

### 3.0 PROCESS TRAINING

**NOTES FOR GUIDANCE:**

General status of process training can be viewed in the tables in section 2.0 above. However, this operates at the procedure level and does not account for individual training requirements. A sample departmental matrix is shown below for Purchasing. It lists the processes as detailed in section 1 and the job titles of those who need to be trained.

Process (down) / Job title (across)	Purchasing Manager	Vendor Engineer	Master Scheduler	Buyer	Vendor Analyst	Quality Engineer	Planner
Vendor order management through EDI							
Interplant order management through EDI							
EDI message receiving							
Managing vendor records							
Adding, changing and cancelling orders							
Vendor qualification							
Vendor ranking							
Managing spending limits							
Sourcing decision making							
Managing overdue orders							
Price variation process							
Purchase of consumables							
Purchased services process							
Vendor kanban process							
Scheduled (call-off) order process							
Blanket order process							
Order authorisation							
Receipts process							
Payment authorisation							
Order closure							
Interplant order management							
Internal escalation process							
Interplant order closure							

## **7.0 SYSTEM TESTING AND VERIFICATION**

### **NOTES FOR GUIDANCE:**

System testing and verification is a crucial part of the system acceptance and is the opportunity to ensure that the system meets all aspects of the specification. The programme vendor will also use this as a means of gaining acceptance of the system and its installation although a period of 'live' use should precede any formal acceptance.

Testing should be carried out in a test database that must be populated with applicable data that will be used in a live environment and not test data. Pre-configured test data should only be used for testing the impact of system adjustments or for training purposes once the system is installed, established and operating correctly.

### **TEST TYPES:**

Testing should take the following form:

- Parametric testing (eg Yields, AOQ, pan size, Unit of measure, source code etc.)
- BOM testing
- Testing of transactions
- Reports
- MPS output validity (Single level and multi level if applicable)
- MRP output validity (Full regeneration and net change)

The following table represents the minimum testing requirement in terms of processes and transactions that should be verified as working correctly for system acceptance:

Item	Description of item to be tested	Done?	Concerns	Owner
<b>1.0</b>	<b>FUNCTIONAL TESTING</b>			
1.1	Demand sources			
1.2	Product configurations			
1.3	Forecast consumption			
1.4	System triggers (credit limit exceeded, escalation of overdue orders, kanbans etc.)			
1.5	Inventory movements			
1.6	Re-order points			
1.7	Time fencing			
1.8	Reschedule and order action validity			
1.9	Capacity limits, workstation loading			
1.10	Pick logic			
1.11	Ship consolidation logic			
1.12	Cycle count logic			
1.13	Sales order price field "pick-up" from pricing table			
	<b>Continued</b>			