CORE BUSINESS PROCESS

WO-I Enter Finished Production

→ This is the step of telling EVO how many of FG's were made.

There are cost implications for errors made in this process – please ask for help if you are unsure of your entries.
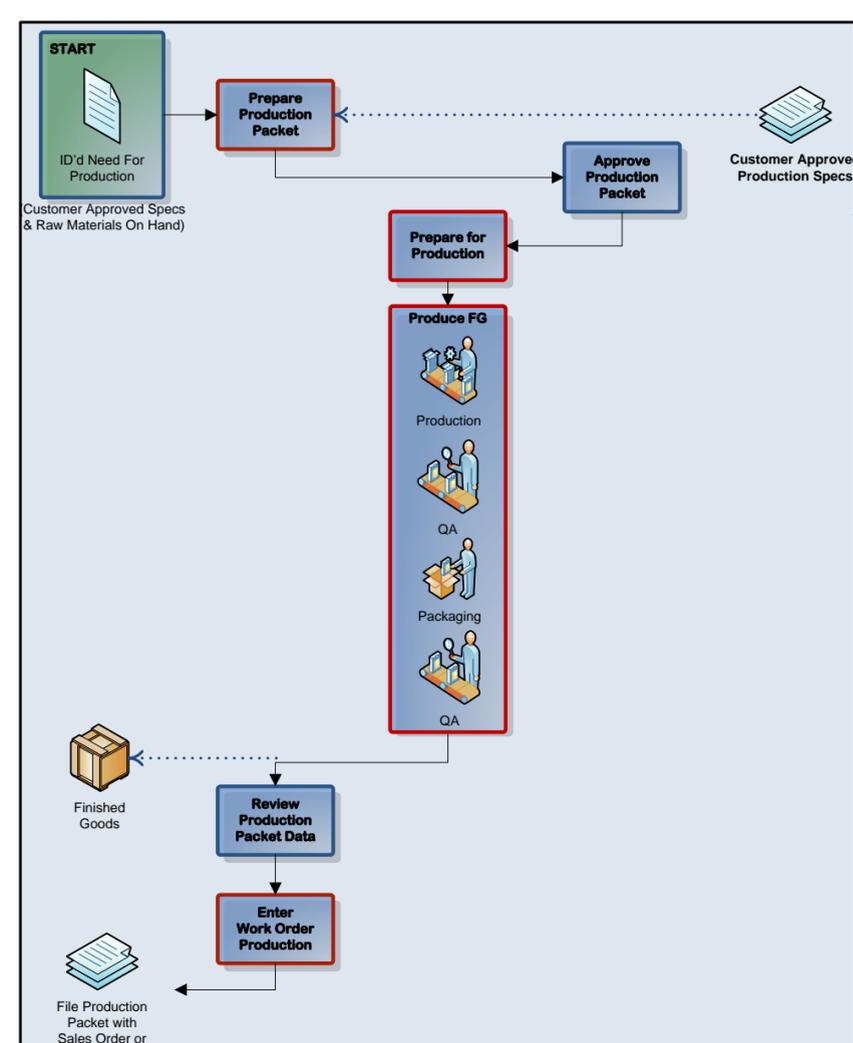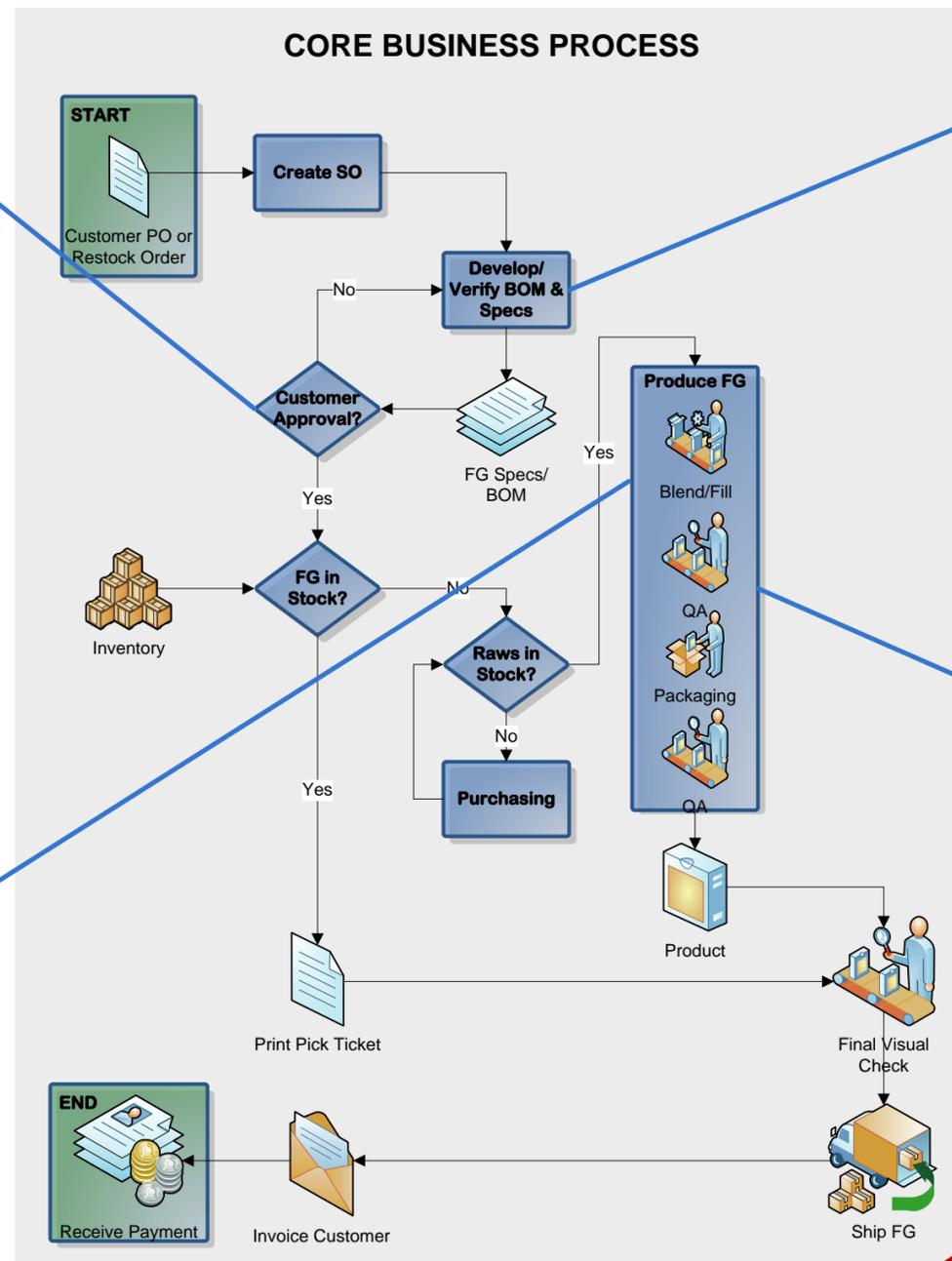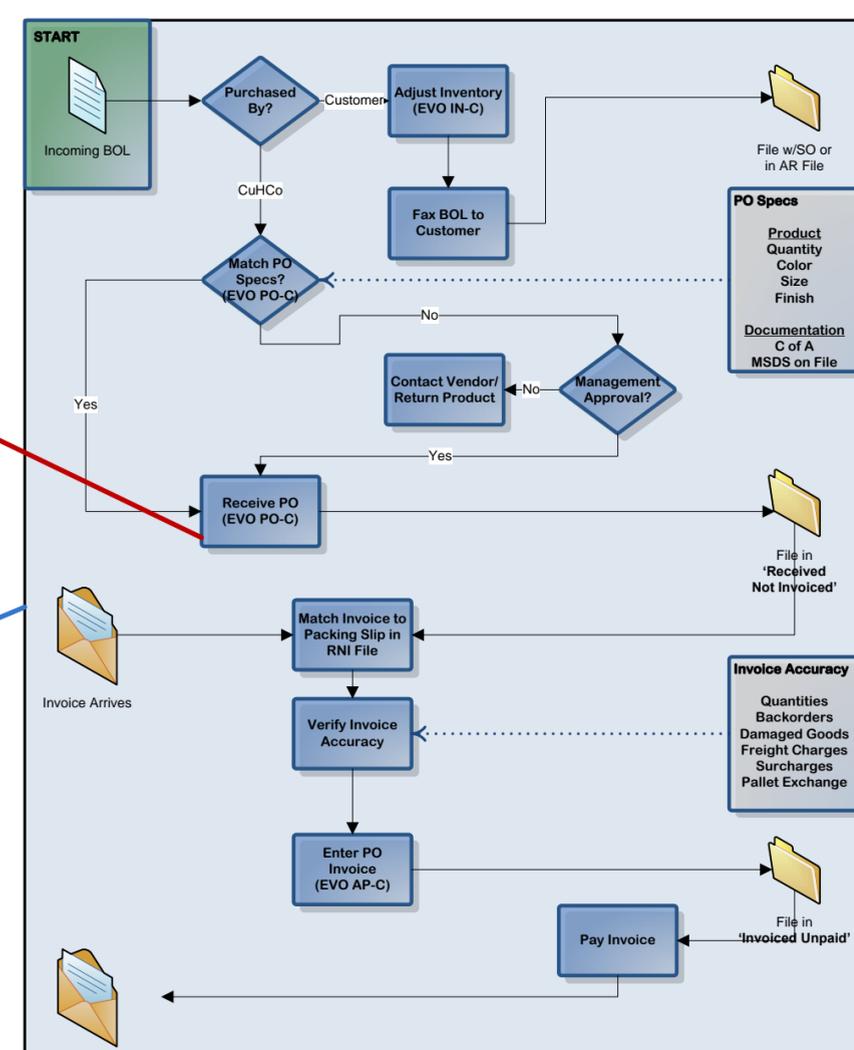
Use the EVO default answer to any field/question not addressed below.

To Enter Finished Production:
1. Date of completion
2. Work Order Number
3. Qty Good Completed
4. Scrap Quantity/Scrap Code
   - If applicable
5. Actual Unit Cost
   - Should be w/in 10% of Last Cost
6. Lot Number
   - If applicable

To Back Out Finished Production:
1. Reopen WO-I Menu (to clear old data)
2. Click on   at bottom
3. Enter WO Number and select entry
4. 'Back out WO Receipt?'
   - Click 'Yes'

COPPER HARBOR

Top-Left Flow (START: CuHCo Sales Order)

START – CuHCo Sales Order
- Approved Production Plan on File? — No / Yes
- Complete Production Spec Sheet
- Develop/ Modify Production Plan
- Production Spec Sheet
- Production Plan Audit — COPPER HARBOR
- Verify w/ Internal Policies
- Verify w/ Relevant Regulatory
- Plan Production Testing (Fill, Torque, pH)

Internal Policies
- Safety Policies/ IIPP
- Quality Policy (Incl. Fill Specs, Compatibility, Waste)
- Green Business
- Quality Manual

Regulatory
- DOT/IATA/IMDG Pkging & Labels Shipping
- EPA Permit Req'd? Filing Req'd?
- BAAQMD Permit Req'd?
- CoSL CUPA Notification Req'd
- DEA Precursors? On any lists?

- Finalize Production Plan for Customer Approval
- Verify Projected Costs
- Customer Approval? — Yes / No
- Approved Production Plan

Top-Right Flow (START: Incoming BOL)

START – Incoming BOL
- Purchased By? — Customer / CuHCo
- Adjust Inventory (EVO IN-C)
- Fax BOL to Customer
- File w/SO or in AR File
- Match PO Specs? (EVO PO-C) — No / Yes
- Management Approval? — No / Yes
- Contact Vendor/ Return Product
- Receive PO (EVO PO-C)
- File in 'Received Not Invoiced'

PO Specs
Product
Quantity
Color
Size
Finish

Documentation
C of A
MSDS on File

- Invoice Arrives
- Match Invoice to Packing Slip in RNI File
- Verify Invoice Accuracy
- Enter PO Invoice (EVO AP-C)
- Pay Invoice
- File in 'Invoiced Unpaid'
- Mail Payment

Invoice Accuracy
Quantities
Backorders
Damaged Goods
Freight Charges
Surcharges
Pallet Exchange

Center (CORE BUSINESS PROCESS)

START – Customer PO or Restock Order
- Create SO
- Develop/ Verify BOM & Specs — No
- Customer Approval? — Yes
- FG Specs/ BOM
- Inventory
- FG in Stock? — No / Yes
- Raws in Stock? — No
- Purchasing
- Print Pick Ticket
- Produce FG: Blend/Fill, QA, Packaging, QA
- Product
- Final Visual Check
- Ship FG
- Invoice Customer
- END – Receive Payment

Bottom-Left Flow (START: ID'd Need For Production)

START – ID'd Need For Production
Customer Approved Specs & Raw Materials On Hand)
- Prepare Production Packet
- Approve Production Packet
- Customer Approved Production Specs
- Prepare for Production
- Produce FG: Production, QA, Packaging, QA
- Finished Goods
- Review Production Packet Data
- Enter Work Order Production
- File Production Packet with Sales Order or In Restock File

SO-N/WO-A Enter Work Orders

→ This is the step of creating the Work Order (Shop Traveler) that will be used during production. There are two ways to enter Work Orders (WOs).

I. SO-N Convert Sales Order to Work Order
This is best when the work order is for a specific customer and the SO line item quantity matches the preferred production quantity.
(e.g. Puronics, Bay Market, Baychem)

1. Sales Order Range
2. Create Multi-Assy Work Orders?
   - Y only if there is a blend or sub-assembly to be made
3. Date
   - Enter projected production start date
4. Quantity Confirmation Prompt
   - Verify production quantity to be converted

WO-C Print Travelers

II. WO-A Enter Manually
This is best for all other cases including production for stock (no Sales Order) and when there are batching considerations (split SO quantity into multiple work orders).
(e.g. SMS products, FV Hexane, Gold Shield productions, Sunnybrite)

1. Work Order Number
   - Will be automatically generated when saving
2. Part #
   - Click LOOKUP or Press F2 to find
3. Quantity
4. Dates
5. The rest of the fields are optional, but enter all available data
6. Click on SAVE or press enter through SAVE

WO-C Print Travelers

SO-N Convert SO to WO

WO-A Enter Work Orders

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Bottom-Right Flow (START: Completed Work Order)

START – Completed Work Order
- Verify WO Completion
- Check Production Yield
- Acceptable Yield? — No / Yes
- Management Approval? — No / Yes
- Corrective Action
- Issue Materials WO-G
- Enter Finished Production WO-I
- Reasonable Job Cost Report? JC-A — Yes / No
- Management Approval? — No / Yes
- Review Costs
- END – File Production Packet with Sales Order or In Restock File