

**C
I
M
S** **CLOTHING
ISSUE
MANAGEMENT
SYSTEM**

Step 1
Begin preliminary processing of "high use" items on issue including embroidering logo and any custom reflectorisation.



Benefits:
Ensures set deadline is met.

Step 2
Acquisition of employee list from client. Enter all employee names & details in to CIMS database.



Benefits:
Increases speed and accuracy of on-site fitting.

Step 3
Printing of customised fitting sheet for each site per employee.



Benefits:
Ensures accuracy of embroidered name. Enables maximum employee turnout at onsite fitting, as incomplete forms can be chased up.

Step 4
On-site fitting and collation of employee styles and sizes. Information recorded on individual fitting sheets.



Benefits:
Ensures accuracy of source data & sizing for database. Multiple copies of fitting sheets left on-site for use. Copy of signed form for is packed with each employees' issue package for their record.

Step 5
Entry of each individual employee's fitting sheet date into Allens Database



Benefits:
Electronic collation of bulk data. ensures accuracy of purchasing for issue and & no hold up in lead time.

Step 6
All data entry independantly checked for accuracy.



Benefits:
Accuracy is crucial in providing correct uniforms and hence no delay.

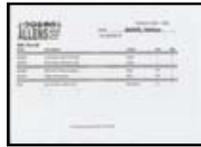
Step 7
Computer generation of bulk purchasing sheets summarising the number of every style and size required for total issue.



Benefits:
Acts as bulk check and guide for incoming product to ensure delays are quickly

Step 8
Purchasing of all products not already in stock

Step 9
Database generation of individual employee pick sheets listing employee name and choice of styles and sizes.



Benefits:
Enables accurate assignment of requirements for each employee.

Step 10
Employee pick sheets used to bundle each employees' required garments into individual packages. Specific embroidery requirements assigned to each individual employee package and sent for embroidery and logoing.



Benefits:
Allows speed and accuracy for picking individual bundles. Ensures accuracy of each employees' embroidery and logo requirements.

Step 11
All employees orders are checked once again for accuracy of style, size & entitlement as well as embroidery details.....



Step 11 cont....
..... Each bundle then packaged for shipment in weather proof bags and labelled with individual pick slip and placed in labelled bulk cartons. All bundles are listed on a packing manifest

Benefits:
Clearly named packages allows for easey distriurbution to each employee. Packing manifest allows for ease of distribution and location of employee orders within the bulk packaging.



Step 12
Shipment freighted and received into distribution point with packing manifest attached.



Step 13
Employee collection register then signed upon delivery of packaged order to employee.



Benefits:
Provides proof of delivery and listing of any employees unable to receive delivery.

Step 14
Invoicing of annual issue on ONE invoice. Electronic copy of issue data also provided. (Refer CD provided)

