

CUSTOMERS

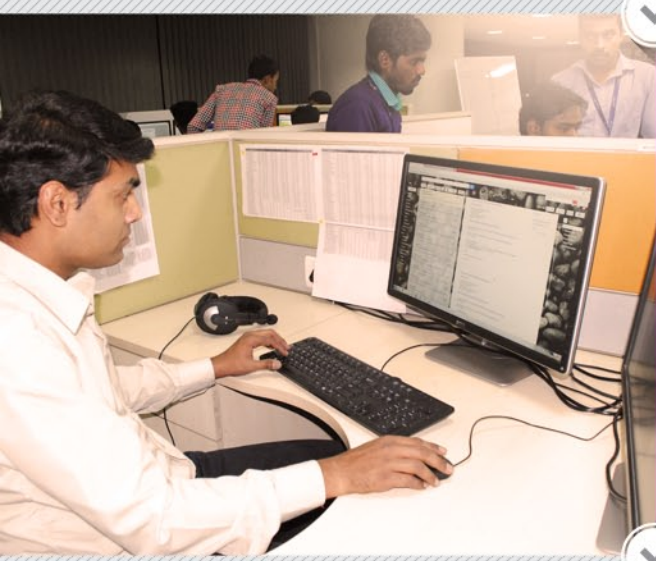
ORDER

- ▶ PLACE ORDER IN IDEA

TEAM LEADER | PRODUCTION

PRE-VALIDATION

- ▶ RECEIVE ORDER NOTIFICATION IN IDEA
- ▶ CHECK IF INSTRUCTIONS AND REFERENCES ARE CLEAR
- ▶ INDICATE ANY MISSING OR UNCLEAR INFORMATION TO CUSTOMER



TEAM LEADER | PRODUCTION

SCHEDULING

- ▶ ASSIGN ORDER TO TEAM MEMBER BASED ON DEADLINE AND COMPLEXITY
- ▶ PRIORITIZE RUSH ORDER

PRODUCTION TEAM

PRODUCTION

- ▶ CHECK INSTRUCTIONS TO ENSURE REQUIREMENTS CAN BE MET
- ▶ REVIEW FOR SIZE, COLORS, PLACEMENT, GARMENT TYPE AND GARMENT COLOR
- ▶ FOLLOW CUSTOMER STANDARDS AND GUIDELINES
- ▶ CROSS-CHECK DIGITIZED DESIGN



SAMPLING TEAM

SAMPLING

- ▶ CHECK DESIGN SIZE, GARMENT CATEGORY, HOOP AND BACKING
- ▶ CHECK THREAD TYPE AND COLORS
- ▶ ASSIGN TO SAMPLING MACHINE
- ▶ LOAD THE STITCH FILE AND SEW

ADMIN TEAM

DIGITAL SWATCH

- ▶ SCAN THE PHYSICAL SAMPLE
- ▶ CROSS-CHECK DESIGN SIZE AND GARMENT TYPE
- ▶ PLACING DIGITAL SWATCH ON RULER TEMPLATE



PRE-QUALITY TEAM

PRE-QUALITY

- ▶ CHECK THAT ARTWORK AND INSTRUCTIONS WERE FOLLOWED
- ▶ CONFIRM THREAD COLORS ARE CORRECT
- ▶ CROSS-CHECK PHYSICAL SAMPLE AGAINST INSTRUCTIONS

QUALITY CONTROL TEAM

QUALITY

- ▶ VALIDATE IF THE RIGHT SOFTWARE WAS USED
- ▶ CHECK IF ALL CUSTOMER SPECIFICATIONS WERE FOLLOWED



DELIVERY TEAM

UPLOAD

- ▶ UPLOAD COMPLETED FILE TO CUSTOMER'S LOCKER IN IDEA
- ▶ SEND EMAIL NOTIFICATION THROUGH THE SYSTEM

