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WI-2303	Pre-Packaging Headlight Packages	1

1. Purpose:

- 1.1. This guide provides a step-by-step process for creating a lot of headlight packages. It covers everything from creating manufacturing orders to updating serial numbers and printing assembly orders.

2. Procedure:

- 2.1. Determine the Headlight Package to be pre-assembled.
 - 2.1.1. If necessary, refer to the Bill of Materials (BoM) for the Headlight Package to identify the products inside the device packaging.
- 2.2. Collect pre-folded product/device packaging, or fold enough packaging to pre-assemble small batches of the selected headlight packages.
 - 2.2.1. Do not fold the boxes closed to avoid slowing down the repackaging process.
 - 2.2.2. Only prepare enough boxes to fill the pre-assembly table next to the product shelf.
- 2.3. Lay out the boxes open on the pre-assembly table.
 - 2.3.1. Ensure the number of boxes fits comfortably on the pre-assembly table, leaving it to the discretion of the worker.
- 2.4. Start by placing all units of the first item (e.g., control cables) into every open box, then proceed to the next item on the BoM.
- 2.5. Repeat the process until all items are packed.
- 2.6. Once all packages have been pre-assembled, move to the computer station and begin working on the Manufacturing Order.
- 2.7. Navigate to [Manufacturing Orders](#) (MO).
- 2.8. Create a new Manufacturing Order.
 - 2.8.1. If continuing a pre-existing MO, resume from where it was left off.

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2.9. Click 'CREATE'.

The screenshot shows the 'Manufacturing Orders' page in a software application. At the top, there is a navigation bar with 'Manufacturing' selected, and other options like 'Overview', 'Operations', 'Planning', 'Products', 'Reporting', and 'Configuration'. Below the navigation bar, the page title is 'Manufacturing Orders'. A green 'CREATE' button with a download icon is highlighted with a green circle. Below this, there is a table with columns for 'Reference', 'Sales REP', and 'Product'. A dropdown menu is open, showing a list of 20 manufacturing orders under the heading 'Reno: Manufacturing (20)'. Each row in the list includes a checkbox, a star icon, a reference number, and a product description.

Reference	Sales REP	Product
▼ Reno: Manufacturing (20)		
<input type="checkbox"/> ☆ WH/MO/20550-0...		ProLUX Headlight Package: Best Value Package
<input type="checkbox"/> ☆ WH/MO/20550-0...		ProLUX Headlight Package: Best Value Package
<input type="checkbox"/> ☆ WH/MO/20493		ProLUX Headlight Package (Value - 2 Batteries, zzzHL360 Neutral, LumaDent TTL - 2 Post Mount)
<input type="checkbox"/> ☆ WH/MO/20488		ErgoPrism TTL Loupes (3.0x ErgoPrism, Classic, Black)
<input type="checkbox"/> ☆ WH/MO/20485		ProLUX Headlight Package (Basic - 1 Battery, zzzHL360 Neutral, Orascoptic TTL - NOT Tempo frame, A
<input type="checkbox"/> ☆ WH/MO/19851		Test: waveLUX Package (Rose Gold + Purple)
<input type="checkbox"/> ☆ WH/MO/19700		ProLUX Headlight Package: Best Value Package
<input type="checkbox"/> ☆ WH/MO/19699		ProLUX Headlight Package (Basic - 1 Battery, zzzHL360 Neutral, -- Send photos --)
<input type="checkbox"/> ☆ WH/MO/19697		ProLUX Headlight Package (Basic - 1 Battery, zzzHL360 Neutral, -- Send photos --)

2.10. Search for 'Product' - e.g. Headlight Package.

The screenshot shows the 'New' manufacturing order form. At the top, there are 'SAVE' and 'DISCARD' buttons, and a 'CONFIRM' button. The main form area is titled 'New' with a star icon. On the left, there are fields for 'Product', 'Quantity', 'Bill of Material', 'ZZZTags', and 'Tags'. The 'Product' field contains the text 'Value Package' and has a dropdown menu open. A green circle highlights the dropdown menu, which lists 'ProLUX Headlight Package: Best Value Package', 'Create "Value Package"', and 'Create and Edit...'. On the right side of the form, there are fields for 'Scheduled Date' (06/18/2), 'Responsible' (Kevin G), 'Task', 'Sales Order', 'SO Status', 'Exception', 'Delay working days', and 'Mark As Done Date'. At the bottom, there are tabs for 'Components', 'Work Orders', and 'Miscellaneous'.

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2.11. Update the 'Quantity' to match the intended lot size.

Manufacturing Orders / New

SAVE DISCARD

CONFIRM

☆ **New**

Product ProLUX Headlight Package: Best Value Package Scheduled Date 06/18/2

Quantity 1.00 To Produce Responsible Kevin G

Bill of Material ProLUX Headlight Package: Best Value Package Task

ZZZTags Sales Order

Tags SO Status

Exception

Delay working days

Mark As Done Date

Components Work Orders Miscellaneous

2.12. Save and Confirm the Manufacturing Order to start.

Manufacturing Overview Operations Planning Products Reporting Configuration

Manufacturing Orders / WH/MO/20551

EDIT CREATE

CONFIRM CANCEL

☆ **WH/MO/20551**

Product ProLUX Headlight Package: Best Value Package Scheduled Date 06/18/2

Quantity 2.00 To Produce Responsible Kevin G

Bill of Material ProLUX Headlight Package: Best Value Package Task

ZZZTags Sales Order

Tags SO Status

Exception

Delay working days

Mark As Done Date

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2.13. Click "EDIT".

Manufacturing Orders / WH/MO/20551

EDIT CREATE

MARK AS DONE UNRESERVE SCRAP CANCEL

☆ WH/MO/20551

Product: ProLUX Headlight Package: Best Value Package
 Quantity: 0.00 / 2.00 To Produce
 Bill of Material: ProLUX Headlight Package: Best Value Package
 ZZZTags
 Tags

Scheduled Date: 06/18/2024
 Component Status: Available
 Responsible: Kevin G
 Task
 Sales Order
 SO Status
 Exception
 Delay working days

2.14. To work on one package at a time, update the 'Lot/Serial Number' to match the MO number at the top of the Manufacturing Order.

2.15. Once added, the quantity will automatically update to reflect 1 (if the number isn't update yet) of the total to be produced.

18 Backorders Traceability Product Moves Cost Analysis

☆ WH/MO/22214-017

Product: ProLUX Headlight Package: Best Value
 Quantity: 1.00 / 1.00 To Produce
 Lot/Serial Number: 22214-017
 Bill of Material: ProLUX Headlight Package: Best Value
 ZZZTags
 Tags

Scheduled Date: 09/05/2024 10:01:48
 Responsible: Taj Shabazz
 Task
 Sales Order
 SO Status
 Exception
 Delay working days
 Mark As Done Date: 09/05/2024

Components Work Orders Miscellaneous

Product From To Consume Consumed Serial Numbers

2.15.1. For the first Headlight Package in each lot, the value "-001" needs to be added manually.

2.16.

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2.17. Set the 'Mark as Done Date' to today's date.

Exception

Delay working days

 Mark As Done Date

To Consume

< May 2024 >

#	Su	Mo	Tu	We	Th	Fr	Sa
18	28	29	30	1	2	3	4
19	5	6	7	8	9	10	11
20	12	13	14	15	16	17	18
21	19	20	21	22	23	24	25
22	26	27	28	29	30	31	1
23	2	3	4	5	6	7	8

2.18. Grab the first pre-assembled package and confirm its contents before proceeding to update the serial numbers for the batteries and headlamps.

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2.19. Update the Serial Numbers for the batteries and headlamps

The screenshot shows a software interface with a table. The table has columns for 'Reserved' and 'Consumed' quantities, and a 'Serial Numbers' column. A dropdown menu is open for the first row, showing options 'Create "PLB06181"' and 'Create and Edit...'. A green circle highlights the 'Create' option.

Quantity	Reserved	Consumed	Serial Numbers
2.00	2.00	0.00	PLB06181
2.00	2.00	0.00	
2.00	2.00	1.00	
4.00	4.00	2.00	
2.00	2.00	1.00	
2.00	2.00	0.00	
2.00	2.00	1.00	
2.00	2.00	1.00	

2.20. Review and check that every battery and headlamp has a serial number.

The screenshot shows a software interface with a table. The table has columns for 'To Consume', 'Reserved', and 'Consumed' quantities, and a 'Serial Numbers' column. A dropdown menu is open for the sixth row, showing options 'Create "PRL06181"' and 'Create and Edit...'. A green circle highlights the 'Create' option.

To Consume	Reserved	Consumed	Serial Numbers
1.00 / 2.00	2.00	1.00	PLB06181
1.00 / 2.00	2.00	1.00	PLB06182
1.00 / 2.00	2.00	1.00	
2.00 / 4.00	4.00	2.00	
1.00 / 2.00	2.00	1.00	
2.00	2.00	0.00	PRL06181
1.00 / 2.00	2.00	1.00	
1.00 / 2.00	2.00	1.00	

- 2.20.1. When adding 'Serial Numbers,' ensure that you 'Create' the number you entered. If the serial number already exists, lowercase the letter in the battery or headlight serial number.

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2.20.2. You cannot validate a serial number that is already associated with another Manufacturing Order.

2.21. Click 'SAVE'.

The screenshot shows the 'Manufacturing Orders / WH/MO/20551' page. At the top, there is a navigation bar with 'Manufacturing' and sub-menus: Overview, Operations, Planning, Products, Reporting, and Configuration. Below the navigation bar, the page title is 'Manufacturing Orders / WH/MO/20551'. There are two buttons: 'SAVE' (highlighted with a green circle) and 'DISCARD'. Below these are three buttons: 'VALIDATE', 'SCRAP', and 'CANCEL'. The main content area shows a star icon followed by 'WH/MO/20551'. Below this, there is a table of details:

Product	ProLUX Headlight Package: Best Value Package	Scheduled Date	06/18/2
Quantity	1 /2.00 To Produce	Component Status	Availabl
Bill of Material	ProLUX Headlight Package: Best Value Package	Responsible	Kevin G
ZZZTags		Task	
Tags		Sales Order	
		SO Status	

2.22. If you are sure that the 'Serial Numbers' were newly created move on to Step 2.24.

2.23. If you are unsure if you created each 'Serial Number' as new values.

2.23.1. 'Validate' the MO first, the system will issue a pop up if the serials are already consumed, otherwise it will ask you to create a 'Backorder'.

2.23.2. Create the 'Backorder', this will move you to the next item in the lot.

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2.23.3. In order to return to the previous item in the lot, click on 'Backorders'.

The screenshot shows the SAP Manufacturing Order (MO) 2051-001 interface. The top navigation bar includes 'Manufacturing', 'Overview', 'Operations', 'Planning', 'Products', 'Reporting', and 'Configuration'. Below the navigation bar, the MO number '2051-001' is displayed. A toolbar contains buttons for 'Print', 'Download', and 'Action'. A status bar shows 'DRAFT' and 'CONFIRMED'. A secondary toolbar includes a 'Backorders' button (with a wrench icon and '2 Backorders' text), 'Traceability', 'Product Moves', and 'Cost Analysis'. The main content area shows details for 'Headlight Package: Best Value Package', including 'Scheduled Date' (06/18/2024 09:05:57), 'Responsible' (Kevin Garcia), and other fields like 'Task', 'Sales Order', 'SO Status', and 'Exception'. The 'Backorders' button is circled in green.

2.23.4. Expand 'Reno: Manufacturing'.

The screenshot shows the SAP Manufacturing Orders list. The top navigation bar includes 'Manufacturing', 'Overview', 'Operations', 'Planning', 'Products', 'Reporting', and 'Configuration'. The breadcrumb trail is 'Manufacturing Orders / WH/MO/20551-001 / Backorder MO's'. A 'CREATE' button is visible. The table has columns for 'Reference', 'Sales REP', 'Product', 'Source', and 'SO Status'. A row is expanded, showing 'Reno: Manufacturing (2)' circled in green.

2.23.5. Click on the item in the lot that was just validated.

The screenshot shows the SAP Manufacturing Orders list with the 'Reno: Manufacturing (2)' row expanded. The expanded row shows two items: 'WH/MO/20551-002' and 'WH/MO/20551-001'. The 'WH/MO/20551-001' item is circled in green, indicating it is the item to be clicked.

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2.24. Click 'Print'.

Products Reporting Configuration

MO's / WH/MO/20551-001

Print Download Action

Printing options DRAFT CONFIRMED IN PROGRESS DONE

2 Backorders Traceability Product Moves Cost Analysis

Value Package Scheduled Date 06/18/2024 09:05:57

Value Package Responsible Kevin Garcia

Value Package Task

Value Package Sales Order

Value Package SO Status

Value Package Exception

2.25. Click 'Assembly Order (AO)'.

Print Download Action

Production Order

Finished Product Label (ZPL)

Finished Product Label (PDF)

Order Label

Cost Analysis

zzzPrint Order Label

Print Order Label

Assembly Order (AO)

FIRMED IN PROGRESS DONE Send mes

2 Backorders Traceability Cost Analysis

Scheduled Date 06/18/2024 09:05:57

Responsible Kevin Garcia

Task

Sales Order

SO Status

Exception

Delay working days

Mark As Done Date 06/18/2024

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2.26. The first order must be validated before printing.

2.26.1. Follow steps 2.23.1 through 2.23.4 to ensure the Lot value is correct for the first product in the lot.

2.27. The Assembly Order will print as below, make sure the LOT Value matches in the UDI field.

ProLUX Headlight Package: Best Value	
Contains	2x ProLUX Battery, 2x ProLUX Control Cable, Collar Clip, USB ProLUX Smarter Charger, Headlamp, Composite Filter, Hex Key #2
Intended Purpose	The ProLUX Headlight Package illuminates the oral cavity during dental exams and procedures for licensed dental professionals.
Composition	Aluminum, Stainless Steel, Lithium-Ion Battery, PCB, Fiber Board Electronics, Copper Wire, Copper Connections
S/N	24t3243, 24t2433, 3123A
LOT	22214-017
REF	PLX-B
UDI	(01)PendingProLUX(11)05092024(10)22214-017
	05/09/2024
	LumaDent 10437 Double R Blvd, Reno, NV 89421, USA ☎ +1 (775) 829-4488
	Brilitas Pharmaceuticals EU OÜ Pärnu mnt 139c, 11317 Tallinn, Estonia ☎ +372-5666-9989
       	30°C 10°C 75% 30%
Made in the USA	

2.28. Once reviewed, place everything back into the packaging box, ensuring all contents are returned. Insert the printed label into the package, and then move the entire package to the sealing table.

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- 2.29. If still on the first item in the lot, click on 'Backorders' and click on the newest product to continue.
- 2.30. Otherwise, click 'VALIDATE'

Manufacturing Orders / WH/MO/20551

EDIT CREATE

VALIDATE SCRAP CANCEL

☆ WH/MO/20551

Product	ProLUX Headlight Package: Best Value Package	Scheduled Date	06/18/2024
Quantity	1.00 / 2.00 To Produce 📈	Component Status	Available
Bill of Material	ProLUX Headlight Package: Best Value Package	Responsible	Kevin Garcia
ZZZTags		Task	
Tags		Sales Order	
		SO Status	

- 2.31. Click 'CREATE BACKORDER' to start the next package in the lot.

Operations Planning Products Reporting Configuration

/20551

You produced less than initial demand

Create a backorder if you expect to process the remaining products later. Do not create a backorder if you have already processed all the products in the lot.

CREATE BACKORDER NO BACKORDER DISCARD

/20551

ProLUX Headlight Package: Best Value Package	Scheduled Date	06/18/2024 09:05:57
1.00 / 2.00 To Produce 📈	Component Status	Available
ProLUX Headlight Package: Best Value Package	Responsible	Kevin Garcia
	Task	
	Sales Order	
	SO Status	

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- 2.32. Repeat Steps 2.11 through 2.31 until the last package in the batch is ready for sealing.
- 2.33. Move to the sealing station, where all the pre-packaged headlight packages are ready to be sealed.
- 2.34. Grab one package at a time and perform a quick visual inspection to ensure nothing is missing.
 - 2.34.1. Verify that the serial numbers on the product label match the headlight and batteries inside the package.
- 2.35. Weigh the package. In the work area, there is a visual reference for the expected weight range of the package.
 - 2.35.1. If the package is within the expected range, proceed to sealing. If not, double-check the contents before moving forward.
 - 2.35.2. Packages on the edge of the weight range should also be double-checked.
- 2.36. Seal the inner device box with tape, then insert it into the product box.
 - 2.36.1. Attach the label to the bottom of the box.
 - 2.36.2. Close the box and seal it with tape.
- 2.37. Repeat steps 2.33 through 2.36 for each package in the batch.
- 2.38. Once all packages are sealed, move the completed headlight packages onto the storage shelf.
- 2.39. Repeat the entire process for every batch until the lot is finished.
- 2.40. For the last item in the lot, there 'VALIDATE' option will instead say 'MARK AS DONE'.

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2.41. Click 'MARK AS DONE' to complete the lot.

The screenshot shows a web application interface for Manufacturing Orders. At the top, there is a navigation bar with 'Manufacturing' and several menu items: Overview, Operations, Planning, Products, Reporting, and Configuration. Below the navigation bar, the breadcrumb path is 'Manufacturing Orders / WH/MO/20551 / WH/MO/20551-002'. There are two buttons: 'EDIT' and 'CREATE'. Below these, there are three buttons: 'MARK AS DONE' (highlighted with a green circle), 'SCRAP', and 'CANCEL'. The main content area displays a star icon followed by the order ID 'WH/MO/20551-002'. Below this, there is a table of details:

Product	ProLUX Headlight Package: Best Value Package	Scheduled Date	06/18/2
Quantity	1.00 / 1.00 To Produce	Responsible	Kevin G
Bill of Material	ProLUX Headlight Package: Best Value Package	Task	
ZZZTags		Sales Order	
Tags		SO Status	
		Exception	