Katag OSP Manual

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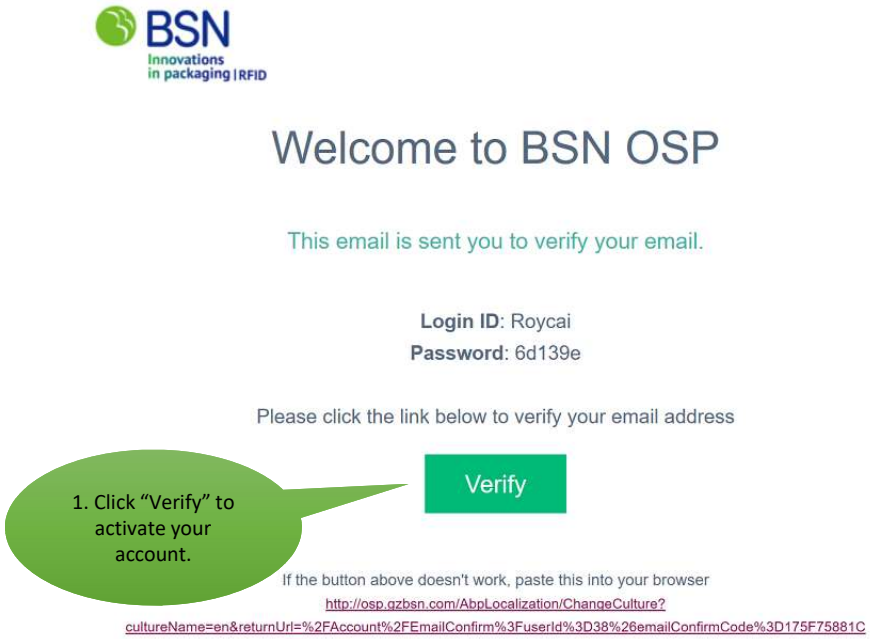
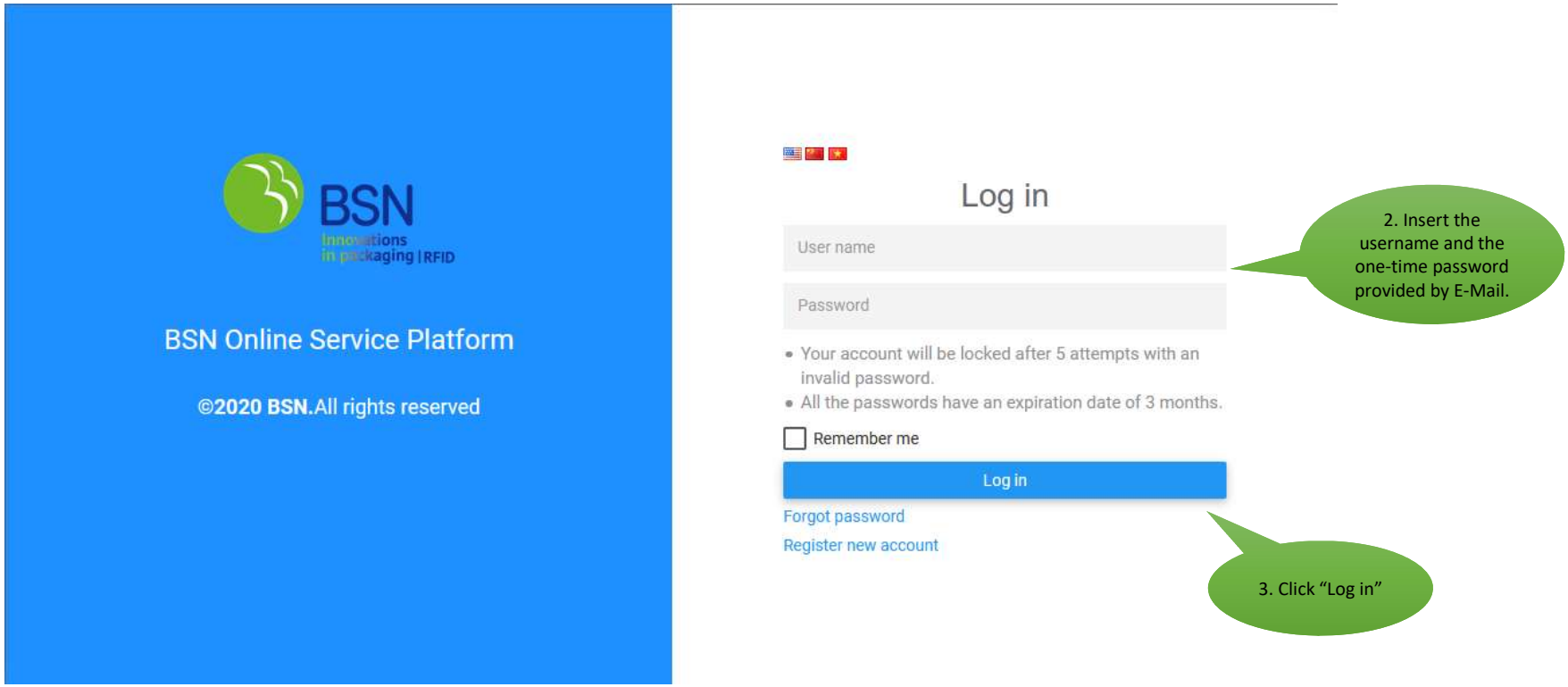
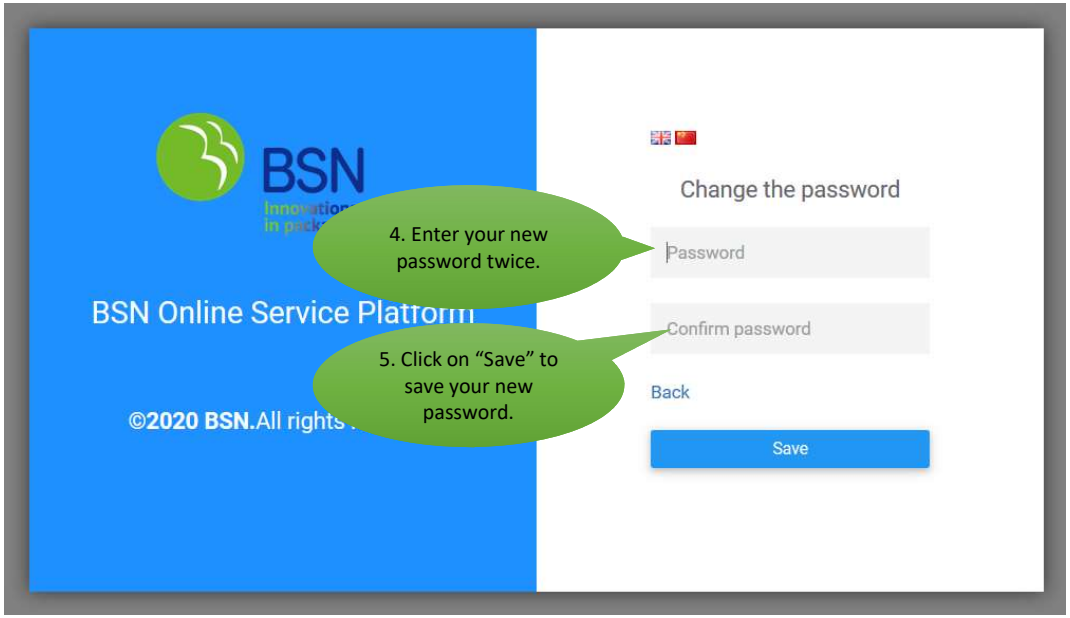
01
Login

First time login: check your OSP invitation email and click the “Verify” link in order to activate your account first.

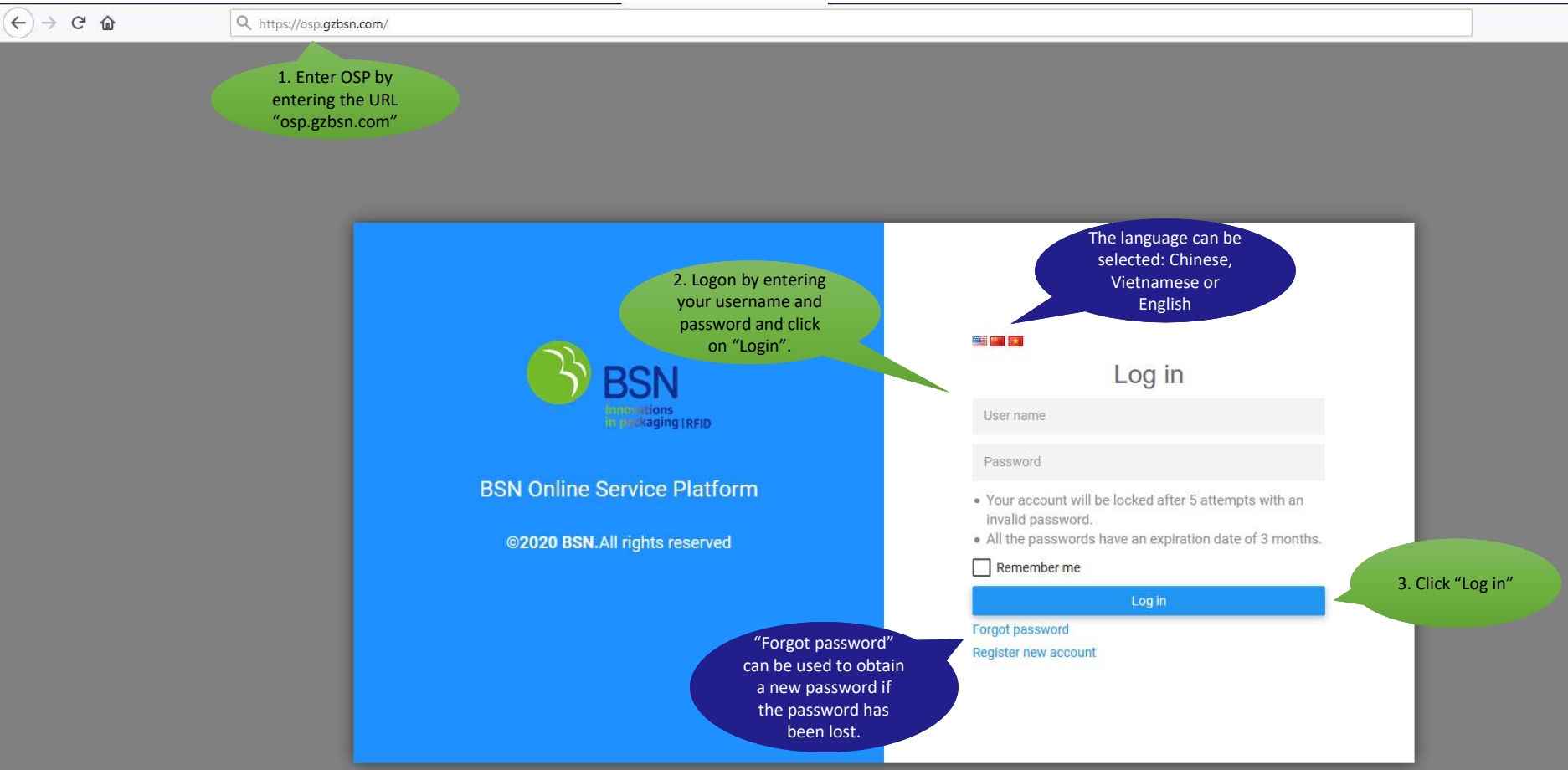



BSN
Innovations
in packaging | RFID
BSN Online Service Platform
©2020 BSN.All rights reserved
Log in
User name
Password
• Your account will be locked after 5 attempts with an invalid password.
• All the passwords have an expiration date of 3 months.
Remember me
Log in
Forgot password
Register new account
2. Insert the username and the one-time password provided by E-Mail.
3. Click “Log in”

Due to security reasons a new password must be created at first time log in.

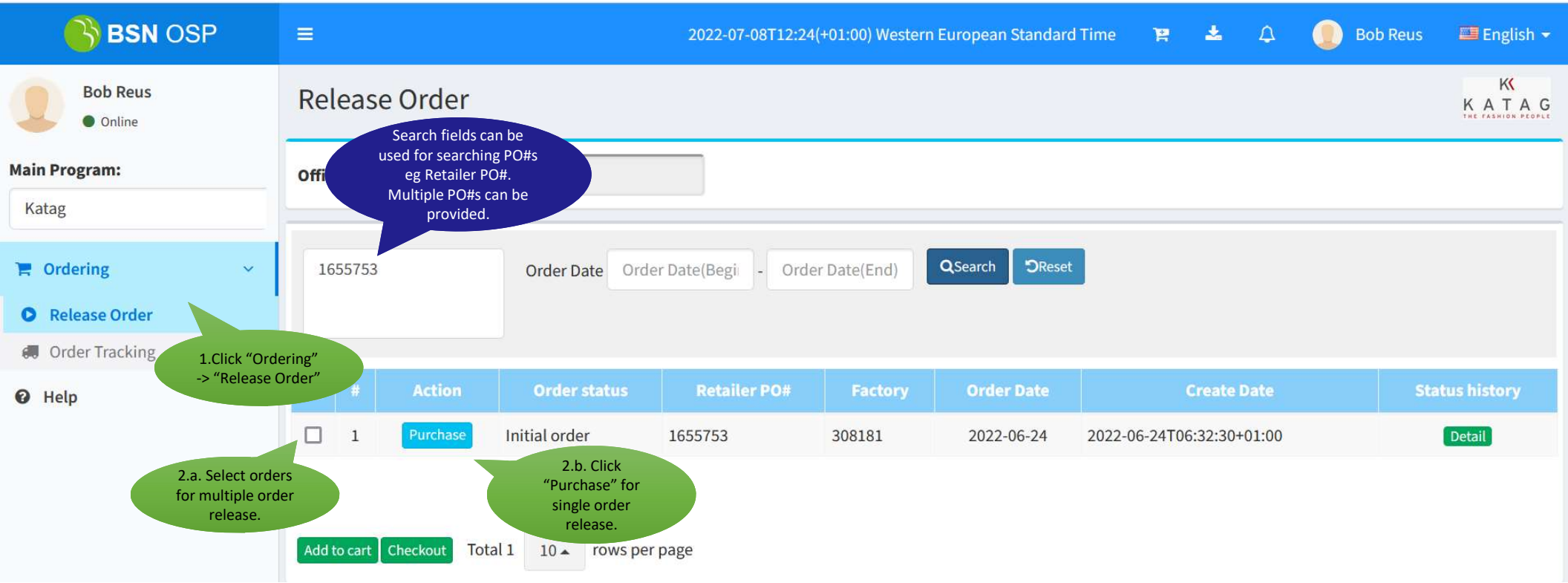


Password Strenght Policy:
- Must have the minimum length of 8 characters;
- Must have at least 1 lowercase character, 1 capital character, 1 number and 1 special character **#!@(%&)?**

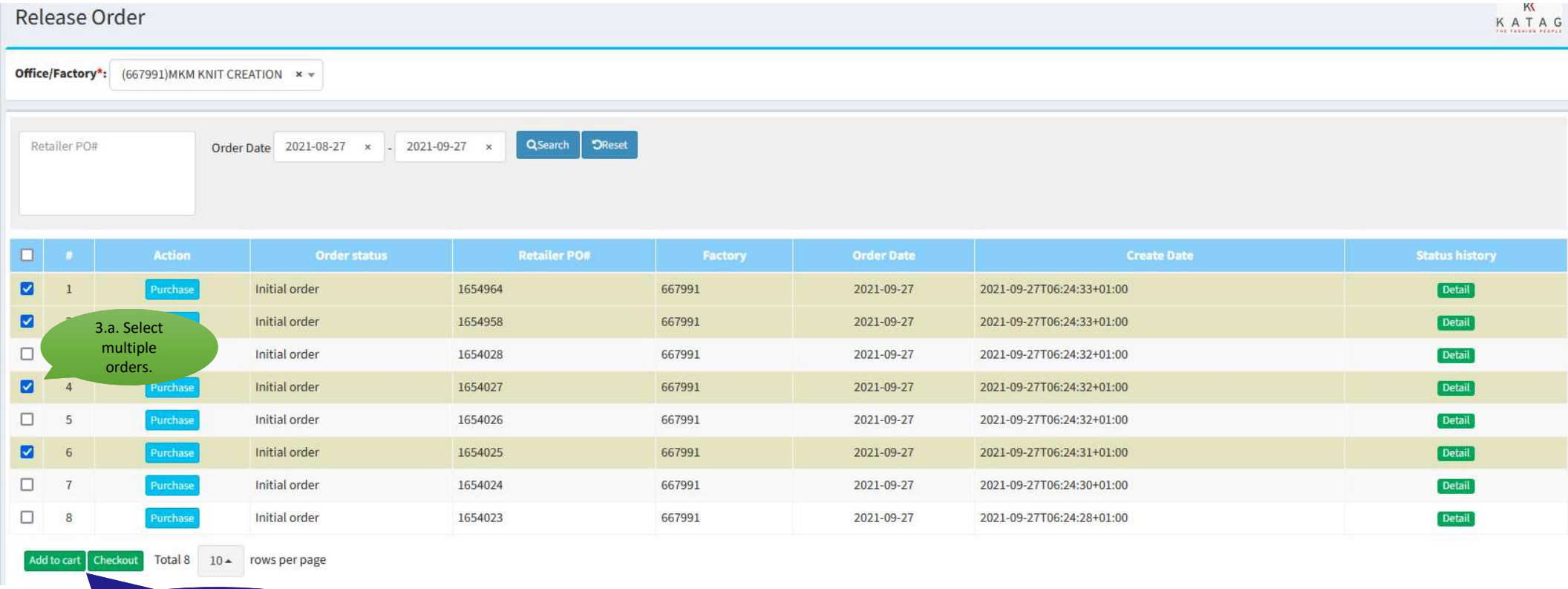


After first time login: this will be the normal OSP log in procedure.

02
Release Order


BSN OSP
2022-07-08T12:24(+01:00) Western European Standard Time
Bob Reus
English
Bob Reus
Online
Main Program:
Katag
Ordering
Release Order
Order Tracking
Help
Release Order
KATAG
THE FASHION PEOPLE
Search fields can be used for searching PO#s eg Retailer PO#. Multiple PO#s can be provided.
1655753
Order Date
Order Date(Begi
Order Date(End)
Search
Reset
1.Click "Ordering" -> "Release Order"
Action Order status Retailer PO# Factory Order Date Create Date Status history
1 Purchase Initial order 1655753 308181 2022-06-24 2022-06-24T06:32:30+01:00 Detail
2.a. Select orders for multiple order release.
2.b. Click "Purchase" for single order release.
Add to cart
Checkout
Total 1
10
rows per page

Multi Order Release



3.a. Select multiple orders.

After selecting multiple orders either click “Add to cart” or “Checkout” for immediate check out. Unlimited orders can be added to the cart.

Single Order Release

Note: order(s) will be removed from the Release Order section when:
- Order(s) have been added to the cart. But when orders will be removed from the cart then the orders will be moved to the Release Order page again.
- order(s) have been checked out

	#	Action	Order status	Retailer PO#
☐	1	Purchase	Initial order	1654964
☐	2	Purchase	Initial	1654958
☐	3	Purchase		1654028

3.b. Click "Purchase" for single order release.

Release Order→1655753

wastage% 2

	Preview	#	Label type	Image	Qty			Size	Coloure	Shelf	Materialtext 1	Article number	Article description
☑	Preview	1	630		33			36	104 WHITE		Baumwolle	221609300	Shirt, Fotoprint
☑	Preview	2	630		33	1	34	38	104 WHITE		Baumwolle	221609300	Shirt, Fotoprint
☑	Preview	3	630		33	1	34	40	104 WHITE		Baumwolle	221609300	Shirt, Fotoprint
☑	Preview	4	630		33	1	34	42	104 WHITE		Baumwolle	221609300	Shirt, Fotoprint
☑	Preview	5	630		66	2	68	44	104 WHITE		Baumwolle	221609300	Shirt, Fotoprint
☑	Preview	6	630		66	2	68	46	104 WHITE		Baumwolle	221609300	Shirt, Fotoprint
☑	Preview	7	630		33	1	34	48	104 WHITE		Baumwolle	221609300	Shirt, Fotoprint
☑	Preview	8	630		33	1	34	50	104 WHITE		Baumwolle	221609300	Shirt, Fotoprint
☑	Preview	9	STR-001				340						

680

Previous page | Add to cart | Checkout

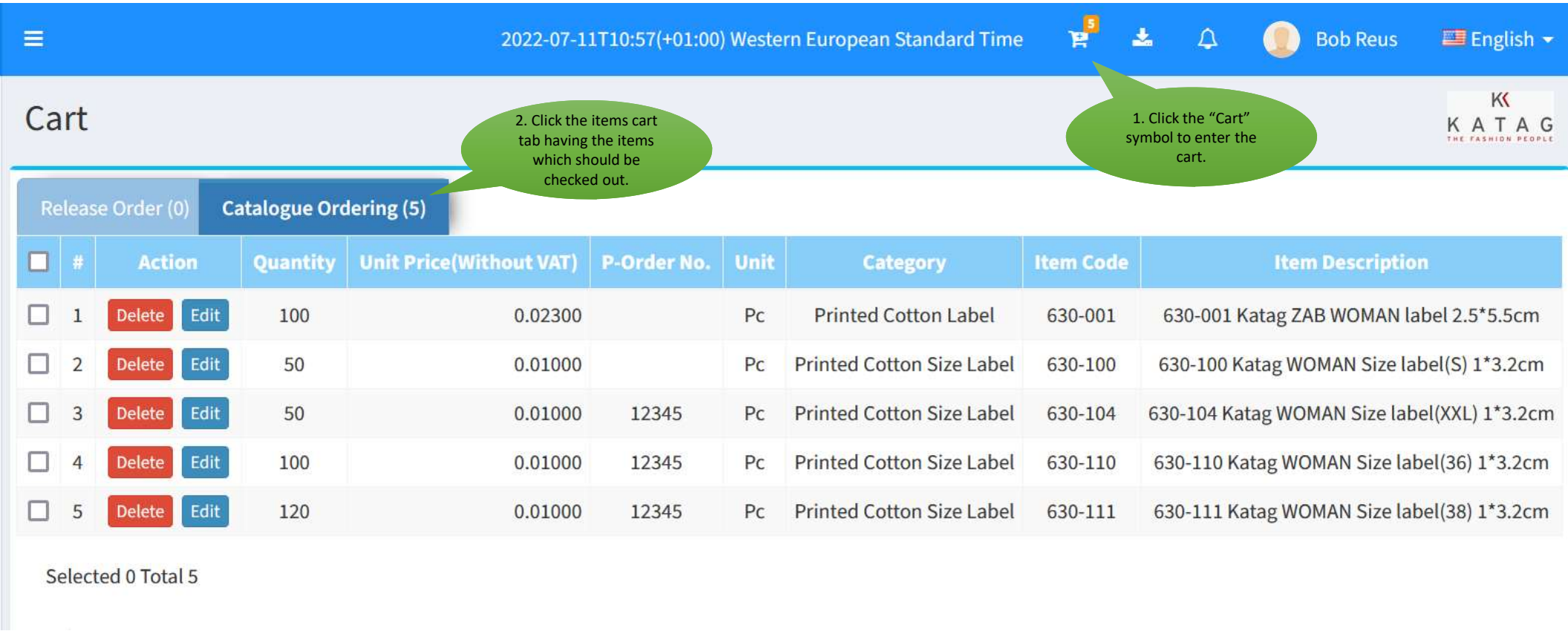
4.b. Change the SKU quantity as required.

In case of Label Type 630, the String item will be added to the Release Order screen: STR-001. The String can be unselected if it should not be ordered.

5.b. Click either "Addo to cart" for later checkout or "Checkout" for immediate checkout.

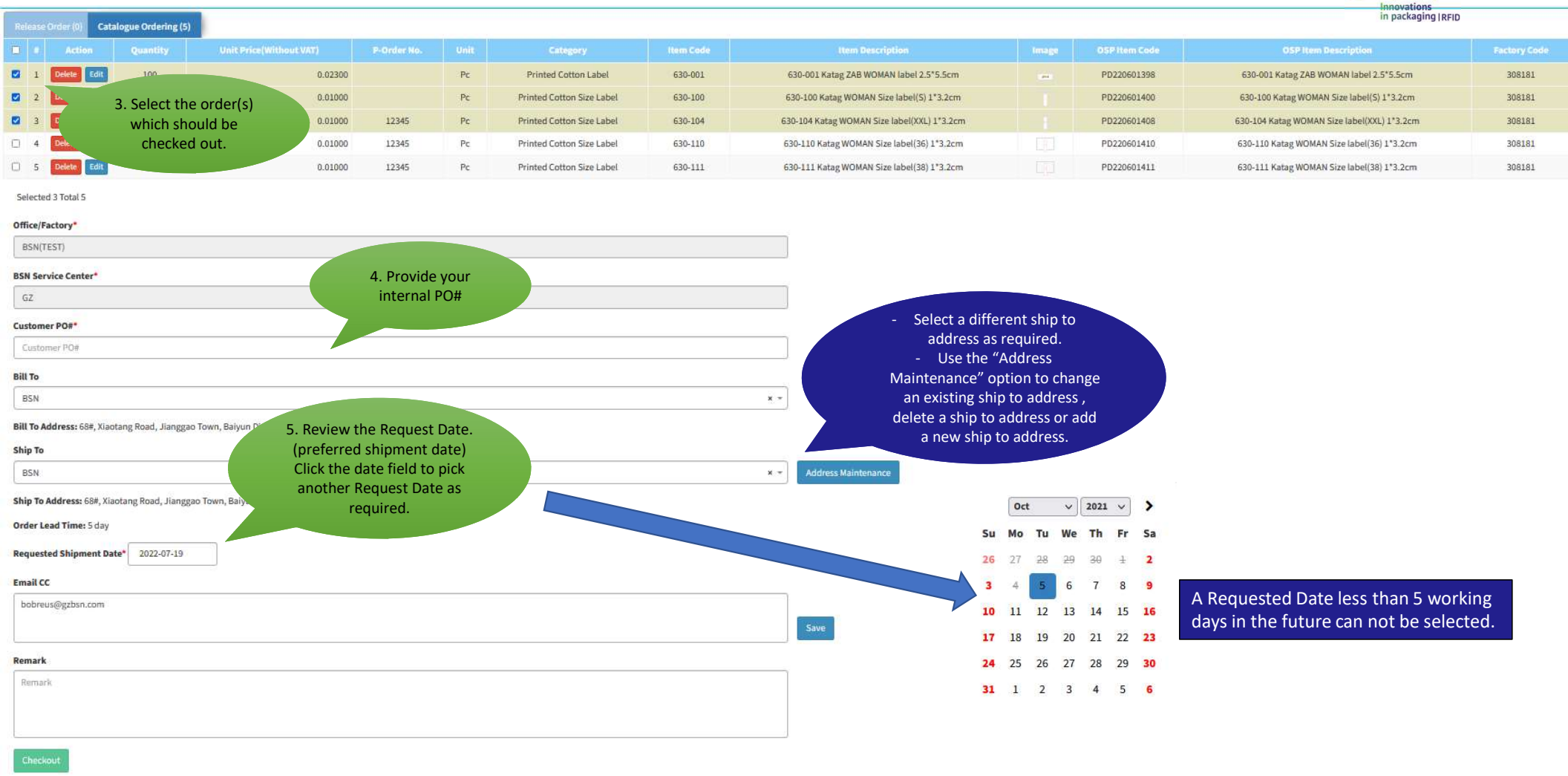
The checkout section for "Checkout" and "Add to cart" are similar

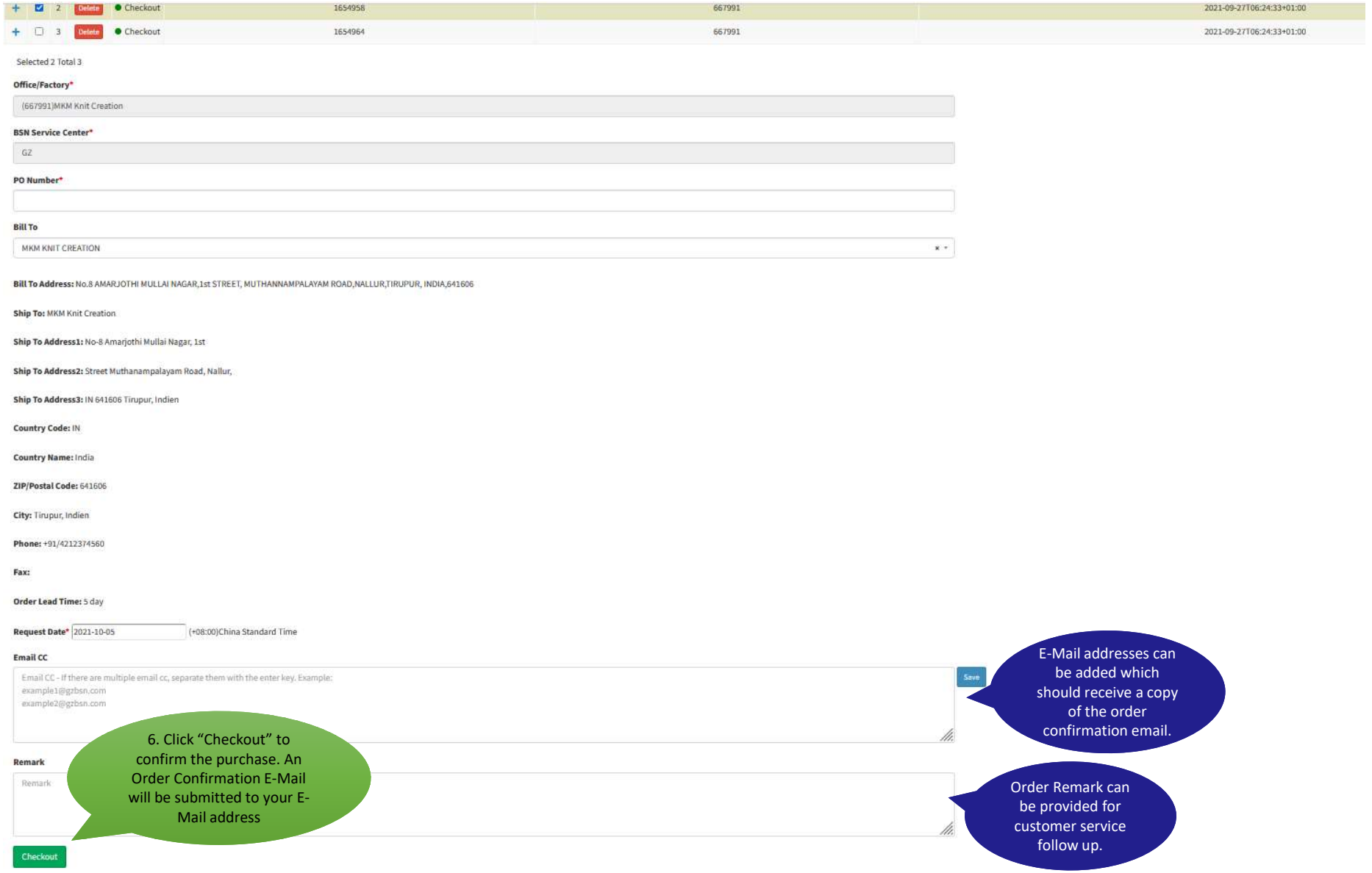
Cart Checkout



#	Action	Quantity	Unit Price(Without VAT)	P-Order No.	Unit	Category	Item Code	Item Description
1	Delete Edit	100	0.02300		Pc	Printed Cotton Label	630-001	630-001 Katag ZAB WOMAN label 2.5*5.5cm
2	Delete Edit	50	0.01000		Pc	Printed Cotton Size Label	630-100	630-100 Katag WOMAN Size label(S) 1*3.2cm
3	Delete Edit	50	0.01000	12345	Pc	Printed Cotton Size Label	630-104	630-104 Katag WOMAN Size label(XXL) 1*3.2cm
4	Delete Edit	100	0.01000	12345	Pc	Printed Cotton Size Label	630-110	630-110 Katag WOMAN Size label(36) 1*3.2cm
5	Delete Edit	120	0.01000	12345	Pc	Printed Cotton Size Label	630-111	630-111 Katag WOMAN Size label(38) 1*3.2cm

The checkout section for "Checkout" and "Add to cart" are similar


Release Order (0)
Catalogue Ordering (5)
3. Select the order(s) which should be checked out.
Selected 3 Total 5
Office/Factory*
BSN(TEST)
BSN Service Center*
GZ
4. Provide your internal PO#
Customer PO#*
Customer PO#
Bill To
BSN
Bill To Address: 68#, Xiaotang Road, Jianggao Town, Baiyun D
Ship To
BSN
Address Maintenance
- Select a different ship to address as required.
- Use the "Address Maintenance" option to change an existing ship to address , delete a ship to address or add a new ship to address.
Ship To Address: 68#, Xiaotang Road, Jianggao Town, Baiy
Order Lead Time: 5 day
5. Review the Request Date. (preferred shipment date) Click the date field to pick another Request Date as required.
Requested Shipment Date* 2022-07-19
Email CC
bobreus@gzbsn.com
Save
Remark
Remark
Checkout
Oct
2021
Su Mo Tu We Th Fr Sa
26 27 28 29 30 1 2
3 4 5 6 7 8 9
10 11 12 13 14 15 16
17 18 19 20 21 22 23
24 25 26 27 28 29 30
31 1 2 3 4 5 6
A Requested Date less than 5 working days in the future can not be selected.


2 Delete Checkout 1654958 667991 2021-09-27T06:24:33+01:00
3 Delete Checkout 1654964 667991 2021-09-27T06:24:33+01:00
Selected 2 Total 3
Office/Factory*
(667991)MKM Knit Creation
BSN Service Center*
GZ
PO Number*
Bill To
MKM KNIT CREATION
Bill To Address: No.8 AMARJOTHI MULLAI NAGAR,1st STREET, MUTHANNAMPALAYAM ROAD,NALLUR,TIRUPUR, INDIA,641606
Ship To: MKM Knit Creation
Ship To Address1: No-8 Amarjothi Mullai Nagar, 1st
Ship To Address2: Street Muthanampalayam Road, Nallur,
Ship To Address3: IN 641606 Tirupur, Indien
Country Code: IN
Country Name: India
ZIP/Postal Code: 641606
City: Tirupur, Indien
Phone: +91/4212374560
Fax:
Order Lead Time: 5 day
Request Date* 2021-10-05 (+08:00)China Standard Time
Email CC
Email CC - If there are multiple email cc, separate them with the enter key. Example:
example1@gzbsn.com
example2@gzbsn.com
Save
E-Mail addresses can be added which should receive a copy of the order confirmation email.
6. Click "Checkout" to confirm the purchase. An Order Confirmation E-Mail will be submitted to your E-Mail address
Remark
Remark
Order Remark can be provided for customer service follow up.
Checkout

7. Upon "Checkout" a popup message will appear on your screen confirming your purchase. An order confirmation e-mail will be submitted to your email address.

Mon 27/09/2021 17:28

BO BSN OSP Service Center <erp@gzbaoshen.com>

[Katag] YOUR PRODUCTION ORDER CONFIRMATION

To bobreus@gzbsn.com
Cc bobreus@gzbsn.com

Dear Bob,
Thank you for purchasing BSN products.

Retailer PO#: 1654964
Customer PO#: TEST-12345
Order Date: 2021-09-27
Shipping to:
Bill to: No.8 AMARJOTHI MULLAI NAGAR,1st STREET, MUTHANNAMPALAYAM ROAD,NALLUR,TIRUPUR, INDIA,641606

As soon as your shipment is on its way you will receive the shipment details.
Click here to download the attachment:https://osp.gzbsn.com/OpenApi/GetFile?url=//BSN-OSP/MAILLTT/Attachment/20210927/1a329bc8-d6a3-4698-aa1e-618f2faebee4.zip

Best regards
BSN OSP team.

**** This is an automated e-mail please do not reply ****

Note: the checkout procedure is also applicable to the Single Order process.

At SKU level the print artwork can be previewed

Release Order→1655753

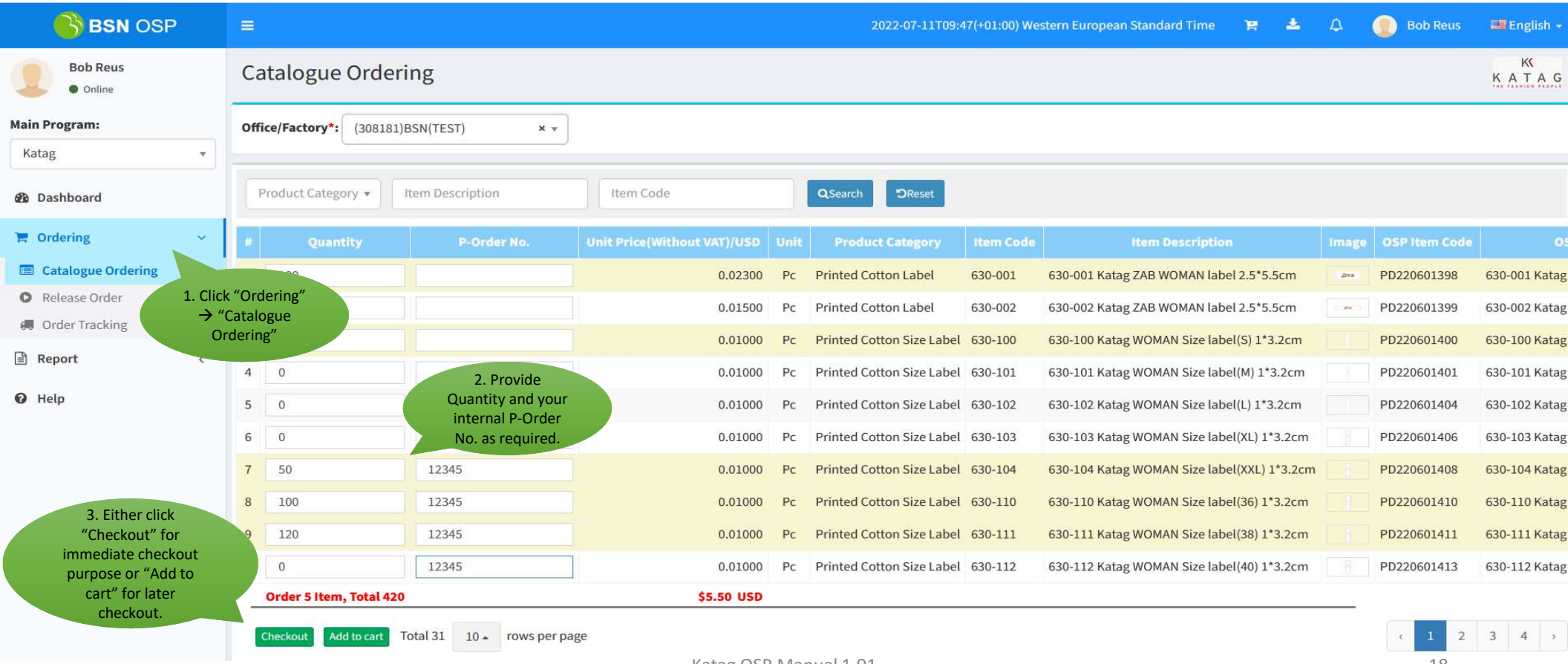
wastage% 2

Preview	#	Label type	Image	Qty	Wastage Qty	Total Qty	HS-Code	Size	Coloure	Shelf	Materialtext 1	Article number	Article description	Collection	Ba
Preview	1	630		33	1	34		36	104 WHITE		Baumwolle	221609300	Shirt, Fotoprint	72	4065
Preview	2	630		33	1	34		38	104 WHITE		Baumwolle	221609300	Shirt, Fotoprint	72	4065
Preview	3	630		33	1	34		40	104 WHITE		Baumwolle	221609300	Shirt, Fotoprint	72	4065

1. Click “Preview” to lookup the print artwork

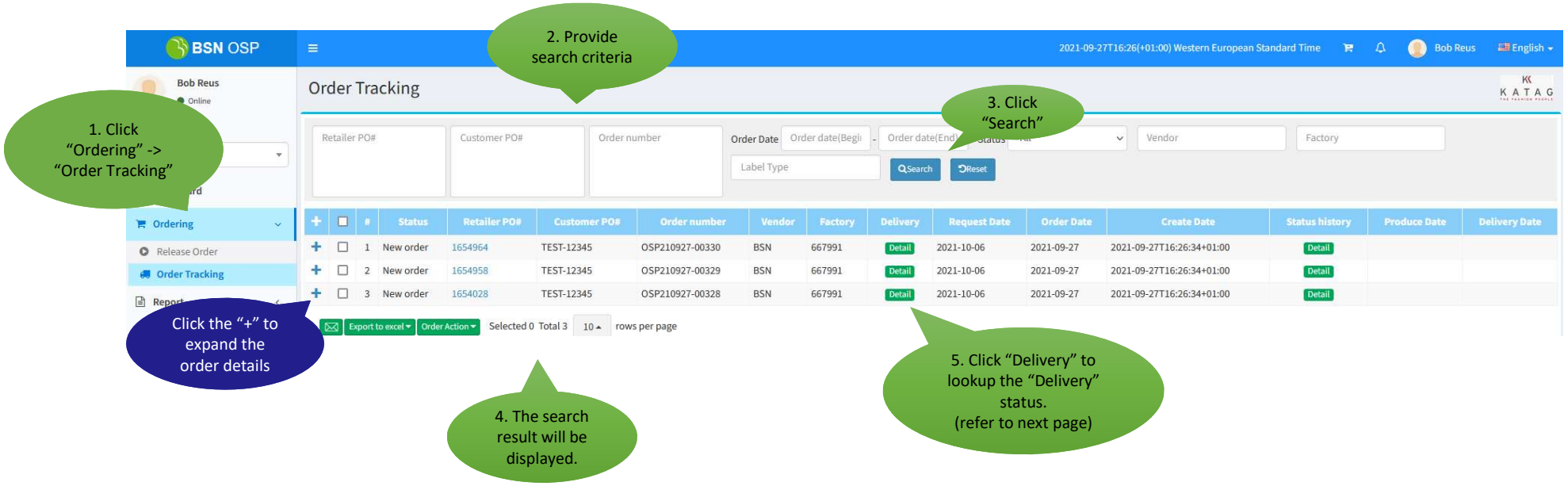
03
Catalogue Ordering

Use “Catalogue Order” for purchasing Printed Cotton Label, Printed Cotton Size Label, Woven Label , Woven Size Label and String.



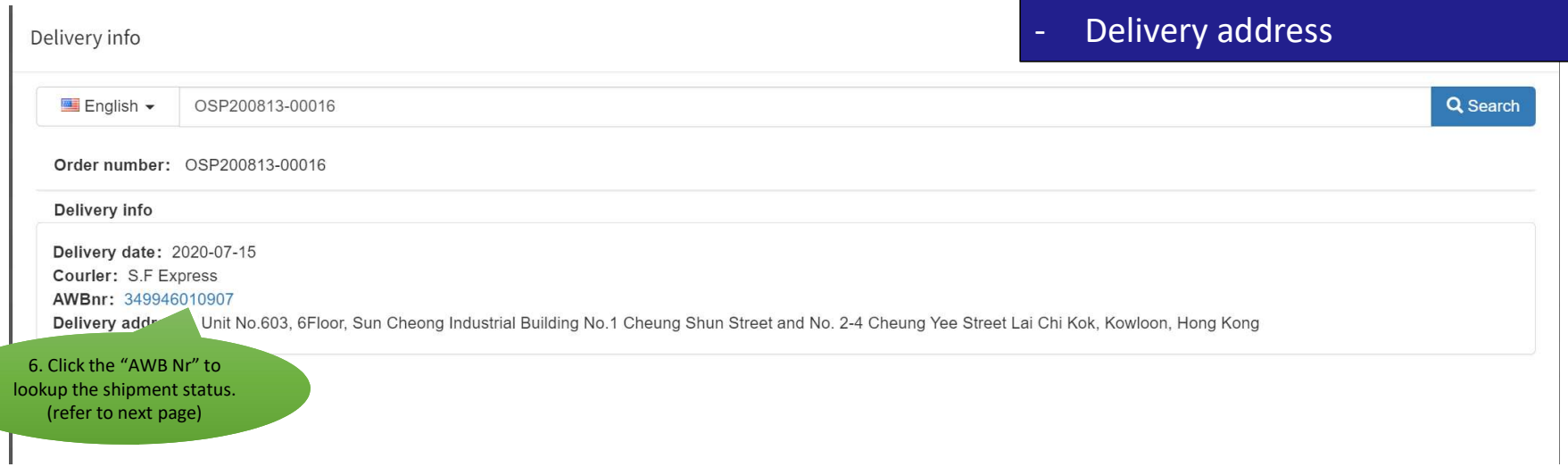
#	Quantity	P-Order No.	Unit Price(Without VAT)/USD	Unit	Product Category	Item Code	Item Description	Image	OSP Item Code	OS
			0.02300	Pc	Printed Cotton Label	630-001	630-001 Katag ZAB WOMAN label 2.5*5.5cm		PD220601398	630-001 Katag
			0.01500	Pc	Printed Cotton Label	630-002	630-002 Katag ZAB WOMAN label 2.5*5.5cm		PD220601399	630-002 Katag
			0.01000	Pc	Printed Cotton Size Label	630-100	630-100 Katag WOMAN Size label(S) 1*3.2cm		PD220601400	630-100 Katag
4	0		0.01000	Pc	Printed Cotton Size Label	630-101	630-101 Katag WOMAN Size label(M) 1*3.2cm		PD220601401	630-101 Katag
5	0		0.01000	Pc	Printed Cotton Size Label	630-102	630-102 Katag WOMAN Size label(L) 1*3.2cm		PD220601404	630-102 Katag
6	0		0.01000	Pc	Printed Cotton Size Label	630-103	630-103 Katag WOMAN Size label(XL) 1*3.2cm		PD220601406	630-103 Katag
7	50	12345	0.01000	Pc	Printed Cotton Size Label	630-104	630-104 Katag WOMAN Size label(XXL) 1*3.2cm		PD220601408	630-104 Katag
8	100	12345	0.01000	Pc	Printed Cotton Size Label	630-110	630-110 Katag WOMAN Size label(36) 1*3.2cm		PD220601410	630-110 Katag
9	120	12345	0.01000	Pc	Printed Cotton Size Label	630-111	630-111 Katag WOMAN Size label(38) 1*3.2cm		PD220601411	630-111 Katag
	0	12345	0.01000	Pc	Printed Cotton Size Label	630-112	630-112 Katag WOMAN Size label(40) 1*3.2cm		PD220601413	630-112 Katag

04
Order Tracking

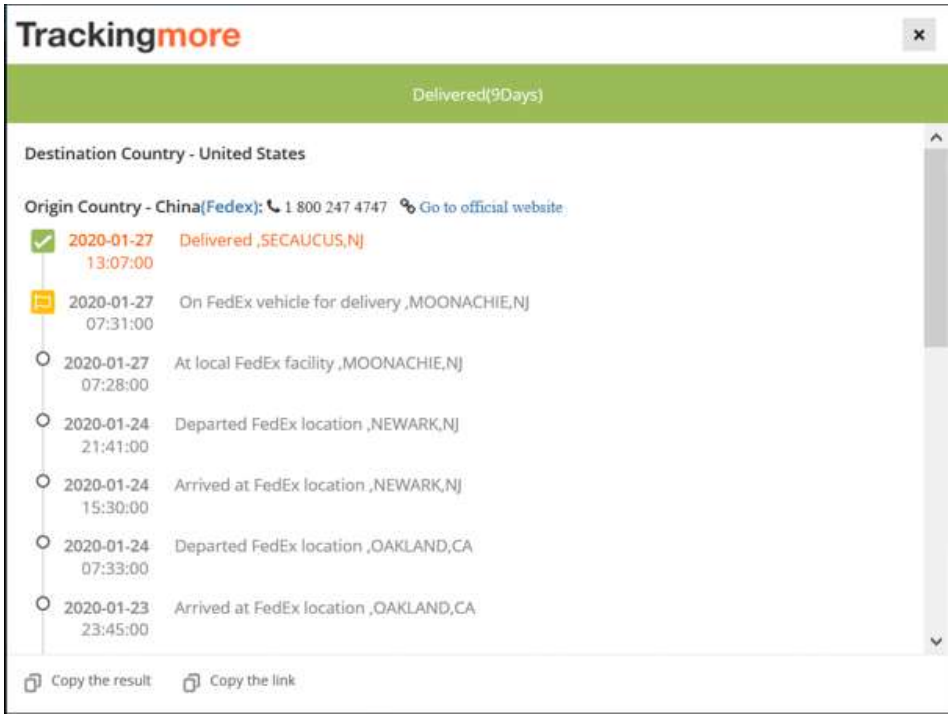

1. Click "Ordering" -> "Order Tracking"
2. Provide search criteria
3. Click "Search"
Click the "+" to expand the order details
4. The search result will be displayed.
5. Click "Delivery" to lookup the "Delivery" status. (refer to next page)
BSN OSP
Order Tracking
Ordering
Release Order
Order Tracking
Retailer PO#
Customer PO#
Order number
Order Date
Label Type
Search
Reset
Vendor
Factory
Export to excel
Order Action
Selected 0 Total 3
rows per page

Delivery details - below screen shows the:

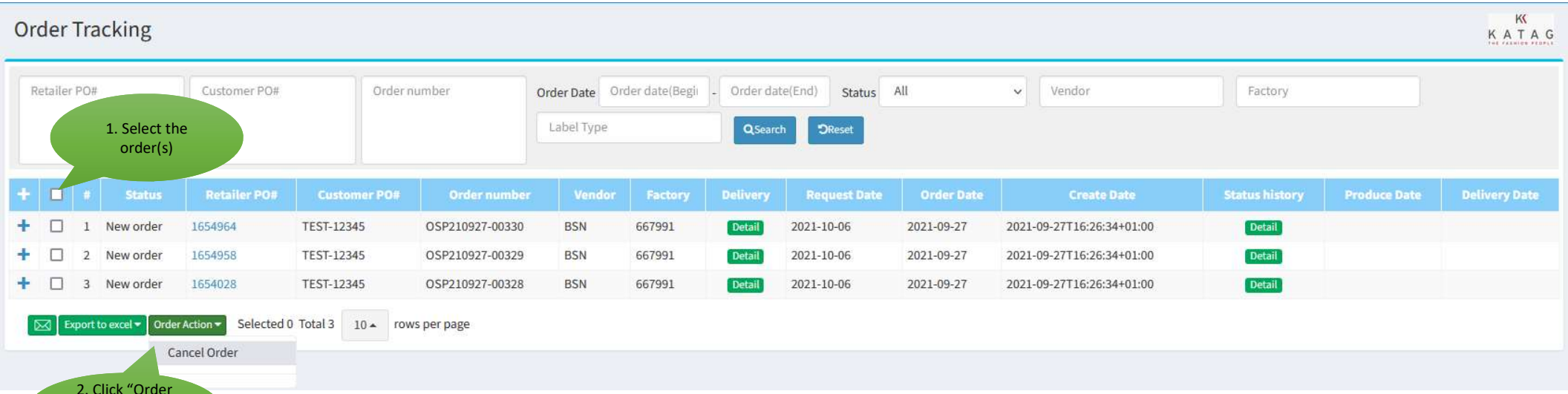
- Delivery date
- Courier
- AWB #
- Delivery address



Example Tracking Shipment Details



Order Cancellation

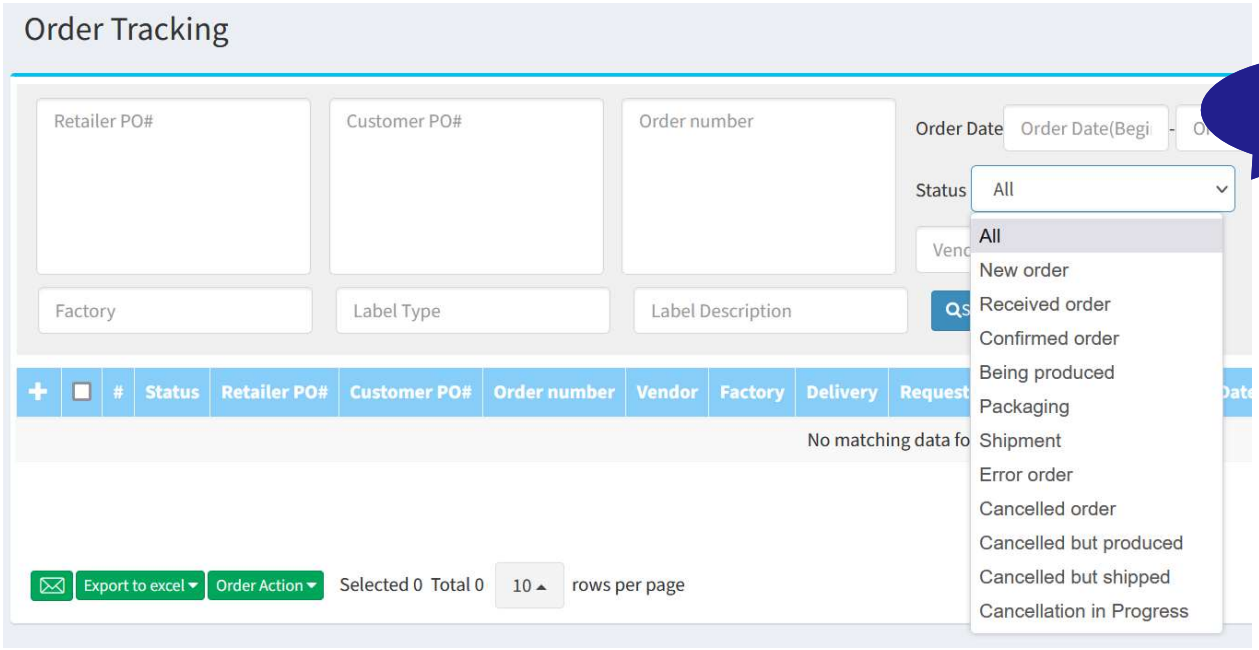


An order can have the following order cancellation status:

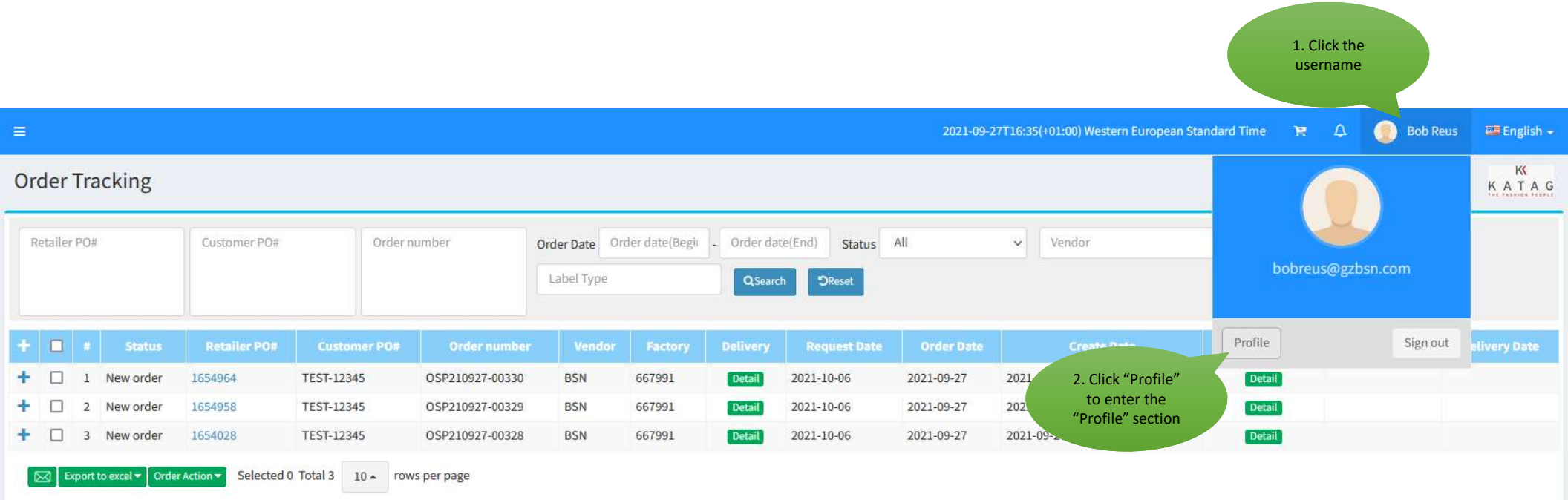
- Order could be cancelled
- Order could be cancelled but produced
- Order could not be cancelled – shipped already

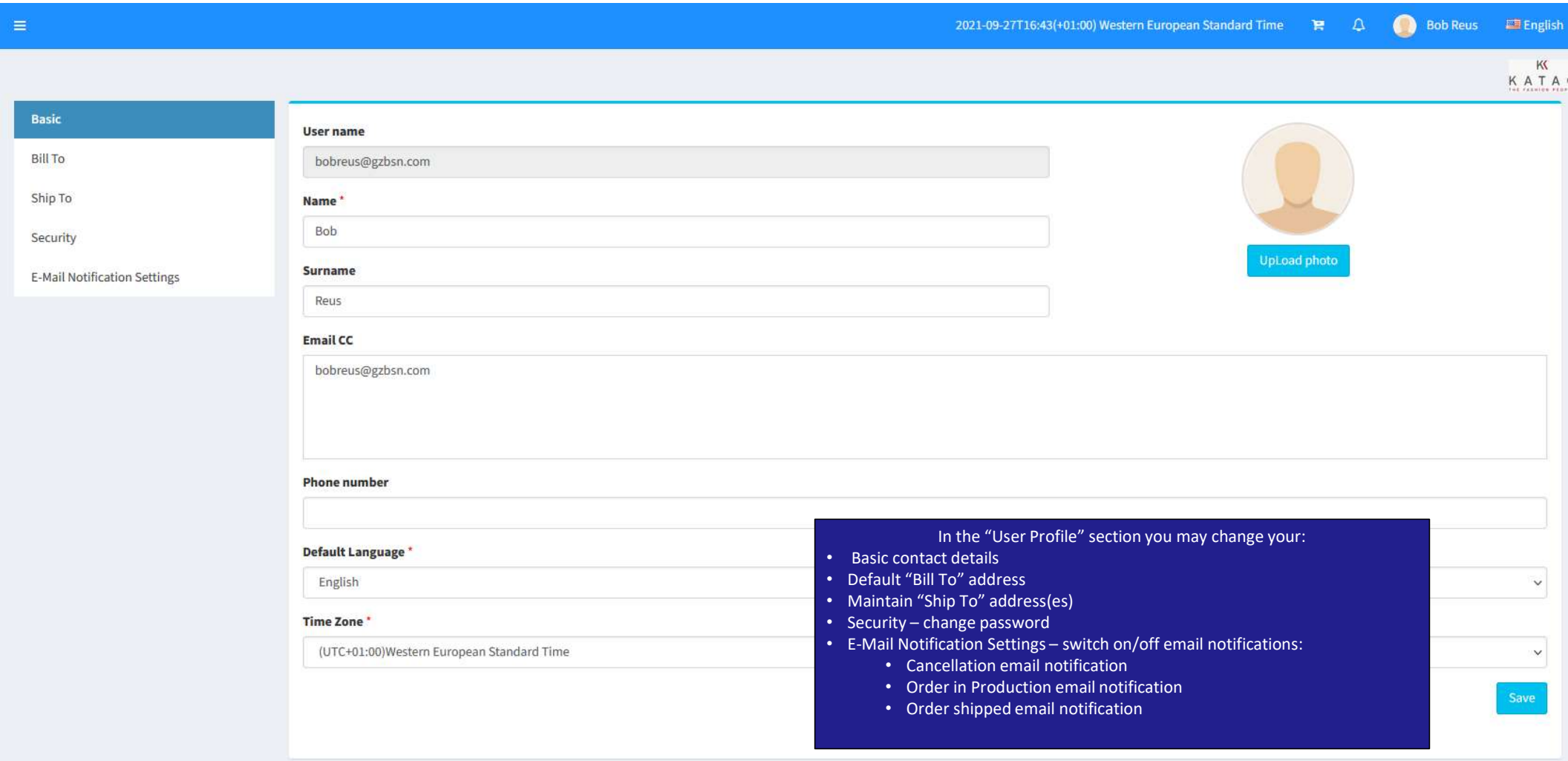
When an order has status "New order" then it can be cancelled immediately. In case of other order status BSN CS will review the order cancellation possibility so it will have status "Cancellation in Progress".

Order Status

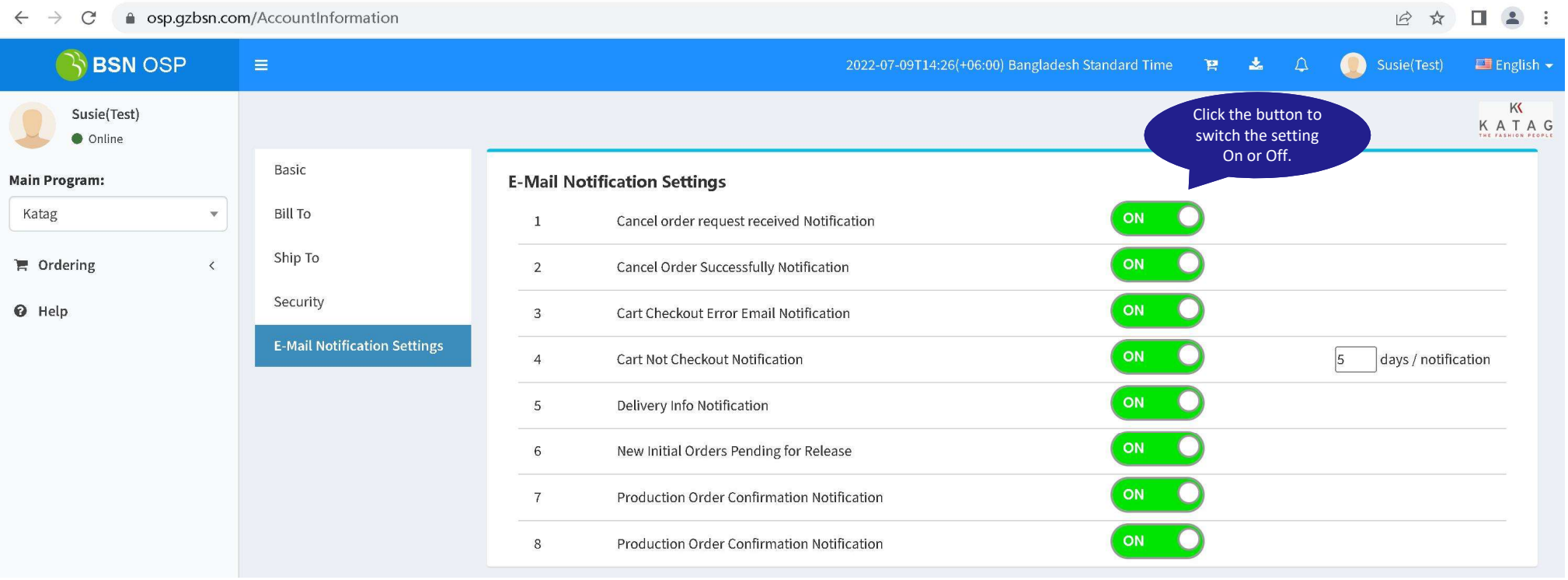


05
Profile


1. Click the username
2021-09-27T16:35(+01:00) Western European Standard Time
Bob Reus
English
Order Tracking
bobreus@gzbsn.com
Profile
Sign out
2. Click “Profile” to enter the “Profile” section
Retailer PO#
Customer PO#
Order number
Order Date
Order date(Begi
Order date(End)
Status
All
Vendor
Label Type
Search
Reset
Status
Retailer PO#
Customer PO#
Order number
Vendor
Factory
Delivery
Request Date
Order Date
1 New order 1654964 TEST-12345 OSP210927-00330 BSN 667991 Detail 2021-10-06 2021-09-27 Detail
2 New order 1654958 TEST-12345 OSP210927-00329 BSN 667991 Detail 2021-10-06 2021-09-27 Detail
3 New order 1654028 TEST-12345 OSP210927-00328 BSN 667991 Detail 2021-10-06 2021-09-27 Detail
Export to excel
Order Action
Selected 0 Total 3
10
rows per page


2021-09-27T16:43(+01:00) Western European Standard Time
Bob Reus
English
Basic
Bill To
Ship To
Security
E-Mail Notification Settings
User name
bobreus@gzbsn.com
Name *
Bob
Surname
Reus
Email CC
bobreus@gzbsn.com
Phone number
Default Language *
English
Time Zone *
(UTC+01:00)Western European Standard Time
UpLoad photo
Save
In the "User Profile" section you may change your:
Basic contact details
Default "Bill To" address
Maintain "Ship To" address(es)
Security – change password
E-Mail Notification Settings – switch on/off email notifications:
Cancellation email notification
Order in Production email notification
Order shipped email notification

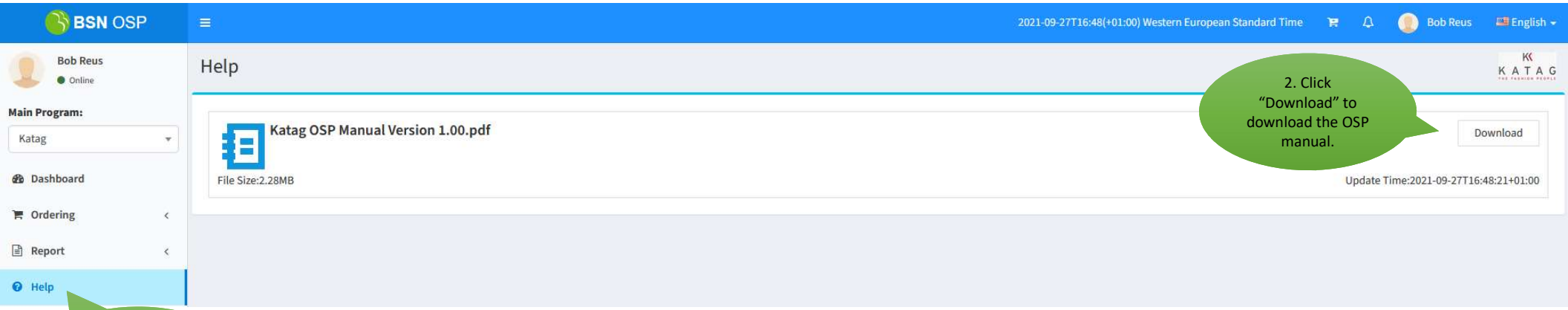
E-Mail Notification Settings



06
Customer Service Contact

BSN Region	Customer Service	E-Mail Address
China	Gavin Zhao	FZ303@gzbaoshen.com
Other regions	Jenny Chen	e005@gzbsn.com

07
Help


BSN OSP
2021-09-27T16:48(+01:00) Western European Standard Time
Bob Reus
English
Bob Reus
Online
Main Program:
Katag
Dashboard
Ordering
Report
Help
Help
Katag OSP Manual Version 1.00.pdf
File Size:2.28MB
Download
Update Time:2021-09-27T16:48:21+01:00
2. Click "Download" to download the OSP manual.
1. Click "Help" to enter the Help section.