

SOP REPLENISH INVENTORY (RPI)
TASKS

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TABLE OF CONTENTS

Aim 2

Working Assumptions 2

Setup 2

Procedure 2

 Stage One: Creating a Replenishment Wave 2

 Result 3

 Stage Two: Manually Reporting to an RPI Task 3

 Result 3

 Stage Three: Preparing Inventory Documents 4

 Result 4

Process Summary 4

AIM

To replenish inventory in bins that are defined for medium- or fast-moving goods using inventory from bins that are defined for slow-moving goods, based on minimum and maximum inventory levels defined for the specified warehouse(s) and storage zone(s). This process begins with the creation of a wave of replenishment tasks, continues with task reporting, and ends with the creation of the relevant inventory document (Warehouse Transfer).

WORKING ASSUMPTIONS

- The necessary setups have been performed for the WMS module (see the relevant standard operating procedure).
- A Status has been defined which is assigned automatically to inventory documents prepared upon completion of a replenishment task (in the Document Types per Task Type form, a sub-level of Warehouse Task Types). Otherwise, the default initial status is assigned to these documents

SETUP

In the Inventory in Storage Zone form (a sub-level of the Storage Zones form), report the parts to replenish in this zone and define their minimum and maximum inventory levels.

PROCEDURE

STAGE ONE: CREATING A REPLENISHMENT WAVE

Aim: To create RPI tasks, with which to replenish general inventory.

1. Run the Create Replenishment Wave (Inv.) program.
2. In the first input screen, fill in the following details:
 - Take From Warehouse – Specify the warehouse from which inventory will be replenished.
 - Warehs to Replenish – Specify the warehouse in which inventory will be replenished.
Note: If replenishment involves the transfer of goods between two storage zones in the same warehouse/two bins in the same zone, record the same warehouse specified in the previous column.
 - Task Date – Designate the date on which tasks generated by this wave will be opened. Today's date is filled in automatically but can be revised.
 - Priority – Indicate the relative importance to be assigned to warehouse tasks created by this wave.
 - Indicate the Max No. of Lines that can be included in each task created by this wave.
 - Flag the No Unload Deck Inv column if you do not want inventory that is already located in the unloading deck to be considered available (and therefore deducted from the quantity to be replenished in this wave).
 - Make sure the Auto Release column is flagged.

3. In the next input screen, fill in the following details:
 - From Zone/Main Zone – Specify the storage zone (or main zone) from which inventory will be replenished.
 - From Velocity – To replenish inventory only from those bins with a specific part velocity, designate the velocity in question. Alternatively, leave this column blank to replenish inventory from bins with different velocities.
 - To Zone/Main Zone – Specify the storage zone (or main zone) in which inventory will be replenished.
Note: If replenishment involves the transfer of goods between bins in the same storage zone, record the same zone specified in the From Zone/Main Zone column.
 - To Velocity – To replenish inventory only in those bins with a specific part velocity, designate the velocity in question. Alternatively, leave this column blank to replenish inventory in bins with different velocities.
4. If sufficient goods are not available for one or more of the parts to be replenished, a message is displayed alerting you of this. Run the Wave Summary report and select Errors Only to view a list of all missing inventory.
Note: If some inventory can be replenished, a task will be opened, but not to the full requested quantity.

RESULT

Replenishment (RPI) tasks have been opened with the "Execute" status. These tasks are used to maintain inventory at the maximum permitted levels in bins with the specified velocity in the specified storage zone, where the current part balance has fallen below the Minimum Qty. Inventory will be replenished only if sufficient inventory exists with which to perform replenishment and if there are no limitations that interfere with the part's storage.

STAGE TWO: MANUALLY REPORTING TO AN RPI TASK

Aim: To report performance of a replenishment (RPI) task.

Note: This stage is relevant for warehouse personnel who do not use mobile devices for reporting.

1. Enter the Warehouse Tasks form.
2. Retrieve the task assigned to you with the "Execute" Status.
3. If necessary, you can print the task by selecting Print Warehouse Tasks from the list of Direct Activations.
4. Enter the Warehouse Task Items sub-level form.
5. In the Actual Qty column, specify the transferred quantity for each part.
6. Make sure that the target warehouse and bins specified in the To Warehouse and To Bin columns are those that were actually used for the task.
7. In the upper-level form, change the task Status to "Fully Reported".

RESULT

Replenished quantities have been reported, but inventory balances have not yet been updated in the system.

STAGE THREE: PREPARING INVENTORY DOCUMENTS

Aim: To update inventory balances in the system, as a result of the task reported by warehouse personnel.

Note: This stage is relevant for warehouse personnel who do not use mobile devices to prepare inventory documents.

1. Enter the Warehouse Tasks form.
2. Retrieve the task assigned to you with the "Fully Reported" Status.
3. To create a warehouse transfer document, select Prepare Documents from the list of Direct Activations.

Note: The transfer document will be finalized if a final status was defined for inventory documents prepared upon completion of a transfer task (in the Document Types per Task Type sub-level of the Warehouse Task Types form). Otherwise, see the relevant standard operating procedure for further instructions on handling this document.

RESULT

Inventory balances have been updated in the system, and a warehouse transfer document has been created, recording the transfer of the designated goods from the specified source bin to the specified target bin.

PROCESS SUMMARY

As a result of the reported RPI tasks, inventory has been replenished on the basis of system recommendations and actual task reports. That is, inventory has been transferred from bins defined for slow-moving goods to bins defined for medium- or fast-moving goods in which the inventory level has dropped below the defined minimum. As a result, inventory levels in the target bin(s) have been raised as close as possible to the maximum inventory level defined for the bin.