

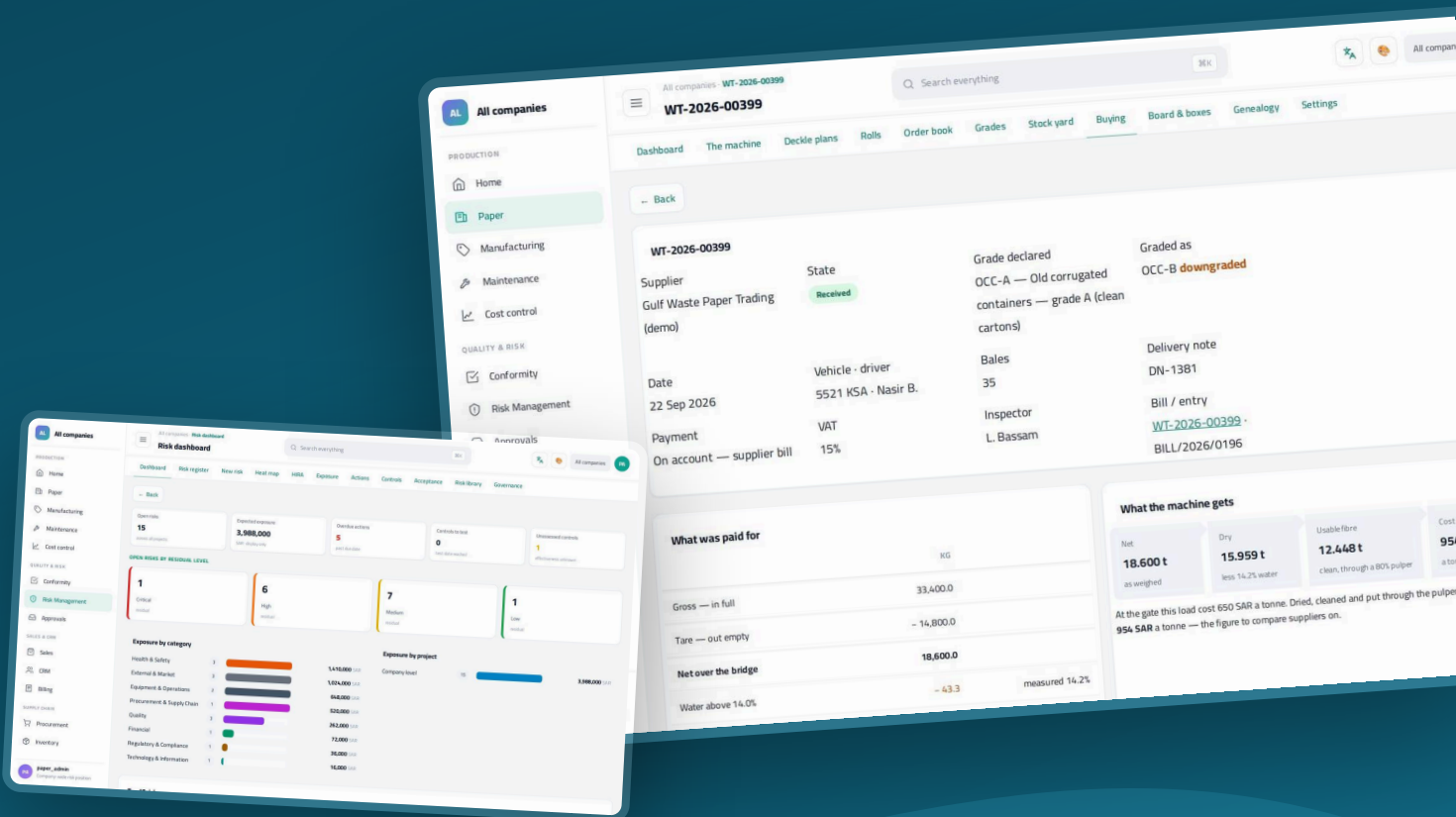


Paper & Carton Factory

User Guide

Paper & Carton Factory

Recovered paper in, cartons out – how to run the whole factory in VLUERP, screen by screen.



Contents

Part 1 · Getting around

Sign in, change language, find any screen.

1	Signing in and finding your way	3
2	How the factory flows	4

Part 2 · Buying recovered paper

The weighbridge, prices, suppliers and payments.

3	Weighing in a load	5
4	Inspecting, deducting and receiving	6
5	Prices, supplier scorecard and payments	7

Part 3 · Making paper

Stock yard, machine runs, knives and rolls.

6	The stock yard and the furnish	8
7	Paper machine runs	9
8	Order cost sheet, ledger entries and labels	10
9	Setting the knives – deckle plans	11
10	Rolls and lab tests	12

Part 4 · Boxes, sales and traceability

Board, cartons, the order book, deliveries.

11	Order book and roll sales	13
12	Board, boxes and the box plant	14
13	Traceability – where did it go?	15

Part 5 · Money and stock

Purchasing, sales invoices, stock and reports.

14	Purchasing and supplier bills	16
15	Sales and tax invoices	17
16	Stock and valuation	18
17	Accounting reports	19

Part 6 · Risk and safety

Risk register, heat map, controls and incidents.

18	Risk dashboard and heat map	20
19	Risk register, controls and actions	21
20	HSE incidents	22

Part 7 · Conformity (ISO)

Documents, NCR, CAPA, audits, calibration, legal register.

21	Conformity dashboard and documents	23
22	Nonconformities and corrective action	24
23	Audits and management review	25
24	Calibration and competence	26
25	Legal register, objectives and suppliers	27

Part 8 · Everyday routines

What each role does every day, week and month.

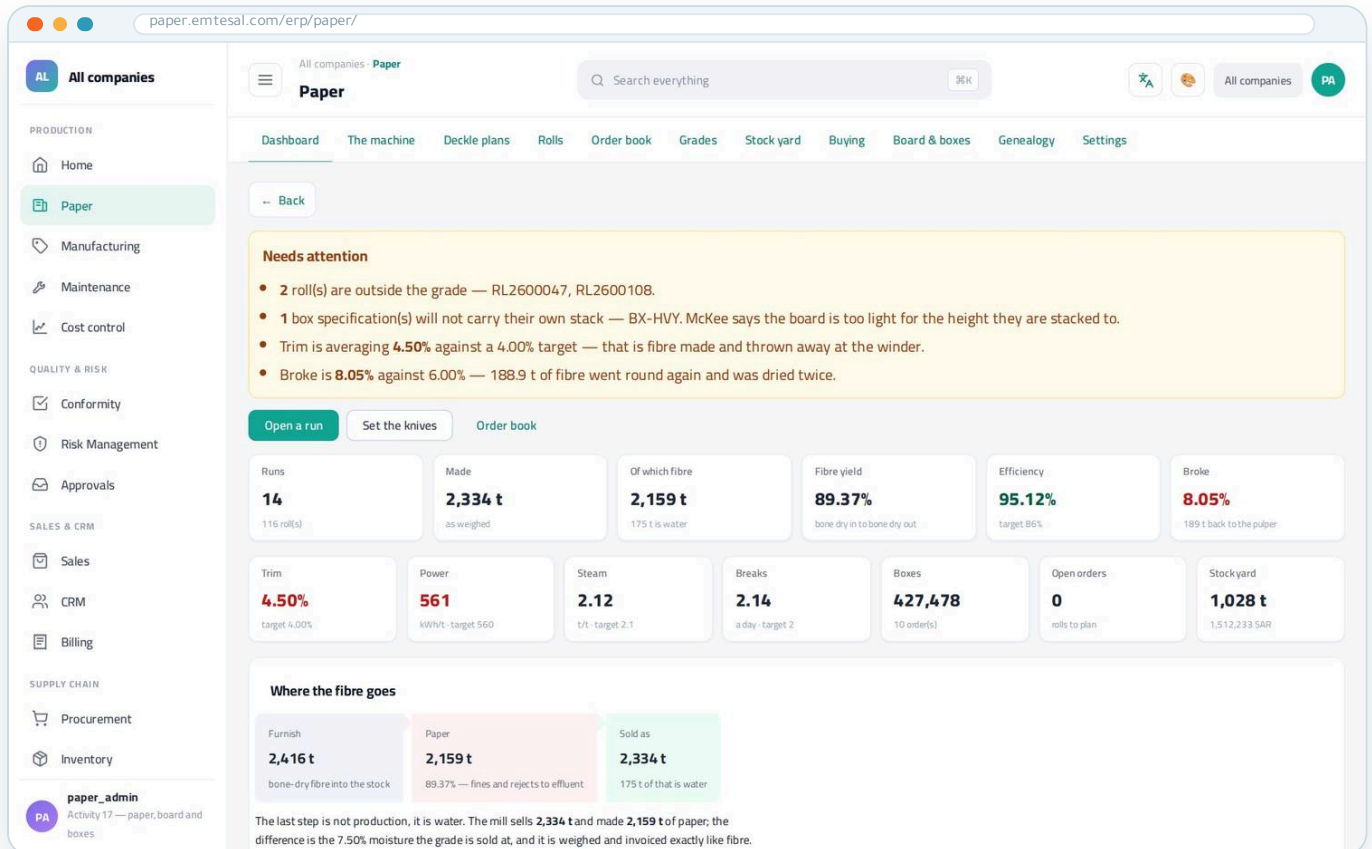
26	Everyday routines	28
----	-------------------------	----

1

Signing in and finding your way

Where: **Home** → **Paper**

Everything runs in the browser. After signing in you land on the mill dashboard, which opens with a **Needs attention** box – the short list of what to act on today.



STEP BY STEP

- 1 Open **paper.emtesal.com** and sign in with the user name and password you were given. Change the password the first time.
- 2 Switch language with the **translate button** in the top bar – English, Arabic and French. Arabic turns the whole screen right-to-left.
- 3 The side menu is grouped: **Production, Quality & risk, Sales & CRM, Supply chain, Finance**. The tabs across the top of each module take you to its screens.
- 4 Press **Ctrl + K** (⌘K on a Mac) or click **Search everything** to jump to any screen, supplier, customer or document by name.
- 5 The KPI tiles on the dashboard – runs, tonnes made, fibre yield, efficiency, broke, trim, energy – are live; click through to see the runs behind them.

Tip

Each user works in their own language. Changing the language changes it for you, not for your colleagues.

2

How the factory flows

Where: **The whole system**

One chain, one ledger. Every step below is a screen in VLUERP, and every step that moves stock or money posts its own accounting entry – nobody re-types anything.

1

Weighbridge

Weigh, inspect, deduct, pay

2

Stock yard

Bales by grade, at cost

3

Machine run

Liner & fluting, costed

4

Knives

Deckle plan, reels slit

5

Rolls

Lab-tested, released

6

Box plant

Board and cartons, costed

7

Customer

Delivered, tax-invoiced

Stock

The stock yard goes up when a load is received and down when a run consumes it, so the yard figure and the stock ledger always agree.

Money

Cash collectors are paid from the weighbridge float; dealers get a supplier bill. Every roll or carton delivery raises a tax invoice.

Quality

Lab tests hold a roll until it passes; a failing roll or a rejected load can be raised as an NCR in Conformity.

Risk

The biggest risks – bale-yard fire, PM1 breakdown, recovered-paper price – sit in the risk register with controls and owners.

Tip

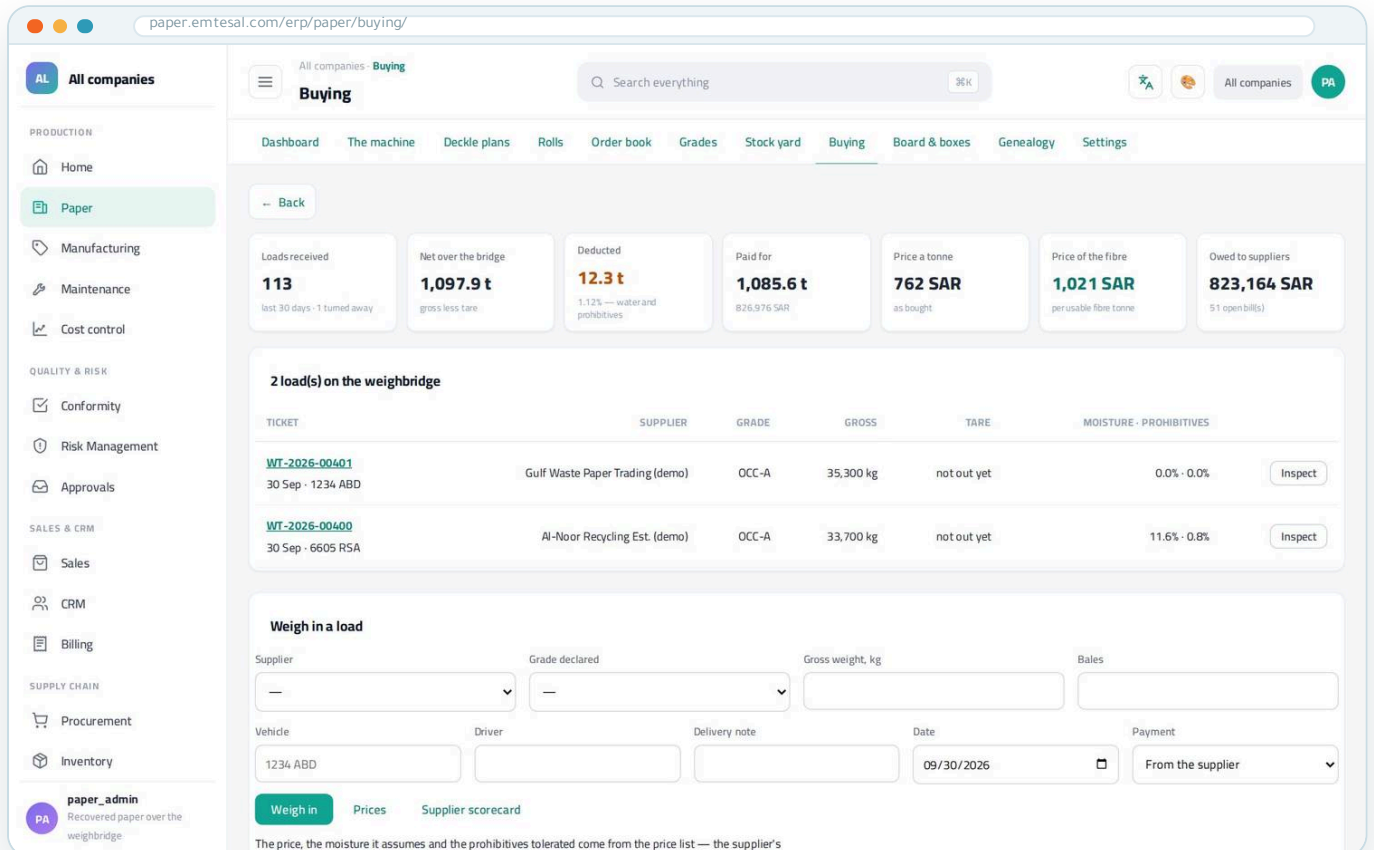
The demo company holds 90 days of this chain: about 400 truckloads, 14 machine runs, 116 rolls and 427,000 cartons.

3

Weighing in a load

Where: **Paper** → **Buying**

Every truck of recovered paper starts here. The top tiles show the last 30 days: loads, net tonnes over the bridge, what was deducted, what was paid for, price per tonne and – the figure that matters – the **price of the fibre**.



The screenshot shows the 'Buying' section of the VLUERP system. The top navigation bar includes 'All companies', 'Buying', and a search bar. The left sidebar lists various modules like 'PRODUCTION', 'QUALITY & RISK', 'SALES & CRM', and 'SUPPLY CHAIN'. The main content area displays a dashboard with several key metrics:

- Loads received:** 113 (last 30 days - 1 turned away)
- Net over the bridge:** 1,097.9 t (gross less tare)
- Deducted:** 12.3 t (1.12% — water and prohibitives)
- Paid for:** 1,085.6 t (826.976 SAR)
- Price a tonne:** 762 SAR (as bought)
- Price of the fibre:** 1,021 SAR (per usable fibre tonne)
- Owed to suppliers:** 823,164 SAR (51 open bills)

Below the dashboard, there is a section titled '2 load(s) on the weighbridge' with a table showing the following data:

TICKET	SUPPLIER	GRADE	GROSS	TARE	MOISTURE · PROHIBITIVES	Inspect
WT-2026-00401 30 Sep - 1234 ABD	Gulf Waste Paper Trading (demo)	OCC-A	35,300 kg	not out yet	0.0% · 0.0%	Inspect
WT-2026-00400 30 Sep - 6605 RSA	Al-Noor Recycling Est. (demo)	OCC-A	33,700 kg	not out yet	11.6% · 0.8%	Inspect

At the bottom, there is a 'Weigh in a load' form with fields for Supplier, Grade declared, Gross weight, kg, Bales, Vehicle, Driver, Delivery note, Date, and Payment. The 'Weigh in' button is highlighted in green.

STEP BY STEP

- 1 In **Weigh in a load**, choose the **supplier** and the **grade** they declare (OCC-A, OCC-B, DLK, mixed...).
- 2 Type the **gross weight** in kg, the vehicle plate, driver, number of bales and the supplier's delivery note.
- 3 Payment fills itself: **on account** for VAT-registered dealers, **cash** for street collectors. Change it if needed.
- 4 Press **Weigh in**. The truck appears under **On the weighbridge** until it is inspected and weighed out.
- 5 Use the ticket search to find any load by number, supplier or vehicle.

Tip

Trucks still on the bridge at the end of the day stay in the list – nothing is posted until the load is received.

4

Inspecting, deducting and receiving

Where: **Paper** → **Buying** → **a ticket**

The ticket shows exactly what the supplier is paid for and what the paper machine will really get out of the load.

STEP BY STEP

- Record **moisture %** and **prohibitives %** (plastic, wax, food waste). If the load is not what was declared, choose a lower grade in **Grade as** – the price follows the grade.
- Enter the **tare** when the empty truck is weighed out, then **Save**.
- Read **What was paid for**: gross, tare, net, water above the allowance, dirt above the allowance, **payable tonnes**.
- Read **What the machine gets**: dry tonnes, usable fibre and the **cost of the fibre** per tonne – the figure to compare suppliers on.
- Press **Receive into the yard** (stock and accounts are posted), or **Turn away** with a reason – nothing is posted for a rejected load.

Tip

Water is deducted first, then dirt, both only above the allowance agreed with that supplier. The same rule on every ticket stops arguments at the gate.

Good to know

Cash loads post to the weighbridge float (account 1015); dealer loads create a posted supplier bill with VAT, ready to pay.

5

Prices, supplier scorecard and payments

Where: **Paper** → **Buying** → **Prices / Suppliers**

Set what you pay per grade, see which supplier is really cheapest, and pay dealers – all from the buying tab.

paper.emtesal.com/erp/paper/buying/suppliers/

All companies

Suppliers

Search everything

All companies

PA

PRODUCTION

Home

Paper

Manufacturing

Maintenance

Cost control

QUALITY & RISK

Conformity

Risk Management

Approvals

SALES & CRM

Sales

CRM

Billing

SUPPLY CHAIN

Procurement

Inventory

paper_admin

Recovered paper — who really supplies the cheapest fibre

DashboardThe machineDeckle plansRollsOrder bookGradesStock yardBuyingBoard & boxesGenealogySettings

-- Back

Supplier scorecard — last 90 days

Sorted by what the usable fibre cost, cheapest first. The gate price is only where it starts: water above the allowance, prohibitives, downgrades and what the pulper throws out all land on the fibre. A supplier who looks cheap by the tonne is often the dearest by the tonne of fibre.

SUPPLIER	LOADS	NET	MOISTURE	PROHIBITIVES	DEDUCTED	DOWNGRADED	SPEND	PER TONNE PAID	PER FIBRE TONNE	C
Collector — Khalid R. (demo) collector — cash	55	116.3 t	12.8%	3.0%	1.7%	1	53,409 SAR	467 SAR	721 SAR	
Collector — Saeed A. (demo) collector — cash	49	106.4 t	12.7%	3.1%	1.6%	—	49,081 SAR	469 SAR	724 SAR +0.4% on the best	
Collector — Yousef M. (demo) collector — cash	49 (1 turned away)	94.0 t	13.2%	3.2%	2.2%	—	44,497 SAR	484 SAR	744 SAR +3.2% on the best	
Collector — Abdullah S. (demo) collector — cash	57	129.0 t	13.3%	3.2%	2.3%	—	62,122 SAR	493 SAR	756 SAR +4.8% on the best	
Jeddah Recovered Fibre Co. (demo) VAT registered	51	841.1 t	11.5%	1.0%	0.7%	—	612,810 SAR	734 SAR	1,001 SAR +38.8% on the best	191,998 F
Gulf Waste Paper Trading (demo) VAT registered	35 (1 turned away)	600.0 t	14.3%	2.6%	4.0%	1	446,747 SAR	776 SAR	1,016 SAR +40.8% on the best	143,047 F
Al-Noor Recycling Est. (demo) VAT registered	105	1,874.7 t	11.9%	0.8%	0.3%	—	1,550,199 SAR	829 SAR	1,075 SAR +49.1% on the best	488,119 F

STEP BY STEP

- 1 **Buying prices:** set a gate price for everyone, or a special price for one supplier, with the moisture and prohibitives allowed and the date it starts.
- 2 The **Fibre at that price** column shows what a tonne of usable fibre costs at each price.
- 3 The **Supplier scorecard** ranks every dealer and collector by **cost per fibre tonne**, with loads, rejections, downgrades and the % deducted.
- 4 To pay a dealer, enter the amount and press **Pay** – open bills are settled oldest first through the bank.

The screenshot displays the 'paper.emtes.com/erp/paper/buying/prices/' web application. The interface includes a top navigation bar with a search function and a sidebar menu on the left with categories like 'All companies', 'Management', 'Sales', 'Pricing', 'Accounting', and 'Inventory'. The main content area is titled 'Buying prices' and contains a table with columns for 'Company', 'Order', 'Price', 'Minimum order quantity', 'Maximum order quantity', 'Minimum order value', and 'Status'. The table lists various products such as 'HMS', 'BM', 'OCA', 'OCA', 'OCA', 'OCA', 'OCA', and 'OCA' with their respective prices and quantities. A 'Select price' button is visible at the bottom left of the table area.



Tip

A cheap tonne that arrives wet or dirty can cost more fibre than an expensive dry one. Negotiate on the fibre figure, not the ticket price.

6

The stock yard and the furnish

Where: **Paper** → **Stock yard**

Every raw material – recovered grades, kraft pulp, broke, starch and sizing – with its moisture, yield, usable fraction and cost per tonne bought and per tonne of fibre.

COMPONENT	KIND	SUPPLIER	MOISTURE	YIELD	USABLE	COST/T BOUGHT	COST/T FIBRE	BURST ID	RCT ID	ASH
BROKE										
Broke — the machine's own re	Broke	—	8.0%	95.0%	87.4%	900 SAR	1,030 SAR	2.10	13.10	2.0%
KRAFT-UB										
Unbleached softwood kraft pu	Unbleached Kraft Pulp	—	10.0%	97.0%	87.3%	3,100 SAR	3,551 SAR	4.80	19.50	0.3%
MIXED										
Mixed waste paper — offices	Recovered	Collector — Yousef M. (demo)	12.0%	74.0%	65.1%	420 SAR	645 SAR	1.50	9.80	8.0%
DLK										
Double-lined kraft — new box	Recovered	Jeddah Recovered Fibre Co. (demo)	9.0%	94.0%	85.5%	1,050 SAR	1,228 SAR	2.70	15.80	1.0%
OCC-A										
Old corrugated containers —	Recovered	Al-Noor Recycling Est. (demo)	12.0%	88.0%	77.4%	825 SAR	1,065 SAR	2.30	14.20	1.5%
OCC-B										
Old corrugated containers —	Recovered	Collector — Saeed A. (demo)	14.0%	80.0%	68.8%	650 SAR	945 SAR	1.95	12.10	3.0%
OCC-IMP										
Imported OCC 11/12 (baled, c	Recovered	—	10.0%	91.0%	81.9%	1,150 SAR	1,404 SAR	2.55	15.40	1.0%

STEP BY STEP

- 1 Filter by kind (recovered, pulp, broke, chemical) or search by code, name or supplier.
- 2 **In the yard** is updated automatically: up when a load is received, down when a machine run consumes it.
- 3 Open a component to edit its moisture, yield, strength indices (burst, RCT) and ash.
- 4 Grades and their recipes (**Paper** → **Grades**) use these figures to blend the cheapest furnish that still meets strength.

Tip

The risk register holds a trigger on the bale-yard stock – it flags when recovered paper falls below the minimum the mill wants to hold.

7

Paper machine runs

Where: **Paper** → **The machine**

Each run records what PM1 made, how well it ran and what it cost – balanced on bone-dry fibre so water is never counted as yield.

[paper.emtesal.com/erp/paper/runs/](#)

All companies

The machine
 Search everything

PA

Home
Paper
Manufacturing
Maintenance
Cost control

Conformity
Risk Management
Approvals

Sales
CRM
Billing

Procurement
Inventory

paper_admin
Shift by shift

Dashboard
The machine
Deckle plans
Rolls
Order book
Grades
Stock yard
Buying
Board & boxes
Genealogy
Settings

-- Back
Open a run

15 runs

State: Any
 Grade: Any
 Filter

RUN	MADE	MACHINE	GRADE	HOURS	M/MIN	TONNES	FIBRE	EFFICIENCY	YIELD	BROKE	BREAKS	KWH/T	OPERATOR	STATE
PM2600015	2026-09-30 A	PM1	TL140	24.0 h	410	0.00	0.00	0.00%	—	—	0	—	S. Nabil	Running
PM2600014	2026-09-25 A	PM1	FL120	24.0 h	415	165.70	153.44	96.95%	88.49%	5.91%	3	542	S. Nabil	Done
PM2600013	2026-09-18 B	PM1	TL140	24.0 h	415	195.60	181.52	95.56%	89.59%	5.05%	2	541	H. Karim	Done
PM2600012	2026-09-13 B	PM1	FL120	24.0 h	405	162.10	149.78	95.37%	89.37%	5.37%	1	572	M. Zaki	Done
PM2600011	2026-09-06 B	PM1	TL140	24.0 h	410	188.80	175.21	93.37%	90.17%	5.22%	3	540	S. Nabil	Done
PM2600010	2026-08-30 C	PM1	FL105	24.0 h	415	140.70	130.01	95.53%	89.91%	5.59%	1	536	S. Nabil	Done
PM2600009	2026-08-24 C	PM1	TL120	24.0 h	395	156.70	144.63	94.54%	88.14%	7.32%	2	552	S. Nabil	Done
PM2600008	2026-08-18 C	PM1	FL120	24.0 h	415	164.90	152.53	97.96%	89.41%	16.32%	1	556	S. Nabil	Done
PM2600007	2026-08-12 B	PM1	TL140	24.0 h	395	178.00	164.83	93.79%	89.43%	12.56%	3	589	H. Karim	Done
PM2600006	2026-08-05 C	PM1	FL120	24.0 h	410	161.40	148.81	95.59%	89.54%	9.42%	3	582	H. Karim	Done

STEP BY STEP

- 1 Press **Open a run**: machine, grade, recipe, shift, operator, hours and speed.
- 2 When the run ends, record tonnes made, moisture, broke, furnish used, downtime, breaks, and power, steam and water.
- 3 Add the **reels** that came off the reel-up with their width, diameter and length.
- 4 The run is **costed** from the fibre it consumed plus machine time; open it to see efficiency, fibre yield and cost per tonne.
- 5 A run that shows more bone-dry fibre out than went in is refused – a typing error cannot flatter the yield.

paper.emt.es.com/erp/paper/runs/...

100 computers

PD4000003

Dashboard The machines Desktop plans Orders Roll-back Grades Stock card Buying Board & Issues Generalinfo Settings

Break 7.05% against 6.00%

Break Where did it go? Print labels

PD4000003

Machine	Machine	Stock	Forecast
1000	1000	30.00	73.024 x 10 ³
1001	1001	100.00	100.000
1002	1002	100.00	100.000
1003	1003	100.00	100.000
1004	1004	100.00	100.000
1005	1005	100.00	100.000
1006	1006	100.00	100.000
1007	1007	100.00	100.000
1008	1008	100.00	100.000
1009	1009	100.00	100.000
1010	1010	100.00	100.000
1011	1011	100.00	100.000
1012	1012	100.00	100.000
1013	1013	100.00	100.000
1014	1014	100.00	100.000
1015	1015	100.00	100.000
1016	1016	100.00	100.000
1017	1017	100.00	100.000
1018	1018	100.00	100.000
1019	1019	100.00	100.000
1020	1020	100.00	100.000
1021	1021	100.00	100.000
1022	1022	100.00	100.000
1023	1023	100.00	100.000
1024	1024	100.00	100.000
1025	1025	100.00	100.000
1026	1026	100.00	100.000
1027	1027	100.00	100.000
1028	1028	100.00	100.000
1029	1029	100.00	100.000
1030	1030	100.00	100.000
1031	1031	100.00	100.000
1032	1032	100.00	100.000
1033	1033	100.00	100.000
1034	1034	100.00	100.000
1035	1035	100.00	100.000
1036	1036	100.00	100.000
1037	1037	100.00	100.000
1038	1038	100.00	100.000
1039	1039	100.00	100.000
1040	1040	100.00	100.000
1041	1041	100.00	100.000
1042	1042	100.00	100.000
1043	1043	100.00	100.000
1044	1044	100.00	100.000
1045	1045	100.00	100.000
1046	1046	100.00	100.000
1047	1047	100.00	100.000
1048	1048	100.00	100.000
1049	1049	100.00	100.000
1050	1050	100.00	100.000
1051	1051	100.00	100.000
1052	1052	100.00	100.000
1053	1053	100.00	100.000
1054	1054	100.00	100.000
1055	1055	100.00	100.000
1056	1056	100.00	100.000
1057	1057	100.00	100.000
1058	1058	100.00	100.000
1059	1059	100.00	100.000
1060	1060	100.00	100.000
1061	1061	100.00	100.000
1062	1062	100.00	100.000
1063	1063	100.00	100.000
1064	1064	100.00	100.000
1065	1065	100.00	100.000
1066	1066	100.00	100.000
1067	1067	100.00	100.000
1068	1068	100.00	100.000
1069	1069	100.00	100.000
1070	1070	100.00	100.000
1071	1071	100.00	100.000
1072	1072	100.00	100.000
1073	1073	100.00	100.000
1074	1074	100.00	100.000</

 Tip

Water sold as paper on the run page is the gap between the apparent yield and the real fibre yield.

8

Order cost sheet, ledger entries and labels

Where: **Paper** → **The machine** → **a run**

Every run is a production order: estimated before the machine starts, costed from what it really used, posted through work in progress – and every reel and roll leaves with its own barcode label.

The screenshot displays the VLUERP interface for run PM2600003. The left sidebar shows navigation options under 'PRODUCTION' (Home, Paper, Manufacturing, Maintenance, Cost control), 'QUALITY & RISK' (Conformity, Risk Management, Approvals), 'SALES & CRM' (Sales, CRM, Billing), and 'SUPPLY CHAIN' (Procurement, Inventory). The main content area is titled 'Cost sheet — estimated against actual' and shows a table with columns: LINE, ESTIMATED QTY, ESTIMATED, ACTUAL QTY, ACTUAL, and VARIANCE. The table lists various cost components like OCC-A Old corrugated containers, MIXED Mixed waste paper, BROKE Broke, Labour — machine crew, and Factory overhead absorbed, along with a Total and Tonnes made summary. Below this, 'The order in the ledger' shows three entries: 1. Materials issued to work in progress, 2. Labour and overhead charged to work in progress, and 3. Finished goods out of work in progress, each with a date, entry number, and amount.

LINE	ESTIMATED QTY	ESTIMATED	ACTUAL QTY	ACTUAL	VARIANCE
OCC-A Old corrugated containers — grade A (clean cartons)	172.404 t	138,716.26 SAR	178.661 t	143,751.16 SAR	+5,034.90 SAR
MIXED Mixed waste paper — offices and shops	27.540 t	11,566.80 SAR	28.540 t	11,986.80 SAR	+420.00 SAR
BROKE Broke — the machine's own returns	9.120 t	8,208.00 SAR	9.451 t	8,505.90 SAR	+297.90 SAR
Labour — machine crew	—	38,491.20 SAR	—	38,229.84 SAR	-261.36 SAR
Factory overhead absorbed	—	77,760.00 SAR	—	77,232.00 SAR	-528.00 SAR
Total		274,742.26 SAR		279,705.70 SAR	+4,963.44 SAR
Tonnes made		162.000 t		160.900 t	-1.100 t
Cost a tonne		1,695.94 SAR		1,738.38 SAR	42.44 SAR

The estimate prices the recipe at the costs of the day it was made, for the planned tonnes, at the fibre yield the grade has been getting (94.00%). The actual is what the order posted. A tonne costs less when the machine makes more than planned on the same fixed charges — and more when the yield falls.

STAGE	ENTRY	DATE	DEBIT	CREDIT	AMOUNT
1 - Materials issued to work in progress	MISC/2026/0050	2026-07-17	Dr 1250	Cr 1200	164,243.86 SAR
2 - Labour and overhead charged to work in progress	MISC/2026/0051	2026-07-17	Dr 1250	Cr 2250 + 5450	115,461.84 SAR
3 - Finished goods out of work in progress	MISC/2026/0052	2026-07-17	Dr 1260	Cr 1250	279,705.70 SAR

The order's cost gathers in work in progress and leaves it for finished goods when the run is costed — so work in progress holds only what is still on the floor.

STEP BY STEP

- 1 Give the **planned tonnes** when you open a run (or press **Estimate the cost**): the recipe at the day's costs, the grade's recent fibre yield, standard labour and overhead.
- 2 Once costed, the **cost sheet** shows estimated against actual line by line, with the variance, tonnes planned and made, and the cost a tonne.
- 3 **The order in the ledger** shows its three entries: materials to WIP (Dr 1250 / Cr 1200), labour and overhead (Dr 1250 / Cr 2250 + 5450), finished goods out of WIP (Dr 1260 / Cr 1250).
- 4 Each reel and roll carries its **cost by weight** — tonnes x the run's cost a tonne.
- 5 **Print labels**: one A6 label per reel and roll — serial, **Code 128 barcode**, QR, grade, width, weight, order, customer.

The screenshot shows three barcode labels for runs PM2600003-R01, RL2600058, and RL2600059. Each label contains a barcode, a QR code, and various data fields including the run number, grade, width, weight, and cost.



Scan a label into the search box on **Rolls** to open that roll straight away.

Good to know

Demo run PM2600003: 162 t planned, 160.9 t made — 1,738 SAR a tonne against 1,696 estimated.

9

Setting the knives – deckle plans

Where: **Paper** → **Order book** → **Set the knives**

The knives are set once for a run of reels, so the plan is a few patterns that cut the order widths with the least trim.

The screenshot shows the 'Deckle plans' interface in the VLUERP system. The plan ID is DK2600004, which is marked as 'Issued'. The machine is PM1, and the grade is FL105 (105 g/m²). The deckle is 2,600 mm less 30 edge. The trim is 1.92% target 4.00%. The 'The knives, reel by reel' section shows a bar chart for Pattern 1, run 8 reel(s), with widths of 1,300 mm and 1,250 mm. The 'What it delivers against the book' table shows the share of the reel for different orders.

ORDER	CUSTOMER	WIDTH	ORDERED	MADE	OVER	SHARE OF THE REEL
SO2600006	Eastern Packaging Co. (demo)	1,250 mm	8	8	—	48.1%
SO2600010	—	1,300 mm	8	8	—	50.0%

STEP BY STEP

- 1 From the **Order book**, press **Set the knives to this book** for a grade.
- 2 The planner proposes patterns (which widths side by side), how many reels of each, knives needed and **trim %**.
- 3 Check **What it delivers against the book** – each order's rolls ordered, made and over.
- 4 **Issue** the plan, then slit the reels: each reel becomes rolls tagged to their orders.

Tip

The dashboard warns when trim runs above the 4% target – that is fibre made and thrown away at the winder.

10

Rolls and lab tests

Where: Paper → Rolls

Every roll with its width, tonnes, fibre, moisture and strength as indices, and where it is in its life: held, released, shipped.

ROLL	MADE	GRADE	WIDTH	TONNES	FIBRE	MOISTURE	BURST ID	RCT ID	TESTS	ORDER	STATE
RL2600016	2026-08-31	FL105	1,250 mm	11.538	10.661	7.6%	1.604	10.968	in spec	SO2600006	Shipped
RL2600015	2026-08-31	FL105	1,300 mm	12.000	11.088	7.6%	1.563	11.331	in spec	SO2600010	Released
RL2600014	2026-08-31	FL105	1,250 mm	11.538	10.661	7.6%	1.530	11.200	in spec	SO2600006	Shipped
RL2600013	2026-08-31	FL105	1,300 mm	12.000	11.088	7.6%	1.633	11.486	in spec	SO2600010	Released
RL2600074	2026-08-25	TL120	1,200 mm	11.077	10.224	7.7%	2.106	13.450	in spec	SO2600005	Shipped
RL2600073	2026-08-25	TL120	1,300 mm	12.000	11.076	7.7%	2.183	13.928	in spec	SO2600009	Released
RL2600072	2026-08-25	TL120	1,200 mm	11.077	10.224	7.7%	2.097	13.431	in spec	SO2600005	Shipped
RL2600071	2026-08-25	TL120	1,300 mm	12.000	11.076	7.7%	2.208	14.095	in spec	SO2600009	Released
RL2600070	2026-08-25	TL120	1,200 mm	11.077	10.224	7.7%	2.219	13.346	in spec	SO2600005	Shipped
RL2600069	2026-08-25	TL120	1,300 mm	12.000	11.076	7.7%	2.164	13.940	in spec	SO2600009	Released
RL2600054	2026-08-19	FL120	1,000 mm	9.231	8.539	7.5%	1.671	11.686	in spec	SO2600004	Shipped

STEP BY STEP

- 1 Search a roll by number, grade or run, or filter by state.
- 2 Open a roll to record lab tests – burst, ring crush (RCT), moisture, grammage.
- 3 A roll inside the grade window can be **released**; one outside is **held** and shows on the dashboard.
- 4 Released rolls are ready to ship to a customer or feed to the corrugator.

Tip

A held roll can be raised as an NCR in Conformity so the decision (re-grade, re-pulp, concession) is recorded.

11

Order book and roll sales

Where: **Paper** → **Order book**

Orders for rolls from box plants, and the mill's own box plant, with width, diameter, rolls, due date and price per tonne.

The screenshot shows the 'Order book' page in the VLUERP system. The left sidebar contains navigation menus for 'All companies', 'PRODUCTION', 'QUALITY & RISK', 'SALES & CRM', and 'SUPPLY CHAIN'. The main content area displays a table of 10 orders. The table columns are: ORDER, CUSTOMER, GRADE, WIDTH, DIAMETER, ROLLS, MADE, OUTSTANDING, OVER, DUE, PRICE/T, REFERENCE, and STATE. The orders are listed with their respective details, including customer names like 'Riyadh Box Plant (demo)' and 'Eastern Packaging Co. (demo)', and various grades like 'TL140', 'FL120', and 'FL105'. The 'STATE' column indicates the status of each order, such as 'Planned'.

ORDER	CUSTOMER	GRADE	WIDTH	DIAMETER	ROLLS	MADE	OUTSTANDING	OVER	DUE	PRICE/T	REFERENCE	STATE
SO2600001	Riyadh Box Plant (demo)	TL140	1,250 mm	1,250 mm	14	14	done	+2	2026-08-31	2,180 SAR	PO-7100	Planned
SO2600002	Riyadh Box Plant (demo)	FL120	1,250 mm	1,250 mm	12	12	done	+2	2026-09-03	2,050 SAR	PO-7101	Planned
SO2600003	Eastern Packaging Co. (demo)	TL140	1,100 mm	1,250 mm	10	10	done	+2	2026-09-06	2,180 SAR	PO-7102	Planned
SO2600004	Eastern Packaging Co. (demo)	FL120	1,000 mm	1,250 mm	10	10	done	+2	2026-09-09	2,050 SAR	PO-7103	Planned
SO2600005	Riyadh Box Plant (demo)	TL120	1,200 mm	1,250 mm	8	10	done	+2	2026-09-12	2,210 SAR	PO-7104	Planned
SO2600006	Eastern Packaging Co. (demo)	FL105	1,250 mm	1,250 mm	8	8	done	+2	2026-09-15	2,090 SAR	PO-7105	Planned
SO2600007	—	TL140	1,300 mm	1,250 mm	18	18	done	+2	2026-09-18	2,180 SAR	BOX PLANT 6	Planned
SO2600008	—	FL120	1,300 mm	1,250 mm	16	16	done	+2	2026-09-21	2,050 SAR	BOX PLANT 7	Planned
SO2600009	—	TL120	1,300 mm	1,250 mm	10	10	done	+2	2026-09-24	2,210 SAR	BOX PLANT 8	Planned
SO2600010	—	FL105	1,300 mm	1,250 mm	8	8	done	+2	2026-09-27	2,090 SAR	BOX PLANT 9	Planned

STEP BY STEP

- Take an order:** customer, grade, width, diameter, number of rolls, due date, price per tonne and reference.
- Made, outstanding and over-production are counted automatically as rolls are slit to the order.
- When released rolls are despatched, the delivery and the **tax invoice by the tonne** are raised together.

Tip

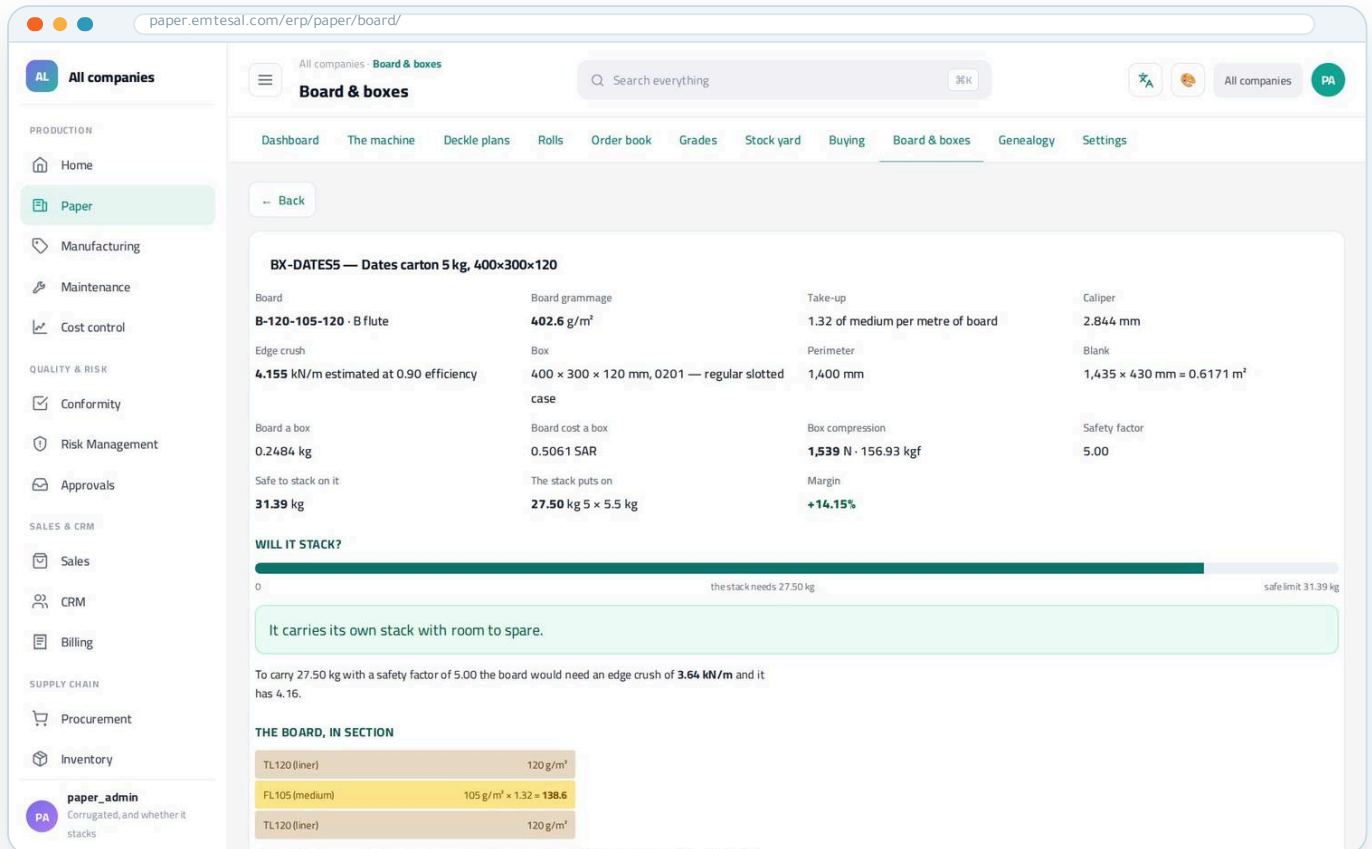
Orders without a customer are the mill's own box plant – their rolls go to the corrugator instead of a truck.

12

Board, boxes and the box plant

Where: **Paper** → **Board & boxes**

A board built from its liners and medium, and a box checked against the stack it must carry – before a carton is made.



BX-DATSS — Dates carton 5 kg, 400x300x120

Board	Board grammage	Take-up	Caliper
B-120-105-120 · B flute	402.6 g/m ²	1.32 of medium per metre of board	2.844 mm
Edge crush	Box	Perimeter	Blank
4.155 kN/m estimated at 0.90 efficiency	400 × 300 × 120 mm, 0201 — regular slotted case	1,400 mm	1,435 × 430 mm = 0.6171 m ²
Board a box	Board cost a box	Box compression	Safety factor
0.2484 kg	0.5061 SAR	1,539 N · 156.93 kgf	5.00
Safe to stack on it	The stack puts on	Margin	
31.39 kg	27.50 kg 5 × 5.5 kg	+14.15%	

WILL IT STACK?

0 the stack needs 27.50 kg safe limit 31.39 kg

It carries its own stack with room to spare.

To carry 27.50 kg with a safety factor of 5.00 the board would need an edge crush of 3.64 kN/m and it has 4.16.

THE BOARD, IN SECTION

Layer	Grammage	Calculation
TL120 (liner)	120 g/m ²	
FL105 (medium)	105 g/m ²	105 g/m ² × 1.32 = 138.6
TL120 (liner)	120 g/m ²	

STEP BY STEP

- 1 A **board** is two liners and a medium with its flute; grammage, caliper and edge crush are calculated.
- 2 A **box** adds size and style; the McKee formula gives box compression and **Will it stack?** compares it with the stack load.
- 3 A **converting order** takes rolls from stock; when finished, the good cartons carry the cost of the paper, the waste and the conversion.
- 4 Despatching cartons creates the delivery and the **tax invoice** automatically.

Tip

The demo's BX-HVY box deliberately fails its stacking check – it shows how the warning looks before a customer complains.

13

Traceability – where did it go?

Where: **Paper** → **Genealogy**

Forward from a machine run to every roll and customer it reached, or backward from a roll to the run and furnish it came from.

The screenshot shows the VLUERP Genealogy traceability interface. The left sidebar contains navigation menus for PRODUCTION, QUALITY & RISK, SALES & CRM, and SUPPLY CHAIN. The main content area is titled 'Genealogy' and includes a search bar and a navigation menu. The 'Forward — where this run ended up' section displays a summary of the run PM2600003, including its grade (TL120 - 120 g/m²), made date (2026-07-17 on PM1), and furnish (TL120-F v1). Below this, a table lists the rolls, their widths, tonnes, orders, customers, and states.

ROLL	WIDTH	TONNES	ORDER	CUSTOMERS	DESPATCHED	STATE
RL2600068	1,200 mm	7.800 t	SO2600005	Riyadh Box Plant (demo)	7.800 t	Shipped
RL2600067	1,300 mm	8.450 t	SO2600009	—	0.000 t	Released
RL2600066	1,200 mm	11.077 t	SO2600005	Riyadh Box Plant (demo)	11.077 t	Shipped
RL2600065	1,300 mm	12.000 t	SO2600009	—	0.000 t	Released

STEP BY STEP

- 1 Choose a run and press **Where did it go?** – reels, rolls, tonnes despatched, converting orders and customers reached.
- 2 Or choose a roll and press **What went into it?** – the run, the grade, the furnish.
- 3 Use it for a customer complaint: in two clicks you know which other customers got paper from the same run.

Tip

Still recoverable shows rolls from the run that are still in the mill – the ones you can stop before they ship.

14

Purchasing and supplier bills

Where: **Supply chain** → **Procurement / Vendor bills**

Starch, sizing and kraft pulp are bought on purchase orders; weighbridge loads arrive as bills already. All supplier bills and payments meet here.

The screenshot displays the 'Vendor Bills' section of the VLUERP system. On the left is a navigation menu with categories like PRODUCTION, QUALITY & RISK, SALES & CRM, and SUPPLY CHAIN. The main area features a 'New bill (manual)' form and a table of existing vendor bills. The table includes columns for bill number, supplier, project, net amount, VAT, total, status, and actions (Register payment, Credit note).

BILL	SUPPLIER	PROJECT	NET	VAT	TOTAL	STATUS	ACTION
WT-2026-00399	Gulf Waste Paper Trading (demo)	-	11,881	1,782	13,663	Posted	Register payment Credit note
WT-2026-00394	Gulf Waste Paper Trading (demo)	-	12,397	1,859	14,256	Posted	Register payment Credit note
WT-2026-00393	Al-Noor Recycling Est. (demo)	-	16,230	2,434	18,664	Posted	Register payment Credit note
WT-2026-00390	Gulf Waste Paper Trading (demo)	-	15,407	2,311	17,718	Posted	Register payment Credit note
WT-2026-00389	Al-Noor Recycling Est. (demo)	-	13,646	2,047	15,693	Posted	Register payment Credit note
WT-2026-00387	Jeddah Recovered Fibre Co. (demo)	-	10,334	1,550	11,884	Posted	Register payment Credit note
WT-2026-00386	Gulf Waste Paper Trading (demo)	-	14,116	2,117	16,233	Posted	Register payment Credit note
WT-2026-00385	Al-Noor Recycling Est. (demo)	-	13,071	1,961	15,032	Posted	Register payment Credit note

STEP BY STEP

- 1 Raise a **purchase order**, approve it, then **receive** the goods into the store.
- 2 Create the **bill** from the PO (or find the weighbridge bill, numbered WT-...) and post it.
- 3 **Register payment** from the bill, or pay several at once from the supplier scorecard.
- 4 A **credit note** reverses part of a bill – for example a short delivery.

Tip

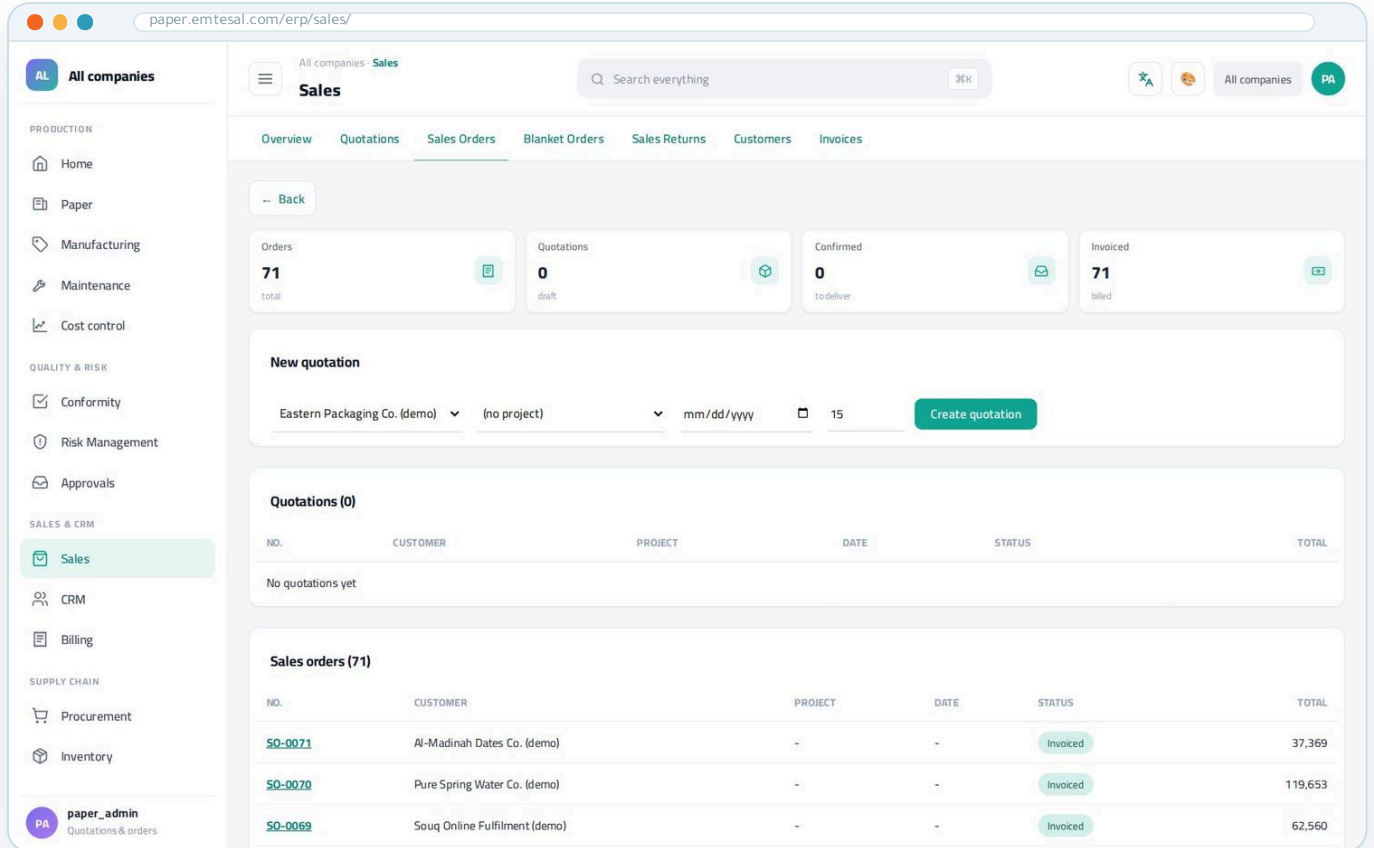
The AP ageing report (Finance → Reports) shows what is owed to each supplier and for how long.

15

Sales and tax invoices

Where: **Sales & CRM** → **Sales**

Every roll or carton despatch creates a sales order, a delivery and a tax invoice – you rarely need to type one.



The screenshot shows the VLUERP Sales module interface. The left sidebar contains navigation links for PRODUCTION (Home, Paper, Manufacturing, Maintenance, Cost control), QUALITY & RISK (Conformity, Risk Management, Approvals), SALES & CRM (Sales, CRM, Billing), and SUPPLY CHAIN (Procurement, Inventory). The main content area is titled 'Sales' and includes a search bar and tabs for Overview, Quotations, Sales Orders, Blanket Orders, Sales Returns, Customers, and Invoices. A summary section shows: Orders (71 total), Quotations (0 draft), Confirmed (0 to deliver), and Invoiced (71 billed). Below this is a 'New quotation' form with fields for Customer (Eastern Packaging Co. (demo)), Project (no project), Date (mm/dd/yyyy), and a 'Create quotation' button. A 'Quotations (0)' table shows no data. A 'Sales orders (71)' table lists three orders:

NO.	CUSTOMER	PROJECT	DATE	STATUS	TOTAL
SO-0071	Al-Madinah Dates Co. (demo)	-	-	Invoiced	37,369
SO-0070	Pure Spring Water Co. (demo)	-	-	Invoiced	119,653
SO-0069	Souq Online Fulfillment (demo)	-	-	Invoiced	62,560

STEP BY STEP

- 1 Open **Sales** to see orders by customer with their delivery and invoice state.
- 2 Open an invoice to print it with its **ZATCA QR code** and VAT breakdown.
- 3 Customer receipts and the AR ageing are under **Billing** and **Finance** → **Reports**.

Tip

Manual sales orders work too – for a one-off sale of broke or waste.

16

Stock and valuation

Where: **Supply chain** → **Inventory** → **Stock**

What is on hand, where, at what average cost and on which account – and it agrees with the general ledger.

The screenshot shows the 'Stock on hand' interface in the VLUERP system. The left sidebar contains navigation menus for 'All companies', 'PRODUCTION', 'QUALITY & RISK', 'SALES & CRM', and 'SUPPLY CHAIN'. The main content area displays a table of inventory items. The table has columns for SITE, WAREHOUSE, CODE, ITEM, CATEGORY, BIN, ON HAND, AVG COST, VALUE, ACCOUNT, and METHOD. The data is filtered by 'All sites', 'All warehouses', and 'All categories'. The table shows 16 items, including 'Carton BX-DATES5', 'Carton BX-ECOM', 'Carton BX-VEG', 'Carton BX-WTR40', 'Broke', 'Double-lined kraft', 'Unbleached softwood kraft pulp', and 'Mixed waste paper'. The 'ON HAND' column shows quantities in pieces (pcs) or tons (t). The 'VALUE' column shows the total value for each item. The 'ACCOUNT' column shows the account number (1260 or 1200). The 'METHOD' column shows the valuation method (Moving aver).

SITE	WAREHOUSE	CODE	ITEM	CATEGORY	BIN	ON HAND	AVG COST	VALUE	ACCOUNT	METHOD
Main site	WH-MAIN	PB-BX-DATES5	Carton BX-DATES5 — Dates carton 5 kg, 400x300x120	-	-	34,804 pcs	0.59	20,503.04	1260	Moving aver
Main site	WH-MAIN	PB-BX-ECOM	Carton BX-ECOM — E-commerce shipper, 350x250x150	-	-	3,068 pcs	0.50	1,532.16	1260	Moving aver
Main site	WH-MAIN	PB-BX-VEG	Carton BX-VEG — Vegetable export box, 500x300x250	-	-	3,762 pcs	0.99	3,713.09	1260	Moving aver
Main site	WH-MAIN	PB-BX-WTR40	Carton BX-WTR40 — Water carton 40 x 330 mL, 420x270x190	-	-	12,263 pcs	0.74	9,057.45	1260	Moving aver
Main site	WH-MAIN	PE-BROKE	Broke — the machine's own returns	-	-	71.606 t	900.00	64,445.40	1200	Moving aver
Main site	WH-MAIN	PE-DLK	Double-lined kraft — new box-plant cuttings	-	-	154.204 t	1,050.00	161,914.20	1200	Moving aver
Main site	WH-MAIN	PE-KRAFT-UB	Unbleached softwood kraft pulp	-	-	150 t	3,132.00	469,800.00	1200	Moving aver
Main site	WH-MAIN	PE-MIXED	Mixed waste paper — offices and shops	-	-	9.588 t	420.00	4,026.96	1200	Moving aver

STEP BY STEP

- 1 Filter by location, warehouse or category; search an item.
- 2 **Stock value** equals the inventory accounts in the ledger – raw materials (1200) and finished goods (1260).
- 3 Open **Stock valuation** for the movement history of one item.

Tip

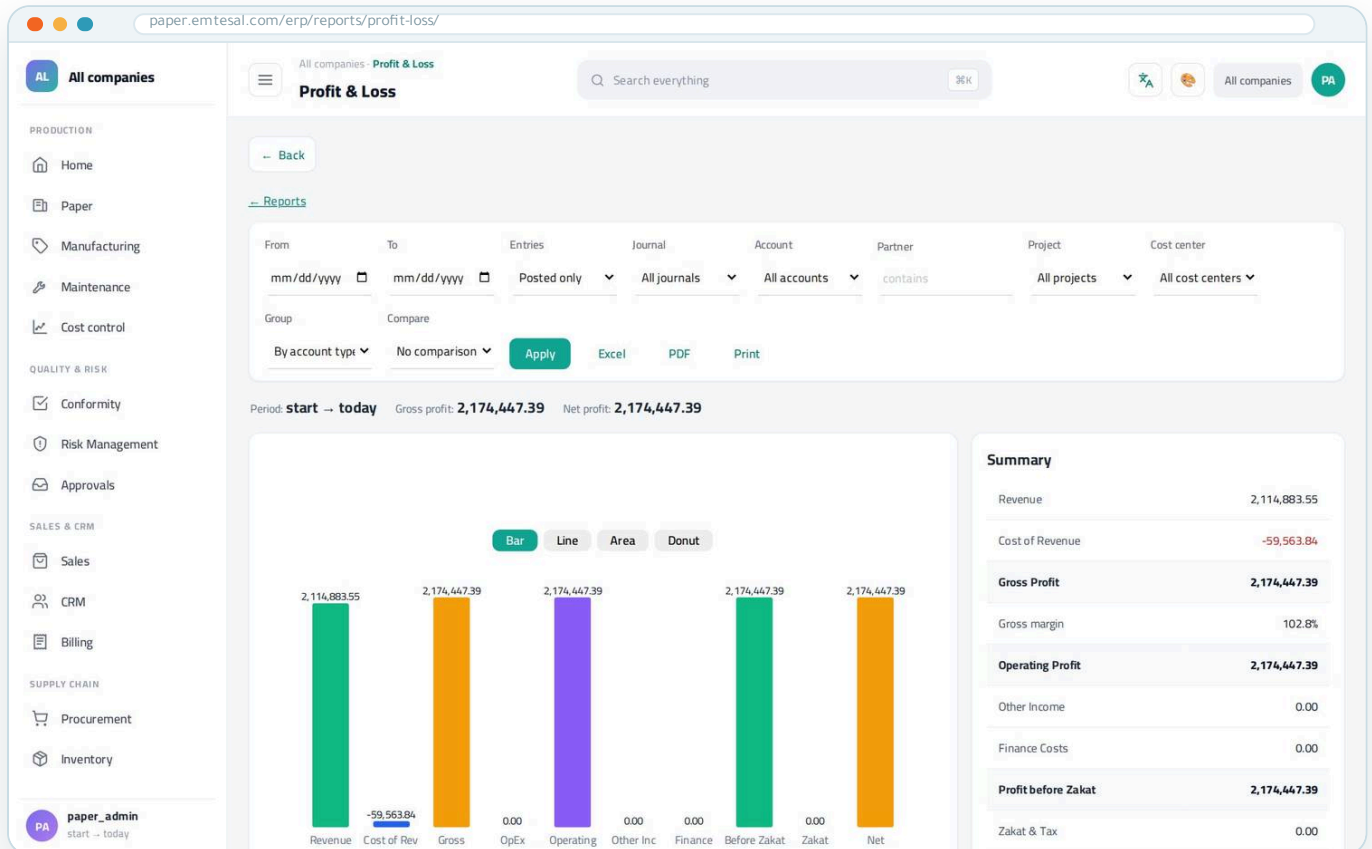
If the stock and the ledger ever disagree, Inventory → Valuation shows the gap by account.

17

Accounting reports

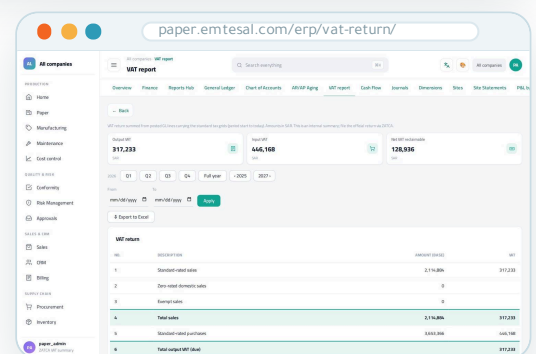
Where: **Finance** → **Reports**

Profit and loss, balance sheet, general ledger, VAT return and ageing – from the entries every step above has posted.



STEP BY STEP

- 1 **Profit & loss** and **balance sheet** for any period, with comparison.
- 2 **General ledger** drills from an account to the entry and back to the ticket, bill or invoice.
- 3 **VAT return** gives the boxes for ZATCA from the sales and purchase tax lines.
- 4 Every report exports to Excel or PDF.



Tip

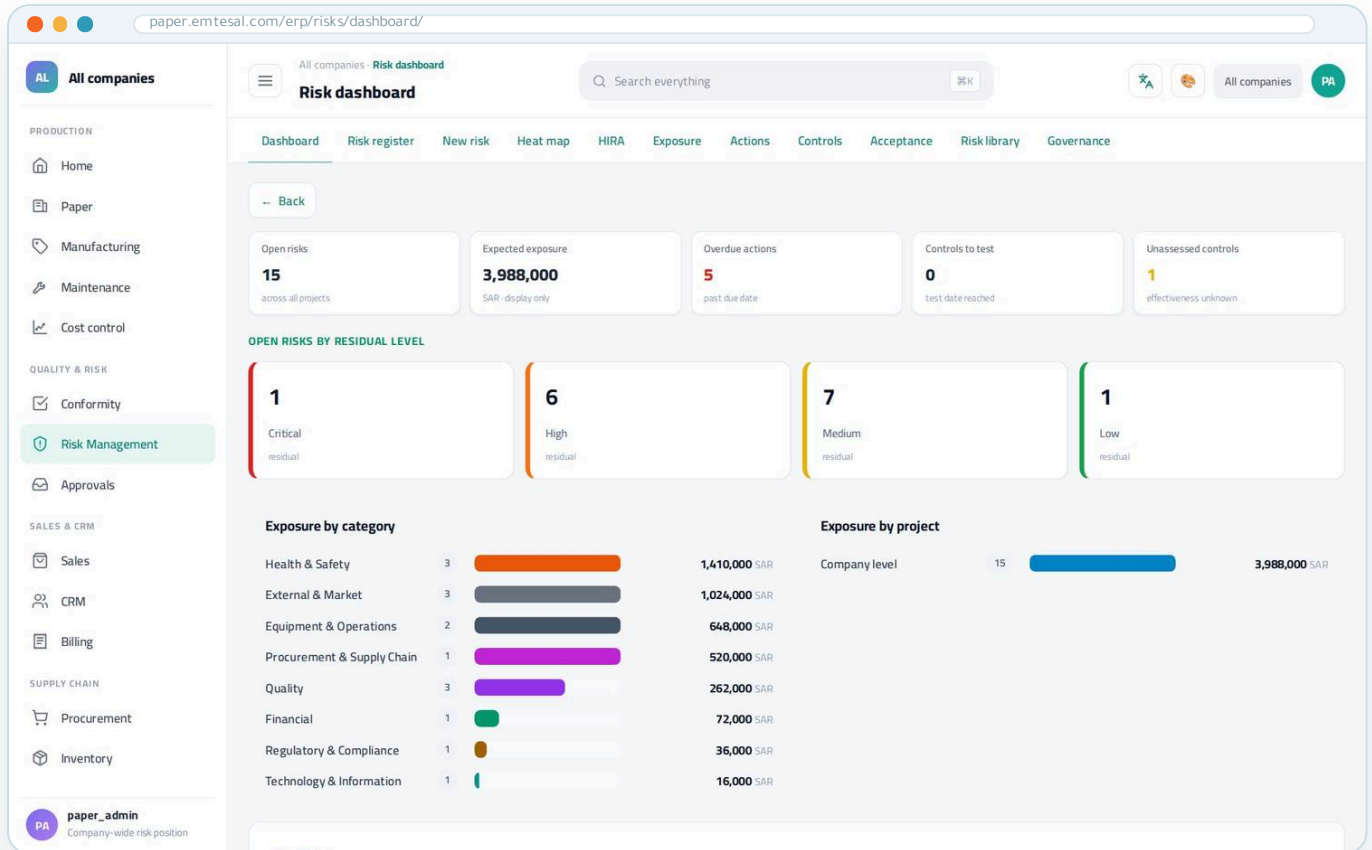
The ledger is hash-chained: an entry cannot be changed quietly after it is posted.

18

Risk dashboard and heat map

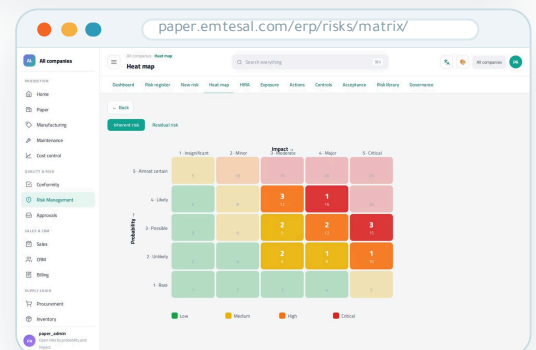
Where: **Quality & risk** → **Risk management**

The factory's risks by level, category and exposure in SAR, with overdue actions and controls due for testing.



STEP BY STEP

- 1 The tiles show open risks by level, expected exposure and overdue actions.
- 2 **Exposure by category** shows where the money at risk sits – health & safety, supply chain, equipment.
- 3 The **heat map** places each risk by likelihood x impact; switch between inherent (before controls) and residual (after).
- 4 Click any cell or bar to open the risks behind it.



Tip

Review the heat map monthly in the risk meeting; the demo holds one review meeting with eight reviewed risks.

19

Risk register, controls and actions

Where: **Risk management** → **Risk register**

Each risk with its cause, event and consequence, owner, score before and after controls, and the actions that reduce it.

STEP BY STEP

- 1 Press **New risk** and pick from the library, or write your own.
- 2 Score **likelihood** and **impact** (1-5); add the cost range in SAR.
- 3 Add **controls** (preventive, detective) with how often they are tested, and **actions** with owner and due date.
- 4 Move the status on: identified → assessed → mitigating → monitoring → closed. Accepted risks need a reason and a review date.
- 5 **Triggers** raise an alert when a measure crosses a line – for example bale-yard stock below the minimum.



Tip

Link a risk to an incident or NCR so the history is in one place.

20

HSE incidents

Where: **Conformity** → **Incidents**

Near misses, first-aid cases, fires and spills – with lost-time injury rates calculated from the register and the man-hours.

The screenshot shows the 'Incidents' module in the VLUERP system. The interface includes a sidebar with navigation options and a main area with incident statistics and a form to report an incident. The statistics section shows LTIFR, TRIR, Days since LTI, Man-hours, Near-miss ratio, and Open investigations. The form allows users to report an incident by selecting a type, date, location, severity, and lost days, and providing a description of what happened. Below the form is an 'Incident register' table with columns for REF, TYPE, PROJECT, LOCATION, SEV, LOST DAYS, STATUS, and INVESTIGATION. The table lists three incidents: INC-0004 (Environmental), INC-0003 (Fire), and INC-0002 (First aid).

STEP BY STEP

- 1 Report incident:** type, date, location, severity, lost days and what happened.
- 2** Record the **root cause** and move the investigation on until it is closed.
- 3** Record monthly **man-hours** so LTIFR and TRIR are calculated per million hours.

Tip

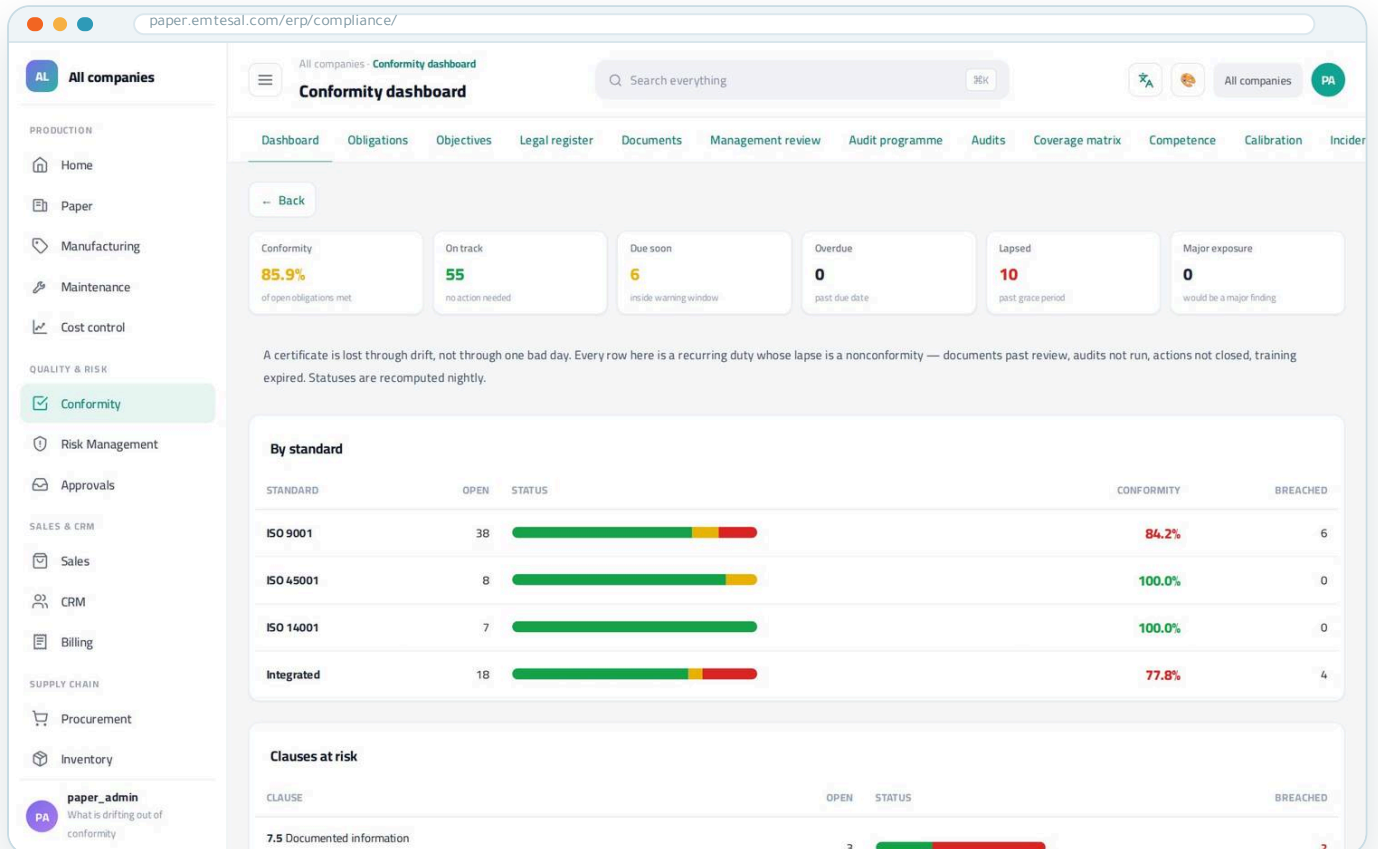
A near miss is the cheapest lesson the factory will ever get – record every one.

21

Conformity dashboard and documents

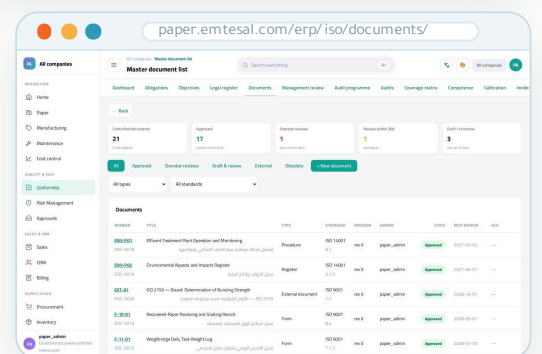
Where: **Quality & risk** → **Conformity**

One view of ISO 9001, 14001 and 45001: conformity by standard, obligations due, and every controlled document with its review date.



STEP BY STEP

- 1 The dashboard shows conformity %, obligations due soon or lapsed, and the clauses most exposed.
- 2 **Documents** is the master list – procedures, forms, registers and external standards (for example ISO 2759 burst).
- 3 Open a document to revise it: a change request, a new revision, approval and distribution to the people who must read it.
- 4 **Acknowledgements** shows who has and has not confirmed reading the current revision.



Tip

Documents past their review date show as overdue – an auditor always asks for these first.

22

Nonconformities and corrective action

Where: **Conformity** → **NCR / CAPA**

When something is wrong – a roll below burst, a wax-coated load, a customer's collapsing cartons – it is recorded, decided and prevented from coming back.

The screenshot shows the 'Non-conformity reports' dashboard in the VLUERP system. The dashboard includes a sidebar with navigation options like 'Home', 'Paper', 'Manufacturing', 'Maintenance', 'Cost control', 'Conformity', 'Risk Management', 'Approvals', 'Sales', 'CRM', 'Billing', 'Procurement', and 'Inventory'. The main content area displays a summary of NCRs with filters for 'Open', 'Overdue', 'Major', 'Closed', and 'All'. It also shows a table of NCRs with columns for REF, NON-CONFORMITY, PROJECT, SEVERITY, DISPOSITION, DUE, STATE, and CAPA. The table lists several NCRs, including 'Starch slurry spill reached the floor drain at the wet-end', 'Weighbridge reading drift of +60 kg found at daily test-we', 'Box BX-HVY fails box compression (stacking) requirement', 'Two TL140 reels below burst index specification', and 'Wax-coated recovered-paper load rejected at receiving'.

STEP BY STEP

- 1 **Raise NCR:** what, where, severity and the source (supplier, testing, customer complaint).
- 2 Record the **disposition:** repair, re-grade, return to supplier, scrap.
- 3 For a real problem open a **CAPA:** root cause, action plan with owners and dates.
- 4 After the actions, the CAPA waits for an **effectiveness check** – done is not the same as worked.

The screenshot shows the 'Corrective actions' dashboard in the VLUERP system. The dashboard includes a sidebar with navigation options like 'Home', 'Paper', 'Manufacturing', 'Maintenance', 'Cost control', 'Conformity', 'Risk Management', 'Approvals', 'Sales', 'CRM', 'Billing', 'Procurement', and 'Inventory'. The main content area displays a summary of CAPAs with filters for 'Open', 'Overdue', 'Awaiting verification', 'Not effective', 'Closed', and 'All'. It also shows a table of CAPAs with columns for CAPA, ACTION, SEVERITY, DISPOSITION, DUE, and STATE. The table lists several CAPAs, including 'Prevent recurrence - Wax coated recovered paper load 14', 'Prevent recurrence - Two TL140 reels below burst index', and 'Supplier performance - Gulf States Paper Trading Limited'.

Tip

A provider evaluation that comes out marginal raises its own CAPA automatically.

23

Audits and management review

Where: **Conformity** → **Audits / Management review**

The yearly audit programme, each audit with its clauses and findings, and the management review that closes the loop.

The screenshot shows the 'Audits' section of the VLUERP system. The dashboard includes summary cards for Audits (3 all time), Open (2 not yet closed), Overdue (0 window passed), Major NCs (1 raised), and Open findings (2 awaiting closure). Below these are tabs for Open, Overdue, Closed, All, Programme, and Coverage matrix. The main table lists audit records with columns for REF, AUDIT, AUDITEE, STANDARD, DATE, CLAUSES, FINDINGS, and STATE.

REF	AUDIT	AUDITEE	STANDARD	DATE	CLAUSES	FINDINGS	STATE
AUD-2026-002	HSE — bale-yard fire safety, machine guarding and forkli	HSE	ISO 45001	2026-10-03	3	OM / 1m / 0ofi	In Progress
AUD-2026-003	Environmental — effluent, sludge, energy and waste	Production	ISO 14001	2026-11-01	3	OM / 0m / 0ofi	Planned

STEP BY STEP

- 1 The **audit programme** plans audits across the year by standard and process.
- 2 Each **audit** lists the clauses checked and its findings – major, minor, observation – each followed to closure.
- 3 The **coverage matrix** shows which clauses have been audited and which have not.
- 4 The **management review** collects the inputs the standard requires and records decisions and actions.

Tip

The demo's first audit found a major nonconformity on weighbridge checks – now closed and verified effective.

24

Calibration and competence

Where: **Conformity** → **Calibration / Competence**

The measuring equipment the business relies on – above all the weighbridge – and the training every person needs for their job.

[paper.emtesal.com/erp/iso/calibration/](#)

AL All companies

PRODUCTION

Home

Paper

Manufacturing

Maintenance

Cost control

QUALITY & RISK

Conformity

Risk Management

Approvals

SALES & CRM

Sales

CRM

Billing

SUPPLY CHAIN

Procurement

Inventory

papier_admin
Clause 7.1.5 — monitoring and measuring resources

All companies Calibration

Search everything

PA

Dashboard Obligations Objectives Legal register Documents Management review Audit programme Audits Coverage matrix Competence Calibration Incidents

Back

Instruments
7
under calibration control

In calibration
5
current

Due soon
1
within 30 days

Overdue
1
must be withdrawn

Failed
0
out of service

Never calibrated
0
no record

Clause 7.1.5 requires measuring equipment to be verifiably accurate. A **failed** calibration raises a corrective action automatically and asks the 7.1.5.2 question: what about the measurements already taken with that instrument?

All Due soon Overdue Failed

Instrument type serial location tolerance mm/dd/yyyy 12 Add Instrument

Calibrated equipment

REF	INSTRUMENT	LOCATION	TOLERANCE	LAST	NEXT DUE	STATUS	RECORD CALIBRATION
CAL-2026-0005	Handheld bale moisture meter Moisture measurement MM-3308	Weighbridge / bale yard	±1% moisture	2026-03-02	2026-09-02 (28d overdue)	Overdue	Pass
CAL-2026-0003	Burst strength tester Paper testing BT-0912	QC laboratory	±1% of reading	2025-10-19	2026-10-19 (19d left)	Due soon	Pass
CAL-2026-0007	Reference digital thermometer Temperature TH-4420	QC laboratory	±0.3 °C	2025-11-30	2026-11-30 (61d left)	In calibration	Pass
CAL-2026-0002	Laboratory analytical balance 0.001 g Weighing instrument L B 3334	QC laboratory	±0.002 g	2026-01-30	2027-01-30 (122d left)	In calibration	Pass

STEP BY STEP

- 1 **Calibration** lists every instrument with tolerance, last and next date; overdue items are flagged.
- 2 Record a calibration result; a **failed** result raises a corrective action and asks what the instrument measured since.
- 3 The **competence matrix** shows each employee against their required courses: valid, expiring, expired, missing.
- 4 Add a course, a requirement for a department, or a training record.

The screenshot displays the 'paper.emtal.com/erp/iso/competence/' web application. The interface includes a top navigation bar with a search function and a sidebar with various menu items. The main content area is titled 'Competence matrix' and contains a table with columns for 'Task name', 'Status', and 'Completion percentage'. The table lists several tasks, including 'Task 1', 'Task 2', 'Task 3', 'Task 4', 'Task 5', 'Task 6', 'Task 7', 'Task 8', 'Task 9', 'Task 10', 'Task 11', 'Task 12', 'Task 13', 'Task 14', 'Task 15', 'Task 16', 'Task 17', 'Task 18', 'Task 19', 'Task 20', 'Task 21', 'Task 22', 'Task 23', 'Task 24', 'Task 25', 'Task 26', 'Task 27', 'Task 28', 'Task 29', 'Task 30', 'Task 31', 'Task 32', 'Task 33', 'Task 34', 'Task 35', 'Task 36', 'Task 37', 'Task 38', 'Task 39', 'Task 40', 'Task 41', 'Task 42', 'Task 43', 'Task 44', 'Task 45', 'Task 46', 'Task 47', 'Task 48', 'Task 49', 'Task 50', 'Task 51', 'Task 52', 'Task 53', 'Task 54', 'Task 55', 'Task 56', 'Task 57', 'Task 58', 'Task 59', 'Task 60', 'Task 61', 'Task 62', 'Task 63', 'Task 64', 'Task 65', 'Task 66', 'Task 67', 'Task 68', 'Task 69', 'Task 70', 'Task 71', 'Task 72', 'Task 73', 'Task 74', 'Task 75', 'Task 76', 'Task 77', 'Task 78', 'Task 79', 'Task 80', 'Task 81', 'Task 82', 'Task 83', 'Task 84', 'Task 85', 'Task 86', 'Task 87', 'Task 88', 'Task 89', 'Task 90', 'Task 91', 'Task 92', 'Task 93', 'Task 94', 'Task 95', 'Task 96', 'Task 97', 'Task 98', 'Task 99', 'Task 100'. The status column uses color-coded icons: red for 'Not started', yellow for 'In progress', and green for 'Completed'. The completion percentage is shown as a progress bar.



Tip

The weighbridge decides what every supplier is paid – keep its daily test-weight check and yearly calibration current.

25

Legal register, objectives and suppliers

Where: **Conformity** → **Legal register / Objectives / Providers**

The laws and permits the factory must meet, the targets it has set itself, and how its suppliers perform.

STEP BY STEP

- Legal register:** each requirement (civil defence, environmental permit, labour law, VAT ...) with its issuing body and last evaluation.
- Record an **evaluation of compliance**; a gap can raise an NCR.
- Objectives** are measurable targets – fibre yield, deductions, complaints, injuries, energy per tonne – with monthly measurements.
- Providers** holds supplier evaluations; the recovered-paper dealers are scored on quality, delivery and commercial terms.

Tip

An objective that is never measured is the classic audit finding – the dashboard flags overdue measurements.

26

Everyday routines

A short checklist for each role. Everything on it is a screen in this guide.

Role	Every day	Every week	Every month
Weighbridge clerk	Weigh in / out every truck; test-weight check before the first weighing	Clear trucks left on the bridge	Hand the float reconciliation to finance
Grader / inspector	Moisture and prohibitives on every load; turn away what cannot be pulped	Photograph and report rejected loads	Review deductions by supplier
Purchasing	Watch the yard stock and prices	Supplier scorecard; pay dealers	Agree prices on the fibre figure
Machine supervisor	Open and finish runs; record breaks and broke	Deckle plans for the order book	Efficiency, yield and energy review
Lab	Test rolls; release or hold	Calibration checks on testers	Strength trends by grade
Box plant	Converting orders; despatch cartons	Stacking check on new box designs	Waste and cost per box
Finance	Post bills and receipts	AP / AR ageing	P&L, VAT return, stock vs ledger
HSE / quality	Record incidents and NCRs	Actions due; document reviews	Risk meeting, objectives, audits

Need help?

Your VLUERP team sets up the system with your own grades, suppliers and customers, trains each role, and stays with you after go-live.

Website

www.vluerp.com

Request a demo

www.vluerp.com/#demo

Email

hello@vluerp.com

This guide describes the Paper & Carton Factory demo company. Figures in the screenshots are demo data.