – issue Tech Pack (sample order)

After you sent quotation to your customer, if it is acceptable or close to the price range of your customer, the next step will be going to sampling. Once finishing input the sample details, can use it to generate a tech pack (sample order)





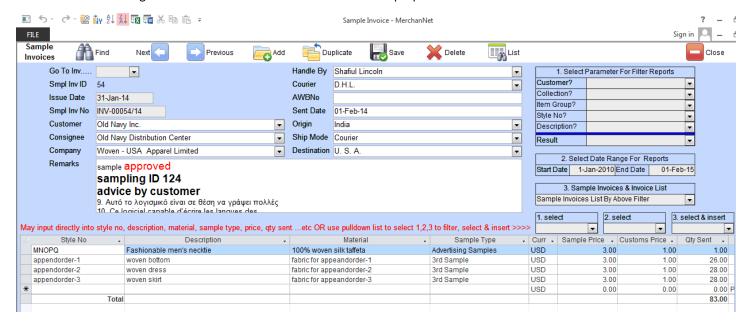
Page 14 of 37



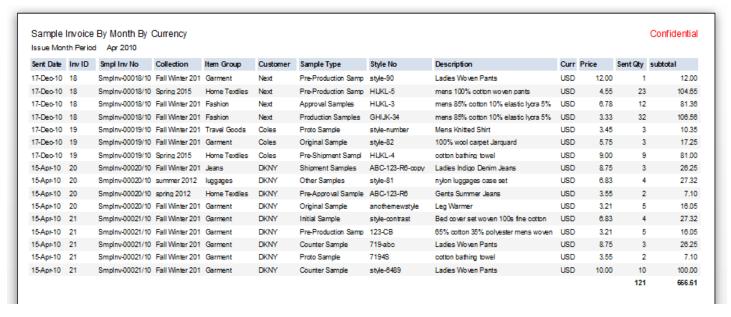
#### Sample Invoice – issue sampling invoice to customer

When your sample has been finished by your factory, you may use the sample invoice form to create sample invoice and send it to your customer. The sample invoice Form not only used to create the sample invoice to send your samples, it also serve another purpose. It collects all your sampling information and so review the overall sampling development cost for your different customers. Official invoice is used to collect sample charges from customer, if they do pay you.

Customs invoice is designed for courier service or customer clearance purpose.



There is a sample invoice list report to list out all the samples that sent. Accounts department may use it to collect payment from the customer if they do pay you sampling charges. May also act as a statement of account for the credit debit of samples charges.



After you have finish the style > cost > quote > sample > sample invoice you will then have order placement from your customer > then move to next step > order processing.

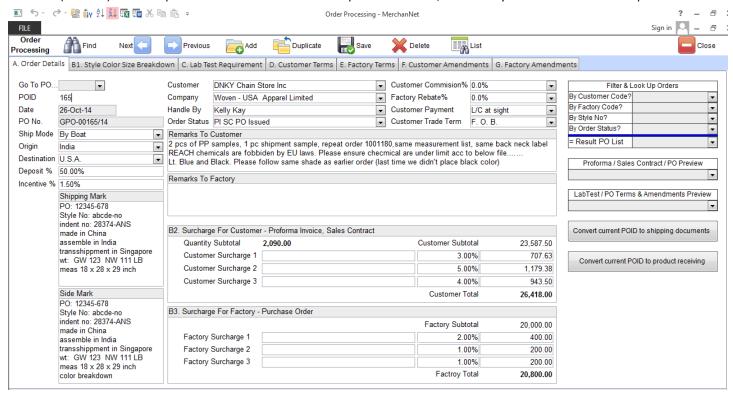


# Order Processing – order confirmation, pro-forma, PO, contracts and documents

This is the 2<sup>nd</sup> most important input form of MerchanNet, it maintain all the order details, contract, PO, terms and documents.

There are some basic criteria for creating an order and input into the Order Processing form:

- a/ suggest one order (POID) comes with one style. (With few colors is okay)
- b/ never split the country breakdown into many order (OrderID) we have multiple countries form to accommodate this.
- c/ never split the pre-pack breakdown into many orders (OrderID) we have pre-packs form to input these details.
- d/ suggest one order (POID) comes with one supplier. Make it easier for you to arrange the following trading documents.
- e/you can never combine different customer's style into one order (POID)
- f/ suggest do not delete an order, instead you can change its "order status" > completed > cancelled.
- g/you must select style no. from the pull down list of the color / size breakdown sub-table. (Suppose the style exists)
- h/ if you have a customer order no., PO no., indent no., EAN no., that comes with the buyer PO. And it has to be shown on documents, please input at the [Buyer Ref#] field on the color / size breakdown sub-table.
- i/ if you have one order with one style but split into 3 delivery, suggest you create one order and do not split the delivery into 3 deliveries(OrderID). Please input the 3 deliveries into the store pack breakdown, otherwise you will need to create 3 purchases.



Once you have finish input the important information, you may then print the:

Sales confirmation, pro form a, customer contract terms, customer amendment, purchase order, factory contract terms, factory amendment, laboratory testing requirement (Lab Test)

It has different format of pro-forma, sales contract and purchase order for selection. Please follow input sequence A > B1 > B2 > C > D > E > F > G to complete the input.



#### Purchase & Inventory

The purchase and inventory section is for the purchase department to carry out fabrics & trims purchase. Which is supposed for the production use of the garment order. It has different forms to help the purchase department or merchandiser to convert the orders and costing table record to become a purchase order record. Also has an inventory modules to keep track of the receiving and dispatch of purchased fabrics and trims

Purchase Materials: issue fabrics, yarn, leather, PU, lining, interlining purchase

**Material Receiving**: stock keeper use it to keep stock in record of fabrics **Material Dispatch**: stock keeper use it to keep stock out record of fabrics

Material Inventory: the leftover, logistic and inventory record of all fabrics in the warehouse

Textiles Calculator: merchandiser use it to calculate and convert fabric weight to yard

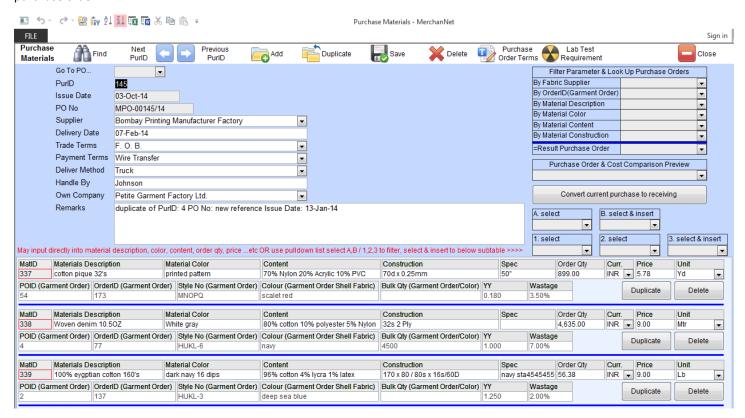
Purchase Trims: issue label, zipper, button, hangtag, thread, buckle purchase

**Trim Receiving**: stock keeper use it to keep stock in record of trims **Trim Dispatch**: stock keeper use it to keep stock out record of trims

Trim Inventory: the leftover, logistic and inventory record of all trims in the warehouse

# Purchase Materials – purchase fabric (raw materials) for producing the garment (finish product)

Once the purchase materials form is opened, you have to start input the purchasing details and so it will generate fabric purchase order.

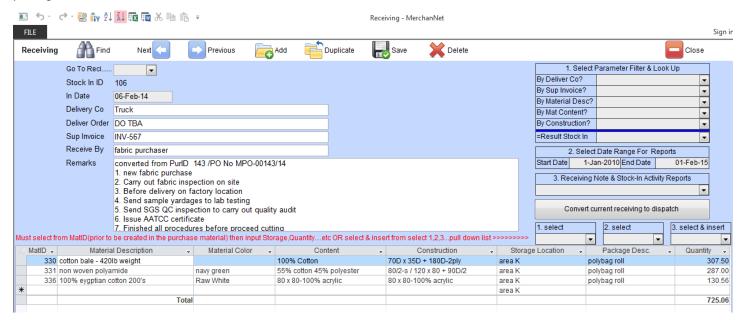


Merchandiser may use the select & insert pull down list on the right hand side to insert the purchase order with relevant to the order and the costing record of the particular style. It will automatically calculate the consumption of the order required.



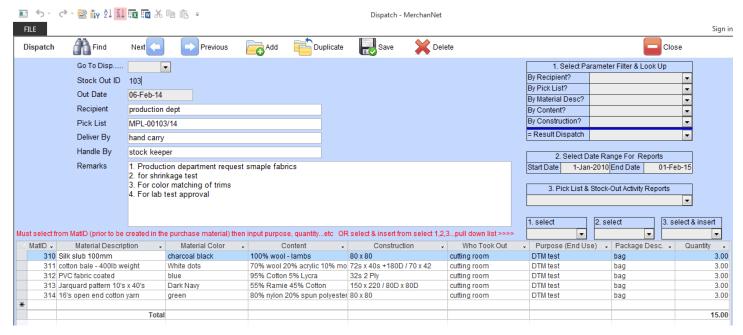
#### Material Receiving

The stock keeper will use this form to keep track of the stock in record of the purchased fabrics. When the warehouse receive purchased fabrics deliver from the fabric supplier, they should input the quantity and relevant information of the incoming piece-goods.



#### Material Dispatch

The stock keeper will use this form to keep track the dispatch of the fabrics going out of the warehouse. Every time when the workshop required fabric to start the production of an order. The Merchandiser will instruct the stock keeper to arrange a dispatch of the fabric required for a particular order. In this connection, need to withdraw the necessary amount of fabrics base on the order. Meantime, stock keep can use the select & insert button to pull out the required piece-goods and quantity as it will automatically find out the consumption base on the order information.

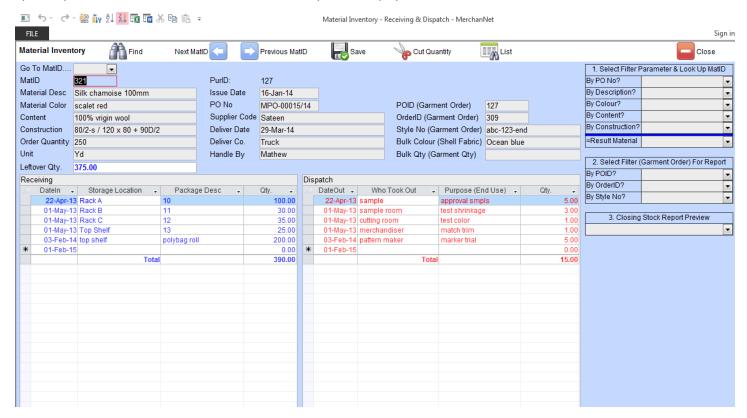


Page 18 of 37

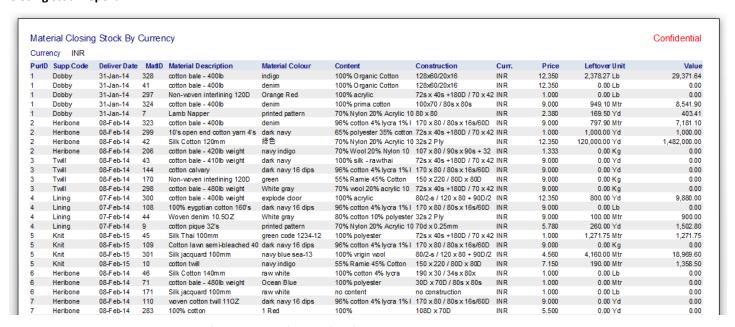


#### Material Inventory

The material inventory form is not for input or edit any material receiving or dispatch record. Instead it is used to find out the leftover, detailed receiving and dispatch record of each purchase material (by MatID). All the purchase material will by shown up one by one in this form with all the detailed inventory record display.



#### **Closing stock report**

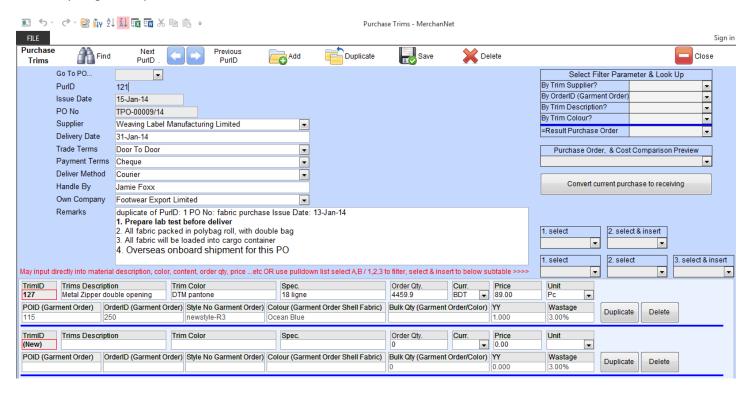


The above closing stock report could find out the leftover of all fabrics inside the warehouse and group by the currency



## Purchase Trims—purchase trims (labels, zipper, and buttons) for producing the garment (finish product)

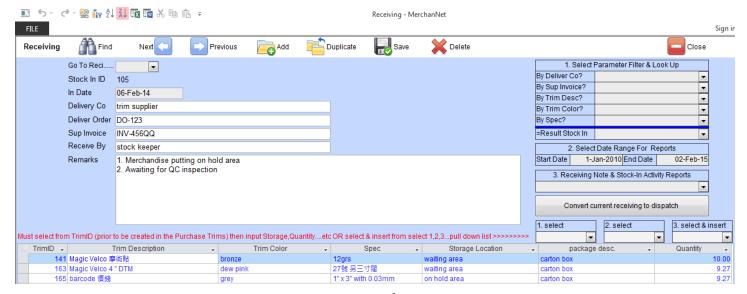
The concept of Purchase Trims Form is more or less the same as Purchase Materials, you may use this to issue trim purchase order for your garment production.



Merchandiser may use the select & insert pull down list on the right hand side to insert the purchase order with relevant to the order and the costing record of the particular style. It will automatically calculate the consumption of the order required.

#### Trim Receiving

The stock keeper will use this form to keep track of the stock in record of the purchased trims. When the warehouse receive purchased trims deliver from the trim supplier, they should input the quantity and relevant information of the incoming trims.

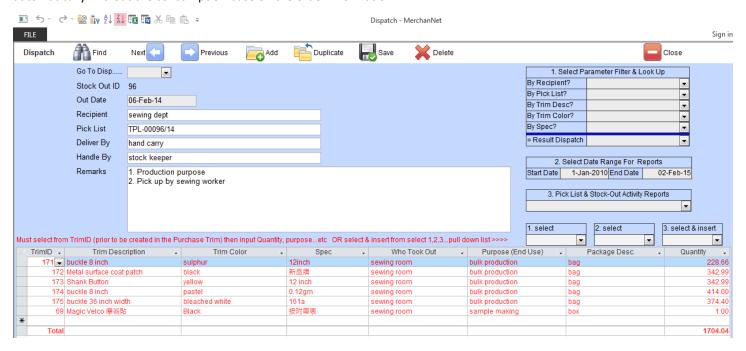


Page 20 of 37



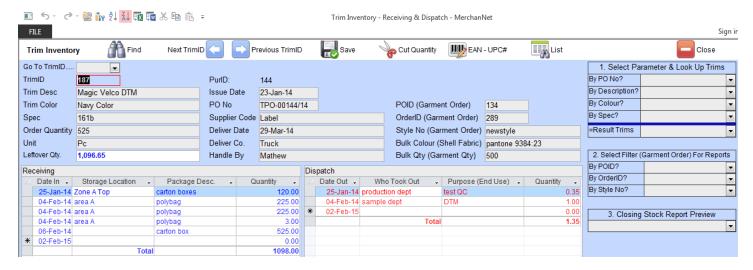
#### Trim Dispatch

The stock keeper will use this form to keep track the dispatch of the trims going out of the warehouse. Every time when the workshop required trim to start the production of an order. The Merchandiser will instruct the stock keeper to arrange a dispatch of the trim required for a particular order. In this connection, need to withdraw the necessary amount of trims base on the order. Meantime, stock keep can use the select & insert pull down list to pull out the required trims and quantity as it will automatically find out the consumption base on the order information.



#### Trim Inventory

The trim inventory form is not for input or edit any trim receiving or dispatch record. Instead it is used to find out the leftover, detailed receiving and dispatch record of each purchase trim (by TrimID). All the purchase trim will by shown up one by one in this form with all the detailed inventory record display.





# Production - order tracking

The production section is for the production department to carry out production tracking. Which is supposed for the production department to trace the where-about of the garment order. It has different forms to help the production department or merchandiser to input the updated order situation. Also has a recap & follow-up modules to keep track of the garment order status by filtered & sorting report summary.

Production Tracking: display garment order details with button to each functional form

Production Order: issue production order

Cut Quantity: gather cut quantity of each order by style by color (OrderID)

Work In Progress: gather semi-finish quantity of each order by style by color (OrderID)

Subcontract Order: issue subcontract order for outsourcing process

Subcontract Dispatch: gather subcontract semi-finish pieces deliver and receiving quantity

**Recap & Summary**: summary report of list of orders in different process

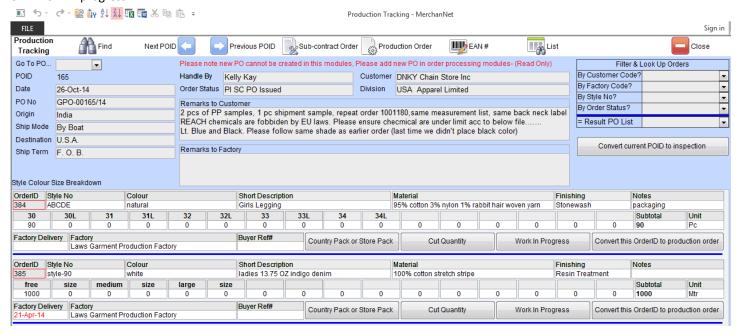
Follow Up: tracking of an order by process

#### Production Tracking – order display form

The production tracking form is a read only modules. Merchandiser cannot add or edit any order details in this modules. These information were came from the order processing form. It is for the production department to review and trace the order one by one. While production office may use it to update the production quantity on a daily basis.

There is three buttons on the style color size breakdown sub-table;

- 1 Country pack or store pack
- 2 Cut quantity
- 3 Work in progress

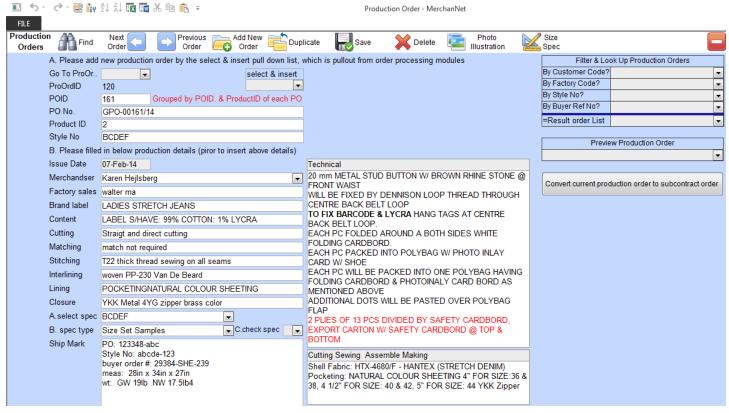


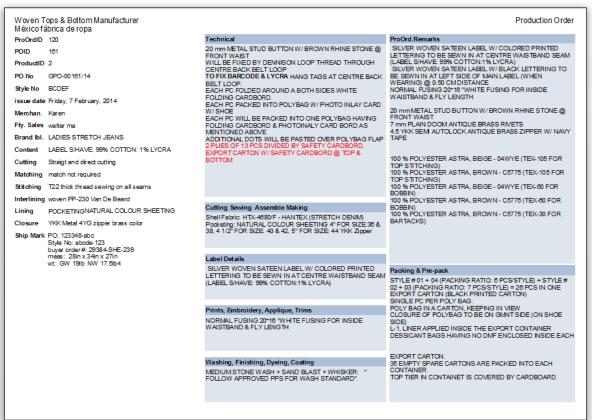
Please use it to update quantity of each order by style by color (OrderID to identify)



## **Production Order**

Merchandiser may use it to issue a production order, so that the factory can start production of the garment order base on the technical information given by it. It is also named GMO – garment manufacturing order.

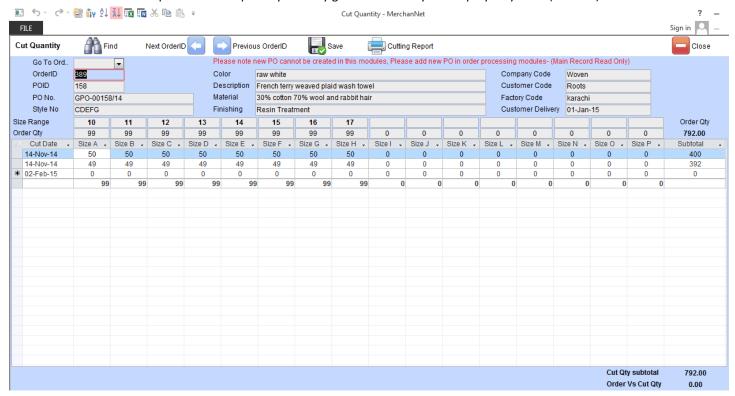






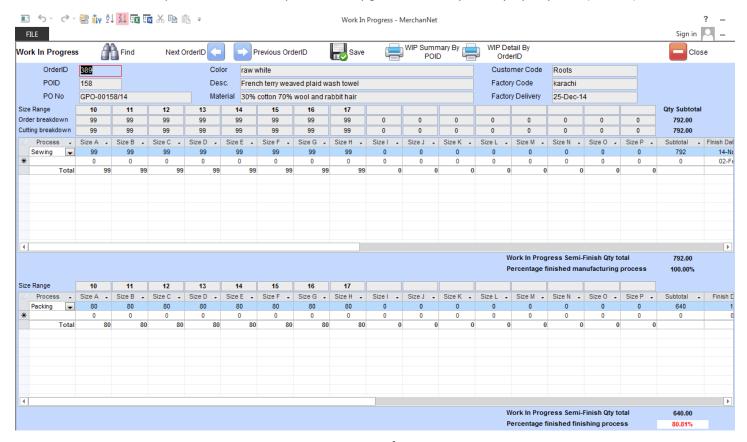
## **Cut Quantity**

Production officer should input all the cut quantity of every garment order by each by style by color (OrderID)



## Work In Progress

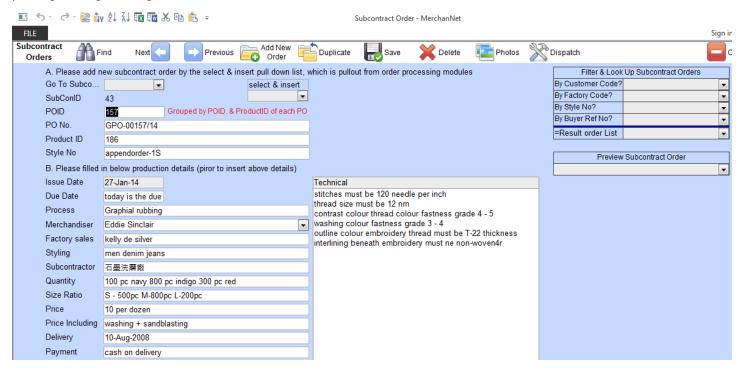
Production officer should input all the semi-finish pieces of every garment order by each by style by color (OrderID)





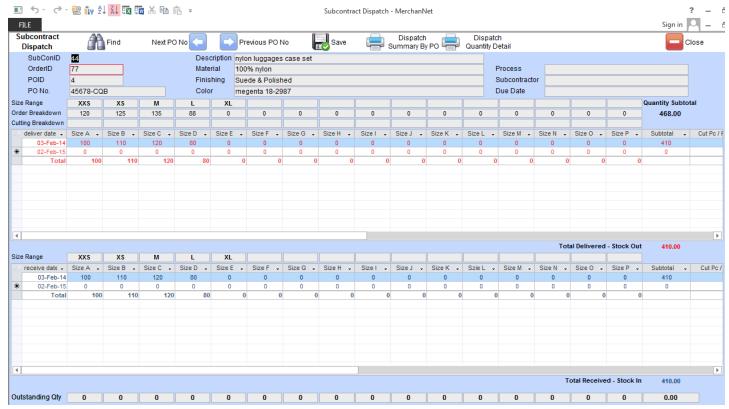
# Subcontract Order

Production officer use it to issue subcontract order for outsourcing process, so that factory can outsource printing, embroidery, pleating, coating, washing and etc.



#### Subcontract Dispatch

Production officer use it to control subcontract semi-finish pieces deliver and receiving quantity. Keep tracking of the outgoing and incoming quantity of each order. In order to maintain a reasonable delivery and enough quantity come back on time.



Page 25 of 37



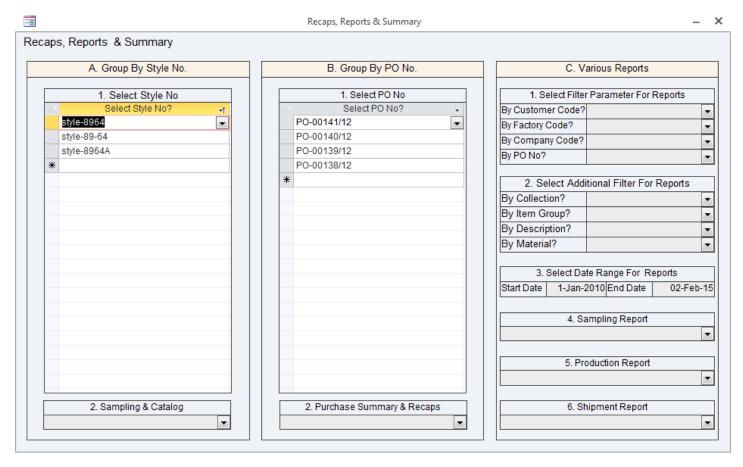
#### Recaps and summary

This is another step that is vital to all merchandiser. The Recaps and Summary modules allows merchandiser to generate recap base on the style number or order number selected by the merchandiser.

There are some important recaps from this group enquiry panel:

- a/ sampling recap > pull out the sampling history with reference to the style no on the sub-table.
- b/ order recap > pull out an order recap summary with reference to the PO no on the sub-table.
- c/ Purchased Material > combine the fabric purchase PO with reference to the PO no. in the sub-table
- d/ Purchased Trim > combine the trim purchase PO with reference to the PO No. in the sub-table.

The recap will put out order information by > customer > factory > company > PO No> collection > item > description. It will then pull out sampling report, production report and shipment report by selected filter and sorting. It would save a lot of merchandiser's time to construct a recap by excel.



Two report is very useful for fabric and trim purchase, if you have to combine purchase order of the same garment PO No.

For example; a customer place a collection with your factory and within the same collection, it has 6 garment styles and all use the same fabrication and trims. Usually a merchandiser will place the fabric and trim to the same mill logically (fabric supplier) or trim supplier. This could ensure the quality and color or the fabric is consistence. And so the trim color, quality and delivery. In the material purchase form (fabric purchase), merchandiser will input the fabric purchase detail one by one as per one POID (order) and color breakdown. The purchase order print out would only a group of that particular PurID (fabric order).

While the combine PO in the Recap Form will combine several orders (PO no.) together and so merchandiser may send it to the fabric mill with the sum of the whole fabrication. The same principle also applies to trim orders and could be combined.



## Follow up – use of the production report, sample status report and history

After you have finishing input on the merchandising, the product details and order processing. You may now switch to another steps – follow up. This is the most time saving feature of MerchanNet and it uses the data entered into the product details and order processing to pull out a set of report by the PO No. This is for management purpose and is supposed to share this information between departments. Meantime, greatly improve the efficiency of the merchandiser.

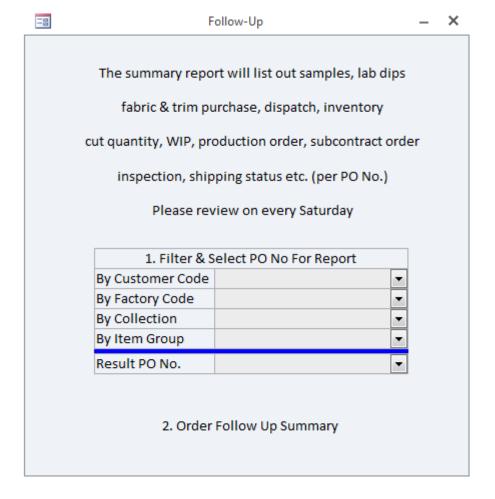
It has 2 steps for follow up an order;

- A. Select PO NO?
- B. Production workflow checking by PO No. print preview the Order Follow Up Summary

For production workflow checking; you may select the PO no. that you want to follow up, and then click the relevant document to see if the merchandising aspect has been finished. Filter by customer, factory, collection, item group and select PO no. For example; if you select PO-00166/15, then you can pull out its'

Lab Dip status, Samples status, Production order, cutting report, sub-contract order, sub-contract dispatch, work in progress, EAN ticket consequently in the Order Follow Up Summary

In this connection, merchandising manager can find out the order processing situation on the key issue and documents.





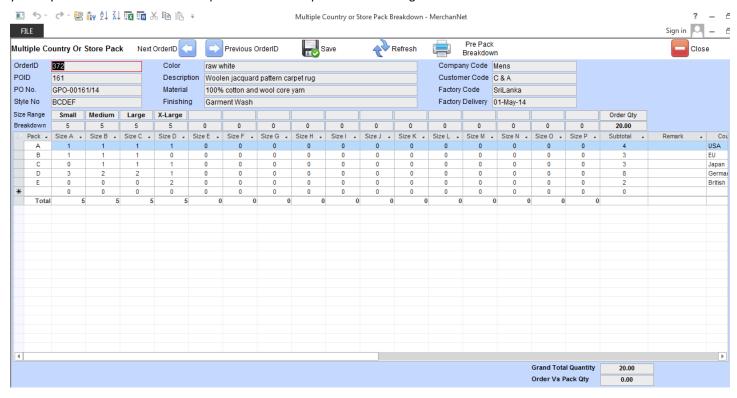
## Country Store Pack – pre-pack, store pack and country pack

The garment order may be coming with different types of packing requirement;

- a/ Solid size solid color packs; most simple and easy for packing department.
- b/ Solid color assorted size packs; commonly used packing requirement for customer distribution center.
- c/ pre-packs assorted color assorted size packs; usually for directly deliver to retail store.
- d/ country packs; also some kind of pre-packs and directly deliver to retail store in different region.

In our system, whatever the packing instruction were given, you must create an order with the total quantity. When it goes to the production and start packing, please use this country store pack form to split your order into different packs to meet the customer's requirement. Country pack and pre-pack ratio

Please do not split the country pack or stock pack in the color size breakdown section of the order processing form. Otherwise you may have to create few material purchase and trim purchase according to the different OrderID.



# **Country or Store pack report**





# Quality – factory audit, inspection

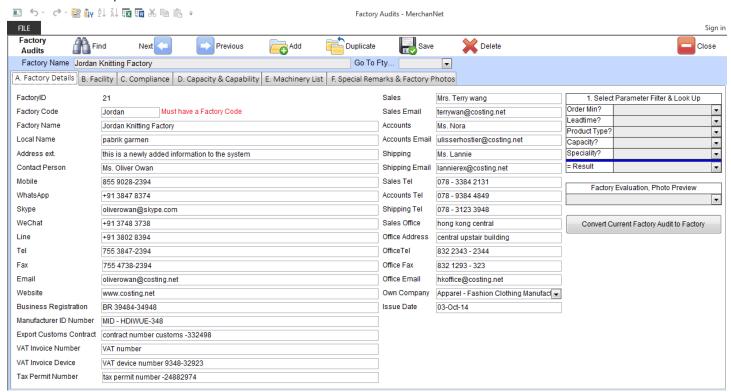
The quality assurance is designed for the quality control department and it maintain factory audit record, inspection result of each order, issue inspection certificate and letter of guarantee.

Factory audit; Renown customer required to carry out factory audit, code of conduct and compliance review yearly.

Inspection; used to input inspection result for each order by AQL standard 2.5 or 4.0

#### Factory Audit – factory audit report, capacity, machinery list and photo

Most of the buying office will perform a factory evaluation before placing an order to that factory. This is a very good practice for any sub-contractor or outsource of your order as you can review the factory's capacity, ability and quality before starting business relationship with them.



QA officer can attach factory photo for reference; like cutting room, sewing room, pressing section, fusing, button and tacking section, finishing, packing section, warehouse, sample room, pattern making room and office.

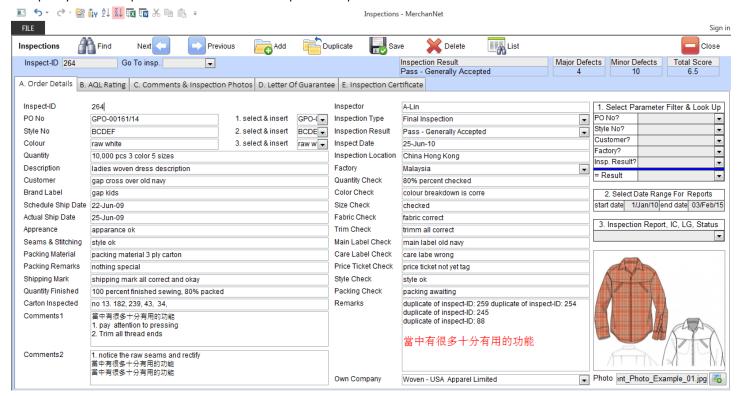
Machinery list is also important information, which could show the factory's capacity and their capability. Merchandiser may review their capability to certain styles to see if they have special machinery to do complicated process before place an order with this factory.

Most international customer will require a yearly re-assessment of the production factory to ensure their vendor meet general SOCAM, BS, SACCA requirement and make sure no force labor, no child labor, meet minimum wages and comply with local labor laws. Compliance, code of conduct audit is also important for customer requirement.



#### Inspection – prepare inspection report

The quality control inspector can use this form to input the inspection for each order.



Most important the QC need to input the inspection type, QC result and the major and minor defects no. which will be used to carry out factory performance analysis for the management to review.

You may also use this form to issue letter of guarantee and inspection certificate for the current order.

QC report can print out and send to production factory for signing and review.

There is a group of inspection status report filtered for QA manager, production manager, merchandising manager to review the current inspection status for various orders. The grouping can be filtered by

- Inspection Status By PO No
- Inspection Status By Style No
- Inspection Status By Customer
- Inspection Status By Factory
- Inspection Status By Inspection Result
- Inspection Status By Inspect Date

The inspection report has both the AQL rating and the major and minor defect in details. Both the production factory and the quality control inspection can use this information to improve the garment quality accordingly.

Meantime, merchandiser can use this inspection report and send it to customer for quality review and shipment release if needed.

This QC Result compare chart can show the percentage of order that pass the quality inspection and also the major and minor percentage. When every factory is line up together, quality control manager can tell which factory did a great job on your orders.



#### **Factory Performance Report**

This AQL rating compare chart can show the major and minor number of defect in average for every factory. When every factory is line up together, quality control manager can see which factory got the best AQL average score.

Factory Perform	mance			
Factory	Average Days Delay	Average Major	Average Minor	Average Score
Dhaka	3.36	4.50	14.45	8.11
Cambodia	2.00	5.90	16.00	9.90
Bombay	5.36	4.93	14.36	8.52
Vietnam	7.92	4.77	11.77	7.71
SriLanka	2.31	4.10	11.85	7.06
Malaysia	1.50	4.63	15.38	8.47
karachi	3.90	4.40	16.40	8.50
Indonesi	6.15	4.67	21.46	10.03
LiFung	2.78	4.22	13.33	7.56
Mast	56.33	4.33	7.83	6.29
Saudi	0.00			
Average Figures	8.33	4.64	14.28	8.22

## **Factory Overall Comparison Report**

By dates delay compare chart is another important comparison chart. The above chart only compare base on the quality control result of final inspection. (Use AQL – acceptance quality level, normal) but AQL result is not the only measure of a factory's performance. Delivery is also a very important consideration for their capability.

FactoryCode	Order Minimum	Leadtim e	Payment Terms	Trade Terms	Product Type	Monthly Capacity	Technical Speciality	Avg. Days Delay	Average Score
Bombay	10,000	90 days	DP against document	FOB Hong Konf	dress skirt	80,000	coating	5.36	8.52
Buma	1000 units	90 days	TT	FOB	Woven	100,000 units	prints, embroidery		
Cambodia	500	100 days	LC at 60 days	FOB China	jacket jeans	120,000	wrinkle free	2.00	9.90
Dhaka	1000	30 days	COD	E x-work	shorts cargo pants	100,000	soil free	3.36	8.11
Indonesi	300	60 days approval lab	50% deposit 50% after	LLP USA	sweater	120,000	duck down	6.15	10.03
karachi	10,000	60 days receive LC	TT before shipment	LDP USA	bottom jeans	108,000	printing sandblasting	3.90	8.50
LiFung	10,000 pcs per order	60 days after confir	LC at sight	FOB ex India	Woven, fine knit, T-shi	120,000 pcs knitted shirt		2.78	7.56
Malaysia	200 per colour	80 days order confir	TT wire transfer	CIF USA	top blouse	15,000	washing	1.50	8.47
Mast	10,000 pcs	60 days	LC at sight	FOB hong Kong	Woven Knit Jacket	100,000 pcs	heavy weight jacket	56.33	6.29
SriLanka	10,000 pcs	60 days	LC at sight	FOB hong Kong	top shirt	100,000 pcs	heavy weight jacket	2.31	7.06

This chart will use the order minimum, lead-time, trade terms, product type as a compare. When you place an order with a factory, a delivery date must be fixed, and usually your supplier will delay it. By taking an average of these dates, sampling, order and inspection, re-inspection and so on. In addition to the AQL rating, delivery date compare, there is also



other issue that need to be consider for the performance of a factory. Like monthly capacity, technical specialty, trade term is also under review and consideration.

## **Defect Analyze Report**

A defect analyze report gather all the inspection result of a factory and show the entire defect that in the inspection. This report will be used to improve the quality of the factory in future production as they can see their weak point.

Factory	Defect Description		Major Sum	Minor Sum
Dhaka				
	Width of belt is more than 1/4 inch too wide or too narrow.		5	23
	Any foreign objects imbedded ion leather		4	4
	衣袖的摺边或饰面不均匀、如四双红云吧在四万四蝶双口一		4	24
	未按指定的要求沿着纹理进行裁剪,影响到服装外表。		4	16
	口袋宽度大于口袋盖宽度,超过1/8英寸。		4	8
	Broken or damaged button.		4	12
	Coating omitted or thickness of coating / plating less than specified		4	20
	Darts poorly shaped with large bubbles or dimples at the end.		3	3
	Corresponding pockets horizontally uneven or misaligned, in excess of 3/16 inch.		3	9
	Buttonhole not well made or uncut.		3	2
	Bowed or skewed stripes.		2	12
	Fabric Holes or obvious weakening defects that could easily develop into a hole.		2	8
	Collar points distinctively ill-shaped or not uniform.		2	7
	Button insecurely sewn.		1	8
	colour stain defect			3
Summary t	for 'Factory' = Dhaka (15 defect records)			
		Sum	45.00	159.00
		Avg	3.21	10.60

The above factory performance not only useful to quality control manager, most useful is for merchandising manager. Suggest the merchandising manager should review these from time to time and so they have a better idea of their factory's performance. So that when they place an order with their factory, they can tackle the quality problem in advance, thus giving fewer headaches to the production and quality control department. For example;

- Don't place an urgent sample or order with an always late delivery factory.
- Don't place a quality demanding order with the worst quality rating factory.
- Don't place a tight margin order with a high price quote factory.

Core value of our software - MerchanNet will help merchandising manager to identify three important elements;

- Cheapest supplier and most generous customer
- Quickest production lead time factory
- Best quality factory

As you can see these comparison and analysis reports pop up in our software.

Thus, your company will keep improving profit margin, timely delivery and best quality achievement.



# <u>Product Inventory – leftover of finish product (garment)</u>

The product inventory modules maintains record of your finish product, whatever inventory and leftover quantity.

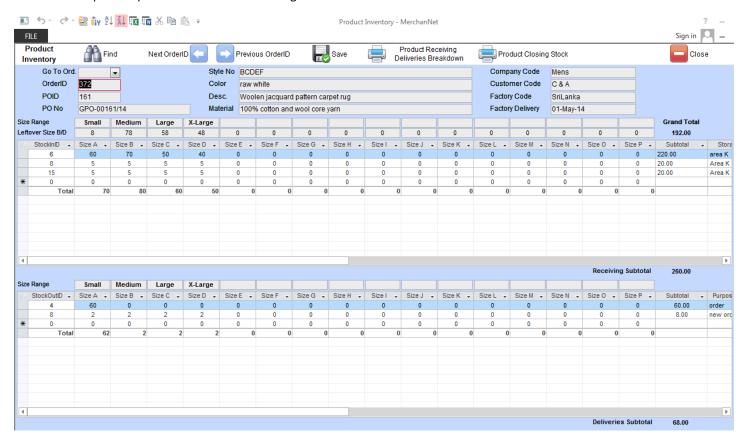
It has 3 forms (suppose for finish product – garments)

Product Receiving; supposed to keep stock in record of your purchased garment.

**Product Deliveries**; supposed to carry out stock out process of the garment inside your warehouse.

**Product Inventory**; keep track of finished product that inside your warehouse.

In the above three forms, you must create a POID & OrderID in the Order Processing form. Otherwise the selection won't be able to show up in the pull down list of the receiving or deliveries form.



Only purpose is for the warehouse department (stock keeper) to input the receiving and dispatch record and then it will create leftover and inventory report (closing stock) for other department to review.

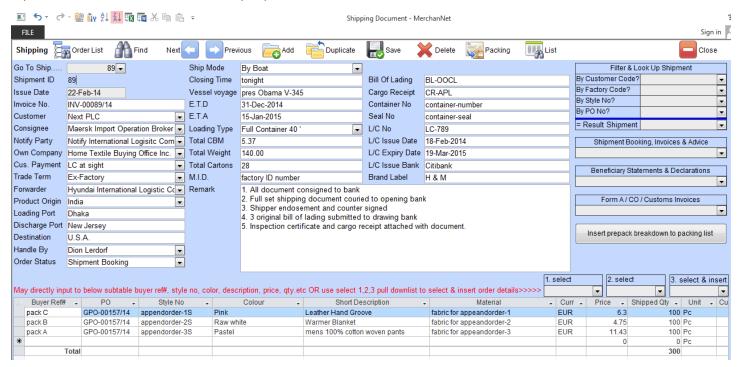
Product C	losing Stoc	k By (	Currenc	У							Confidential
Currency	NZD										
Supp Code	Deliver Date	PurID	OrderID	Style No	Shell Color	Short Description	Material	Curr.	Price	Leftover Unit	Value
ndonesi	21-Mar-12	124	274	style-8964	red bull	Bed cover set woven 100s fine cotton	100% cotton	NZD	0.500	0.00 Pc	0.00
ndonesi	20-Mar-12	124	273	style-1832	9 Indigo	65% cotton 35% polyester mens woven	100% cotton	NZD	1.520	0.00 Pc	0.00
ndonesi	15-Apr-13	133	287	DE FGH	brighten white	mens 85% cotton 10% elastic lycra 5%	100% cotton stretch stripe	NZD	7.000	0.00 Pc	0.00
ndonesi	08-Apr-13	133	286	CDEFG	sulphur bleached	mens 100% cotton woven pants	99% cotton 1% lycra woven stretch	NZD	1.520	0.00 Pc	0.00
ndonesi	02-Apr-13	133	285	BCDEF	cold bleached	cotton bathing towel	100% egyptian cotton	NZD	1.520	0.00 Pc	0.00
Cambodia	16-Aug-14	158	354	7194S	JIS color	Gents Summer Jeans	French Terry	NZD	4.500	635.00 P c	2,857.50
	EUD										2,857.50
	EUR										
Supp Code	Deliver Date	PurID	OrderID	Style No	Shell Color	Short Description	Material	Curr.	Price	Leftover Unit	Value
arachi	08-Jun-13	138	296	2983-NEI	dewpink	Junior Hoodie	ginnue leather 80% PU	EUR	1.000	0.00 Pc	0.00
Cambodia	10-Oct-14	153	343	style-8964G	dark navy	fine guage knit jersey	100% organic cotton	EUR	1.950	0.00 Pc	0.00
Cambodia	10-Oct-14	153	344	style-8964G	Orange Red	fine guage knit jersey	100% organic cotton	EUR	1.950	-71.00 P c	-138.4
Bombay	16-Apr-14	156	349	TBA	TBA			EUR	5.920	-78.00 Bale	-461.76
Bombay	16-Apr-14	157	351	appendorder-1S	Pink	Leather Hand Groove	fabric for appeandorder-1	EUR	5.920	901.00 Bale	5,333.92



#### Shipping – create invoice and export documents

This is for shipping department to create invoice and export document. It does support partial shipment. The shipping documents form is most important and used to create all documents. While the shipment report provide shipment report and the shipment status. Use it to Issue invoice, packing list, and the full set export documents.

All you have to do is fill in the following shipping document form with the top section and then the sub-table. Then the entire export document will be finished and ready to print out.



Shipping officer can use it to generate full sets of shipping documents, including

- Invoice, customs invoice, shipping order, bill of lading instruction.
- Packing list, container tally sheet, form A application, Certificate of Origin, Country declaration.
- Azo fee Certificate, Nickel Free Certificate, Denim Wash Certificate, Quota Charge Statement
- Beneficiary, Compliance statement, Homeland security declaration, Code of Conducts declaration
- Non wooden material statement, Security Affidavit, No-Transshipment Statement, NAFTA C/O
- Canadian Customs Invoice, Canadian C/O, Apparel and Textile C/O and shipment advise

Since you are creating every shipment one by one, if you want to review the shipping report, you have to see the shipment report grouping. The report groupings were by PO, by customer and by factory and by month. It would be make it easier for any department to cross check the shipping situation including outstanding orders.

You can filter and pull out the shipment report in the recaps, reports & summary form under the C. various reports section It could pull out in different grouping and sorting;

Shipment Report Group by Customer, factory, company, PO No, collection, item, description, material and by month.



#### Management – reports for accounting purpose

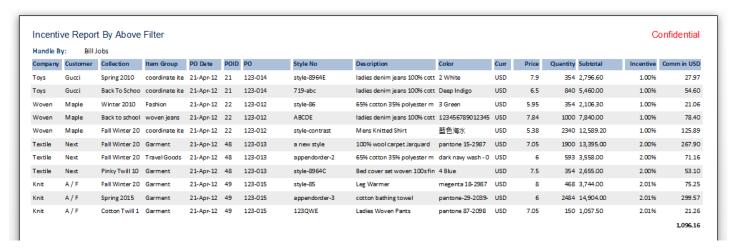
There is no need for the accounting department to input any details in our system, what they need to do is print the accounting report and export it to their existing accounting software for further editing. The reason is most of the SME do have their own accounting software and there is no need to merge with our system. This could make it easier for any company to start using MerchanNet. Most important flexibility will be given to the accounts department.

We have four important groups of accounting reports;

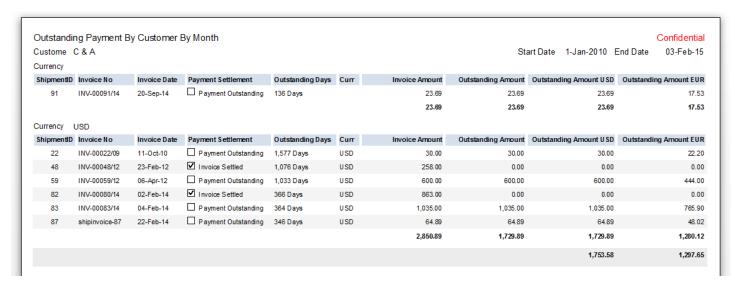
- a. A/R account receivable for shipped invoices.
- b. A/P account payable report for fabric and trim purchase. Also purchase report from factory.
- c. S/R Sales Revenue; sales revenue for group of orders.
- d. G/P– Gross Profit; gross profit for group of orders.

There is 2 report very useful for the management to know the commission for the merchandiser (incentive report) and the outstanding payment by customer by month (unpaid invoices). So that management and accounts department know the credit & debit situation of each customer. Which is important to minimize the risk of your company not to expose too much on financing customer.

#### Incentive report (commission for merchandiser)



#### **Outstanding Payment report (unpaid invoices)**





## Workgroup user right

If you are logon as the MerchanNet administer, you can change any users' right to read data, update data, insert data or delete data. Even modify the form s and report design if your version of MerchanNet comes with the source code.

## For example;

You can modify a merchandiser and allow her to read / write the shipping panel's detail. Right now it is read only for merchandiser. You can modify a stock keeper and allow him to read / write the production subcontract dispatch. Right now it is no access for him. Below is the default setting of user's right and limitation for the MerchanNet.

# Default password for all users is 123

Dept.	User Name	Supposed for	Right and Limitation
Administration	Officer	Personnel Manager	Can't edit own company name
	JOfficer	Personnel Officer	Can't read employee panel, can't edit own company name
Merchandising	MerchanMgr	Merchandising Manager	Access all Merchandising, Production, Shipping panels
	SrMerchan	Senior Merchandiser	Access all Merchandising panel
	Merchan	Merchandiser	Can't edit purchase details, Costing
	AsMerchan	Assistance Merchandiser	Can't edit sample, order, purchase details Can't read Cost
	MerchanCr	Merchandising Clerk	Can't edit sample, order, purchase details Can't read Cost
Sales	SalesMgr	Factory Manager	Access all Production, QA, Warehouse panels
	Sales	Factory Senior Sales	Access all Production panel
	JSales	Factory Sales	Can't edit style, order, purchase, production order detail
	JJSales	Junior Factory Sales	Can't edit style, order, purchase, production order detail
Production	ProdMgr	Production Manager	Production modules and merchandising modules
	Prod	Production Officer	Production modules
	JProd	Junior Production Officer	Production modules
Quality Assurance	QC	Q C Manager	Access all QA panel
	JQC	Senior Q C Officer	Can't edit inspection report, add only to factory evaluation
	JJQC	Q C Inspector	Can't edit inspection report, read only to factory evaluation
			Read and add only to inspection certificate, LG
Warehouse	Stock	Warehouse Manager	Access all warehouse panel
	JStock	Warehouse Keeper	Can't edit stock-in or stock-out record
	JJStock	Junior Warehouse Keeper	
Shipping	Clerk	Shipping Manager	Access all shipping panel
	JClerk	Shipping Officer	Read and edit shipment details
	JJClerk	Shipping Clerk	can't edit shipment details, can't read shipment analysis
Accounts	Account	Accounting Manager	Access all accounting panel
	JAccount	Accounting Officer	Access all accounting panel
Programmer	Designer	Project Designer	Password: 4466911911 – Change and Modify design

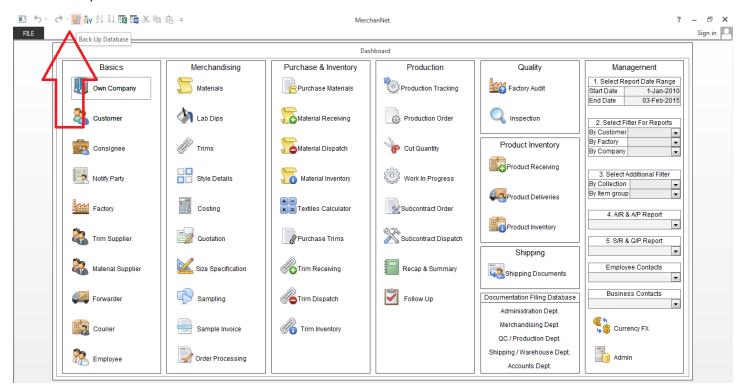


Management	CEO	CEO,	No limitation, access to all panel, Edit company name
	MD	M.D., GMM	No limitation, access to all panel
	VP	President	No limitation, access to all panel
	GM	General Manager	No limitation, access to all panel
Others	Backup		Only back up and compact database
	Addonly		Only able to read and add data
	Editonly		Only able to read and edit existing data
	Readonly		Only able to read existing data
	Manager	Office Manager	Reporting only

Default password for all users is 123

# Warning - must back up data regularly

Back up function is vital to MerchanNet and so your business data, please set up automatic back up at least once a day or simply click the backup button. It will immediately back up of the data file (MerchanNet\_30-Dec-2016.mdb) with the backup date being added onto it. Keep this data file in a separate storage media. This would safe guard your business data. If any worst case happens to your hardware, operating system or software, you still have a chance to get it back. Otherwise there is no way to recover it.



That is for the MerchanNet software and we really hope this database software can help increasing your company's profit margin and on the other hand minimize your operating cost. Find out which one of your supplier provides quickest production lead time meantime having best quality. Especially in the serious inflation of raw material and operating cost but very tight profit margin getting from retail market. MerchanNet could be an added value to your merchandising operation.