FOR *MTS* SUPPLIER LINK TRAINING

Supply Sports & Industry

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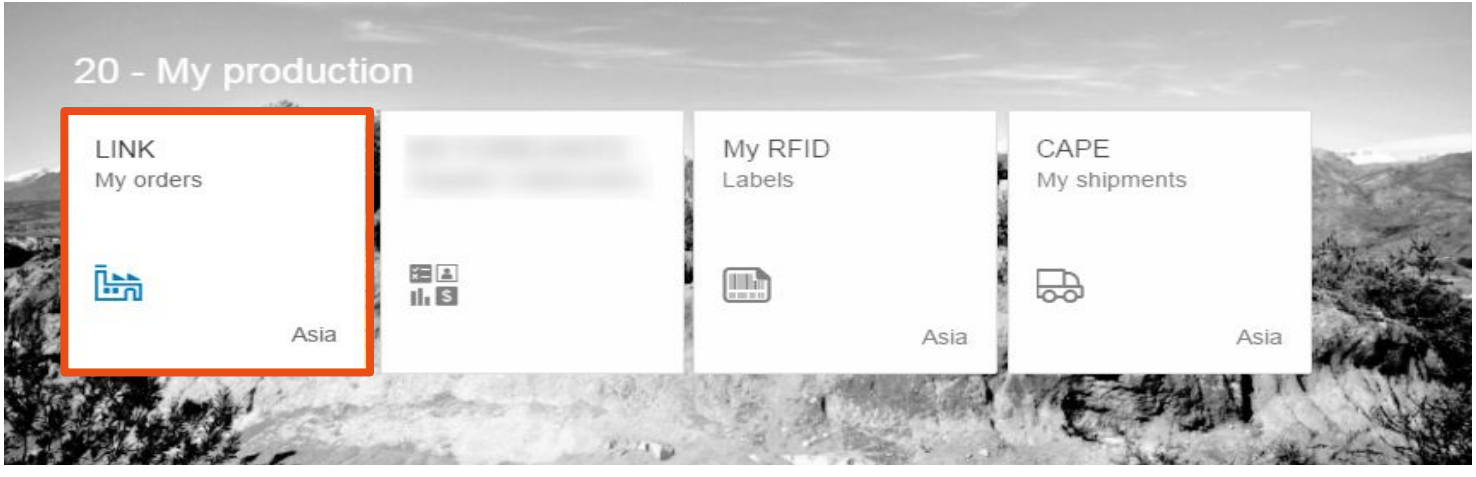
OBJECTIVES OF THIS TRAINING

- Improve the communication between decathlon and you
- Increase both productivities and be more focus on added value tasks
- At any time & in real time share an updated information
- Increase the reliability of the data in both IT system
- Interact easily together.

As a supplier for Decathlon, I take my responsibility on an accurate finished goods' order management & stock management by using "LINK" system.

FIRST, LET'S CONNECT TO *LINK*

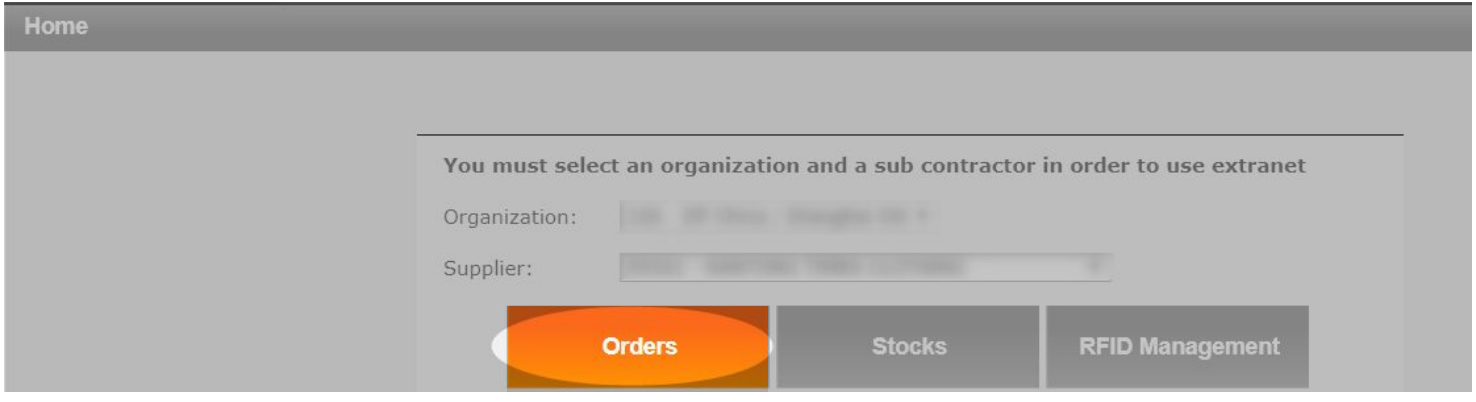
Located in CHINA : https://eaccess-asia-1.decathlon.net/partner
Located in ASIA (Except China) : https://eaccess-asia-2.decathlon.net/partner
Located in EUROPE, AFRICA, AMERICA : https://eaccess-europe-1.decathlon.net/partner



I MANAGE ORDERS IN *LINK*

You are going to learn how to :

- Search orders
- Confirm or refuse orders
- Extract orders
- Extract purchase forecast

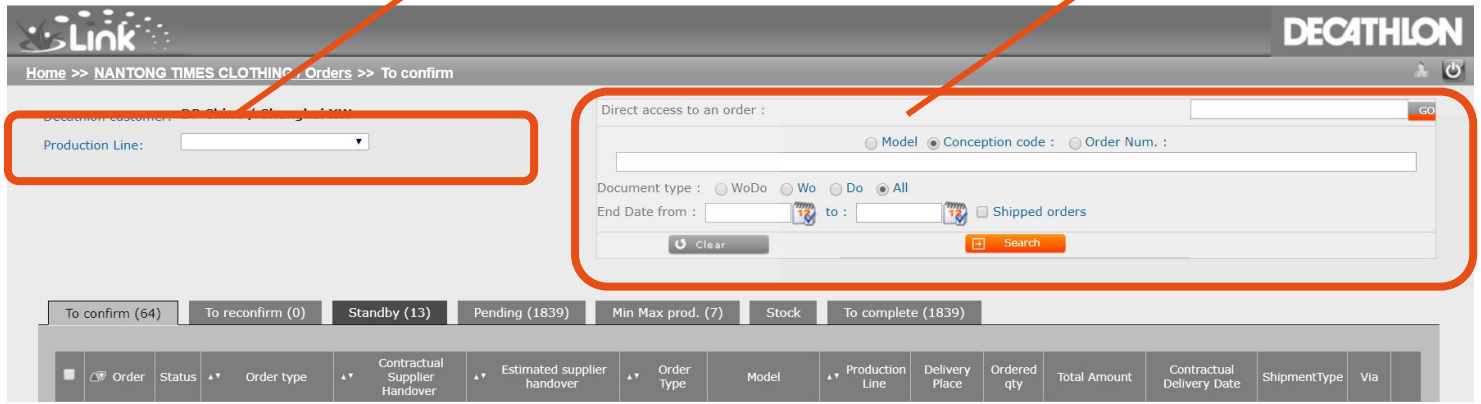


1. SEARCHING ORDERS

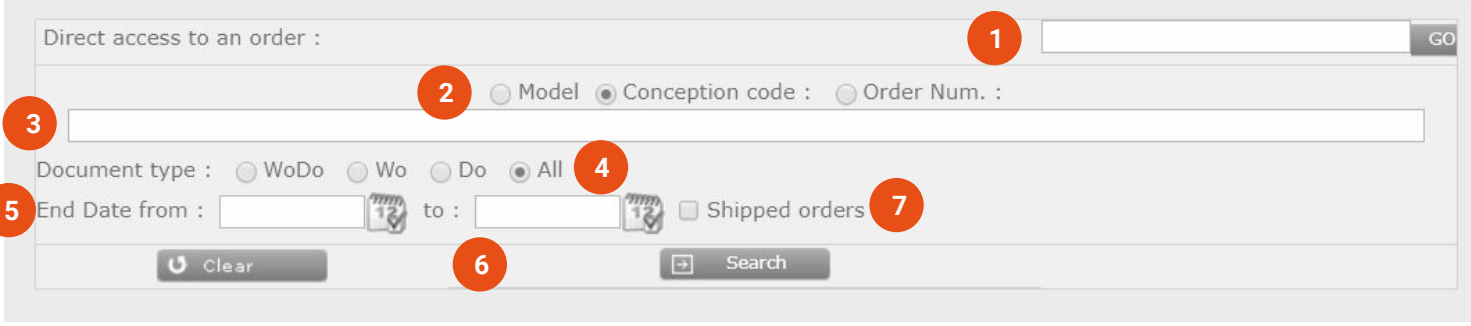
1.1 GENERALLY, SEARCHING ORDERS IS THE FIRST STEP WHEN USING LINK

You can choose the production line managed by your SPL

You can do the “search” to find out the orders



1.2 IT WILL BE EFFICIENT TO INPUT DIFFERENT CRITERIAS TO SEARCH ORDERS



1. You can search several model / CC / Order here : put "," or space in the middle of every numbers.

2. Tick either "model", "Conception Code", "order num" to choose the information you look for.

3. You can search one order by putting order no. here (reach directly the order detail).

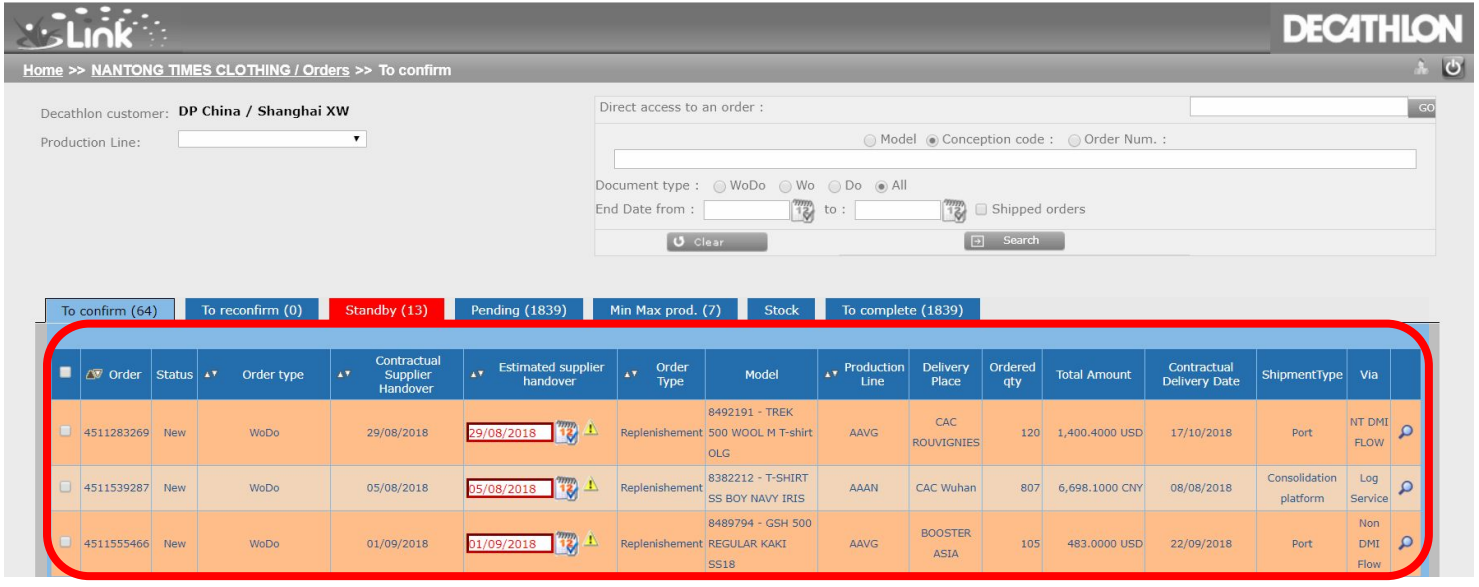
4. Order Type for searching → WO = Work Order, Do = Delivery Order, WoDo = Work Order & Delivery Order (it is applied when MTO)

5. Date for searching → if it is Wo "End date from, to" = production date, if it is Do/WoDo "End date" = EHD

6. You may extract purchase forecast by model(s).

7. By ticking "shipped orders", *LINK* will display new tab "shipped". The shipped orders for a time period up to 4 months can be visible for you to issue invoice accordingly.

AFTER CLICKING “SEARCH”, THE RESULT WILL BE DISPLAY DIRECTLY



By clicking this button, you can do the sorting to have a well organized display.

2. CONFIRM OR REFUSE ORDERS

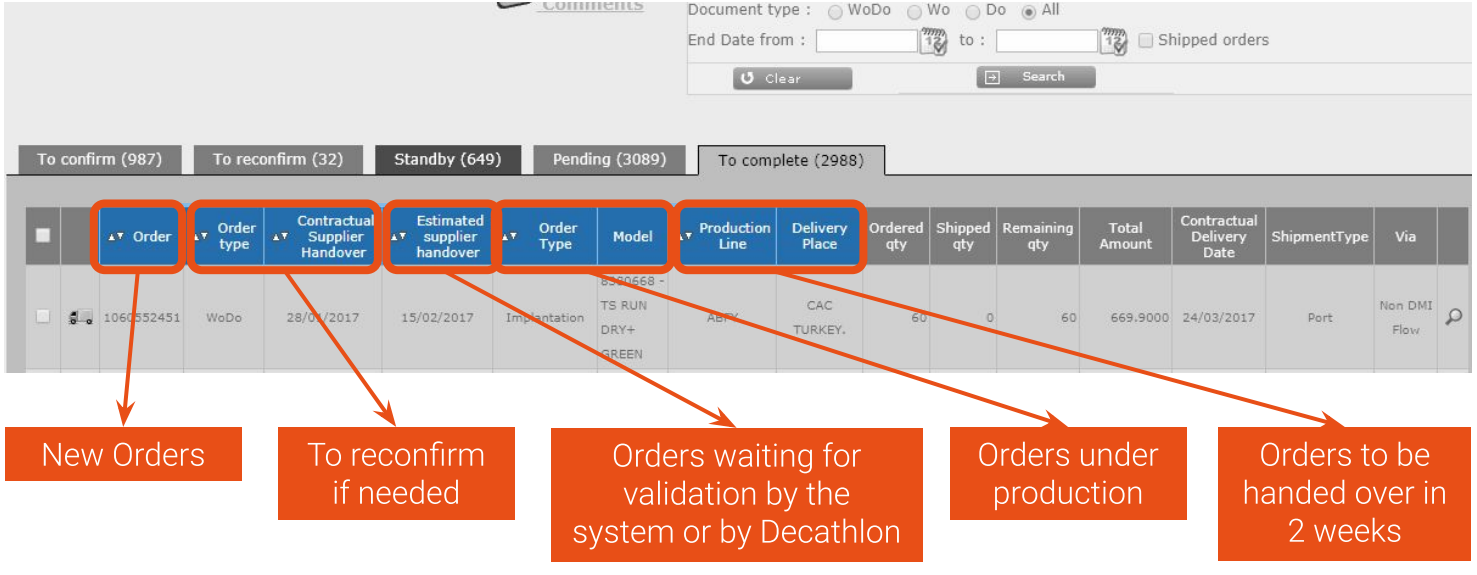
2.1 BEFORE CONFIRMING AN ORDER, LET'S KNOW THE MEANINGS OF BELOW TABS

To confirm : New orders to be confirmed
To reconfirm : Order already confirmed by you but changed by Decathlon, so it has to be re-confirmed
Stand by : Orders you confirmed but not yet validated by Decathlon, due to either of :
- the process is pending (run every 15 mins)
- the SPL must manage some checks before validation

Pending : All the orders not fully shipped
To complete : Orders with "hand over date" within 2 weeks.

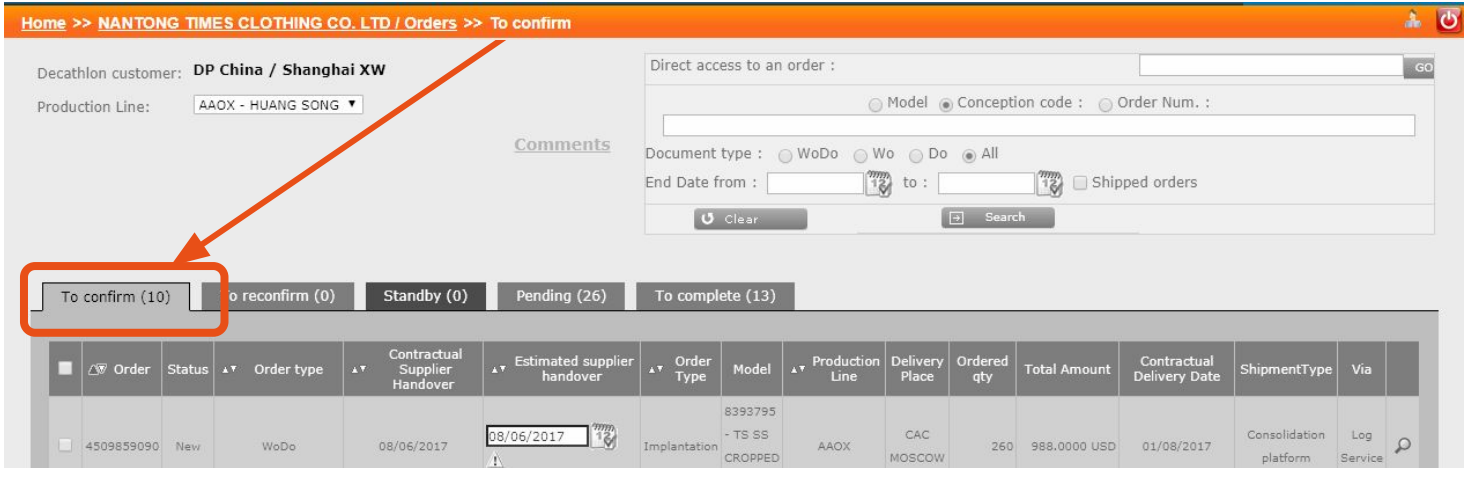
2.2 THE LIFE STAGE FOR AN ORDER IN *LINK*

Depending on its processing, the order will be displayed from the left tab to the right.



2.3 YOU GOT A NEW ORDER, HOW TO CHECK AND CONFIRM ?

STEP 1 Under the tab “to confirm”, click anywhere on the line of the order to check the detail.

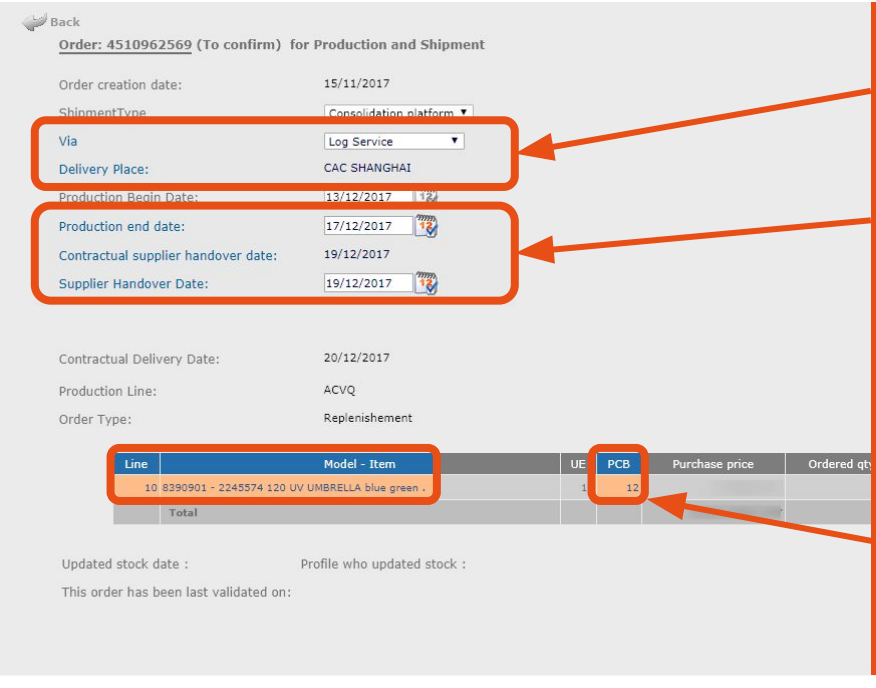


Contractual Supplier Handover (CHD) : This is the date for the supplier to handover the cargos base on incoterm. It is requested by Decathlon.

Estimated Supplier Handover (EHD) : This is the date supplier estimated to handover the cargos

Contractual Delivery Date (CDD) : This is the date for the cargos to be received in the Warehouse (CAC). It is requested by Decathlon.

STEP 2 Now you reach the details, please check all information before confirmation.



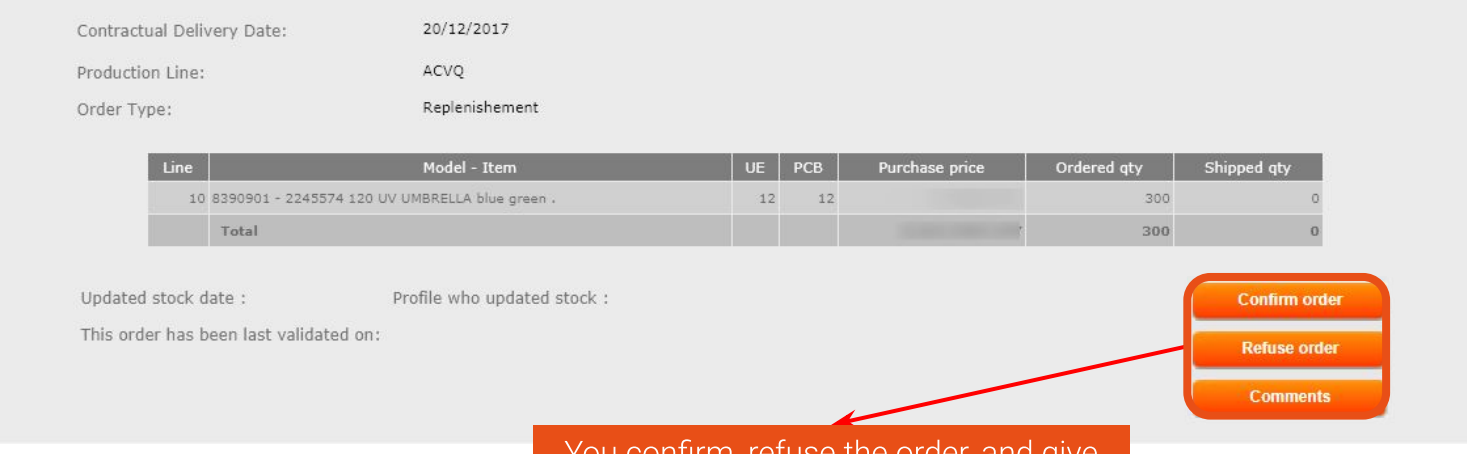
1. Do not change the information here! It is defined by Decathlon !

2. Check & update the dates for 1 order:
- Supplier Handover date (Estimate)
- **Production Begin Date (BPD)** is the date you are going to start the production for this order
- **Production End Dates (EPD)** is the date you are going to finish the prod.

3. Check purchase price (this is the price to be pay to the supplier)

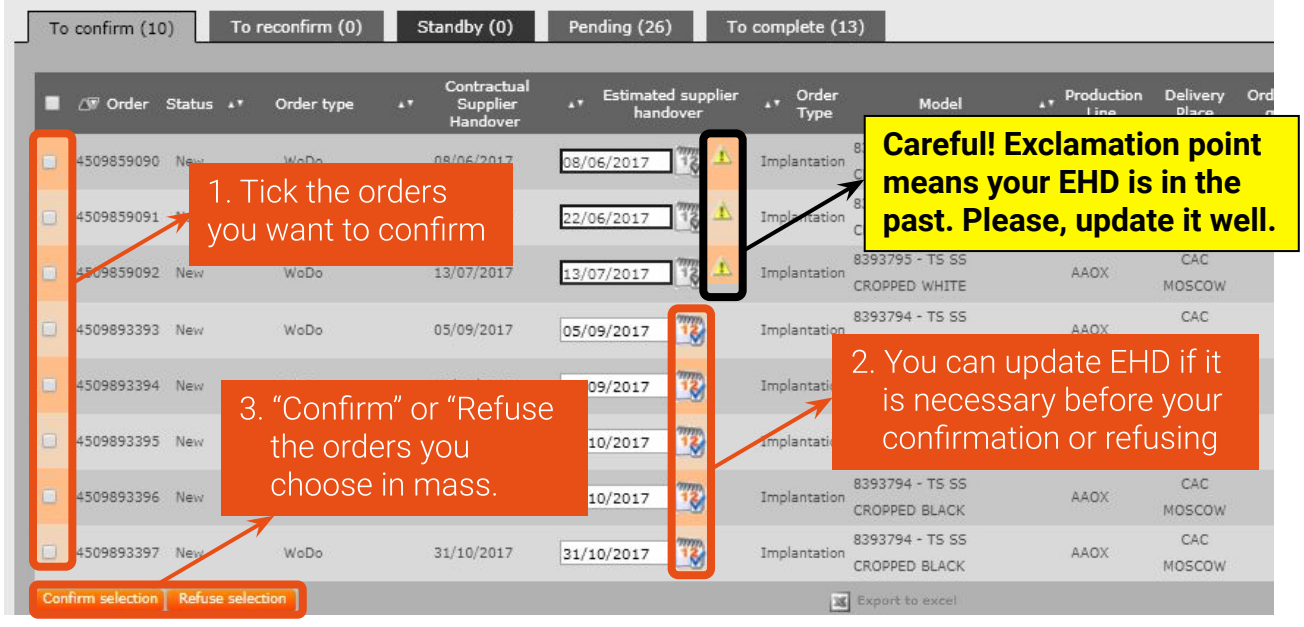
STEP 3 AFTER CHECKING, YOU CAN :

- Confirm order, if you are able to produce the quantity based the order requests
- Refuse order, if anything in the order is incorrect, eg, price, pcb…
- And for any reason, you can give the comments to Decathlon



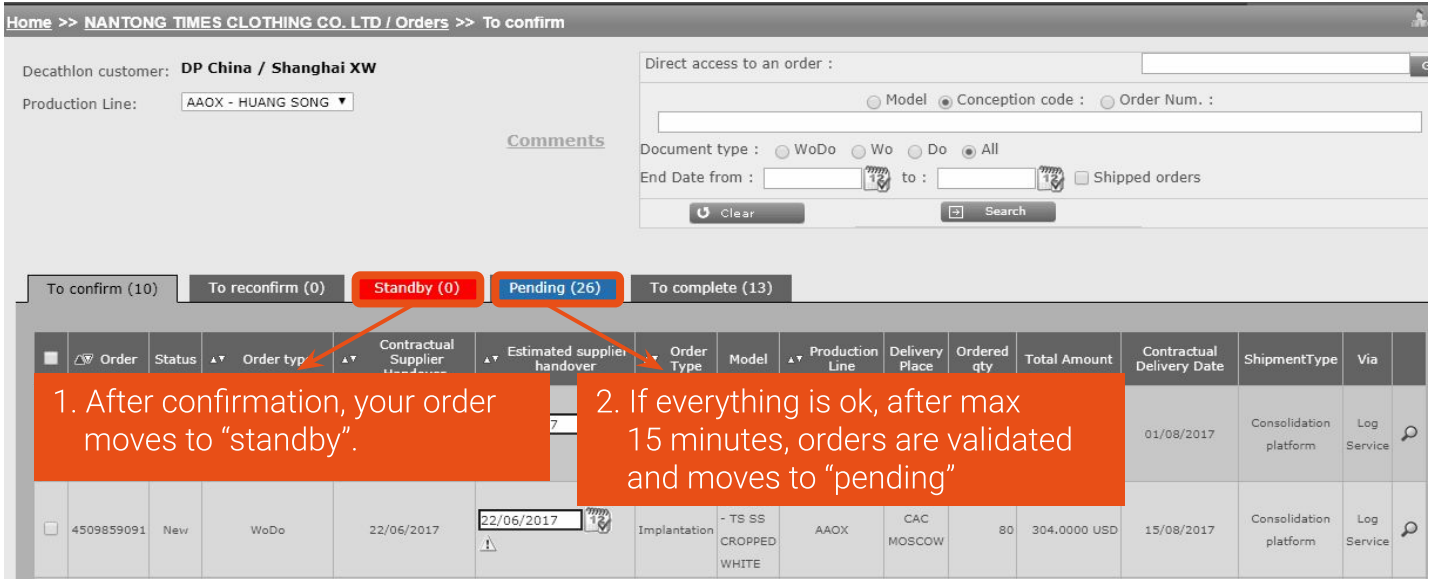
YOU GOT SEVERAL ORDERS, HOW TO CONFIRM THEM BY ONE TIME ?

- You can also confirm the dates directly in the first menu



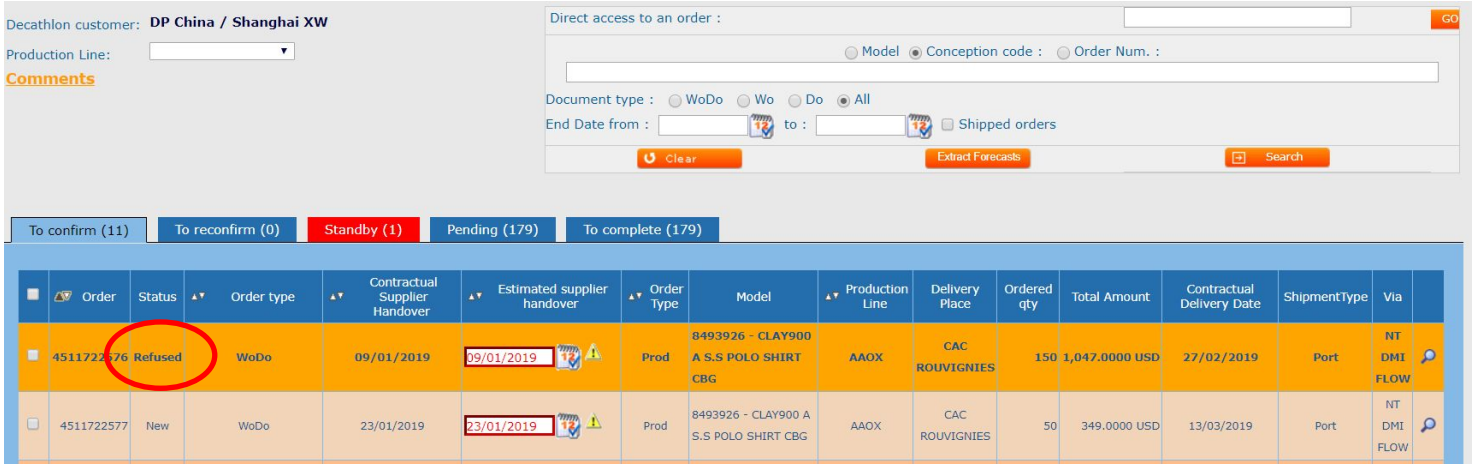
2.4 AFTER ORDER IS CONFIRMED OR REFUSED

- What will happen after you confirm the order?



WHAT WILL HAPPEN AFTER YOU REFUSE THE ORDER ?

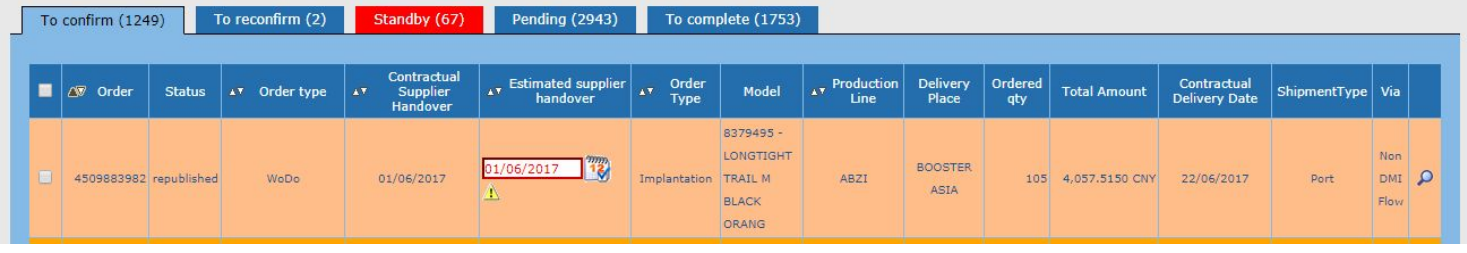
You will find this order becomes Dark Orange with a status “Refused”, under the tab “To confirm”.



Order	Status	Order type	Contractual Supplier Handover	Estimated supplier handover	Order Type	Model	Production Line	Delivery Place	Ordered qty	Total Amount	Contractual Delivery Date	ShipmentType	Via
4511722576	Refused	WoDo	09/01/2019	09/01/2019	Prod	8493926 - CLAY900 A S.S POLO SHIRT CBG	AAOX	CAC ROUVIGNIES	150	1,047.0000 USD	27/02/2019	Port	NT DMI FLOW
4511722577	New	WoDo	23/01/2019	23/01/2019	Prod	8493926 - CLAY900 A S.S POLO SHIRT CBG	AAOX	CAC ROUVIGNIES	50	349.0000 USD	13/03/2019	Port	NT DMI FLOW

AFTER THE ORDER IS REFUSED

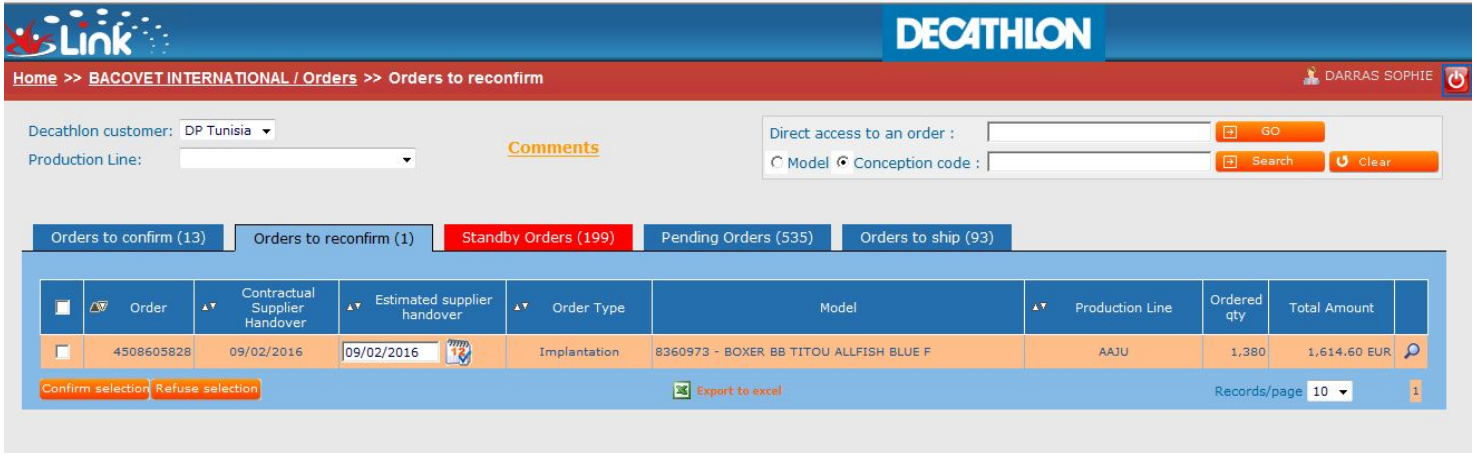
If SPL and you found a solution (change EHD, change price, quantity), order will be found in Orders “to confirm” menu, with a status “republished”. The process of confirmation is the same as a brand new order.



3. EXTRACT ORDERS

3.1 AFTER YOUR CONFIRMATION, BUT BEFORE THE VALIDATION, DECATHLON CAN UPDATE THE ORDER. HOW TO CHECK AND REACT ?

You can find this kind of cases under the tab “order to reconfirm”. In which there are the orders with some modifications (EG, price, Dates) after your confirmation. You need to check again then to confirm (or refuse).

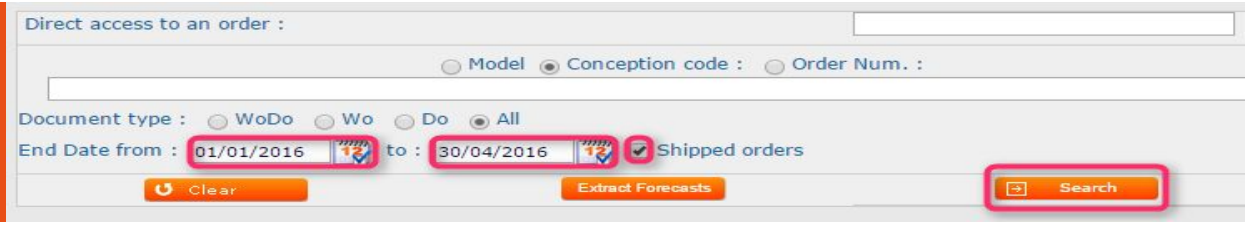


4. *LINK* CAN HELP YOU TO REALIZE DIFFERENT EXTRACTIONS

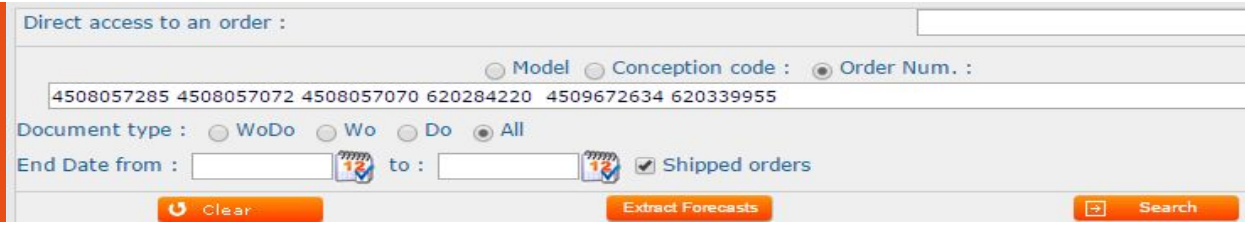
4.1 SHIPPED ORDER EXTRACTION

In the order searching area, you can extract the shipped orders for a time period up to 4 months due to database limitation.

Option 1.
By period.

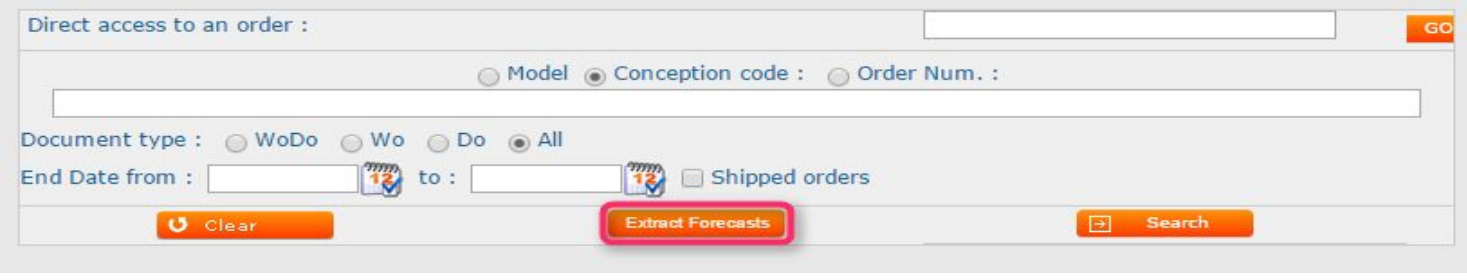


Option 2.
By order
number



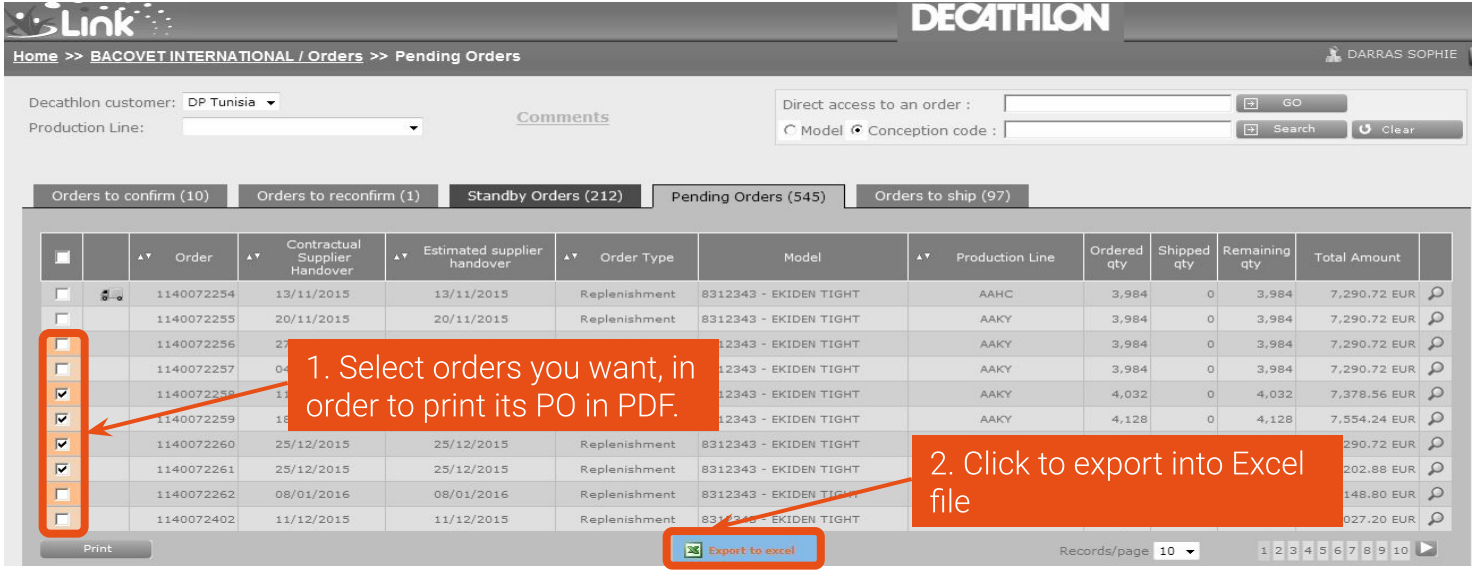
4.2 PURCHASE FORECAST EXTRACTION

In the order searching area, you can extract purchase forecast based on the time period you choose. (the date is based on the ship date of purchase forecast).
!! If you don't define the time period, LINK extracts the purchase forecast from today limited to the number of Max forecast week defined by SPL in PROD.COM parameter.



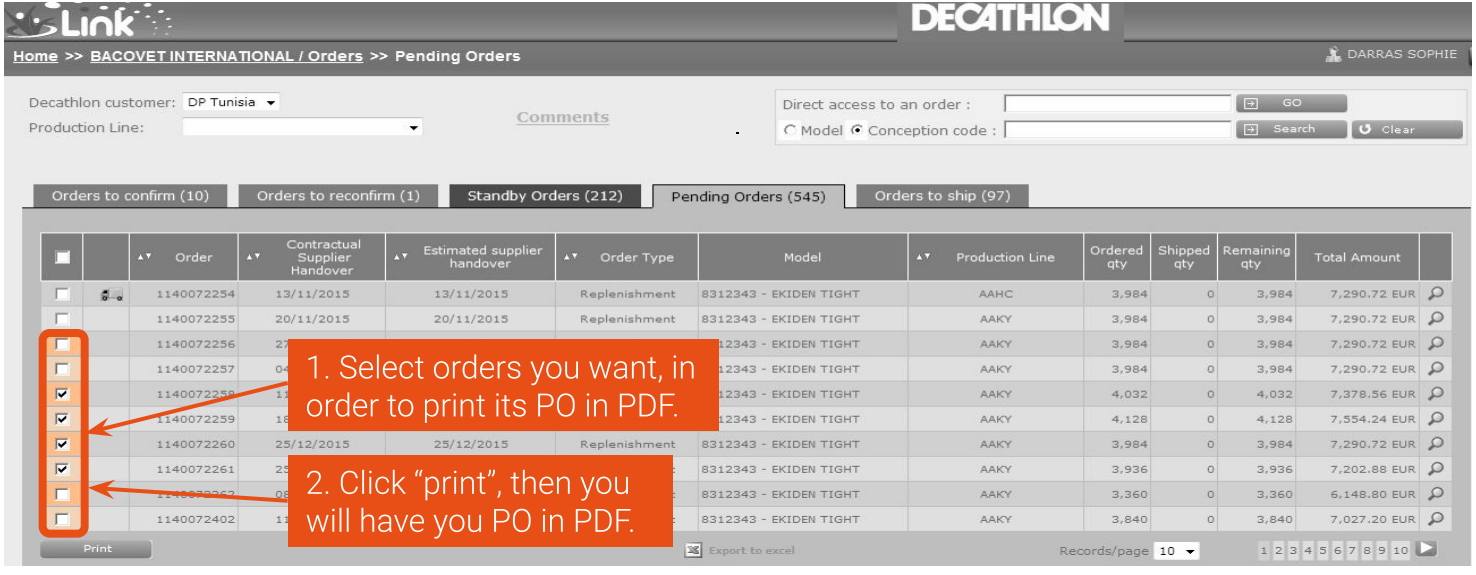
4.3 PENDING ORDERS EXTRACTION

- Under the tab of “pending order”, you can do below extraction.

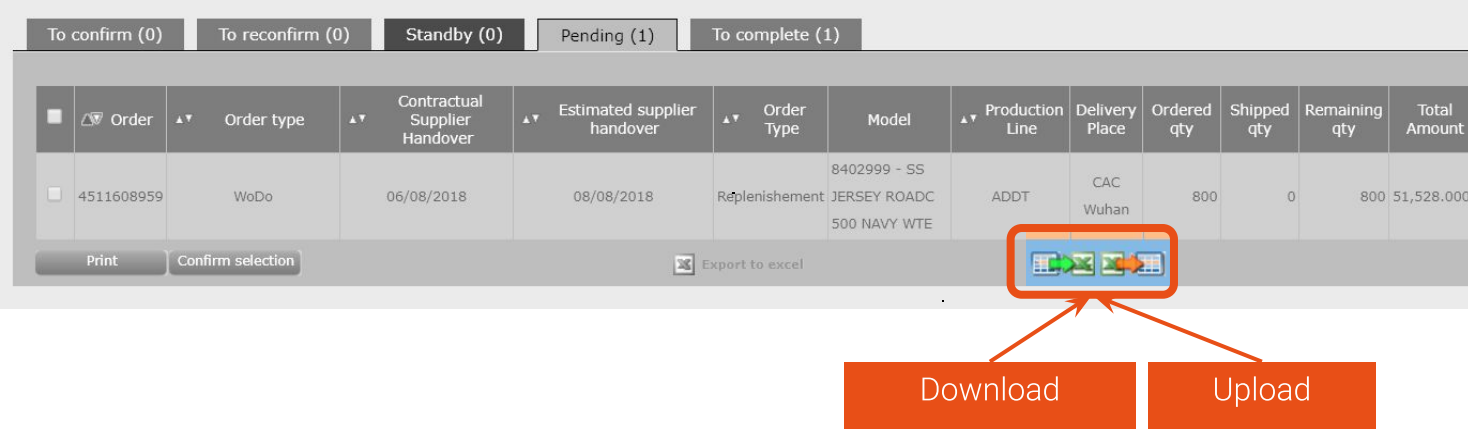


4.4 PRINT YOUR POs IN PDF FORMAT

- Under the tab of “pending order”, you can do below extraction.



4.5 DOWNLOAD OR UPLOAD ORDER DATES



Rule to respect when upload :

- Date format must be : DD/MM/YYYY
- You can not update the date for the orders after the time when its AS is created
- For MTS Delegated models, it is not necessary to update BPD or EPD, but EHD updation is needed.

5. SOME GOOD TIPS TO MANAGE ORDERS

The logo of a truck tells you, "AS (Available for Shipment) was created in CAPE system. It is **your responsibility to create AS on time.**

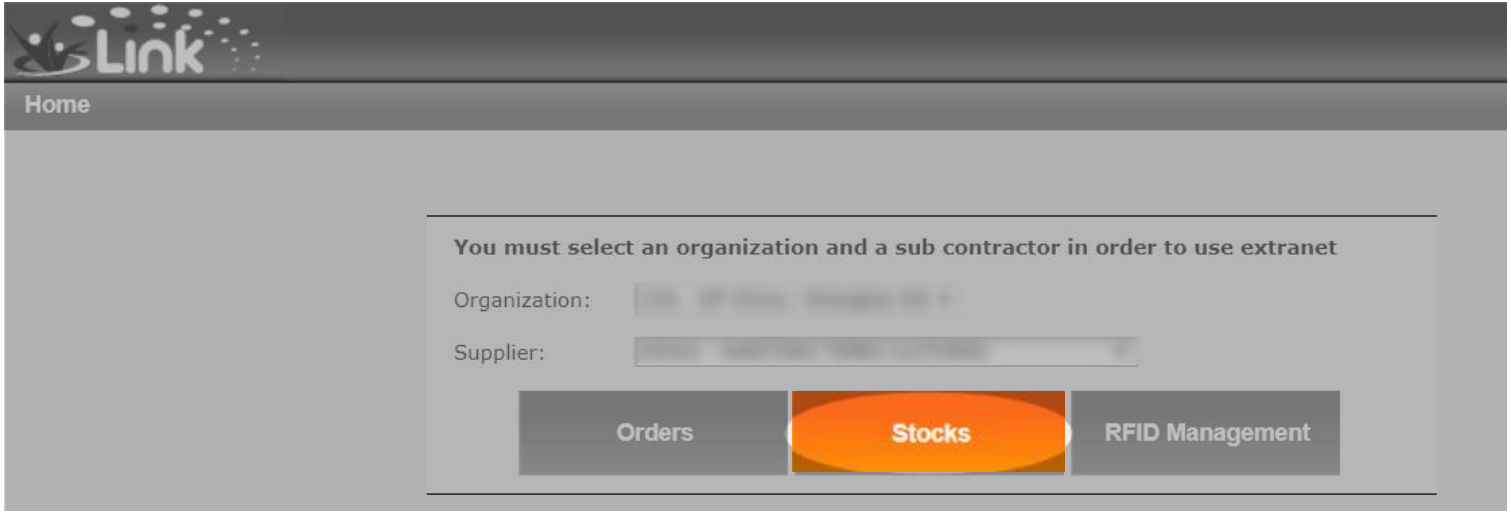
As a Supplier, you are able to update EHD before "AS" is created. If you can, please check with your SPL to activate this function for you in Link. It is **your responsibility to ensure a reliable EHD for all the pending orders**.

By using "comments", SPL and the supplier can **exchange efficiently** instead of Email. One the SPL puts the comments in *Prod.com*, Supplier can check in *Link*.

I MANAGE MTS STOCK IN *LINK*

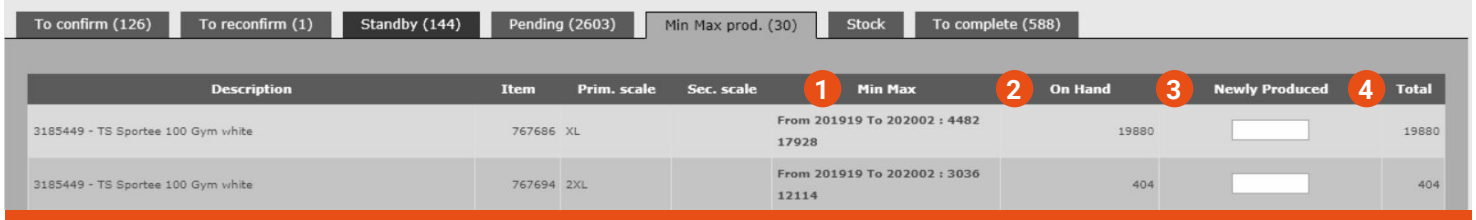
You are going to learn how to :

- Declare Finished Goods stock for MTS models
- Check Finished Goods stock by using dashboard



6. DECLARE FINISHED GOODS STOCK FOR MTS MODELS

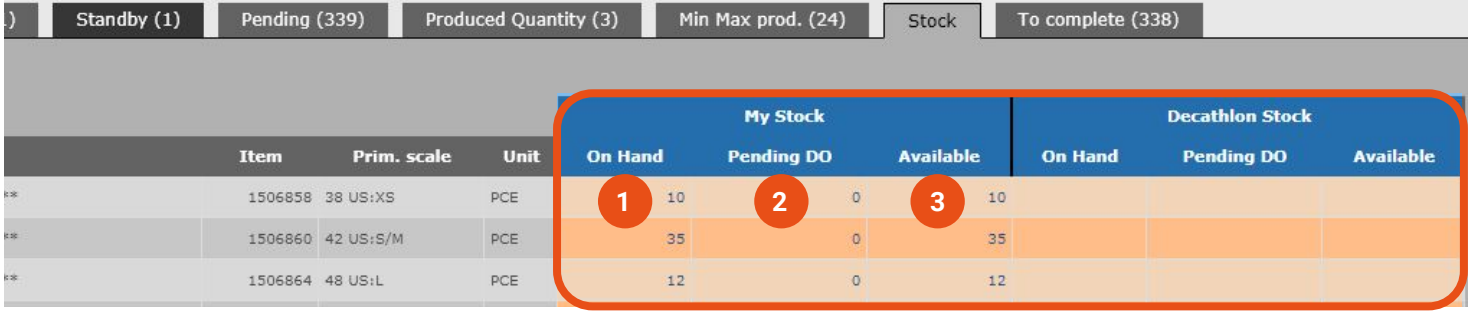
6.1 DECLARE THE NEWLY PRODUCED QUANTITY REGULARLY



1. CPM defines the right (minimum quantity) and duty (maximum quantity) to produce in SAP APO. It is displayed in LINK by period.
2. "On hand" → the Finished Good stock you have before the shipment or delivery is done, based on the inco term.
   → If you are doing DDP warehouse, stock on hand will be deducted when reception is done.
3. "Newly produced" → the Finished Good stock that you produced in the currently, you have to declare the newly produce stock once per week.
4. "Total" → "on hand" + "newly produced".

7. FINISHED GOODS STOCK DASHBOARD

7.1 CHECK MY FINISHED GOODS STOCK



1. "On hand" → global stock for this item

2. **"**Pending DO" → quantity of items already included in confirmed Delivery Orders including remaining quantity on partially shipped Delivery Orders (except NV and PS DO)

3. "Available" → "On hand" - "Pending DO"
Available quantity for new Delivery Orders to confirm

"My stock" means supplier's property (trading Finished good stock).
"Decathlon Stock" means Decathlon's property (subcontracting Finished good stock).