

PRO

POSITION	NEED	EXPECTED	SPECIFICATION OF THE REQUIREMENT
SALES TEAM	RECEIVE THE INFORMATION FROM CUSTOMER AND COMPLETED A FORM FOR THE PURCHASE ORDER	Generated a purchase without mistakes, also interpret all needs from customer	Receive information from customer for to make the purchase order. them to must to use the information system FileMaker
OPERATIONS COORDINATOR	RECEIVE THE PURCHASE ORDER INFORMATION ON TIME AND WITHOUT MISTAKE IN THE SYSTEM (FILEMAKER)	The purchase order must be received only under the use of the system, without miscalculation for its programming in production.	Receive the purchase order because of the programming in the production area. This purchase order must arrive in time to be packaged and sent to the warehouses, in the warehouses, must be informed of the arrival for verification in the system.

AFFINEUR

RECEIVE THE INFORMATION
FOR PREPARATION OF THE
PURCHASE ORDER

Receive the document for
preparation to the purchase
order without mistakes, this
should be done through the
FileMaker system

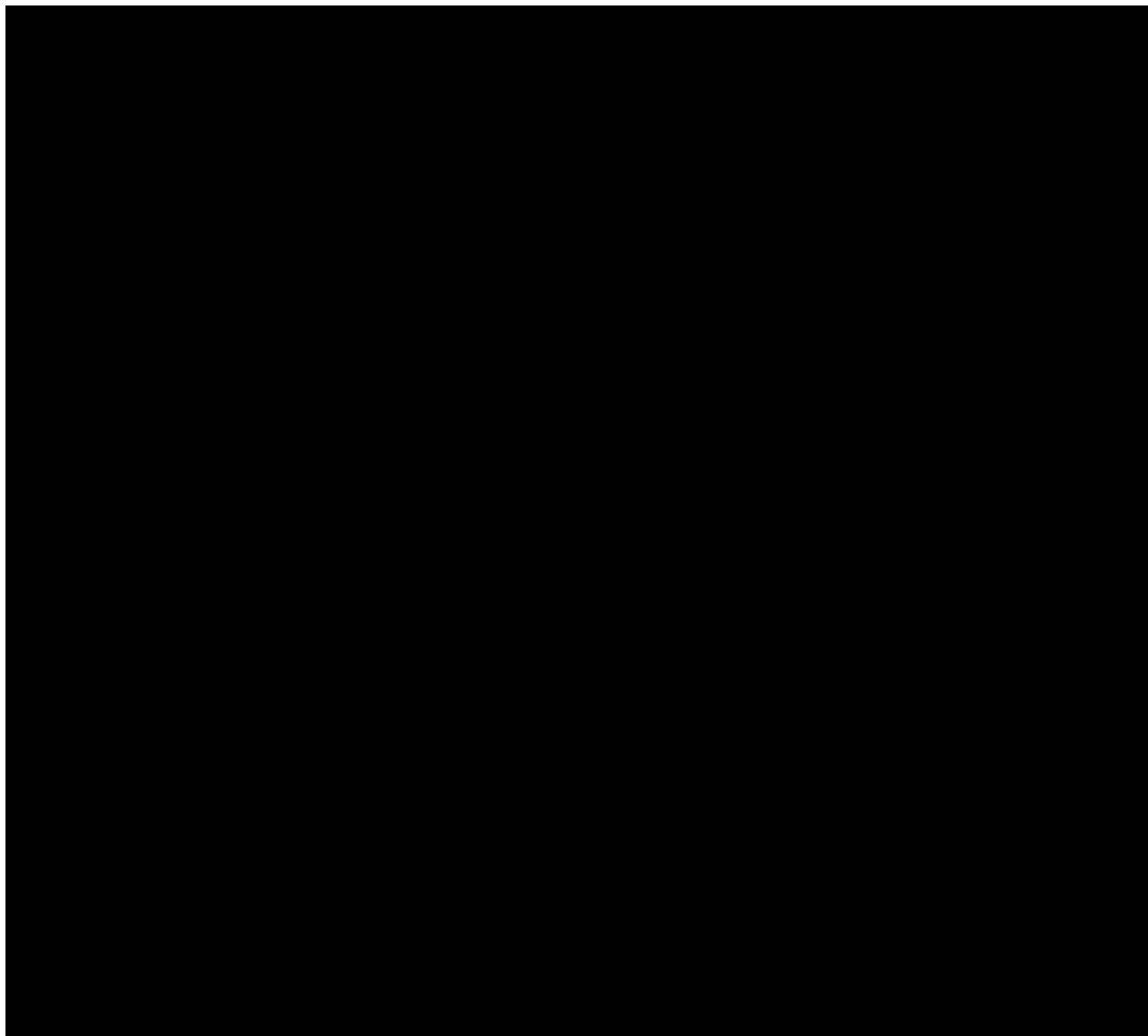
Receive the document, for
preparation a batch from the
vault and prepare for P2P
process. In this document
should to have a Customer,
quantity, date, size of cheese,
batch and type of cheese.

PACKING TEAM
FOR PURCHASE
ORDER

RECEIVE THE QUANTITY OF
CHEESES STATED IN THE
PURCHASE ORDER

Receive the exact amount
of cheese for packing

The P2P packaging equipment
must receive the exact amount
of cheese stated in the
purchase order.



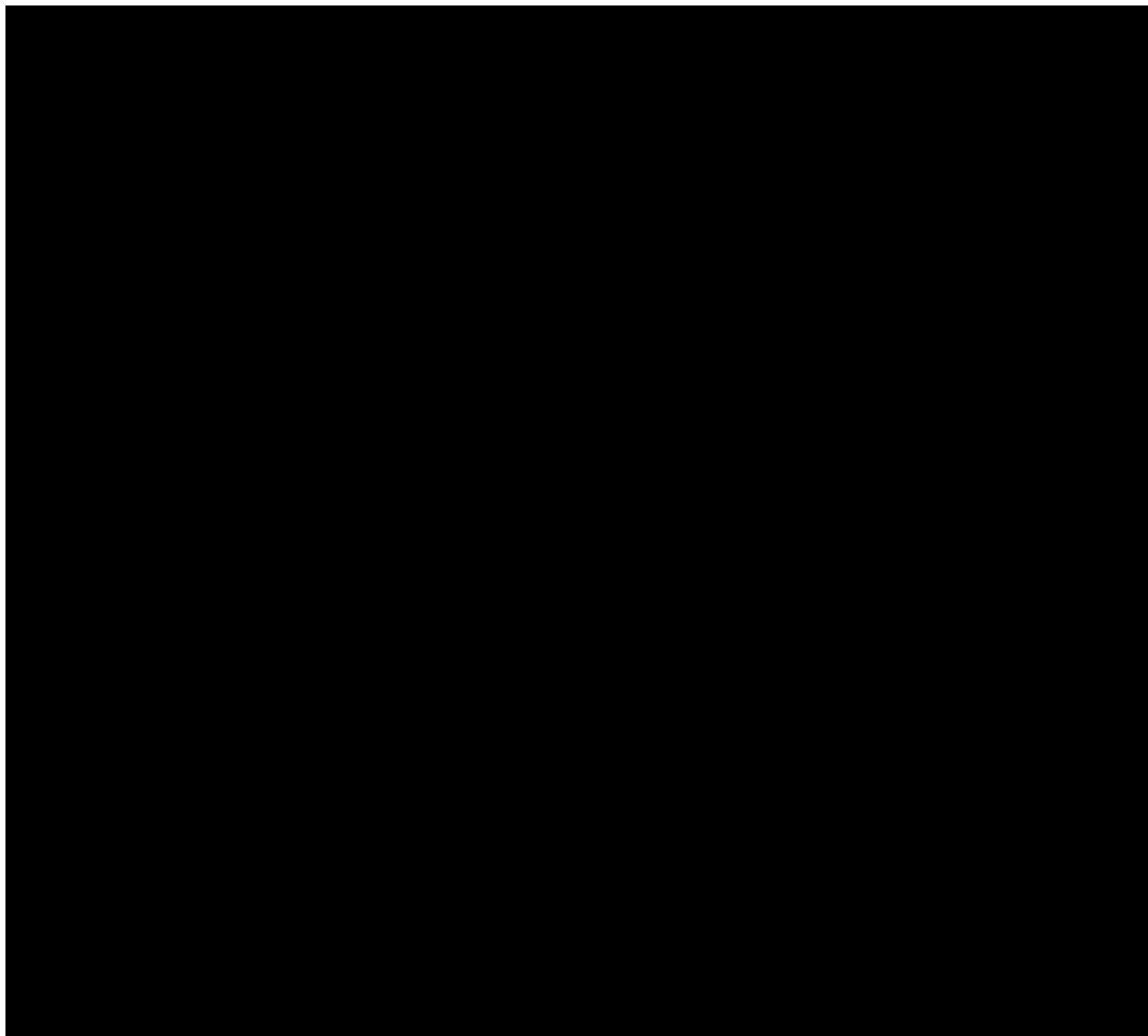
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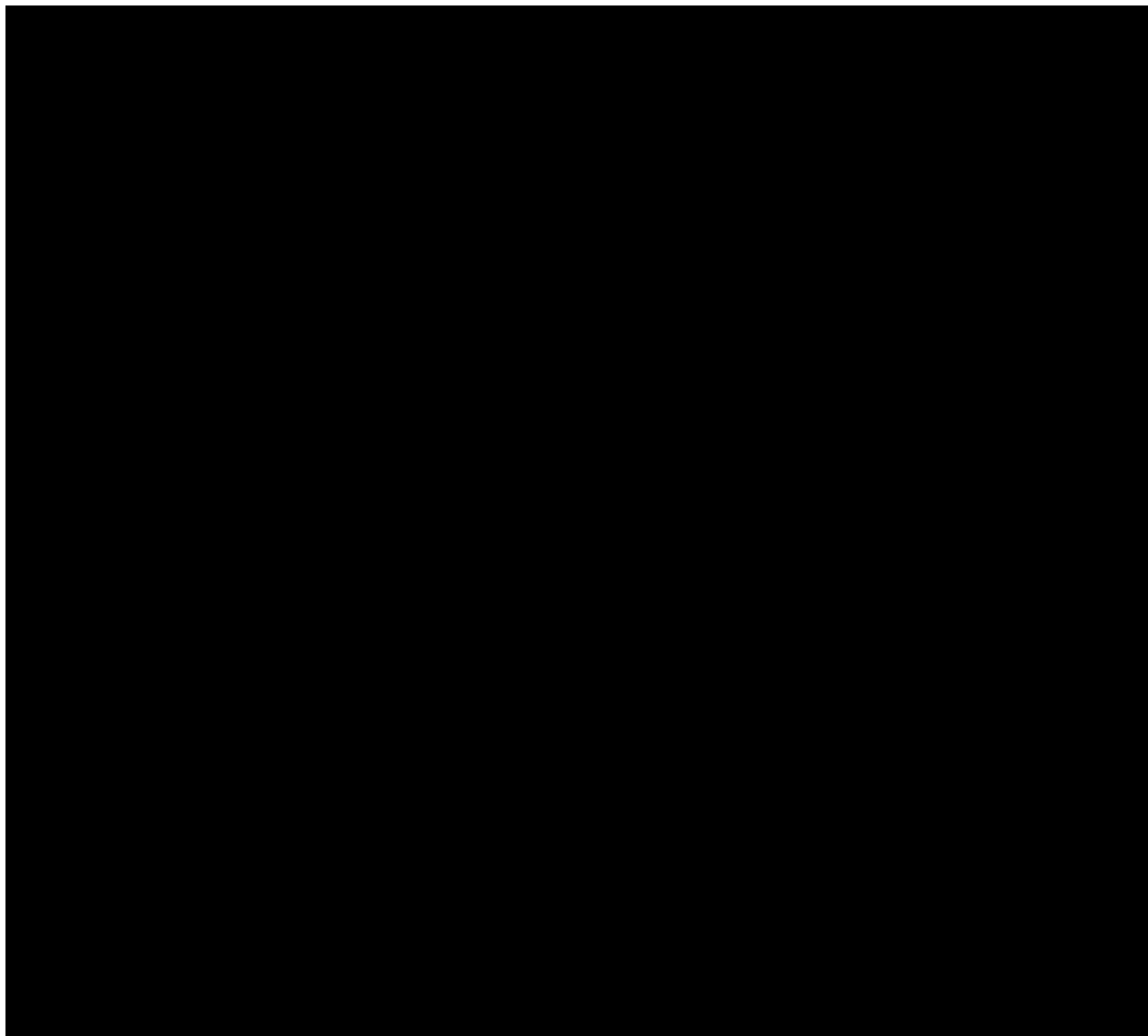
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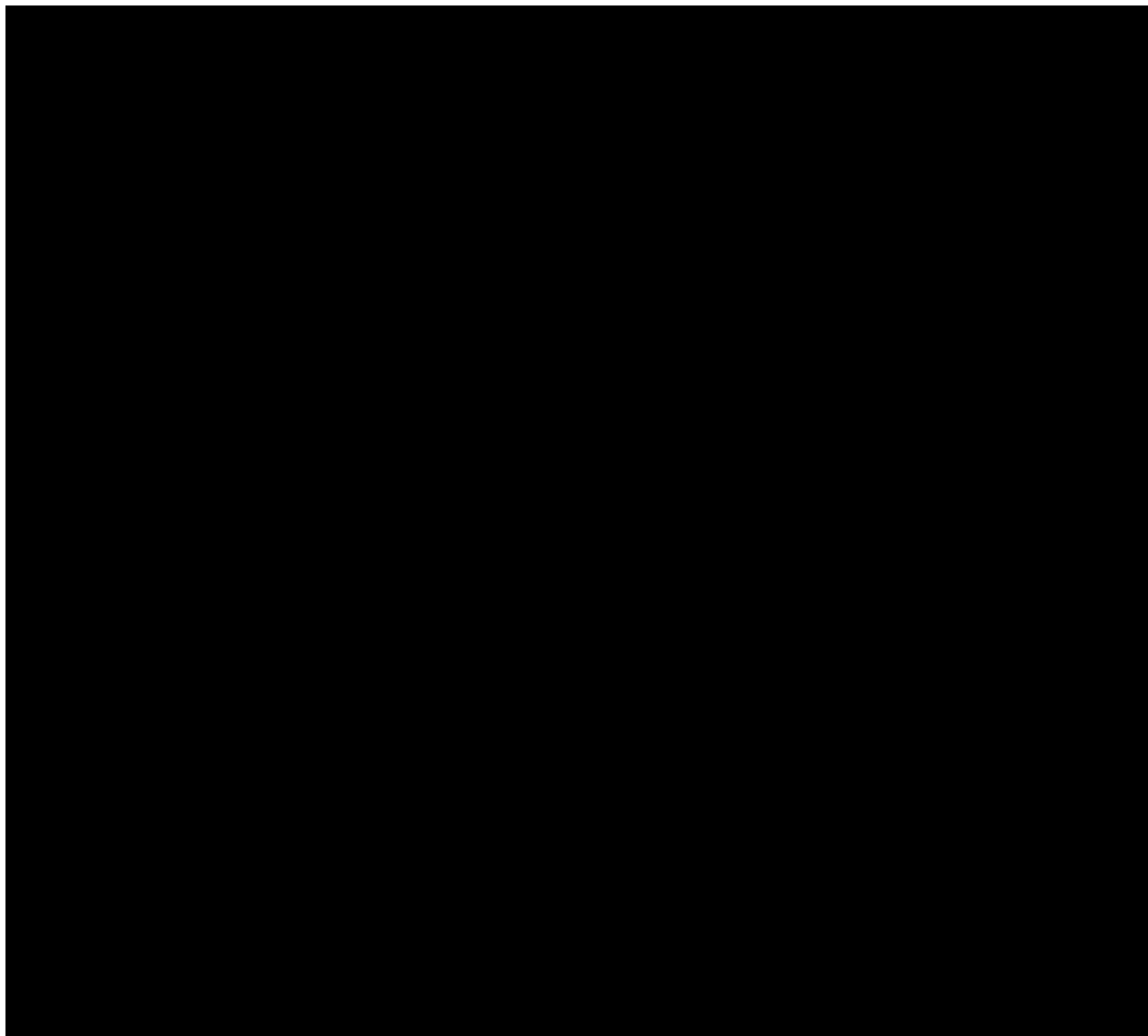
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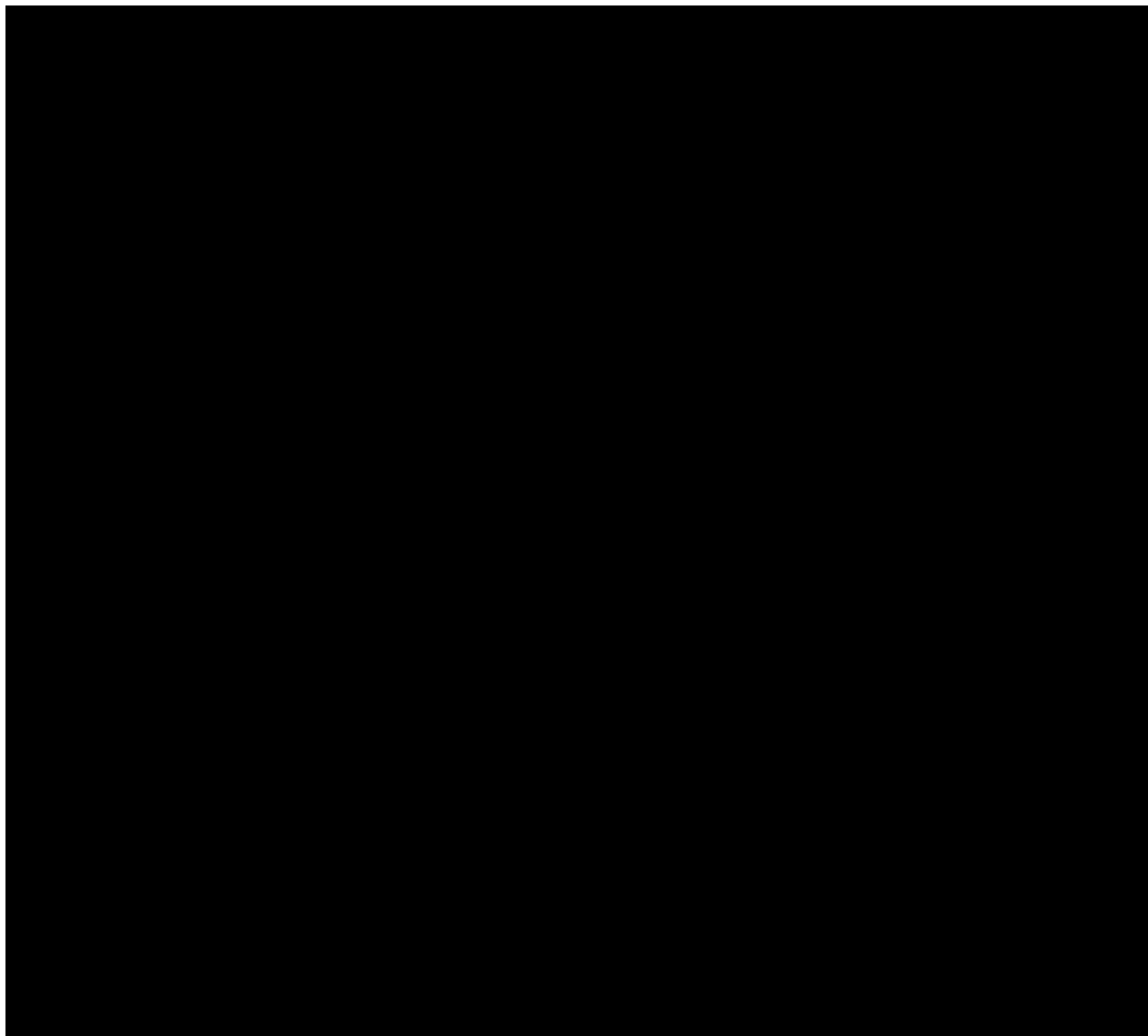
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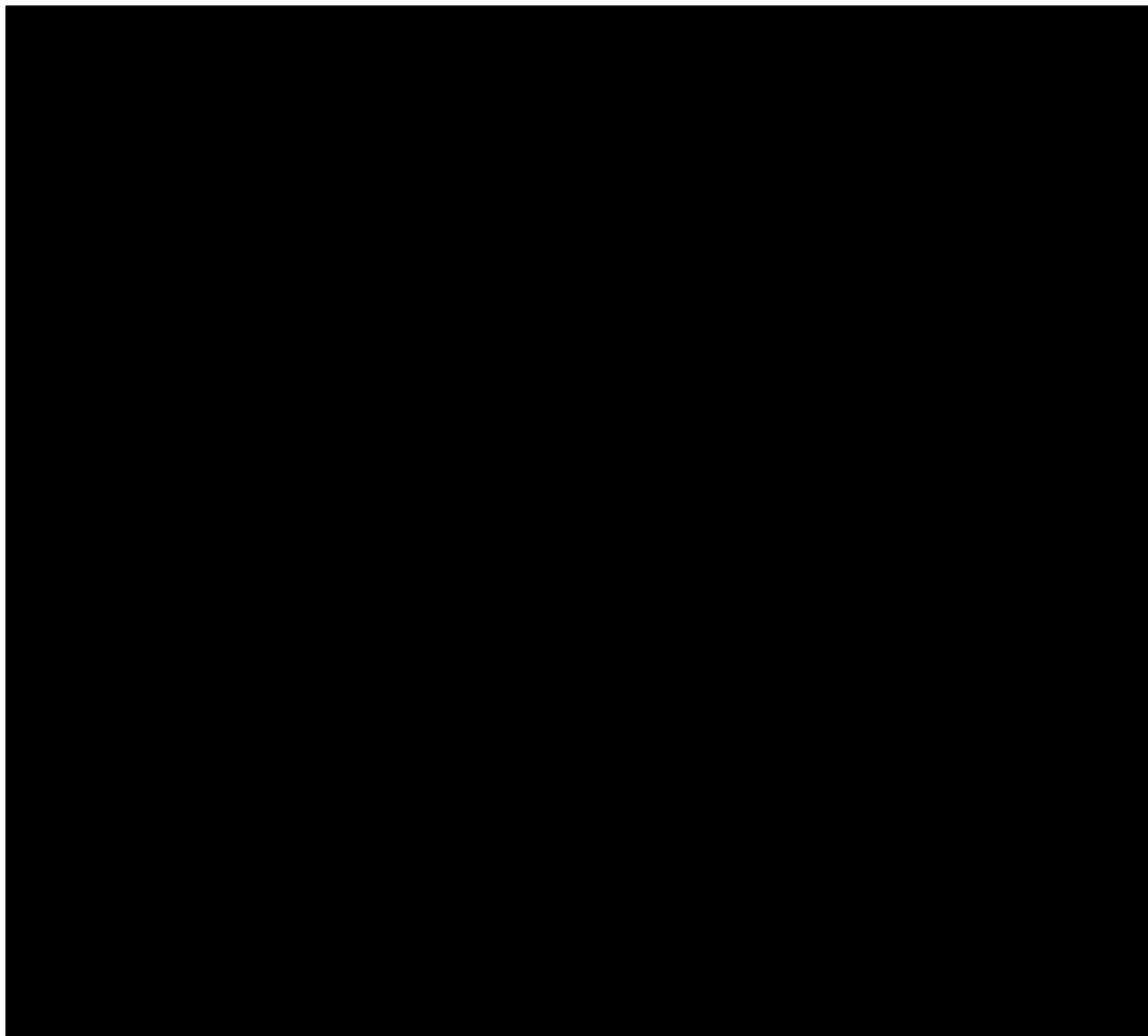
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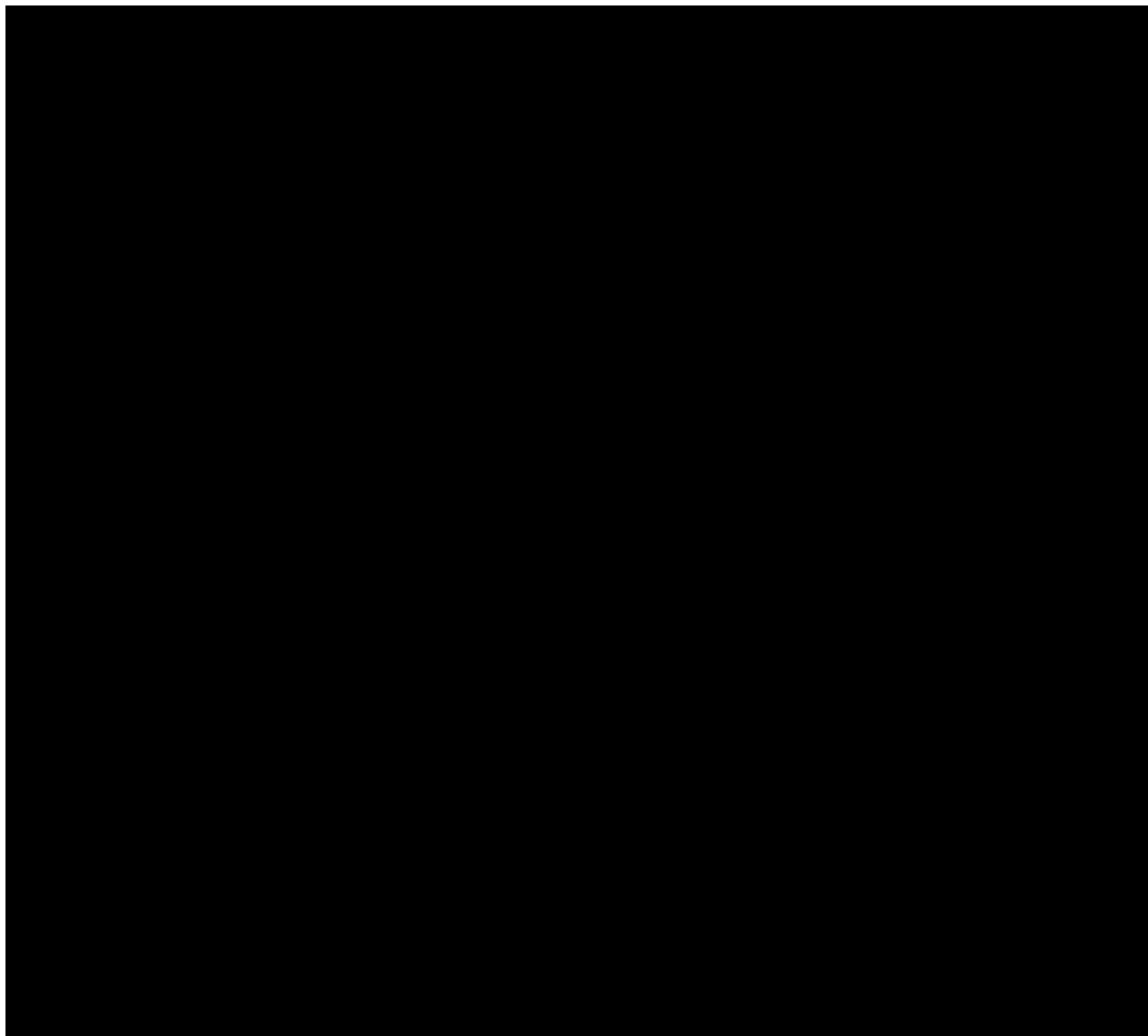
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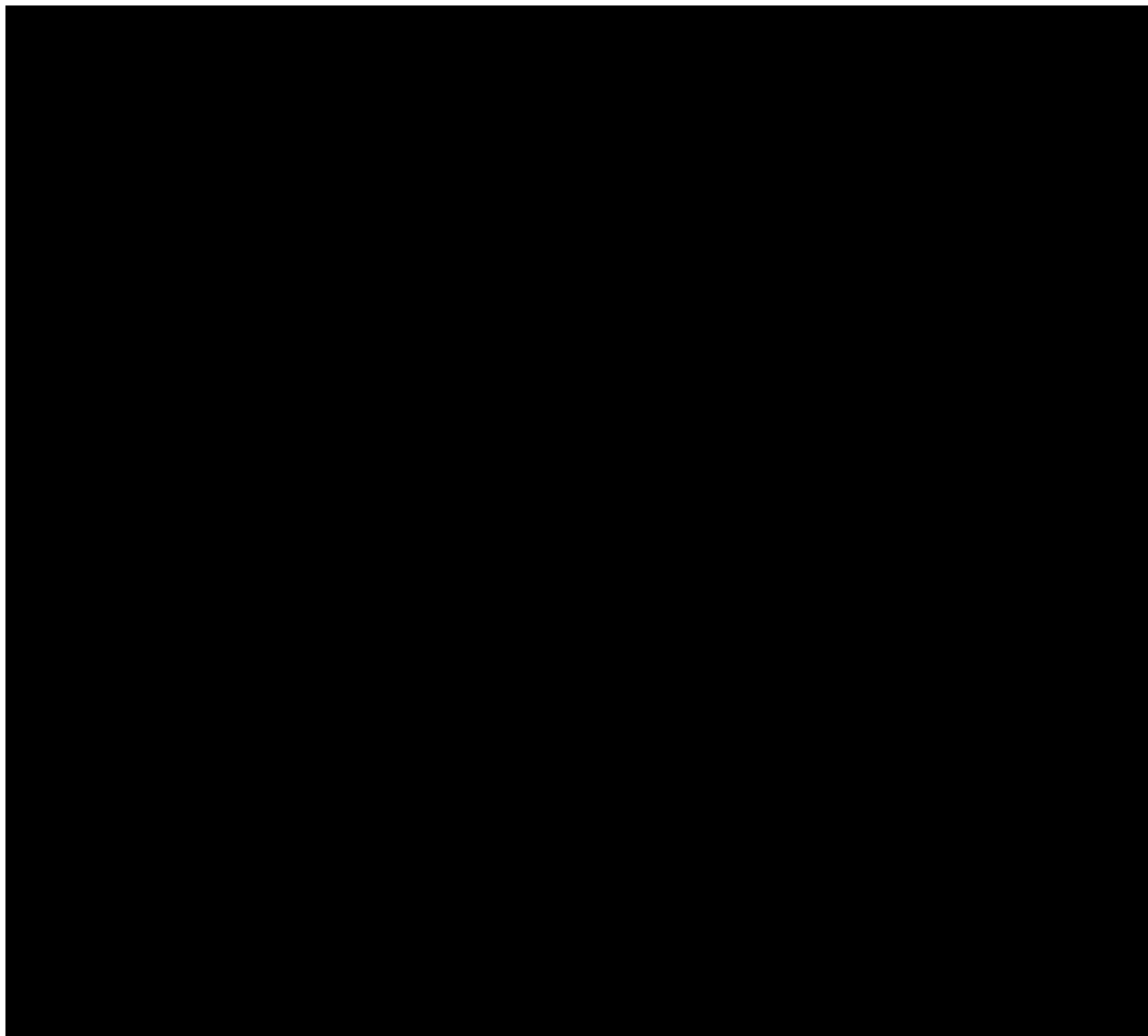
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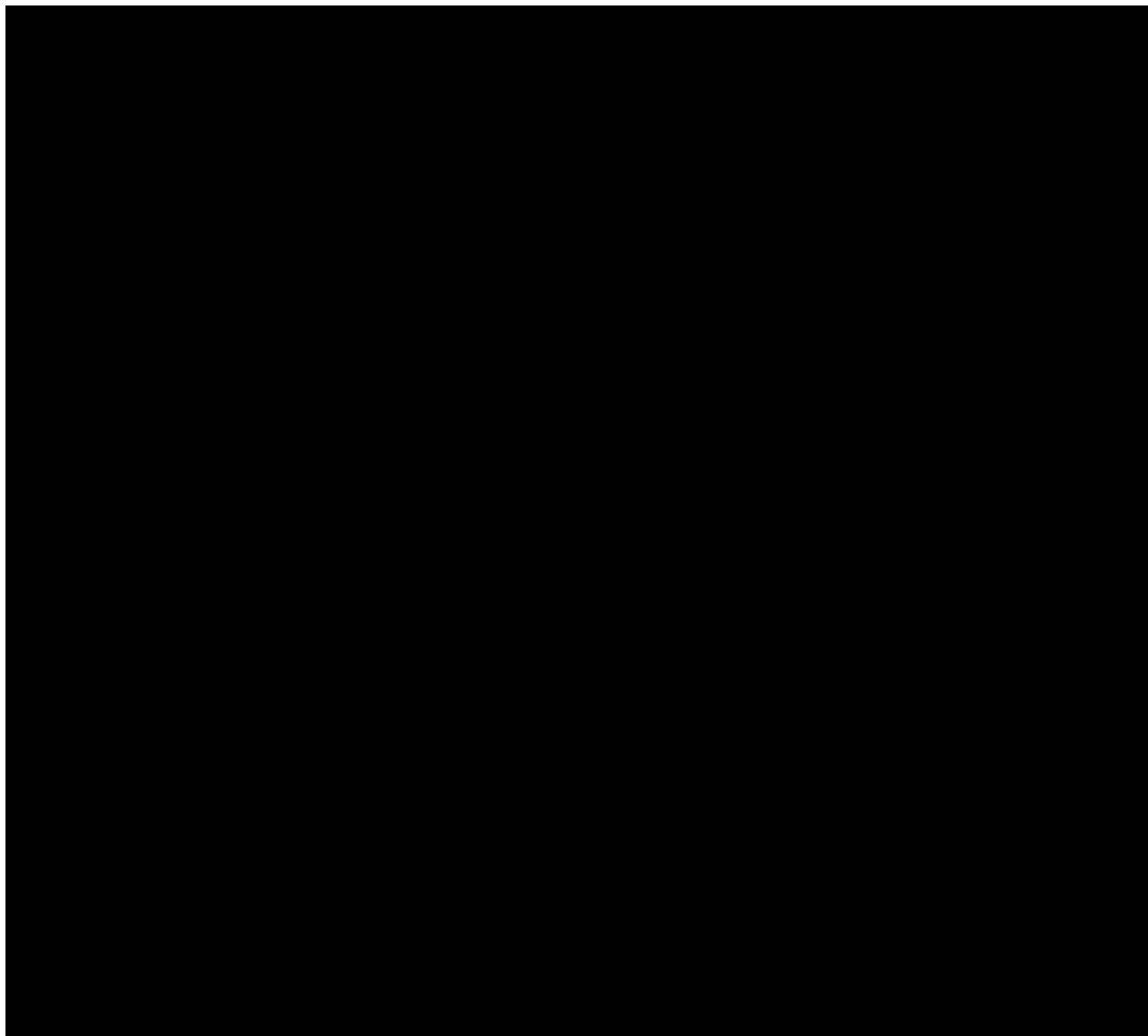
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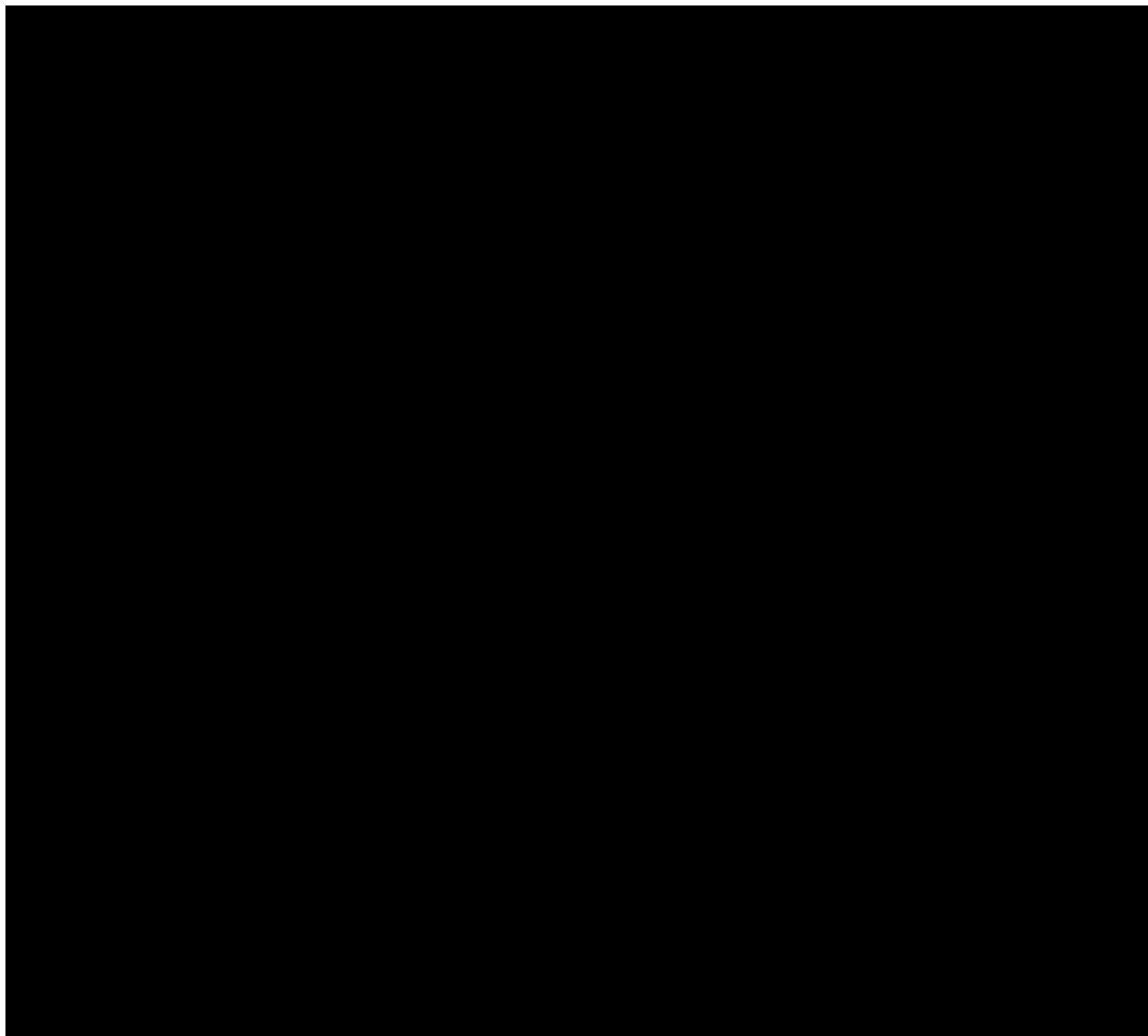
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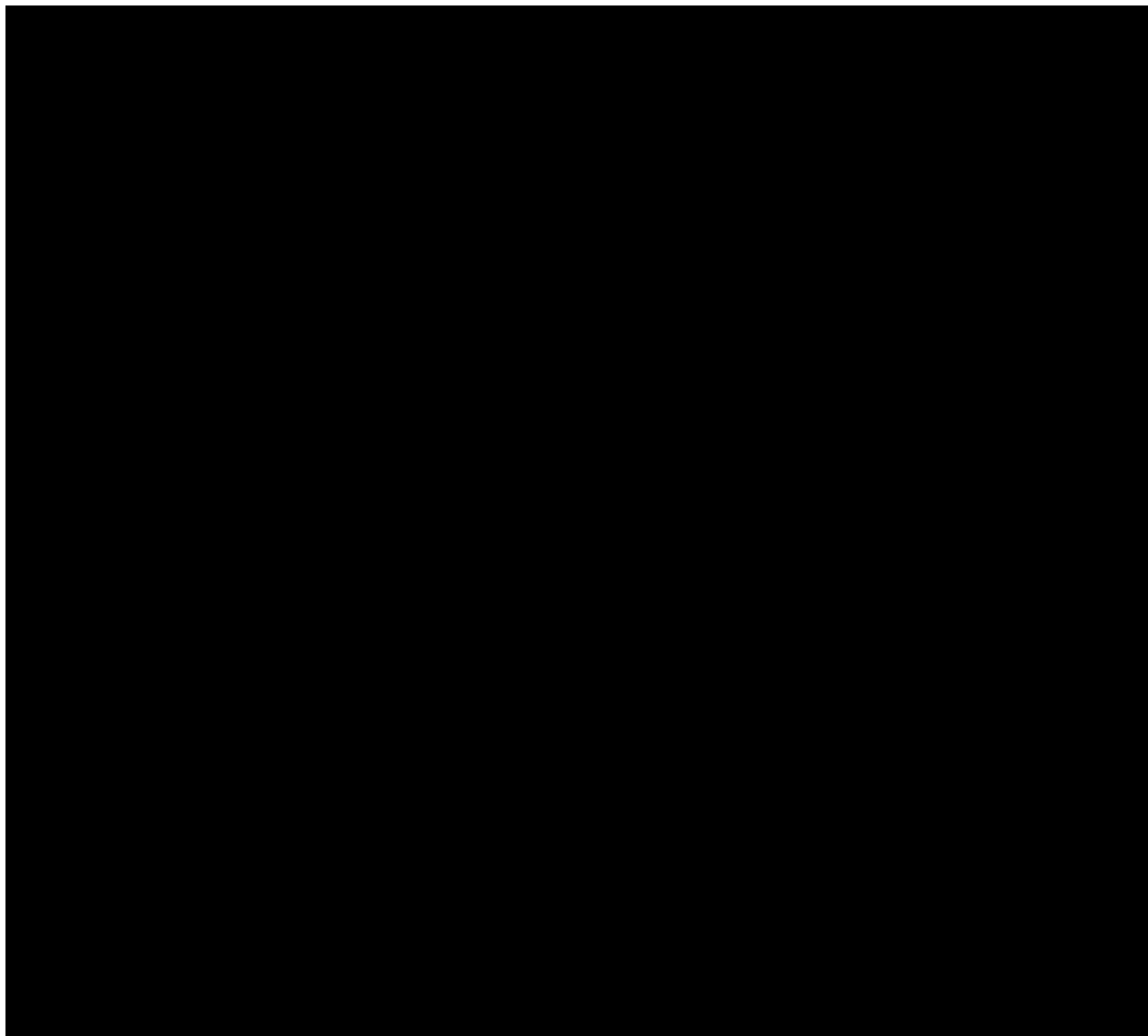
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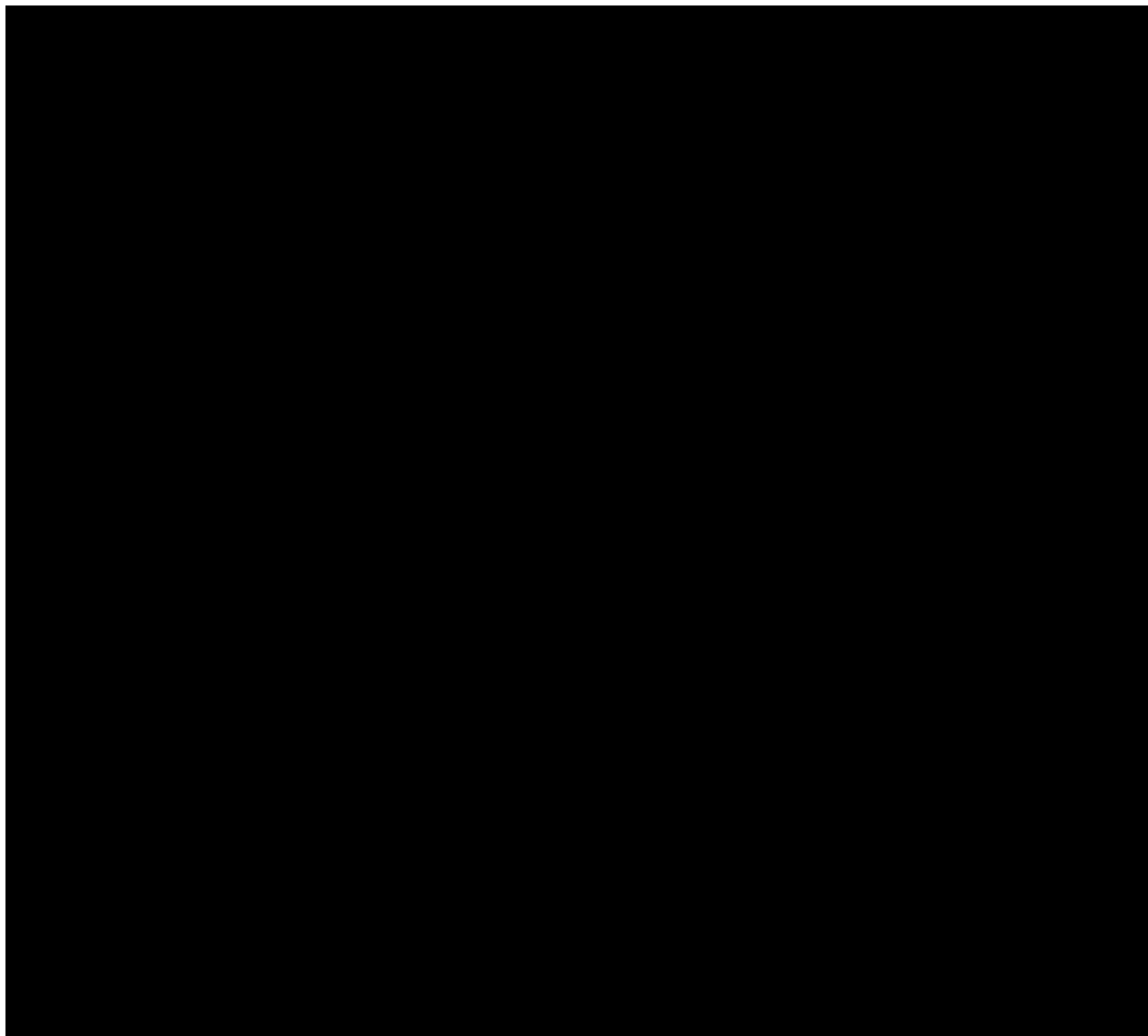
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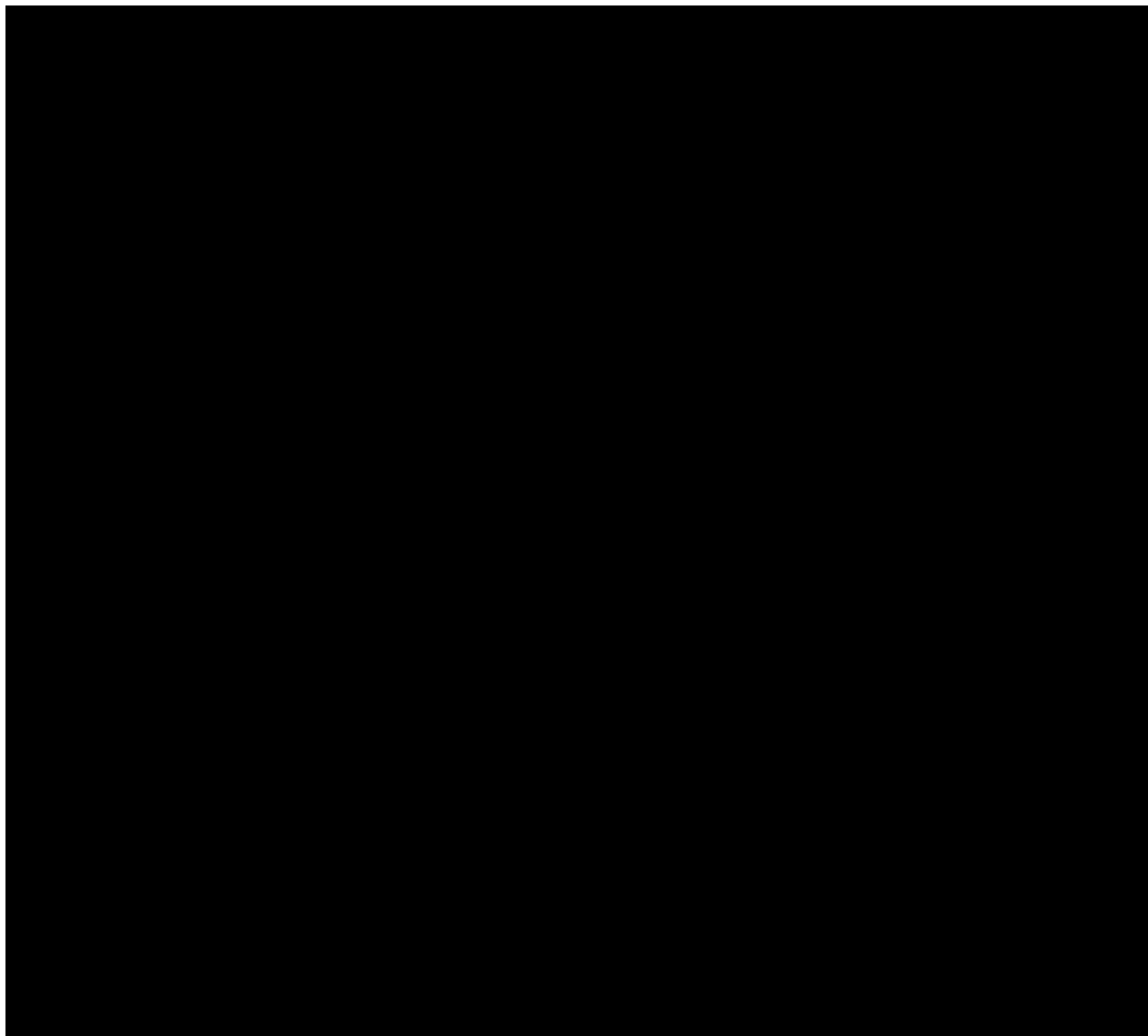
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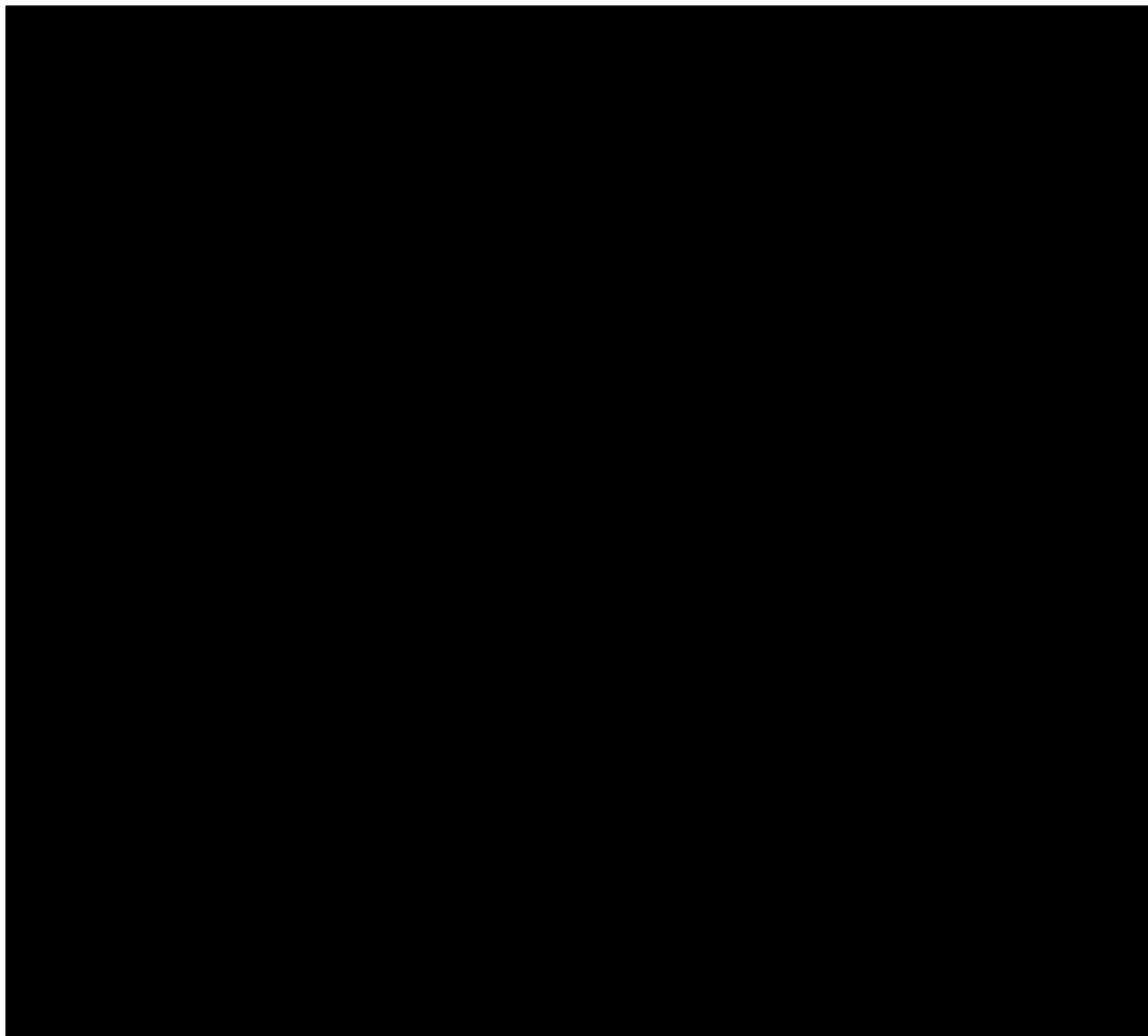
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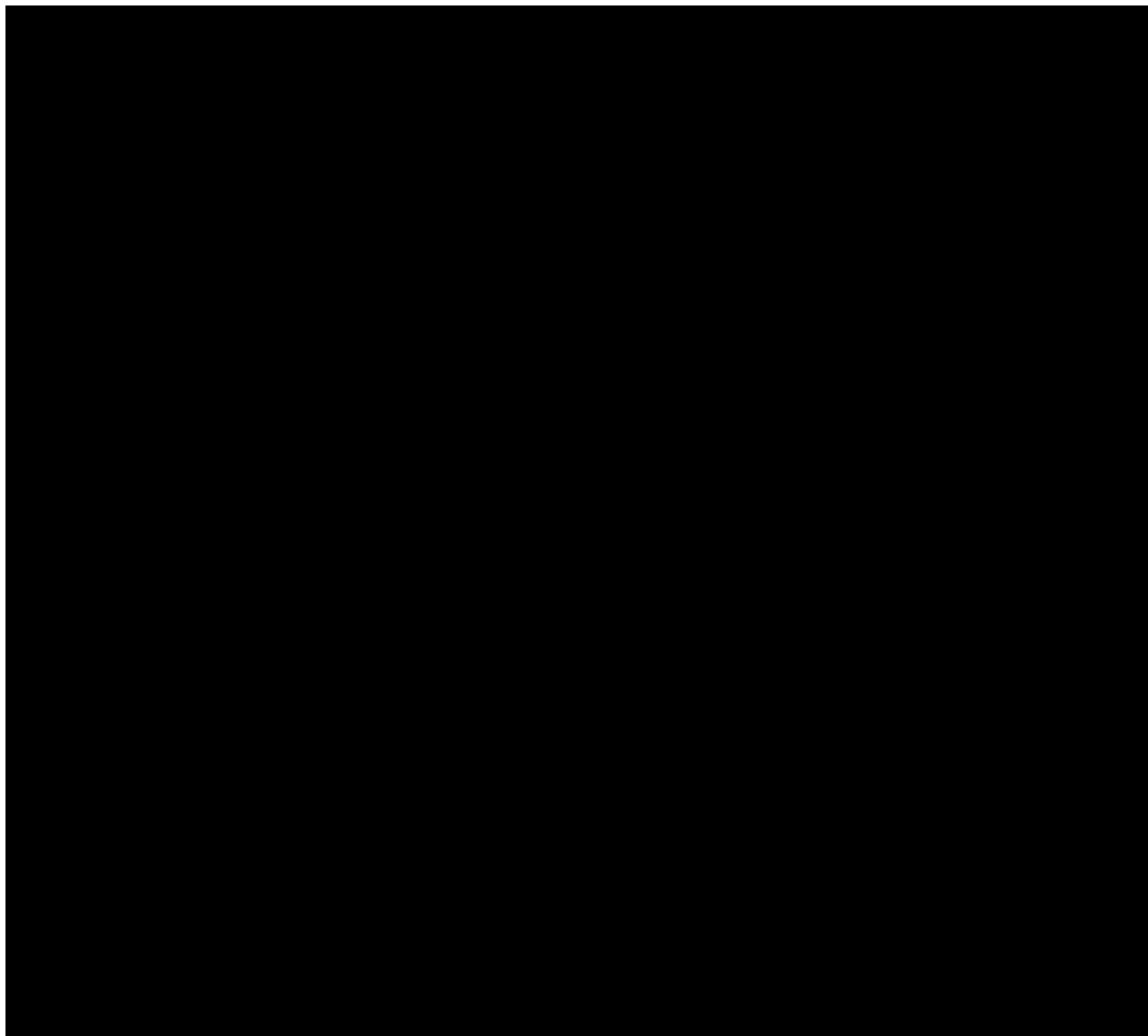
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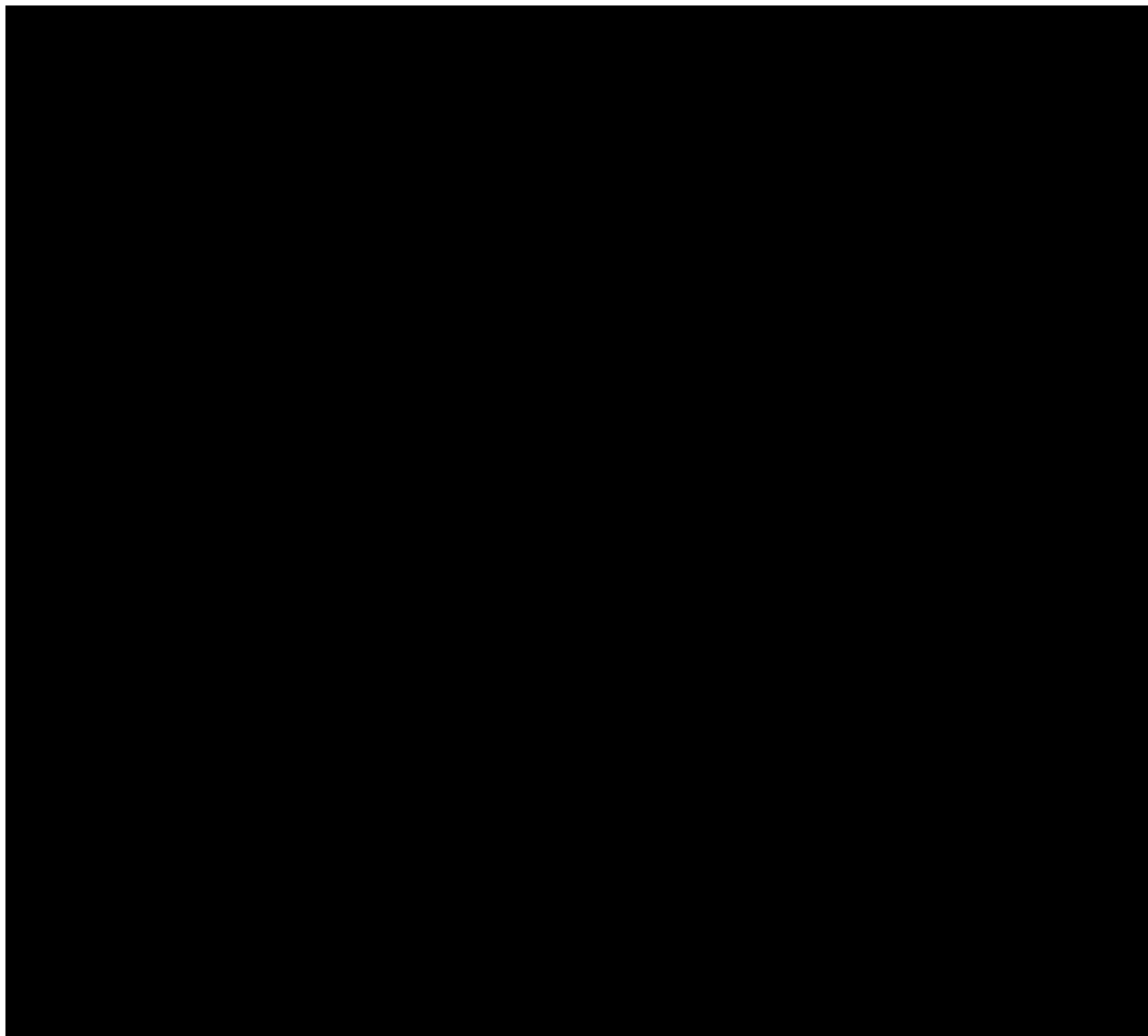
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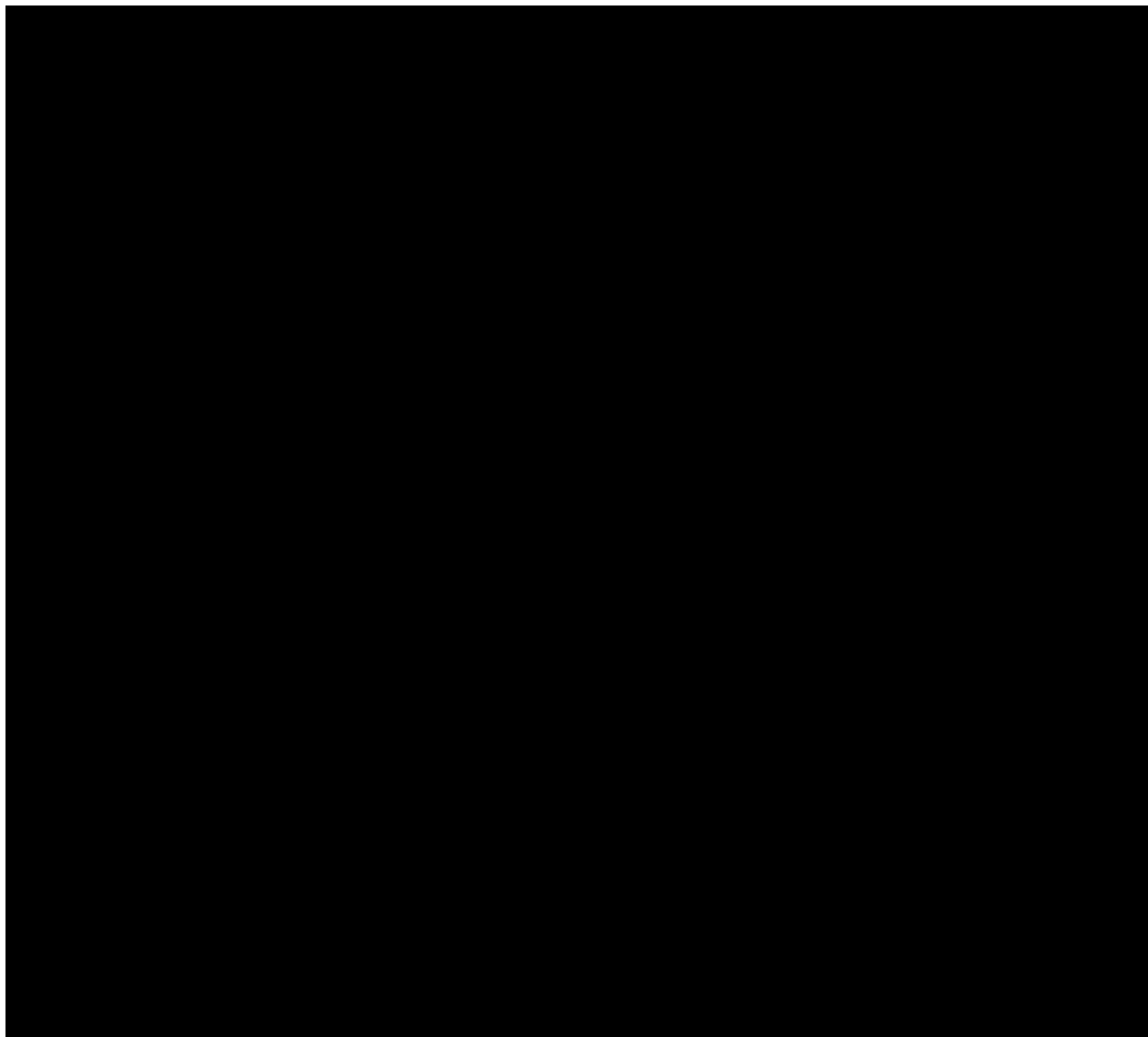
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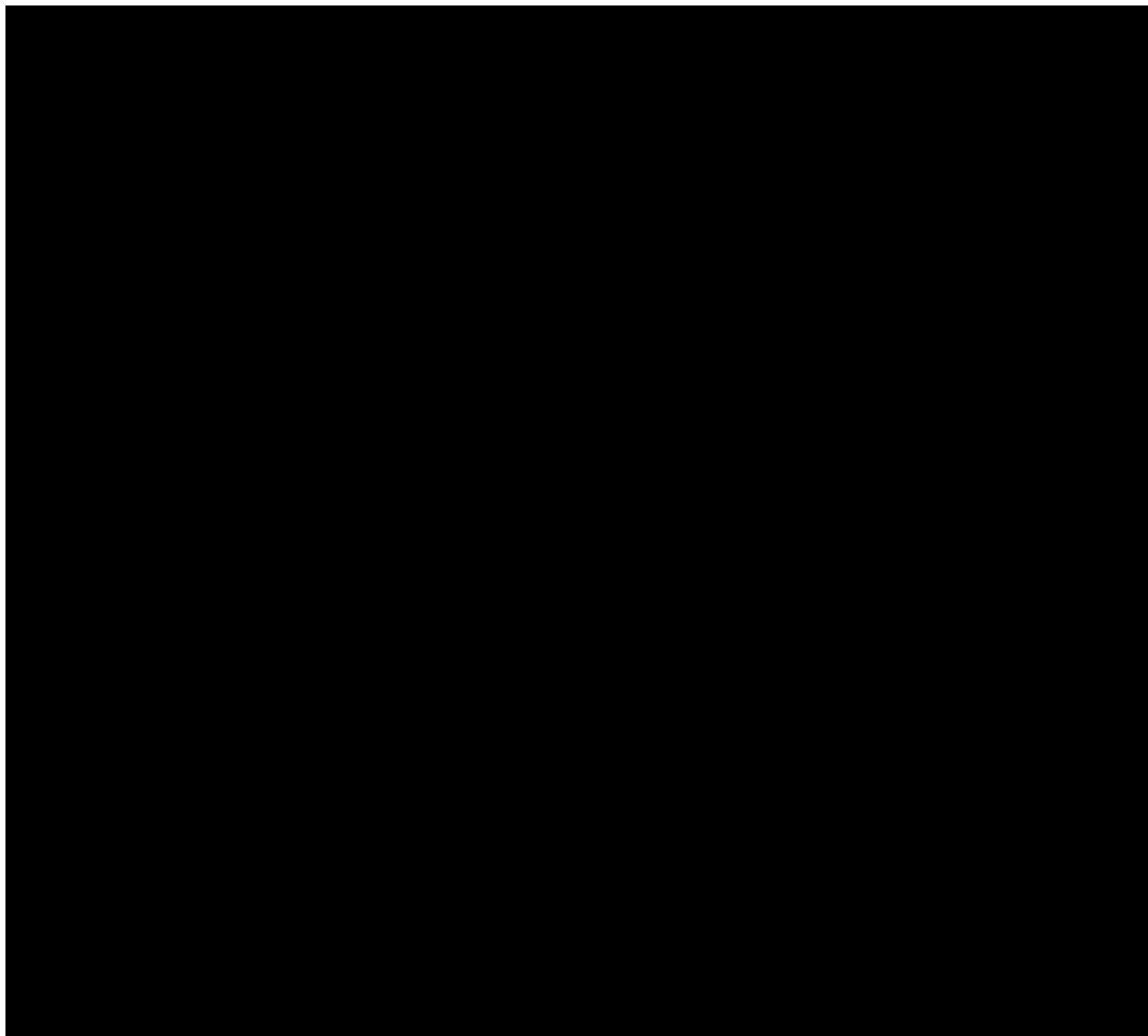
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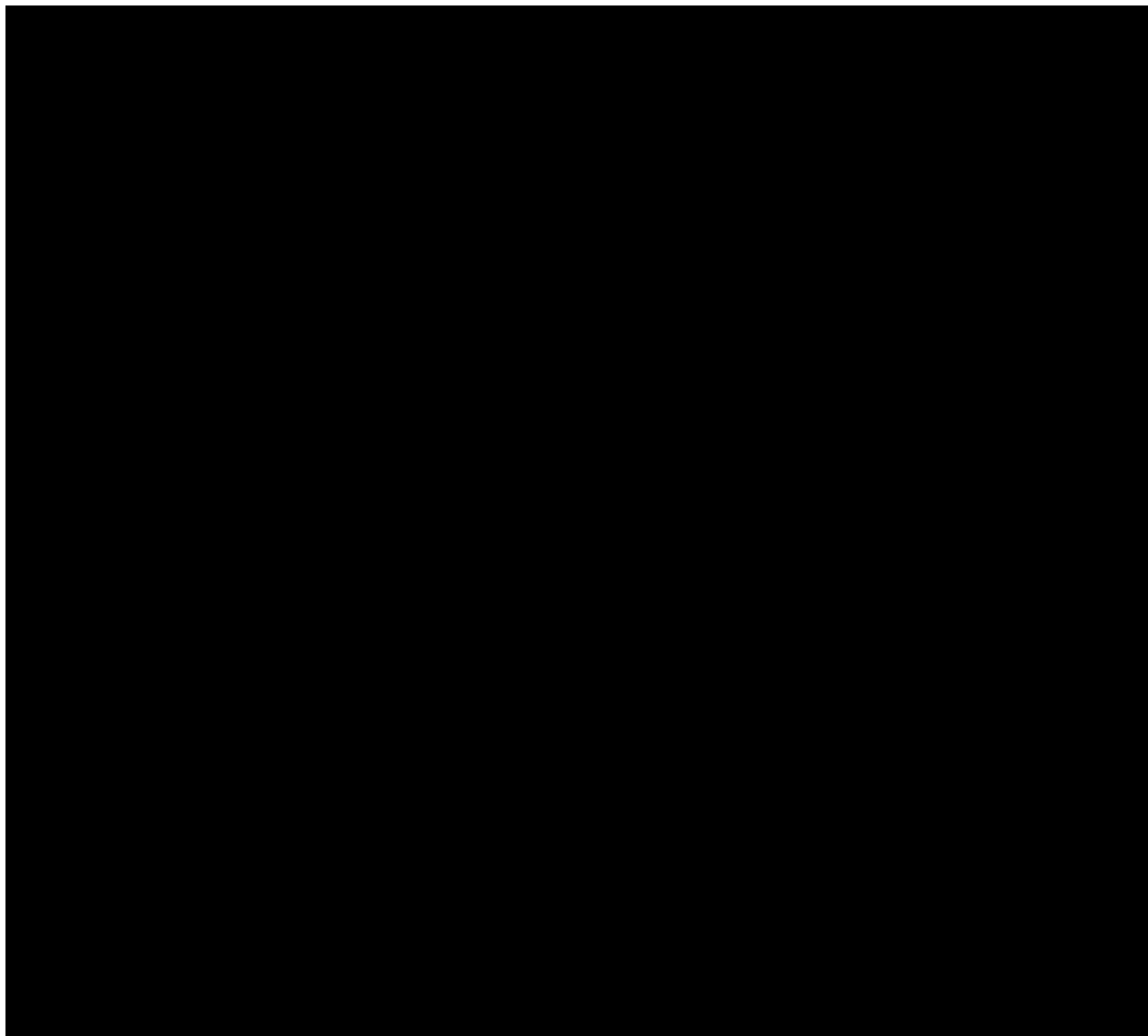
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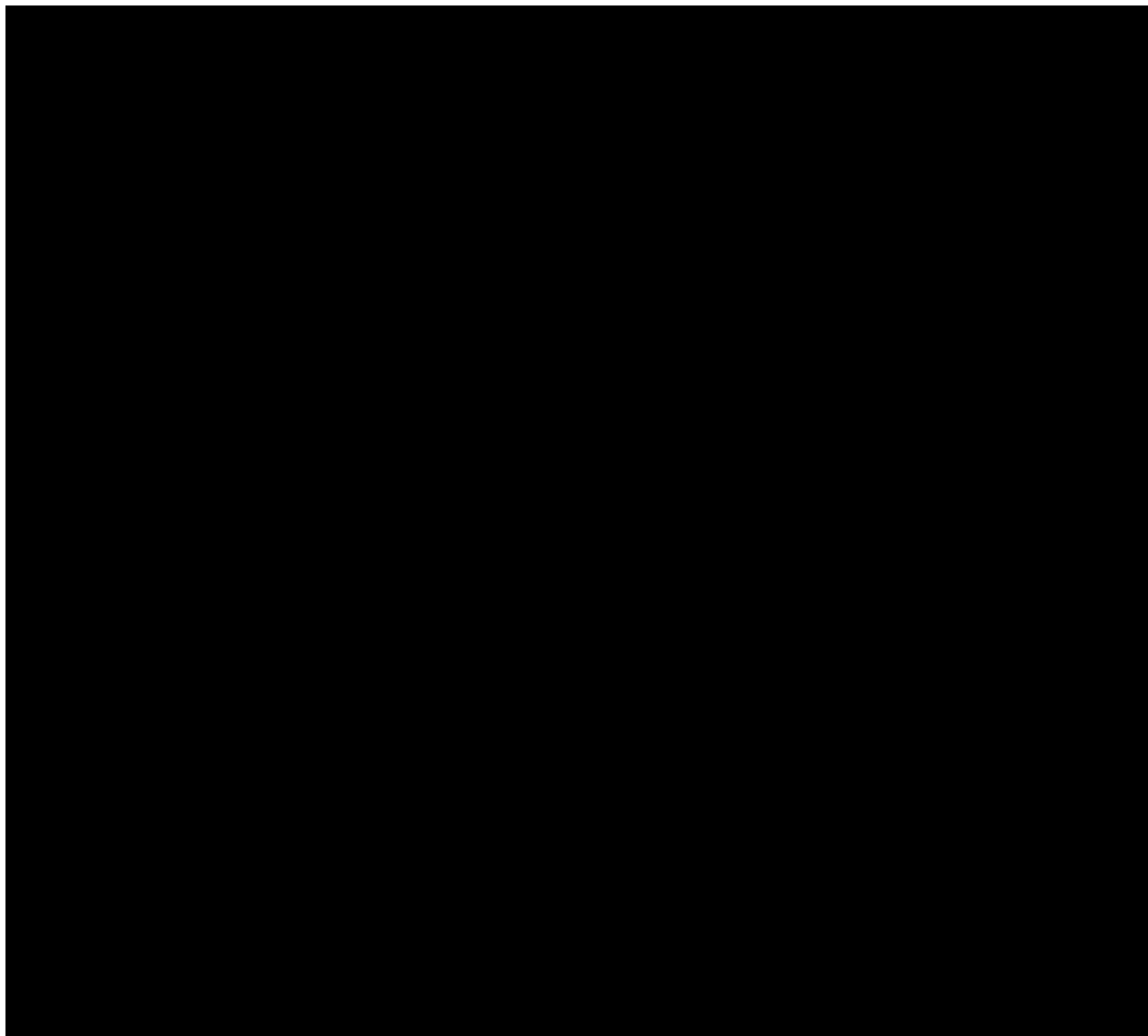
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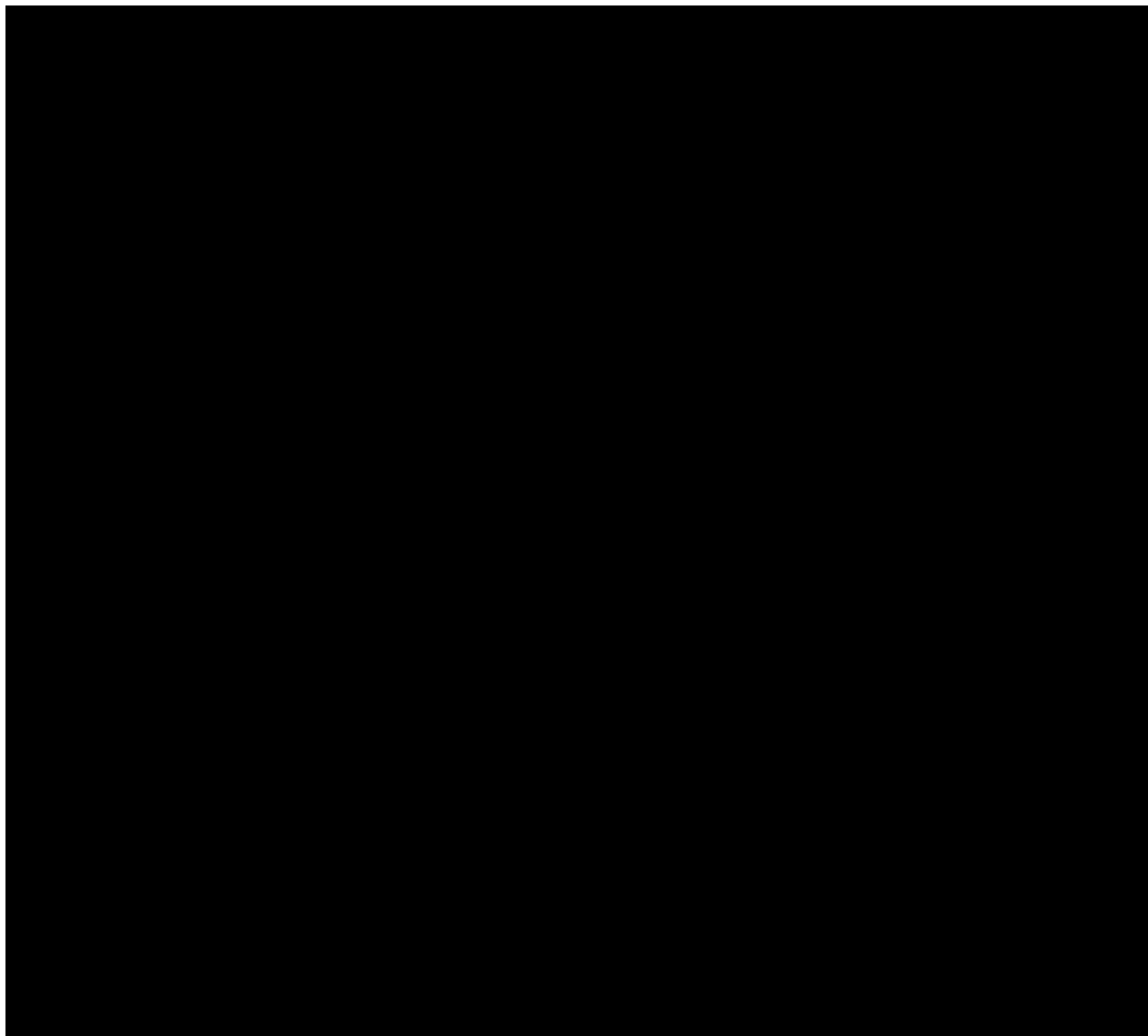
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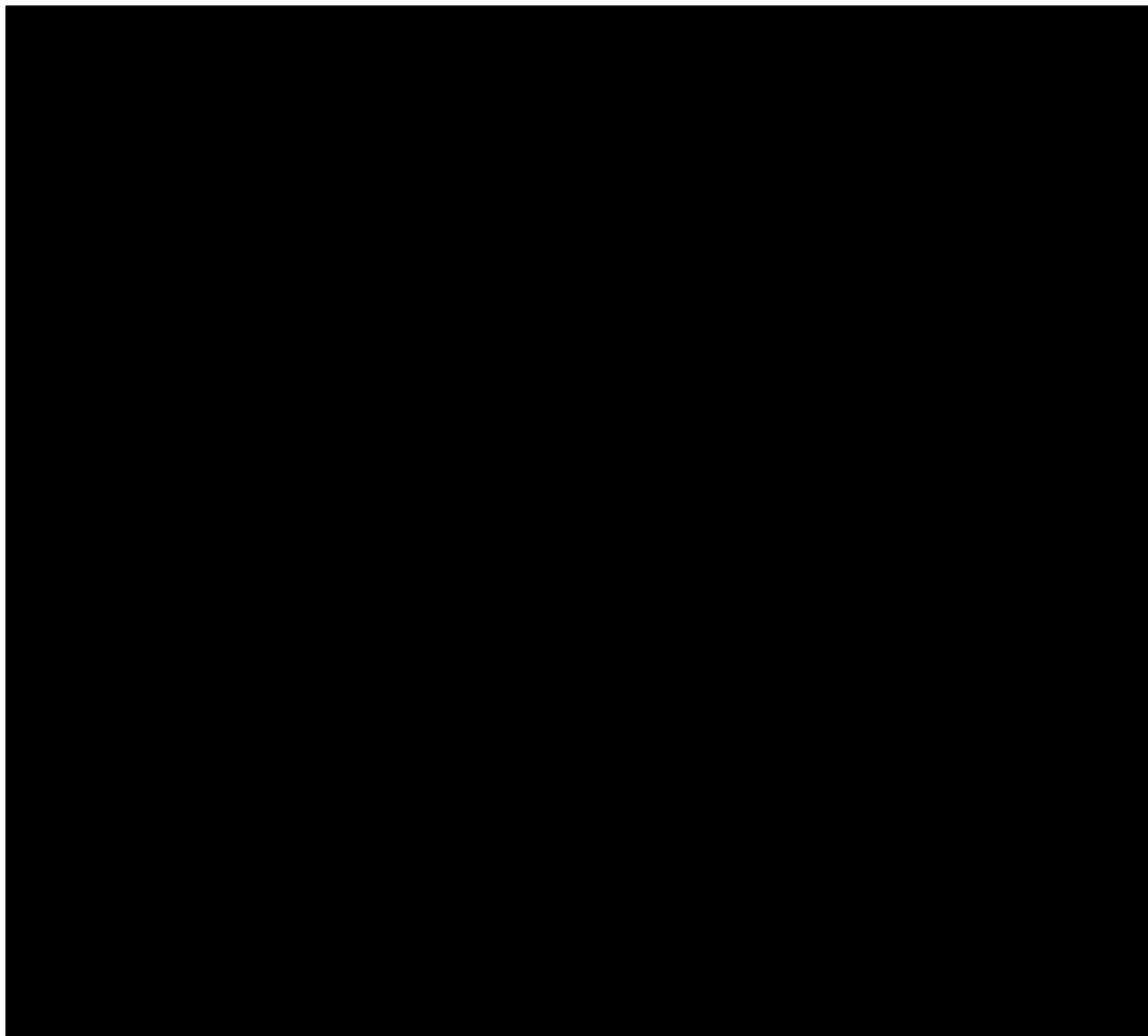
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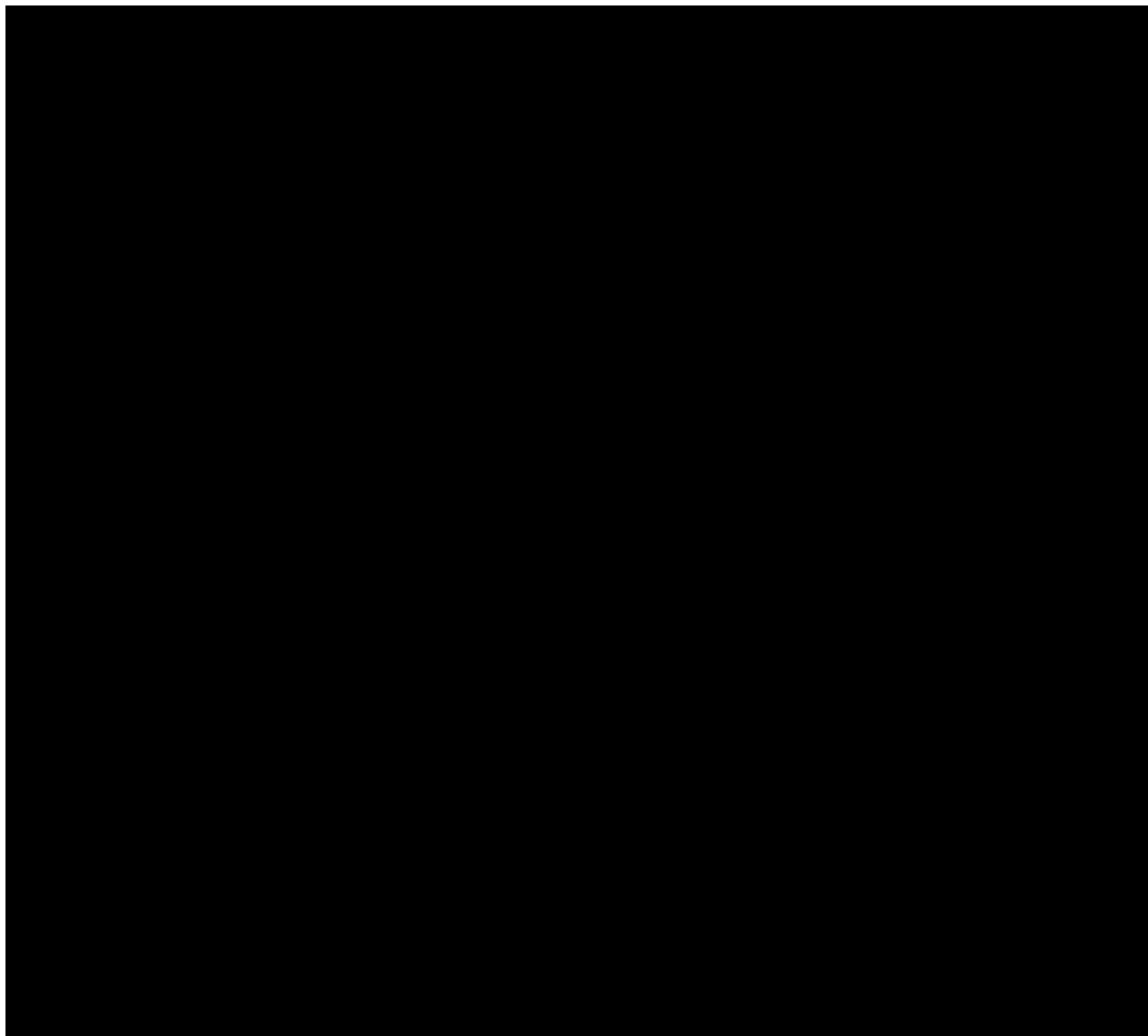
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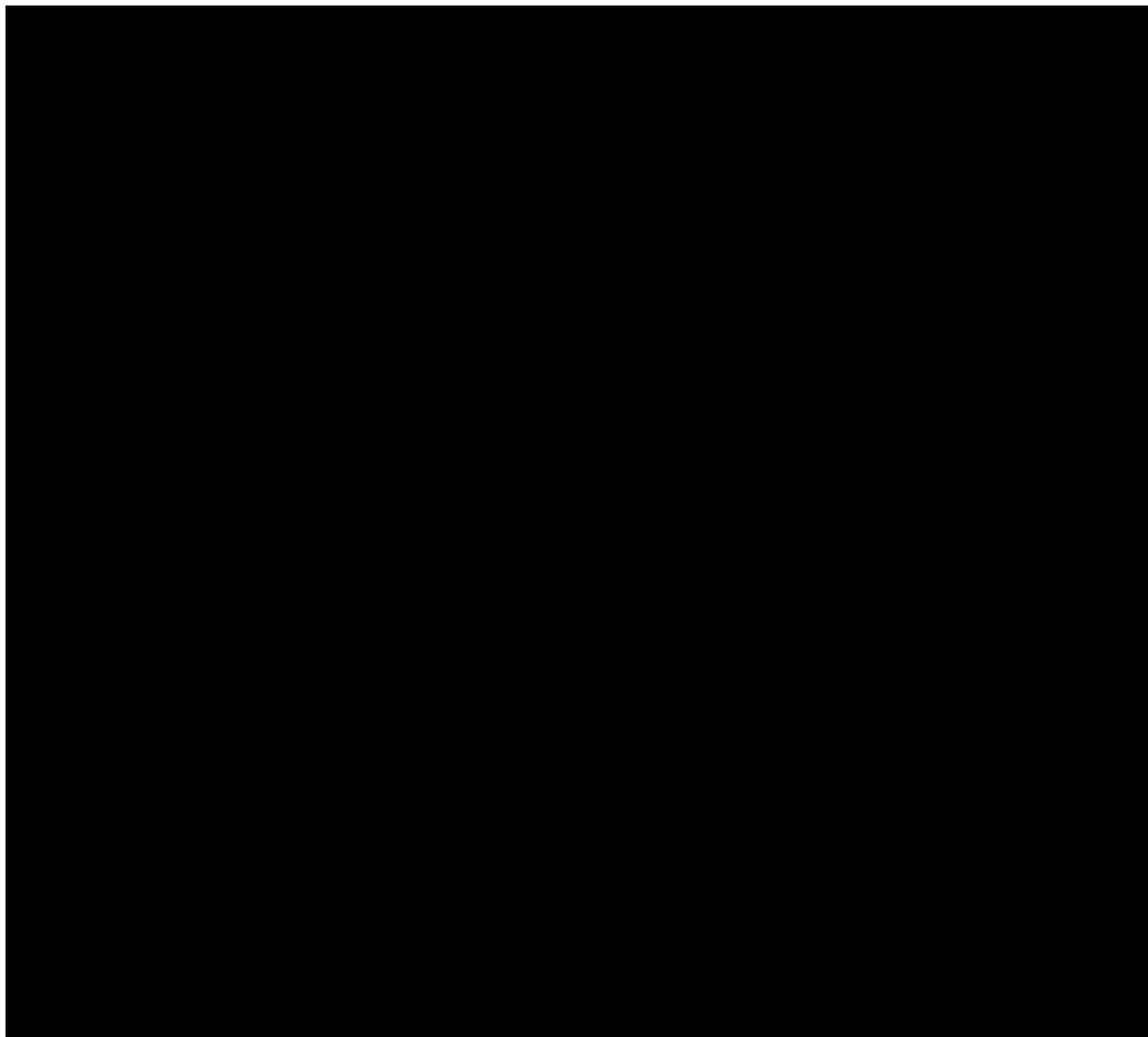
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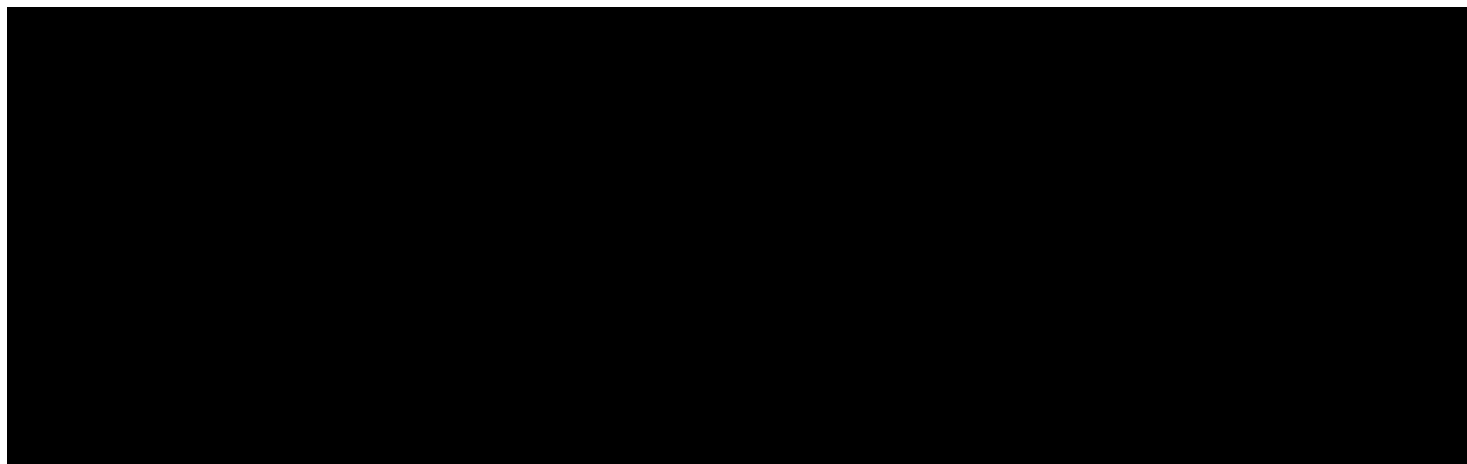
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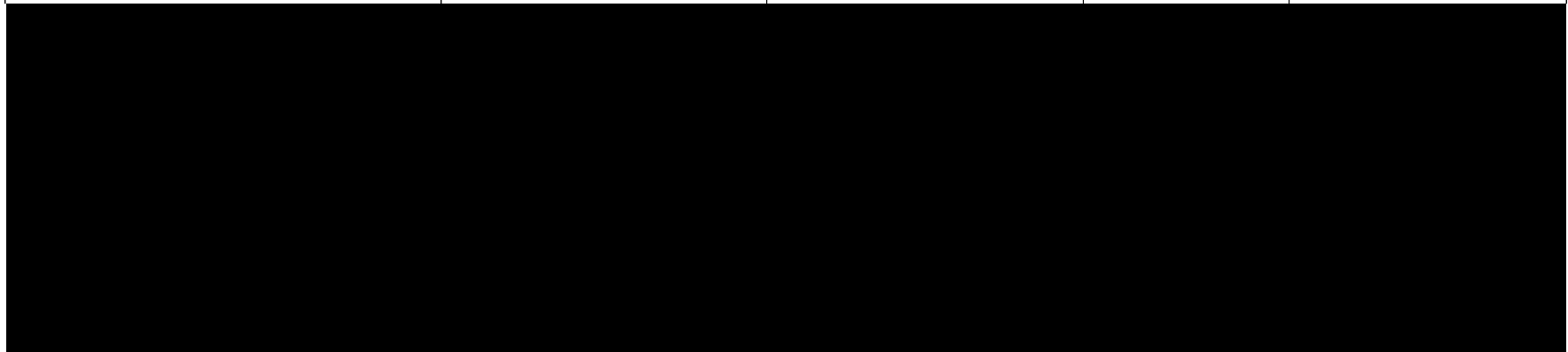


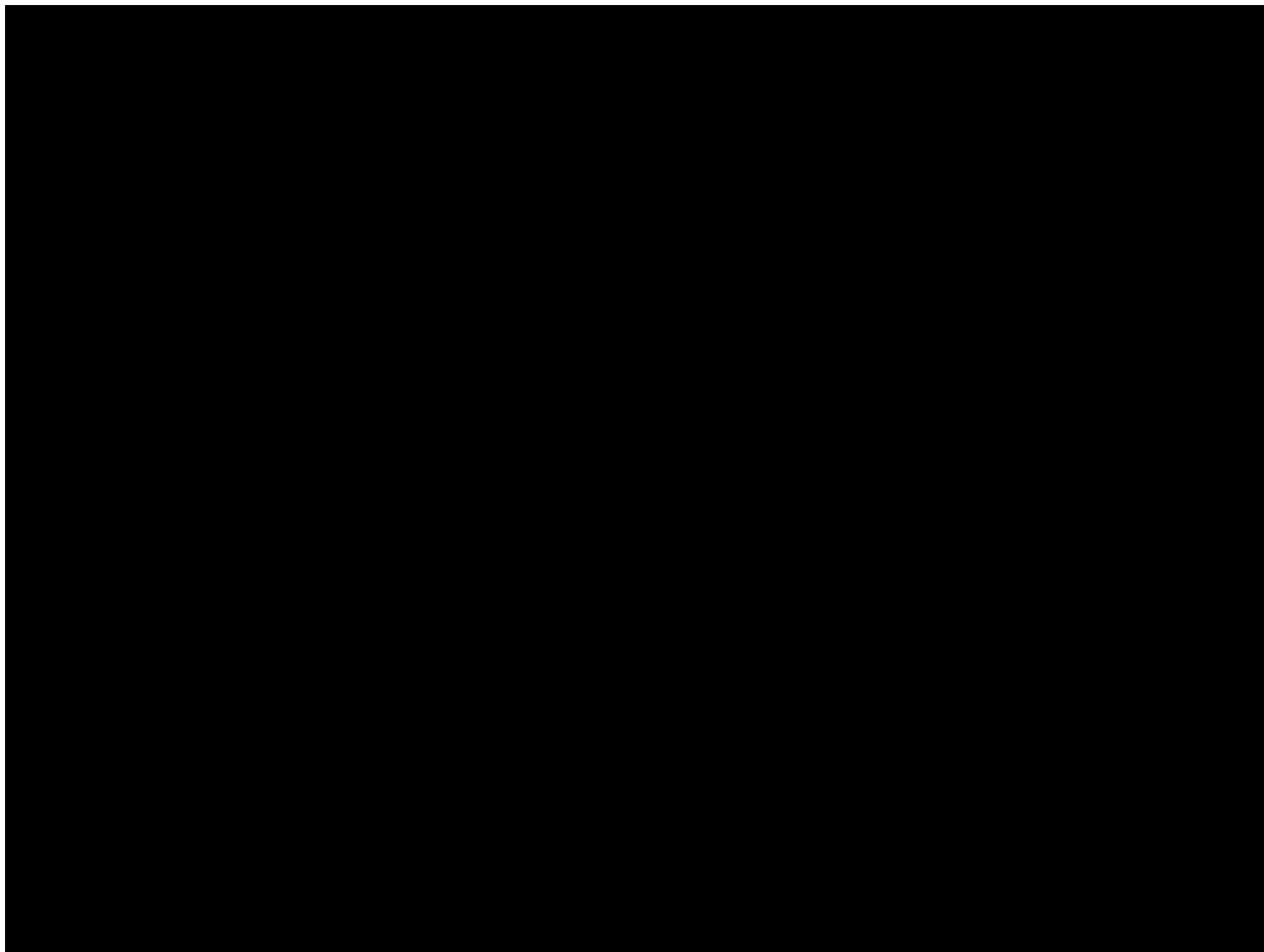
REQUIREMENTS MAP

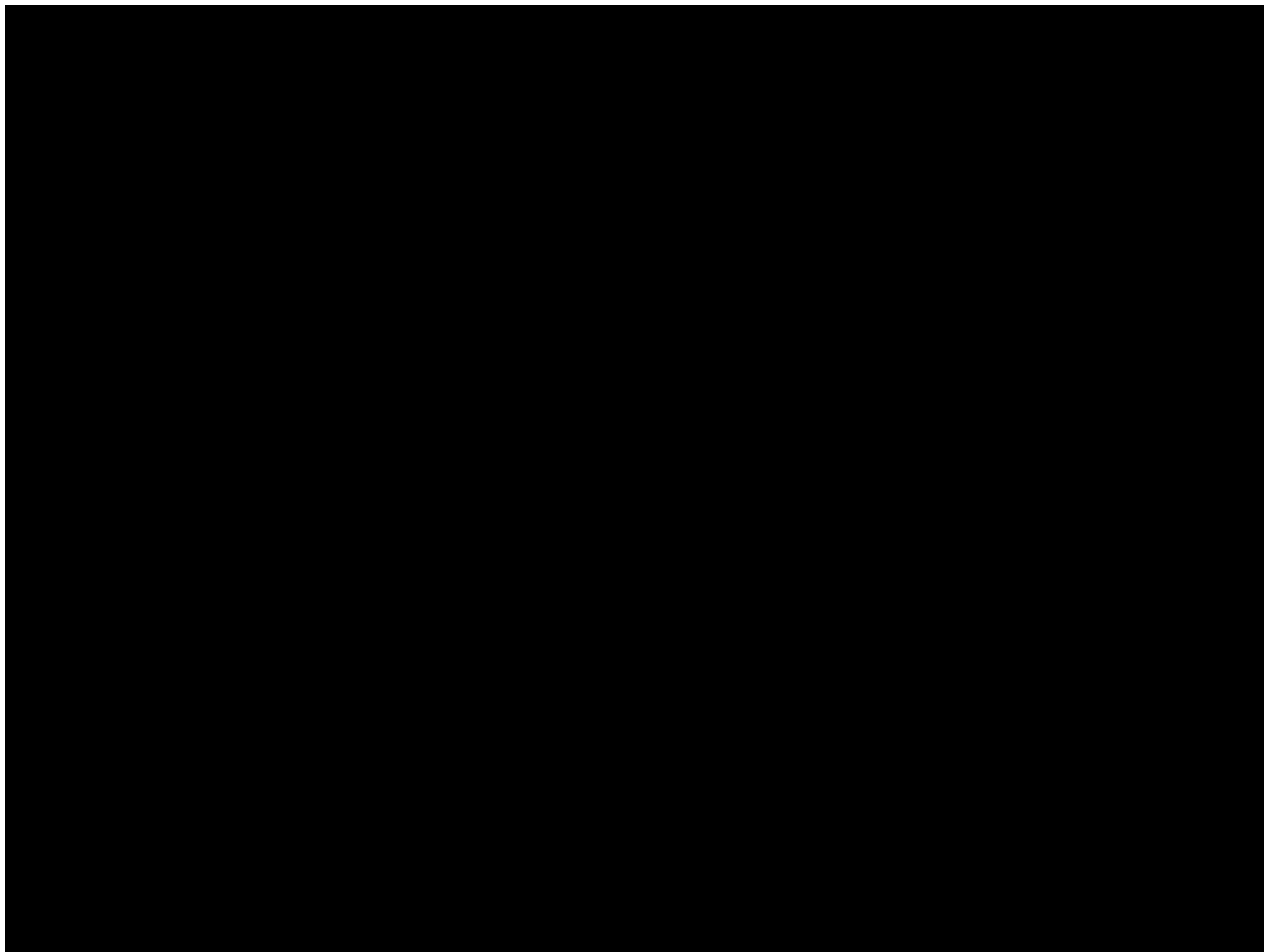
PROCESS NAME (PACKETING PROCESS)

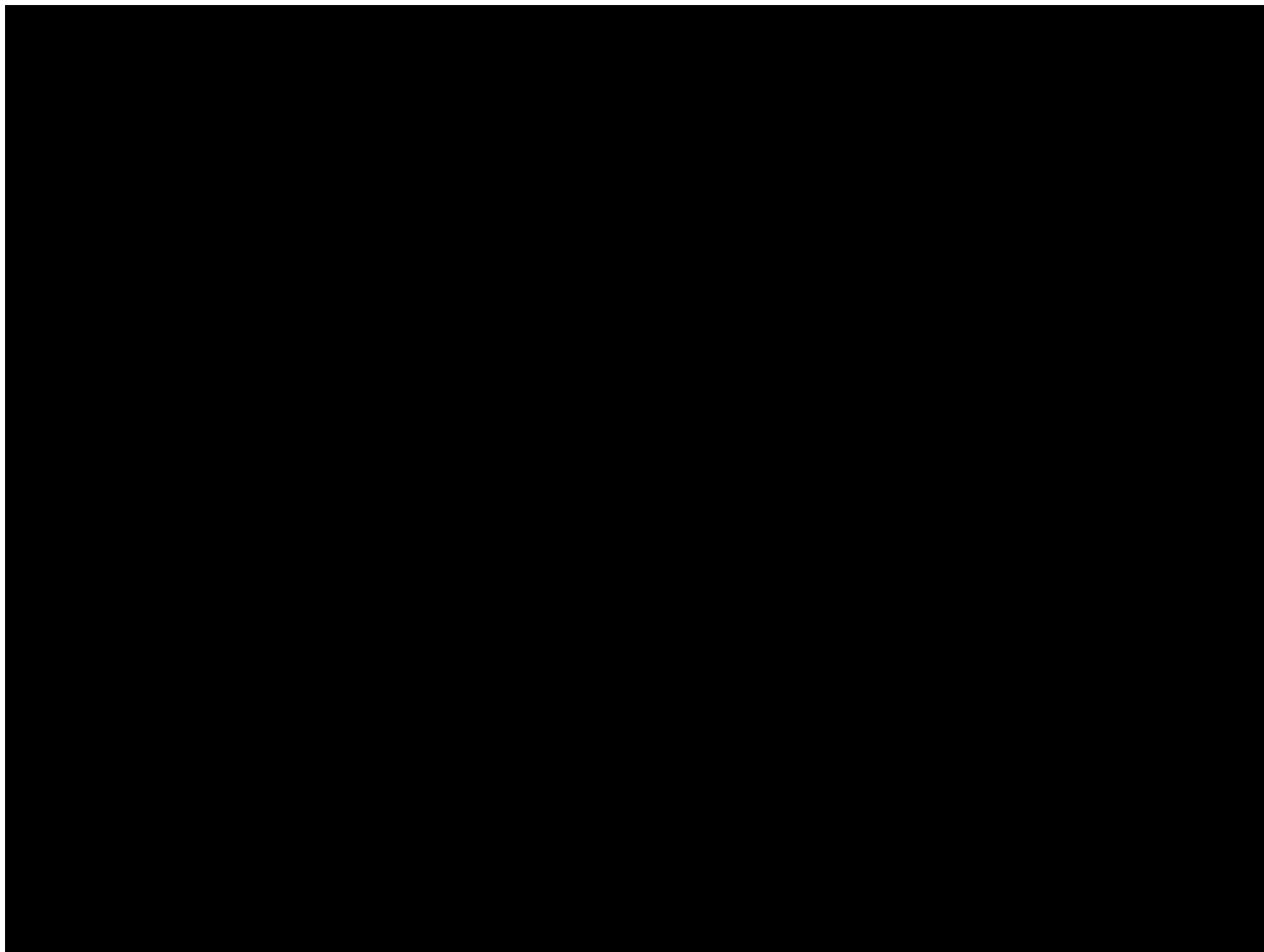
REQUIREMENTS REVIEW				
METHOD OF SATISFYING THE REQUIREMENT	CRITERION FOR ASSESSMENT OF SATISFACTION	ASSESSMENT METHOD	RESPONSIBLE	PROCESS
A visual verification of the purchase order in the system, it's necessary to design a checklist for purchase order verification.	The purchase order must to have Customer information, destination, purchase order number, date, barcode, details of who made the purchase order and finally upload to the system	The information system generates a satisfactory announcement when the purchase order is successfully placed.	Sales team	Identify customer requirements, include system information and generate purchase order. Check the purchase order before loading the information system
A visual verification of the purchase order in the system, security of the units necessary to satisfy the purchase order, this purchase order meets the requirements of: barcode, date, destination and customer. Fulfillment of the purchase order, exit of the batch of cheese in the system and confirmation of receipt in the warehouses.	The purchase order must arrive in a time of xx days, under the use of the company's information system. Changes to the purchase order must be reported. Time, Cheese Quantity, DF, Cheese Quality	Checklist verification of the purchase order: Barcode, date of preparation of the purchase order, have the amount that is needed and the right staff for its packing.	Sales team	Verify the purchase order with the inventory, then should be introduced into the system a notification for accepting the purchase order.

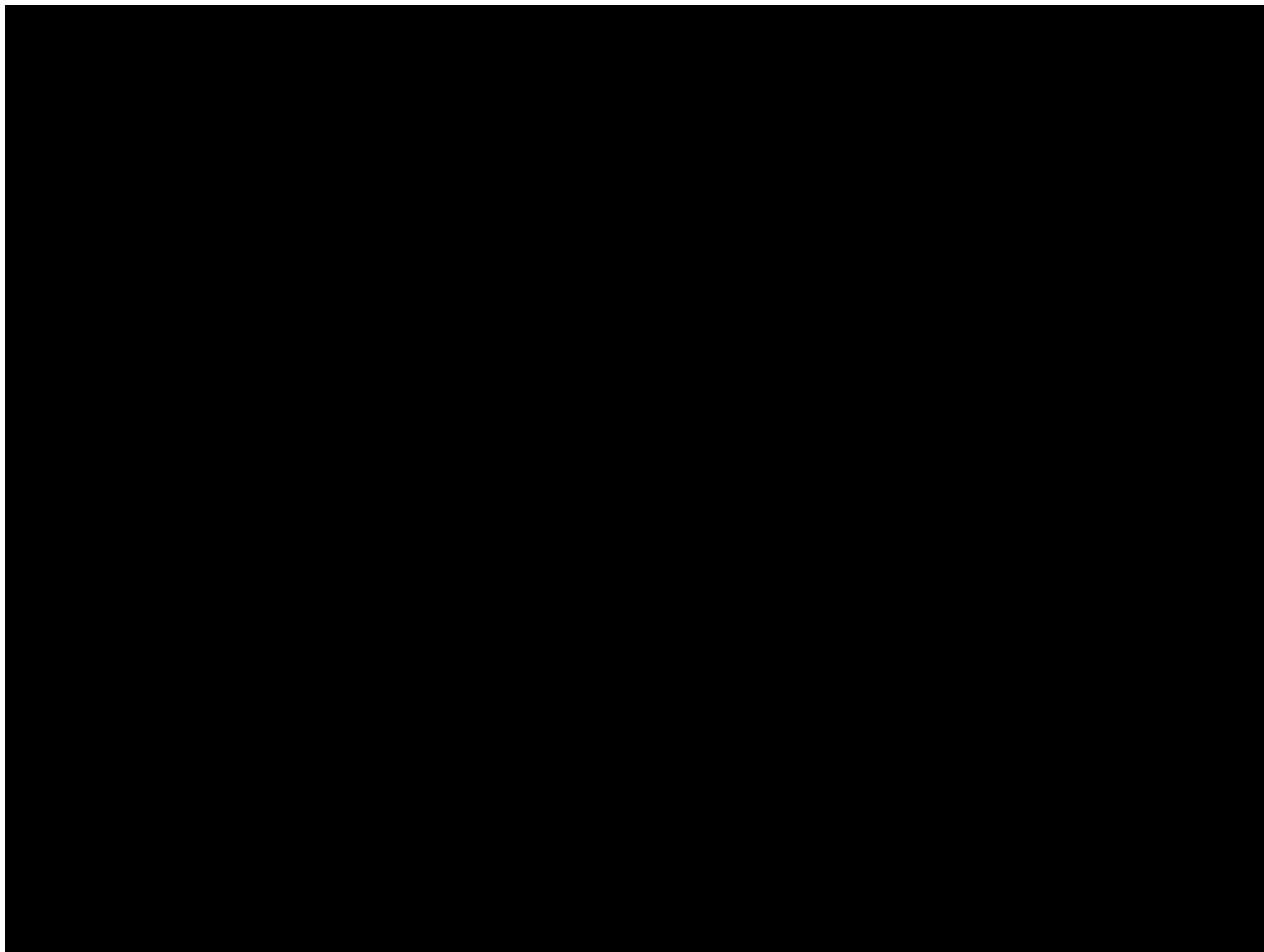
Receive documents without mistakes, the document must contain the type of cheese for preparation of the purchase order, batch and the quantity.	It should not have studs, it should be printed and by using the format that has the company, this should only be delivered by the manager of the winery to the workers of the vault. Indicate the amount of cheese and type of cheese, also the cutting measure and The amount of cheeses should be accurate, no less or more cheese should be recirbited in the purchase order.	The document must contain: Type of cheese, batch and quantity.	Operation coordinator	Receive the document, read the document, verify the acceptance criteria, submit the document with the tasks performed.
P2P team workers must count the number of cheeses before starting packing, it cannot be started without first verifying the number of cheeses manifested in the purchase order.	The quantity of cheeses must be accurate and must correspond to the dates of the lot established in the purchase order.	P2P team	Receive the amount of cheese from the vault workers, count and verify the amount and date with the formation of the	

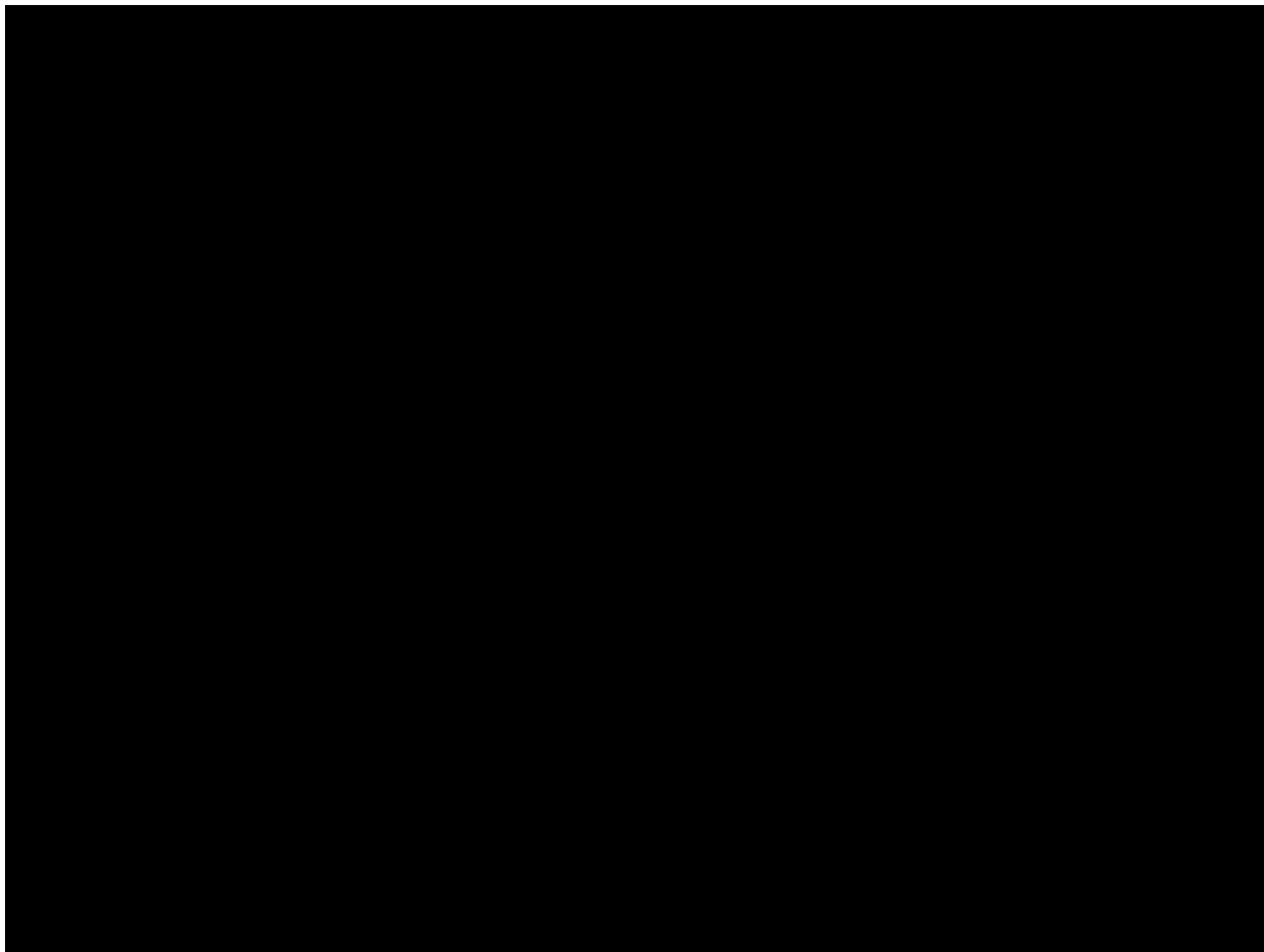


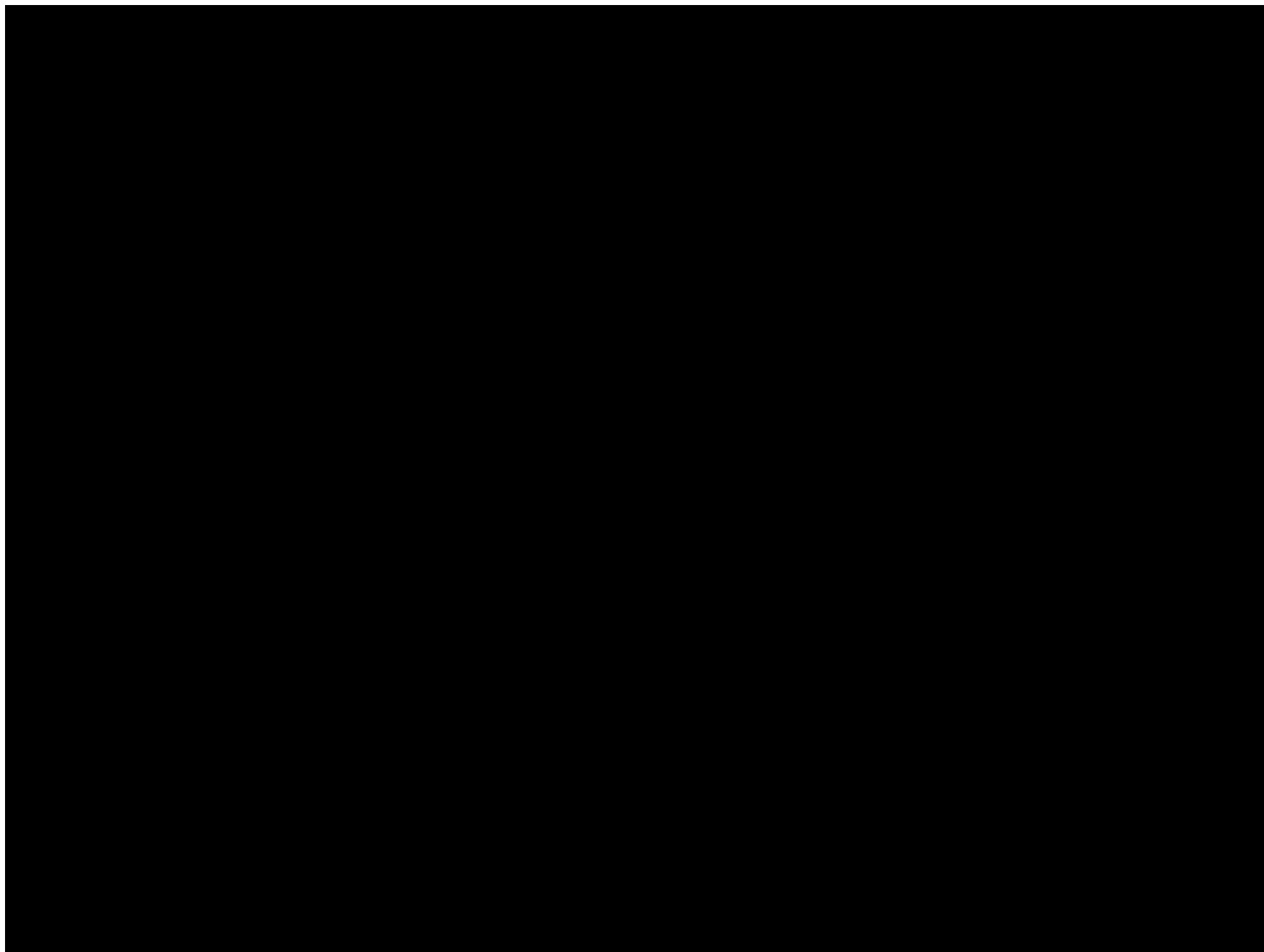


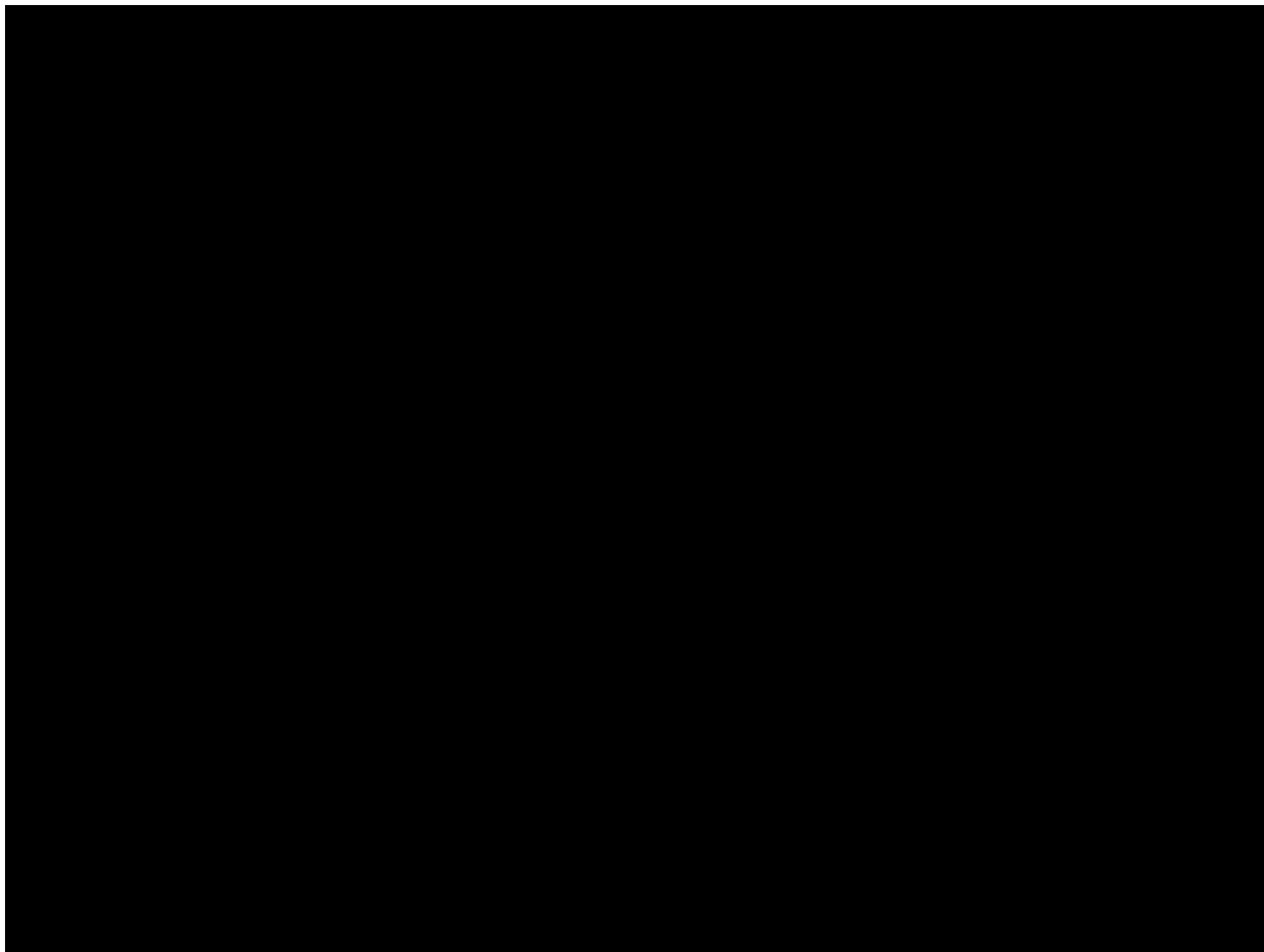


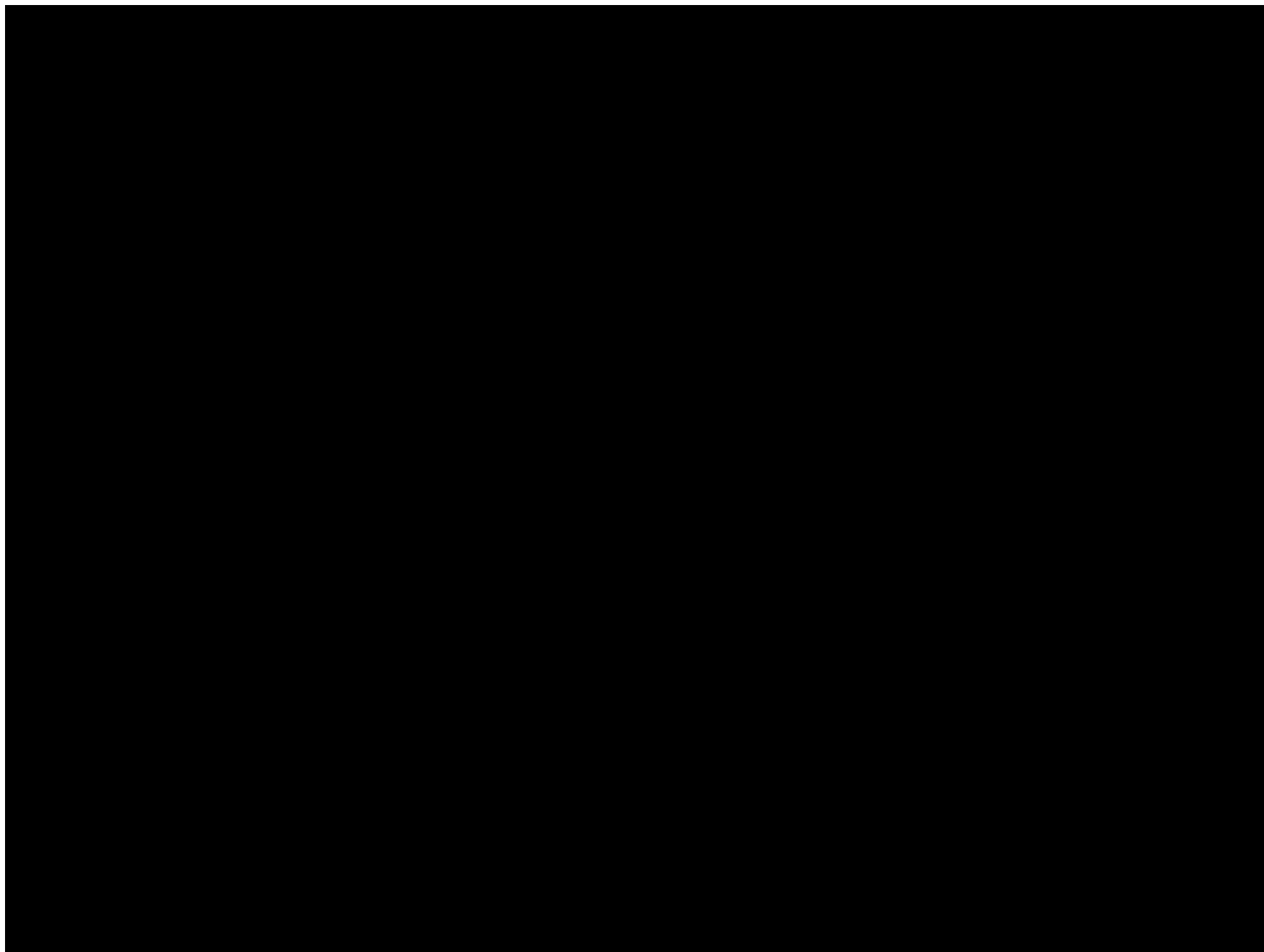


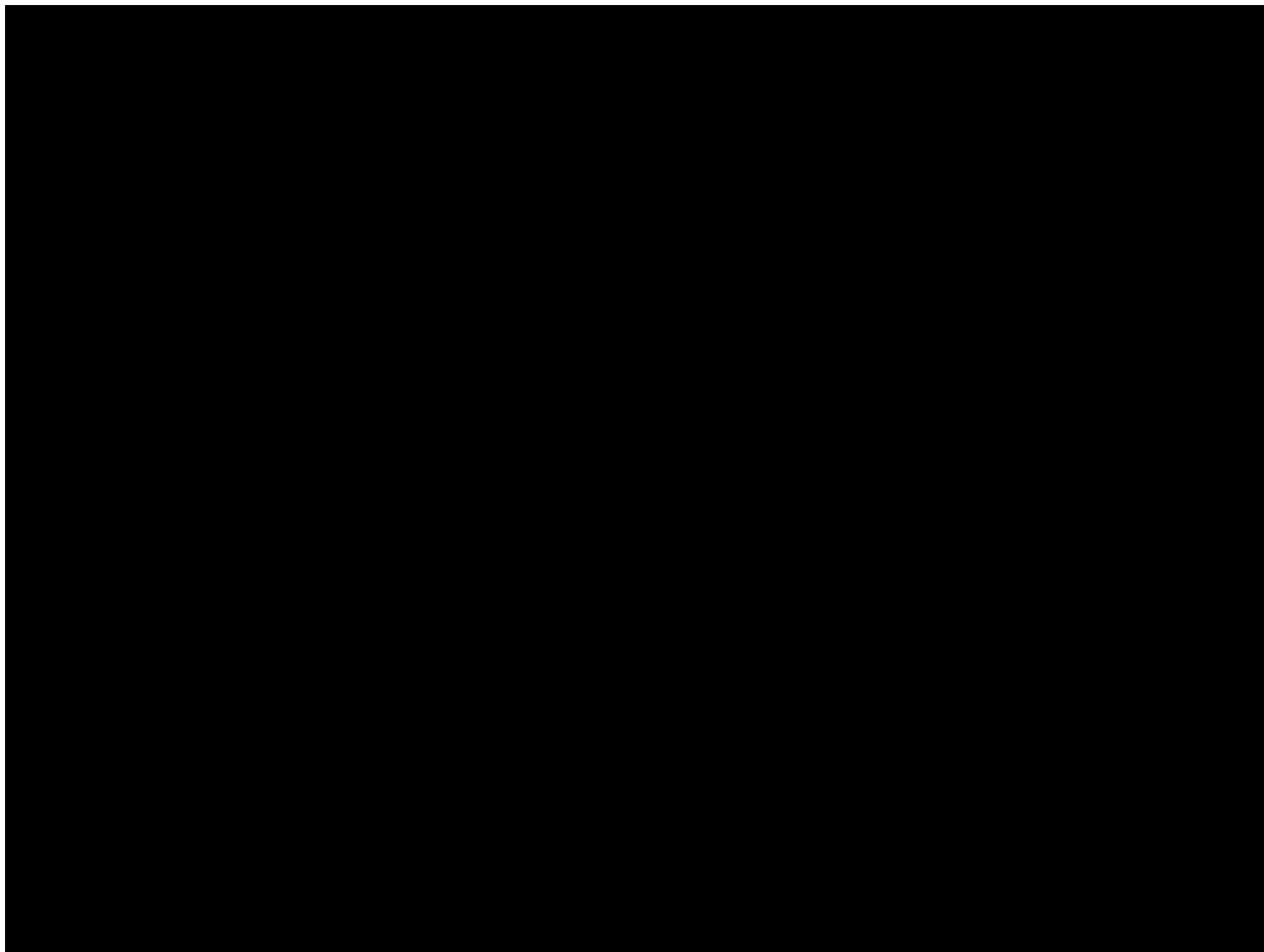


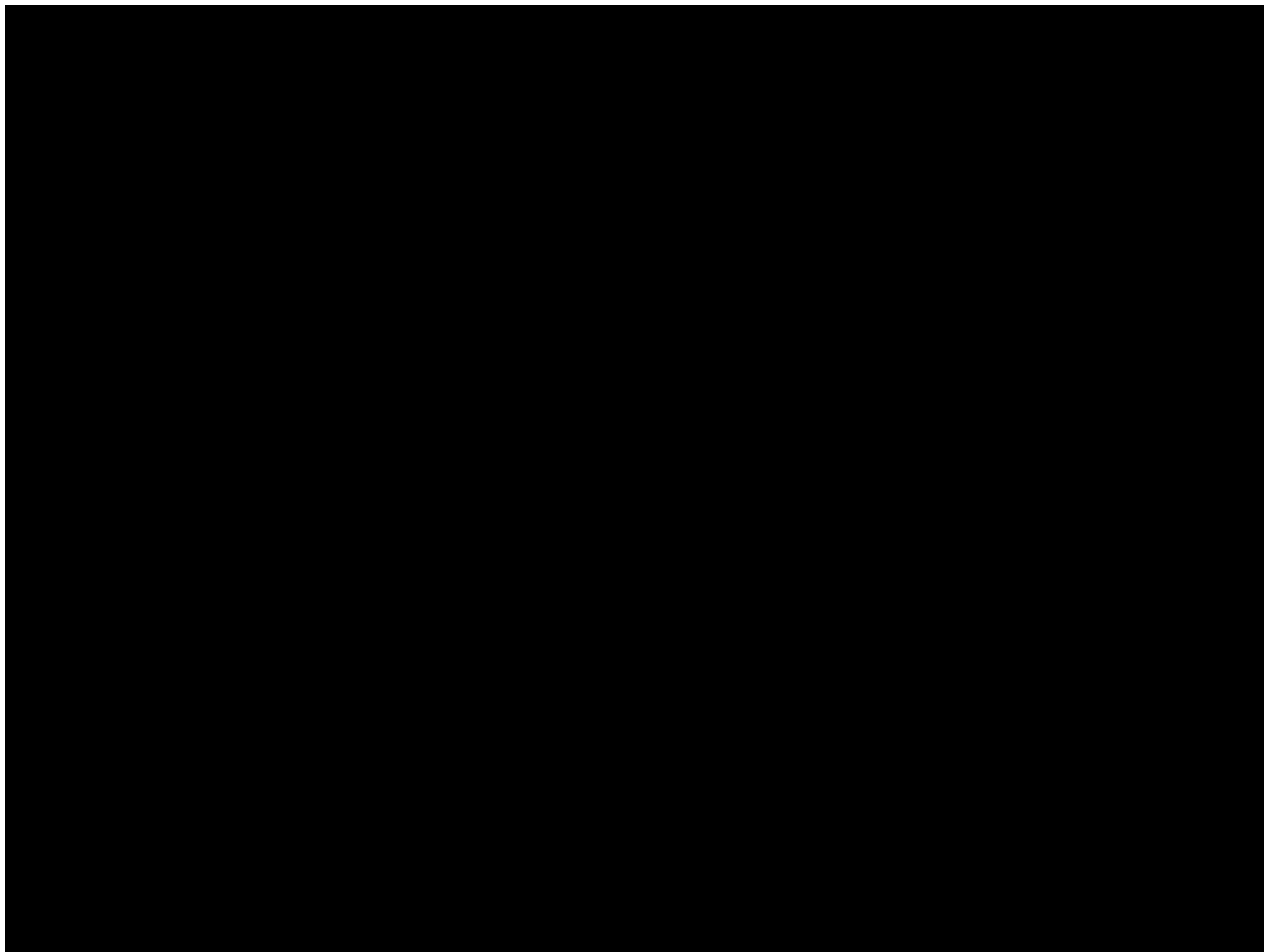


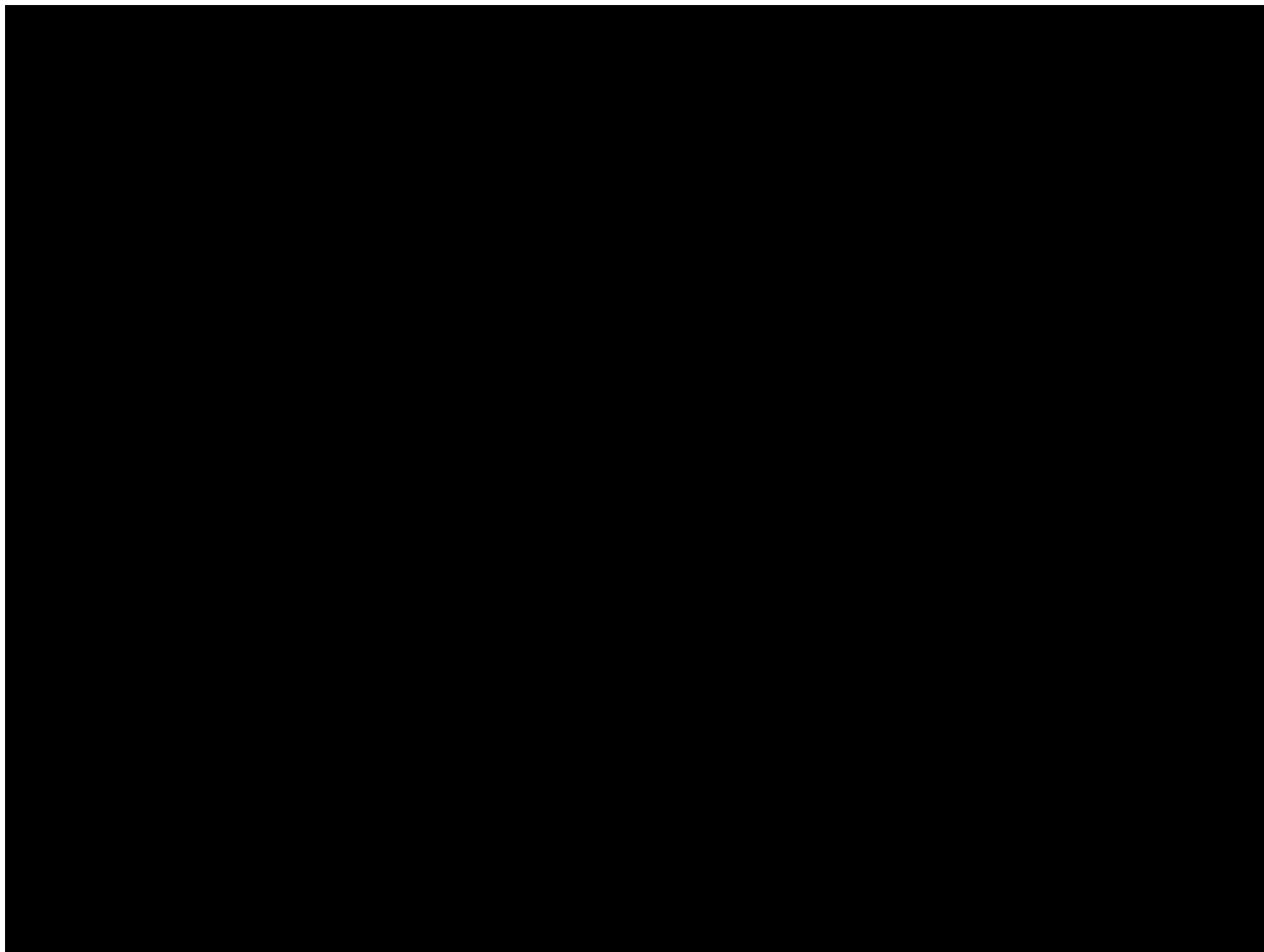


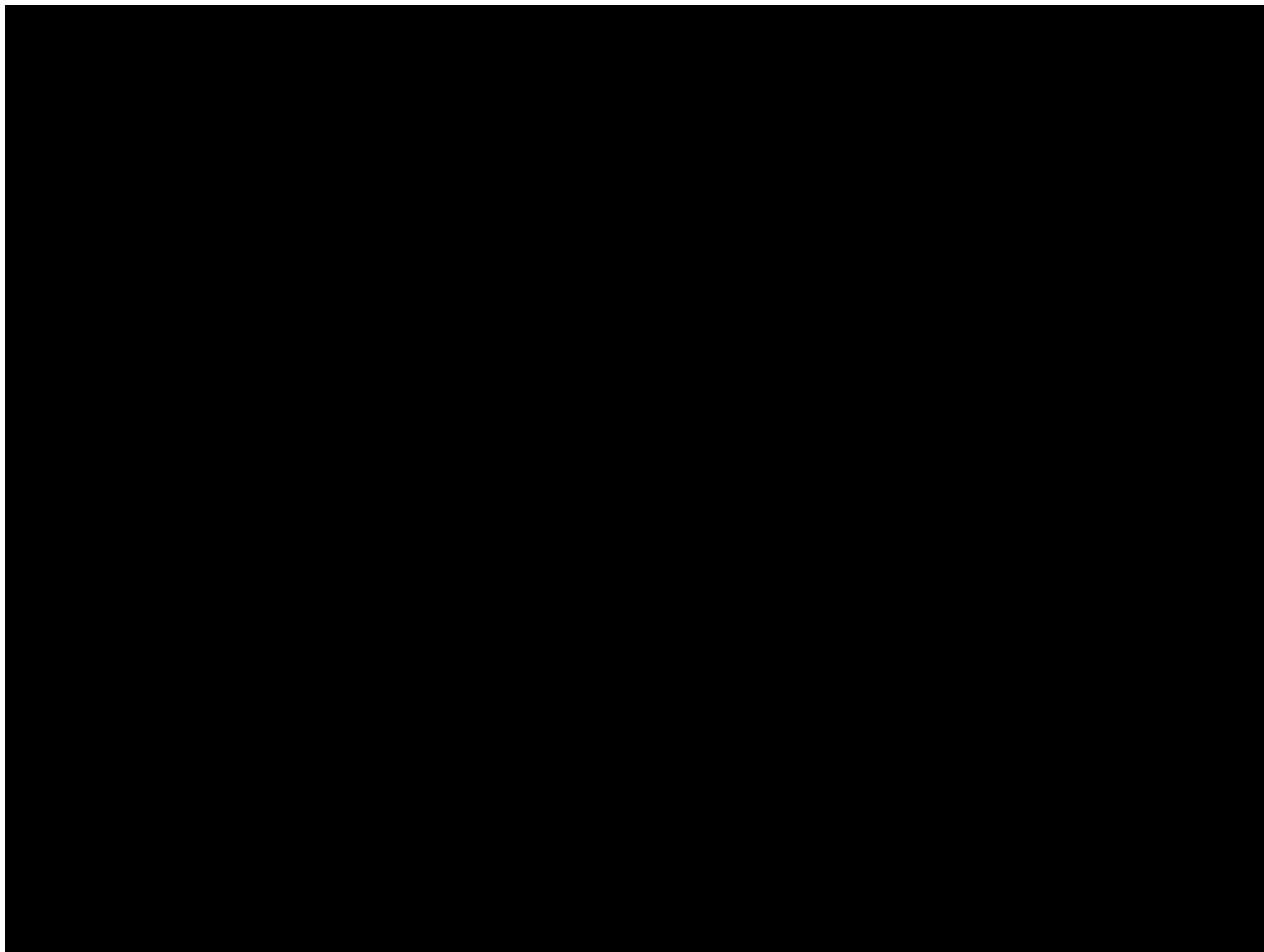


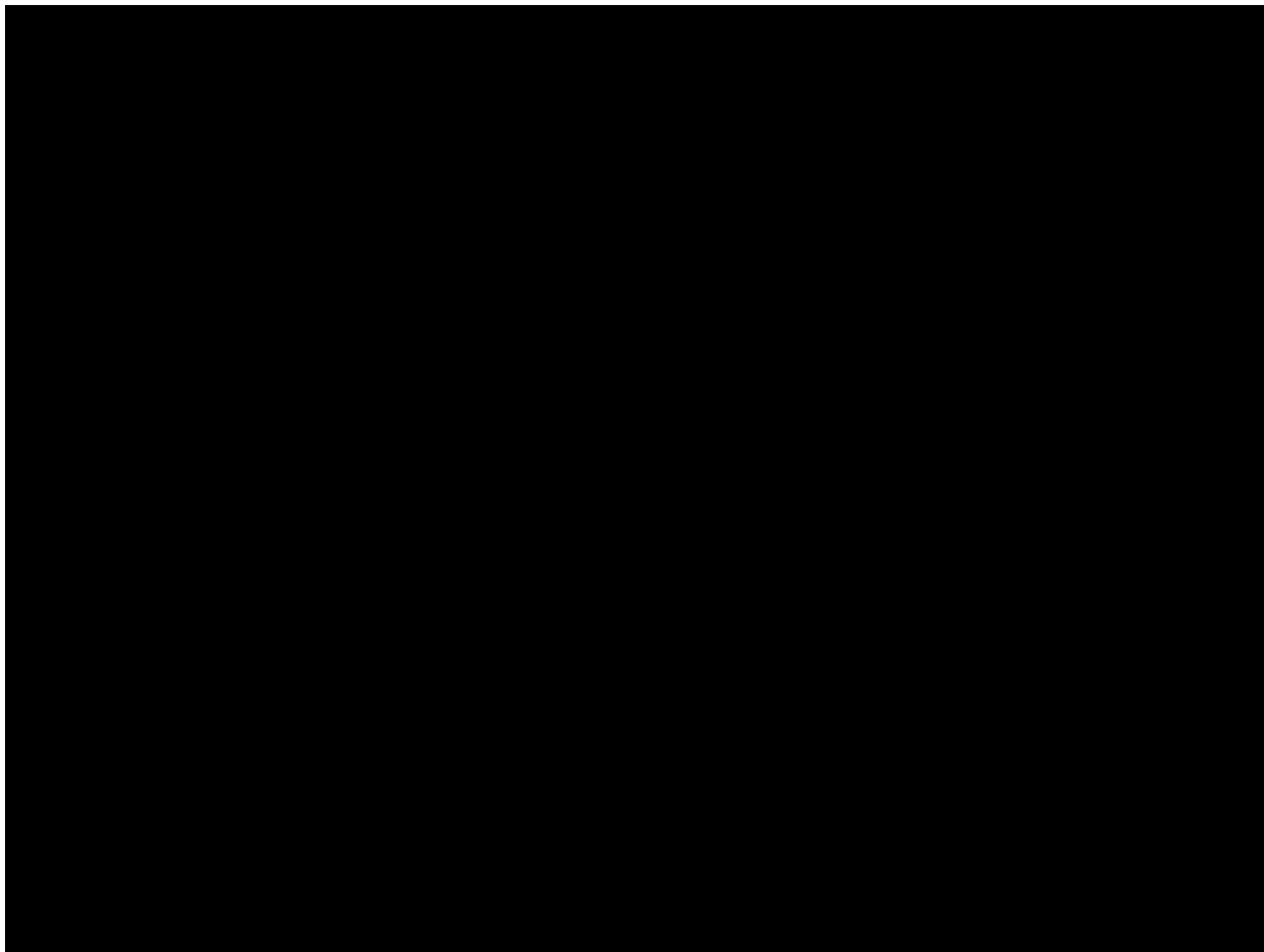


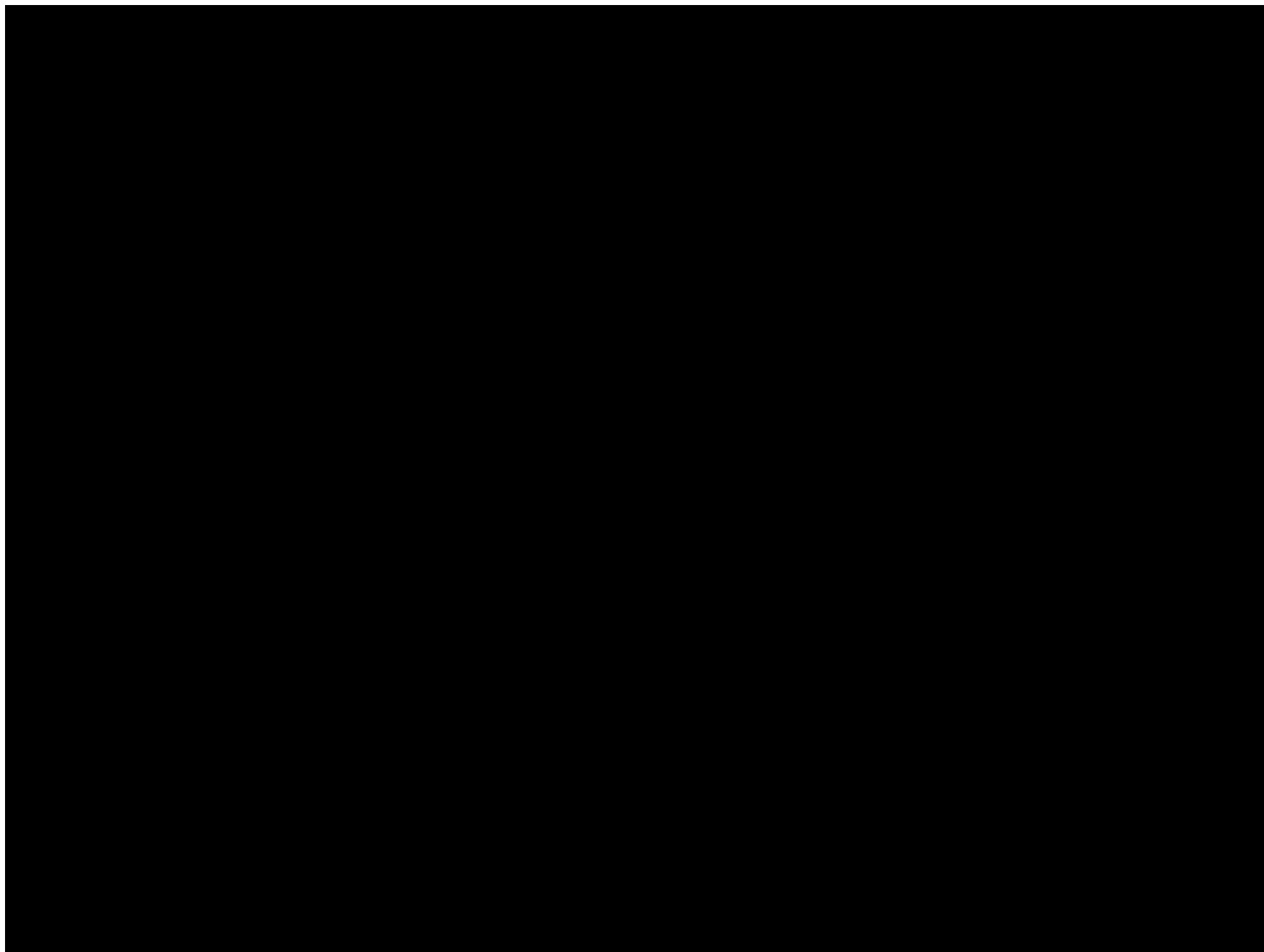


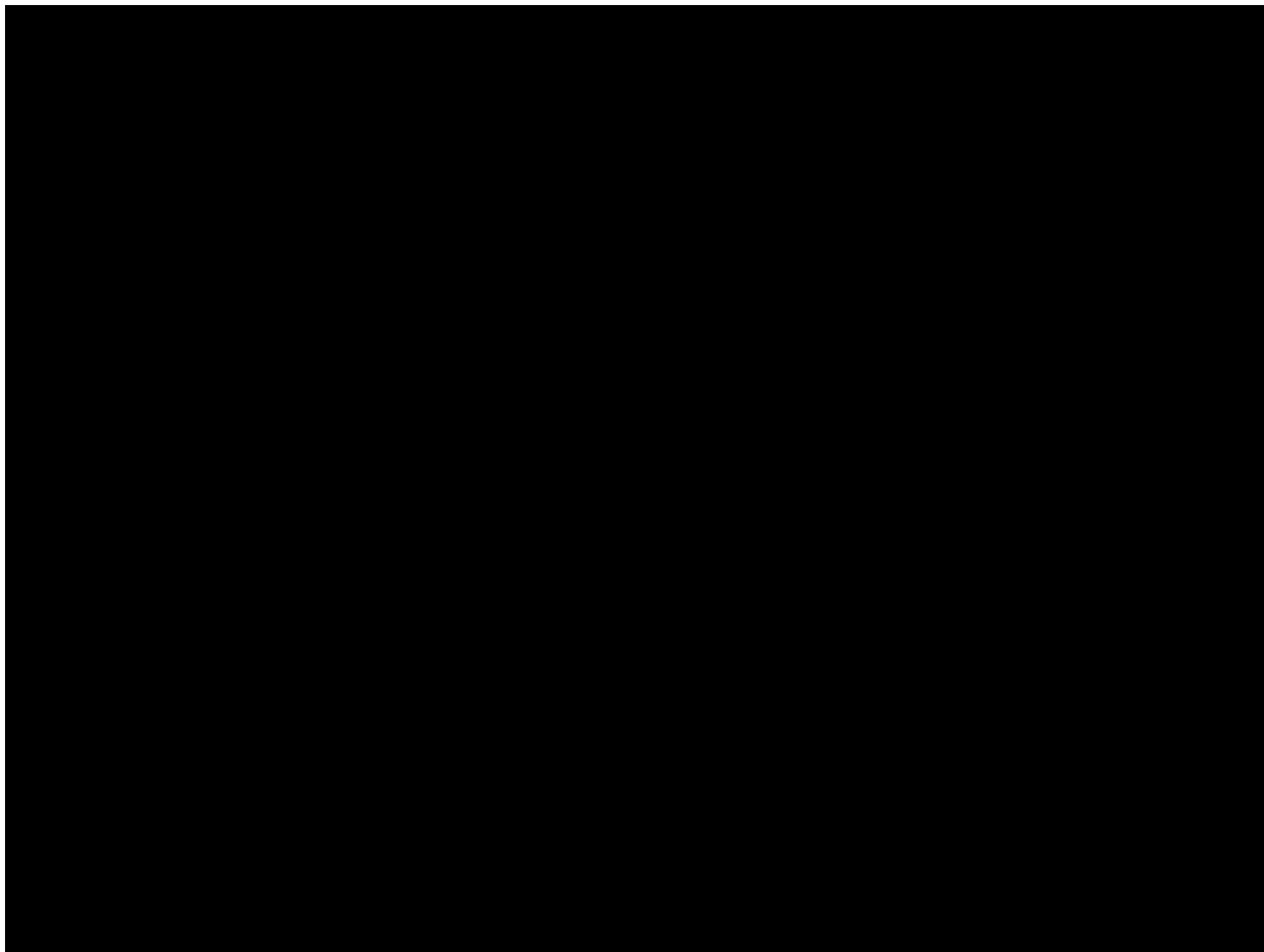


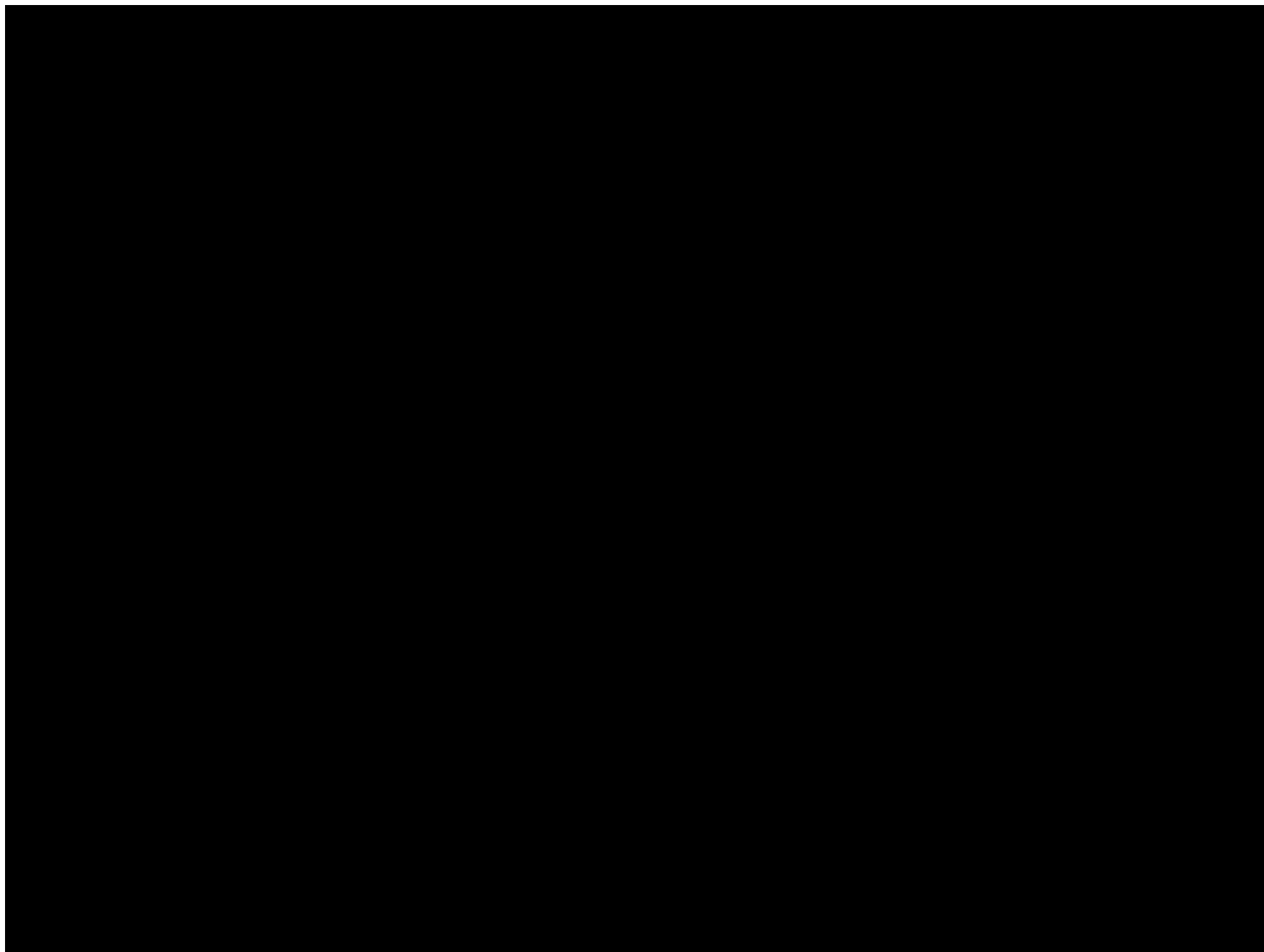


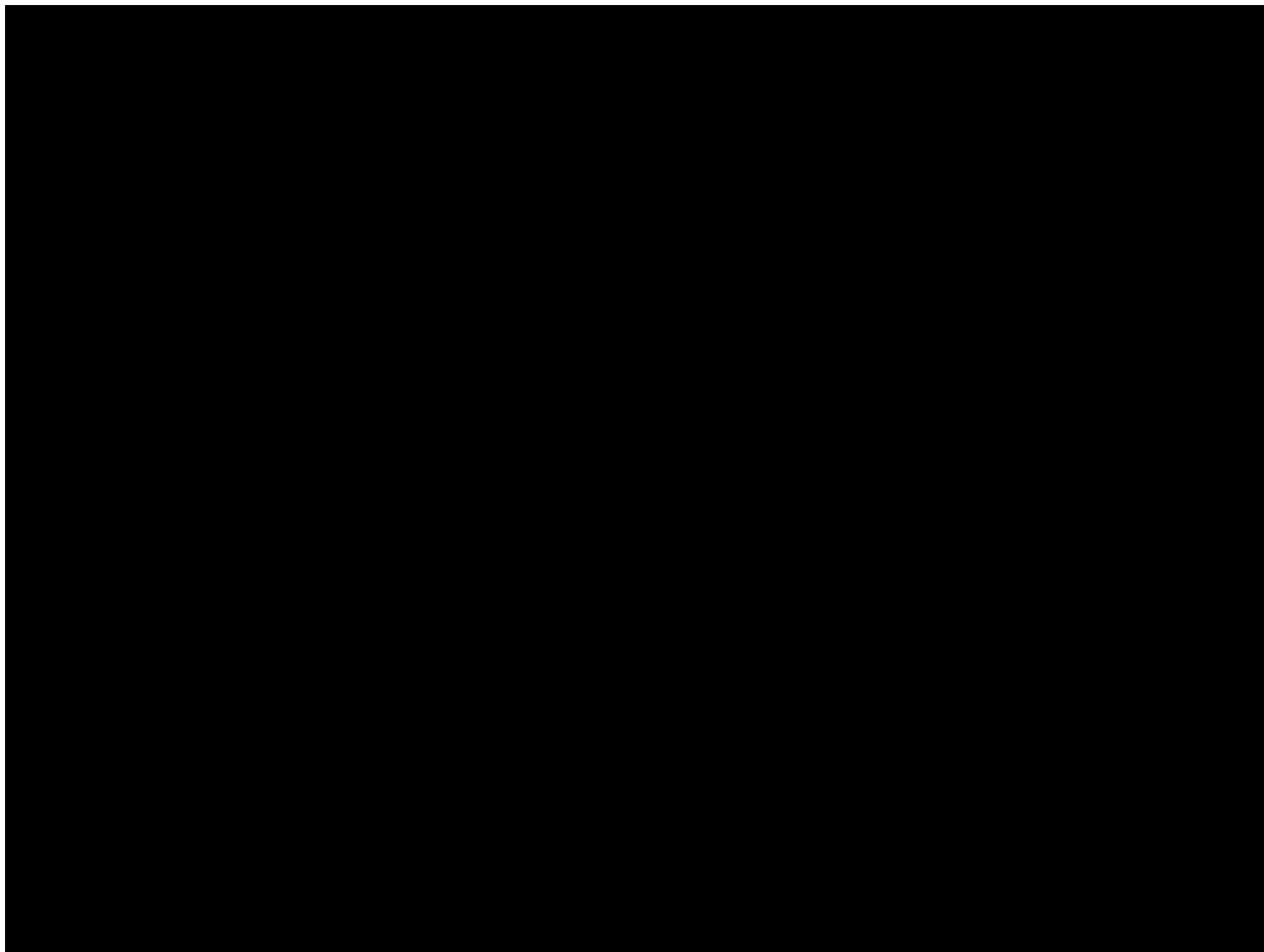


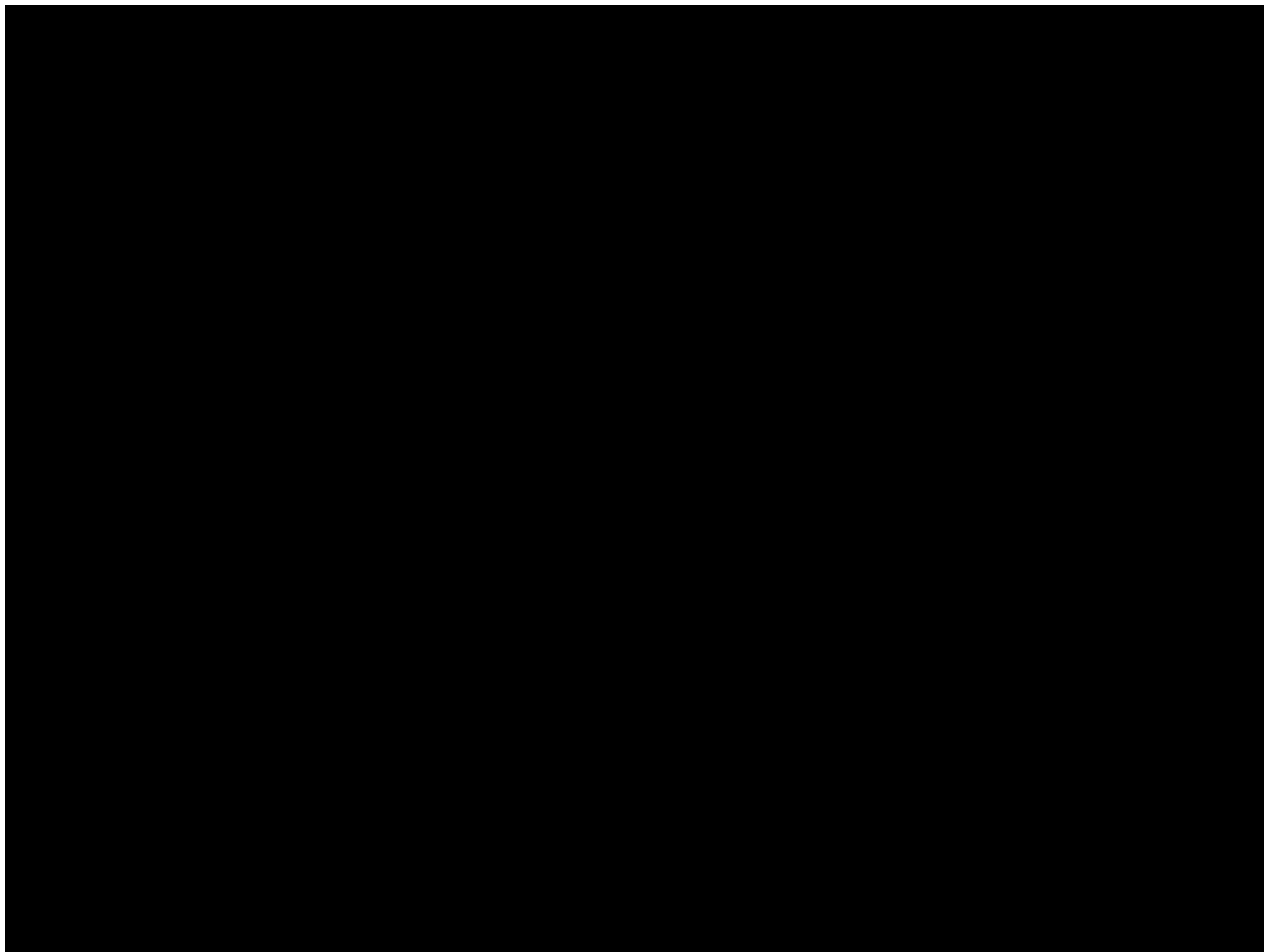


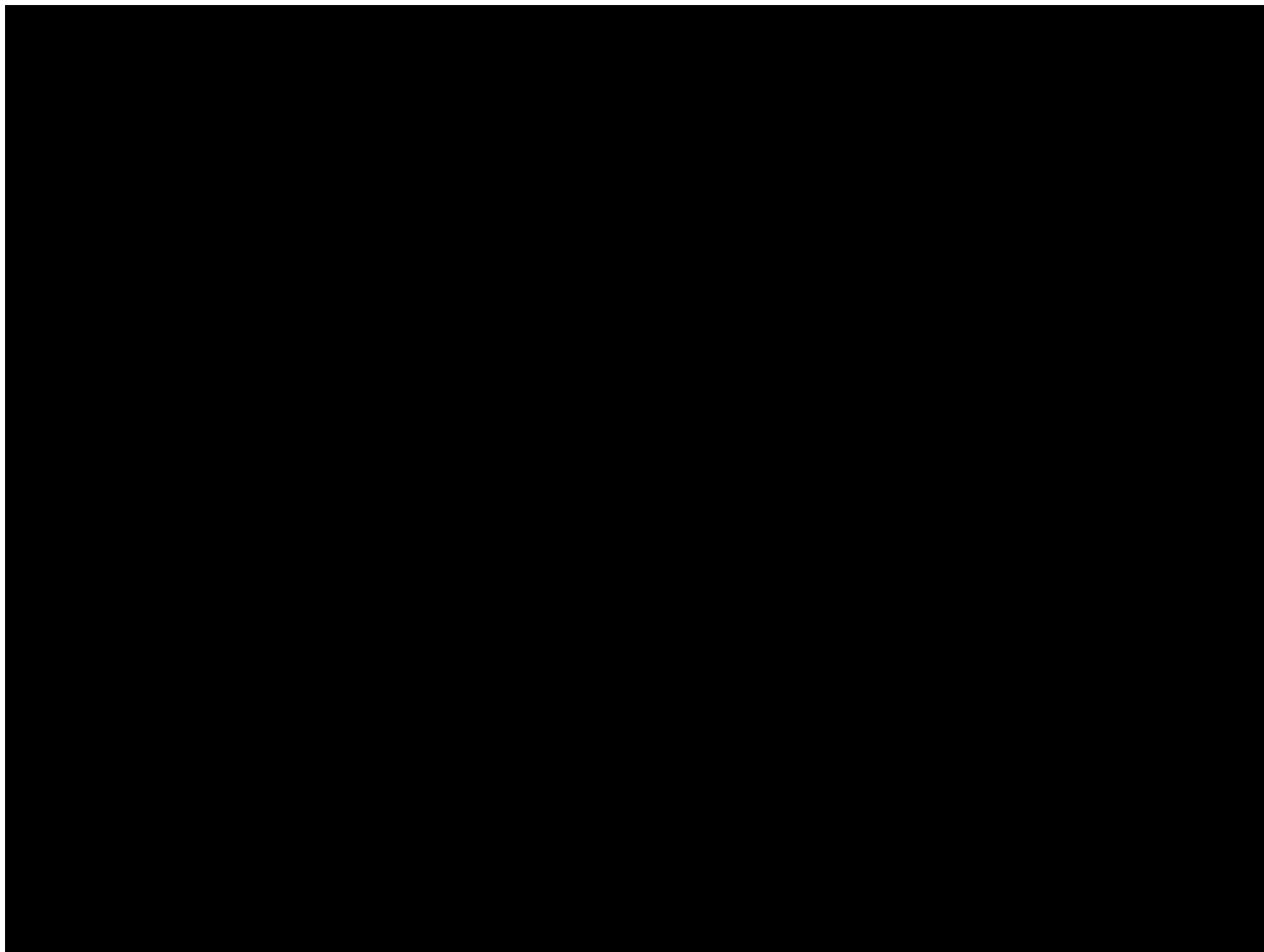


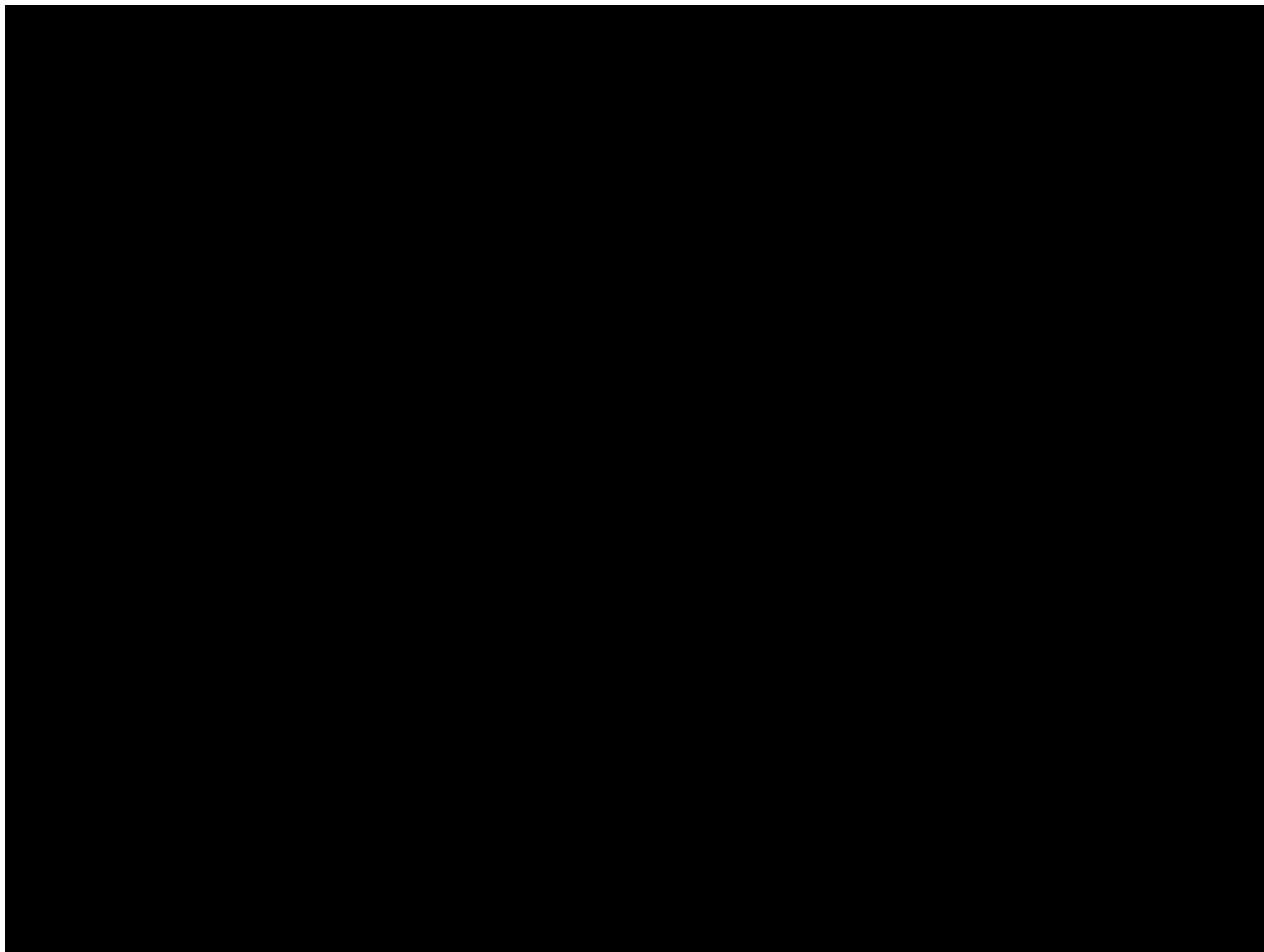


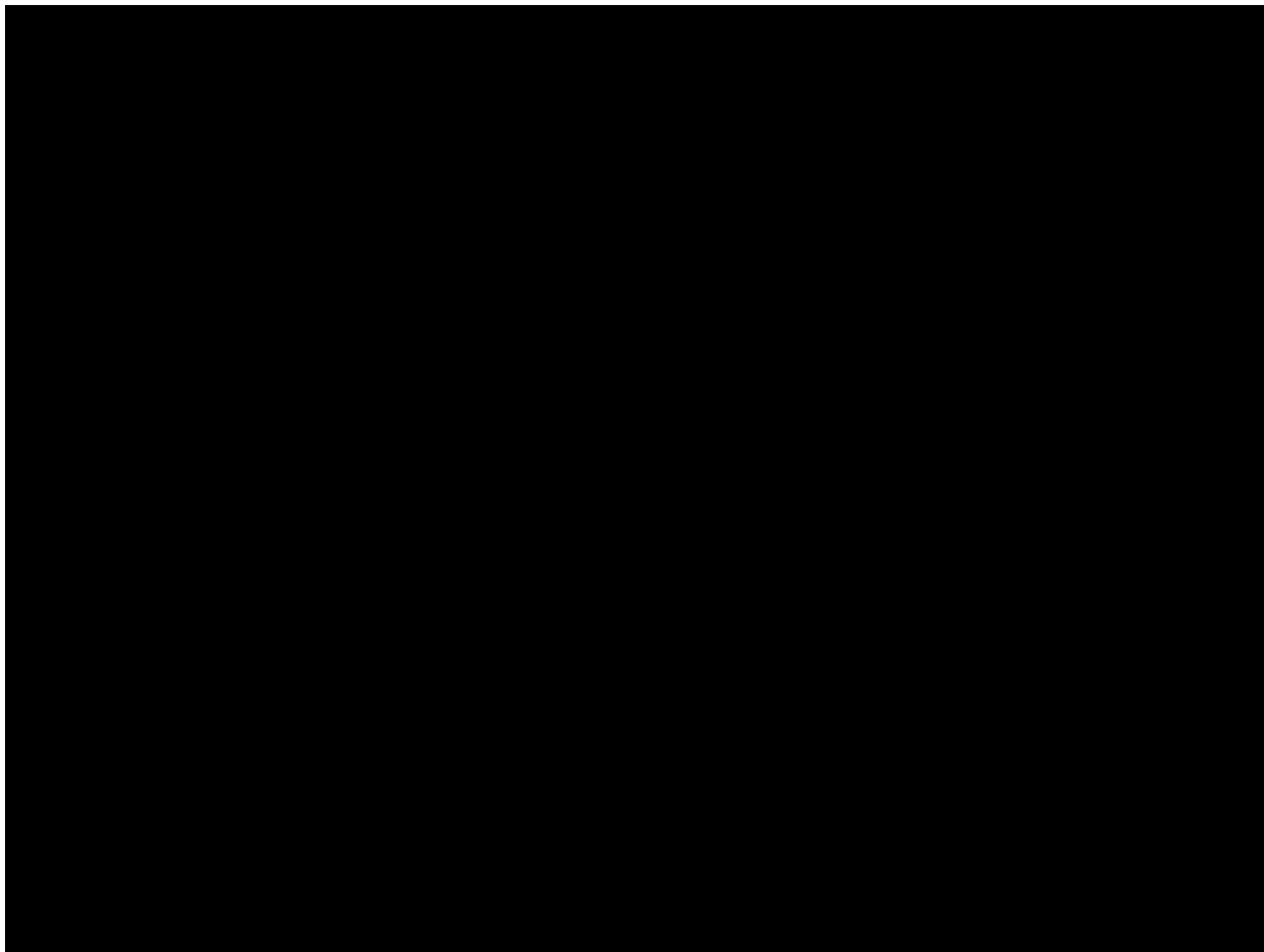


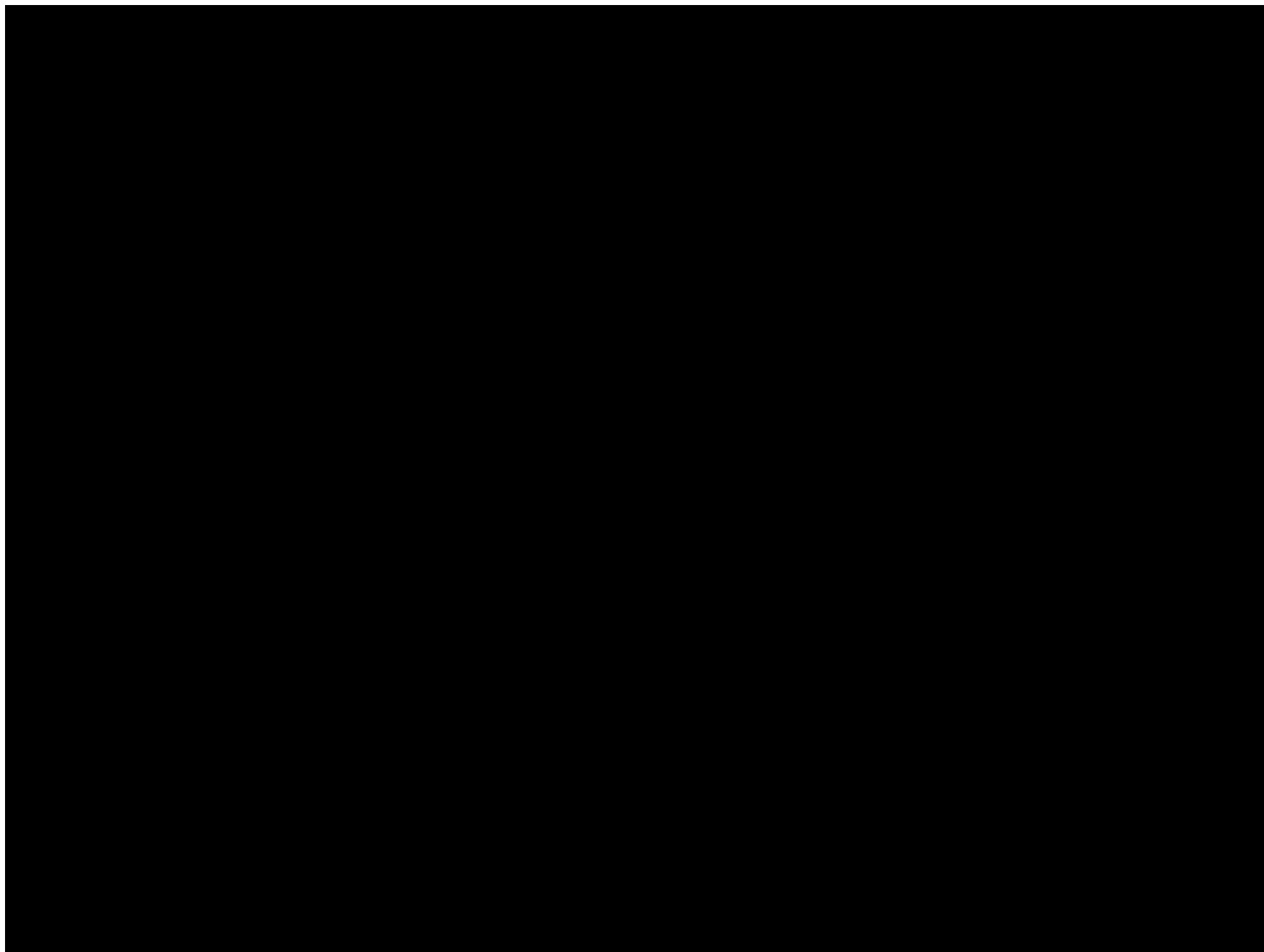


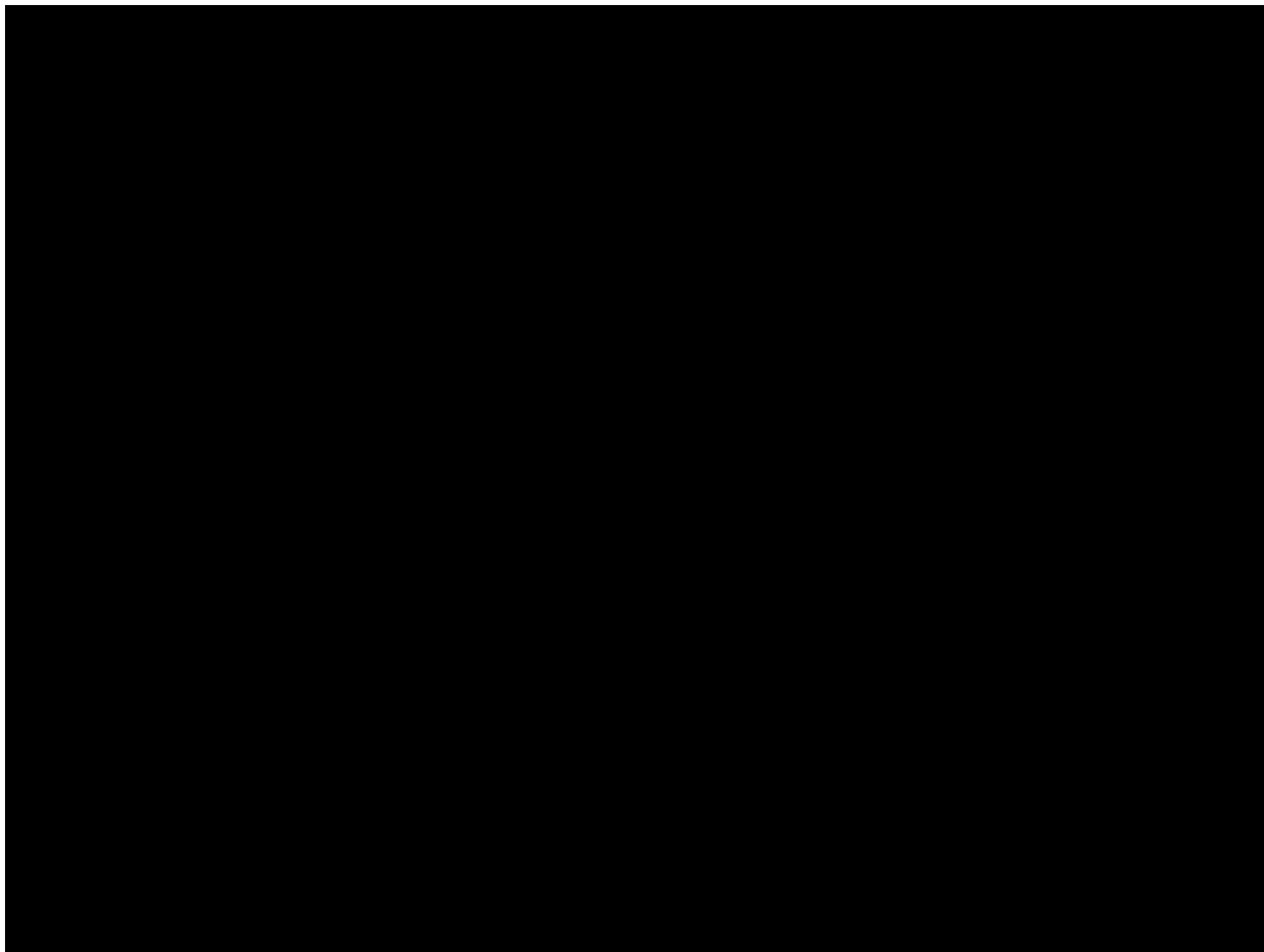


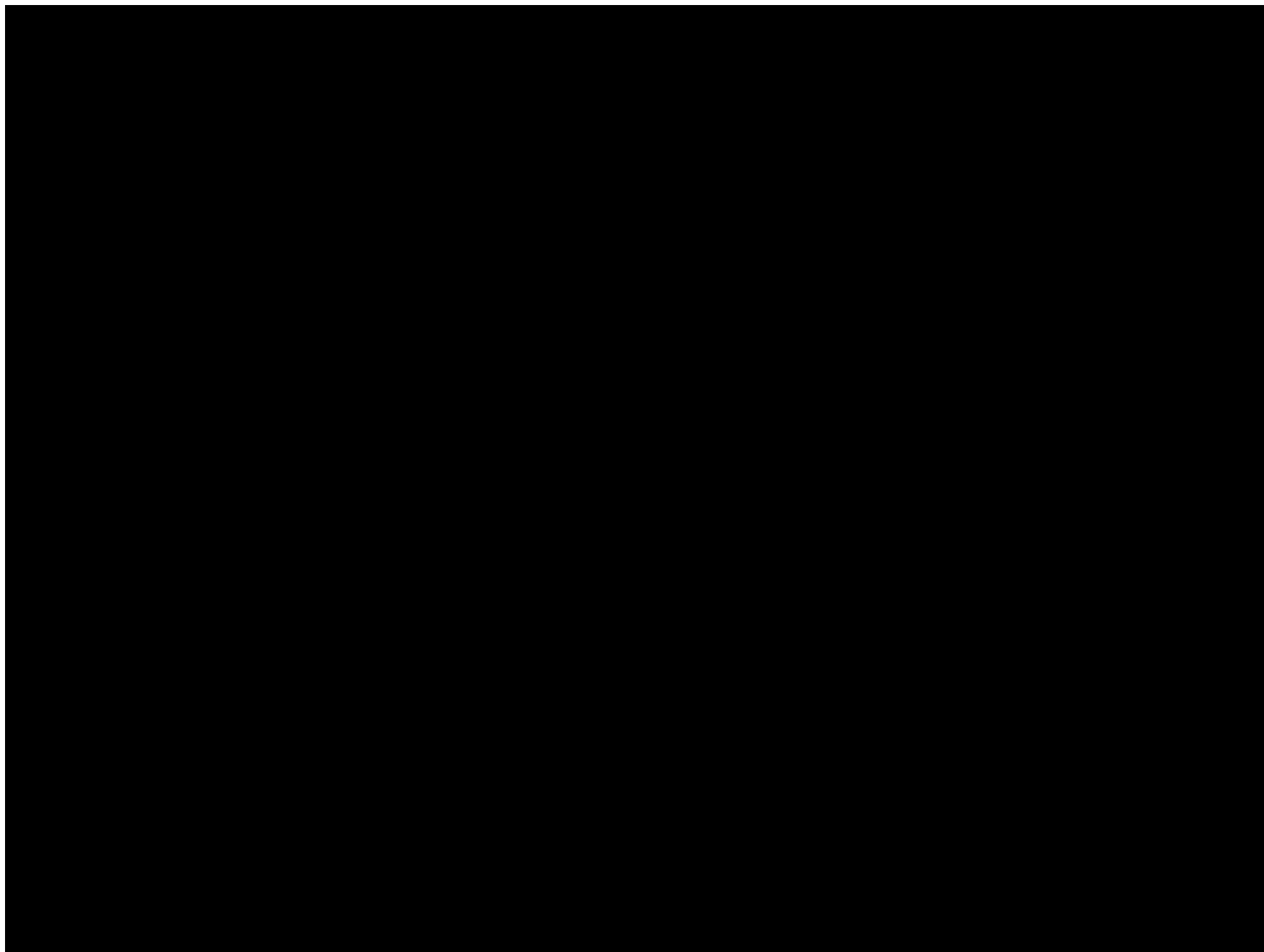


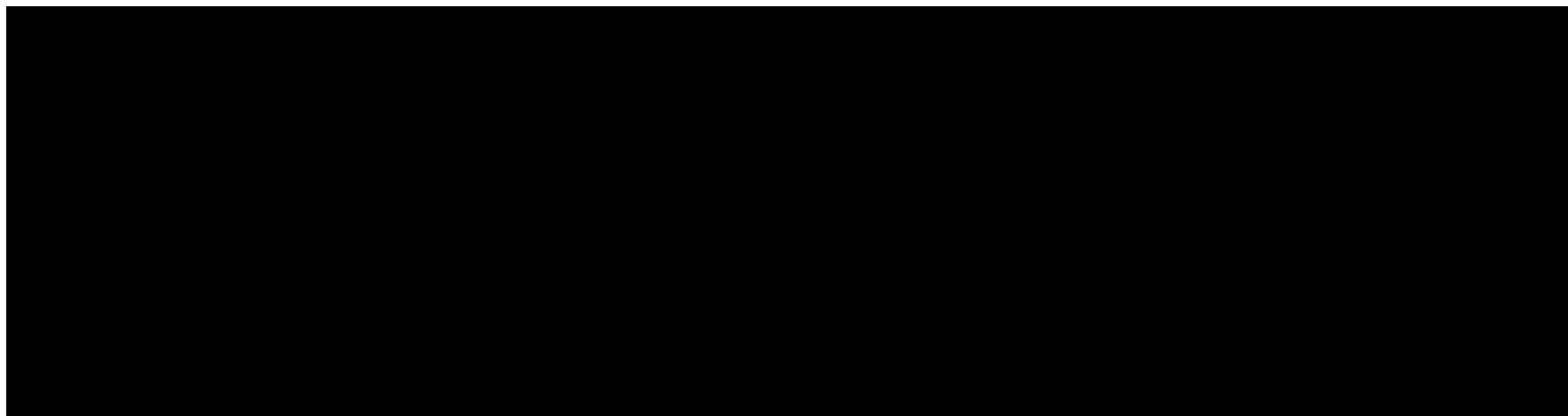












MONITORING INDICATORS

Time of completion of the purchase order, time of verification of the purchase order.

Verification of acceptance into the system by the production coordinator.

Document delivery
time to vault
workers, product
preparation
compliance time
for purchase
order.

Quantitative
verification of
cheeses by the
P2P team.

