

SOP REPLENISHMENT FOR  
ORDERS (RPL) TASKS

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# SOP REPLENISHMENT FOR ORDERS (RPL) TASKS

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## AIM

To replenish inventory in bins that are defined for fast-moving goods based on designated sales order items, in preparation for picking. 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.
- There are open sales orders for one or more parts stored in the zone(s) being replenished, which have a status that allows shipping.

## PROCEDURE

### STAGE ONE: CREATING A REPLENISHMENT WAVE

Aim: To create RPL tasks, with which to replenish inventory needed for specific orders.

1. Run the Create Replenishment Wave (Ords) 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.
  - Retrieval Type – Indicate the method of retrieval to use when choosing inventory to be replenished in this wave. Specify 2 to retrieve by order item.
  - Leave the Max No. of Lines column blank.
  - 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 for picking (and therefore deducted from the quantity to be replenished in this wave).
  - Make sure the Auto Release and Auto Flagging columns are flagged, and the No Auto Flag Check column is *not* 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.
  - 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.
  - If you want the wave to include only those orders that are linked to the storage zones in this wave, regardless of the designated retrieval type, flag the Incl. Orders in Zone column.

Tip: Use operators (e.g., greater than or less than) to specify more than one-part velocity.

4. The Flag Open Order Items form opens, displaying open order items in the specified source warehouse. For each item, do one of the following:
  - To include the entire balance to be replenished in the wave, flag the Select column.
  - To include part of this balance, specify the quantity to be replenished in the Replenish Qty column.
5. Exit the form to finish creating the replenishment wave.
6. If sufficient goods are not available for one or more of the parts to be picked, 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 for ordered items included in the wave.

Note: If some inventory can be replenished, a task will be opened, but not to the full requested quantity.

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## RESULT

Replenishment (RPL) tasks have been opened with the "Execute" status.

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## STAGE TWO: MANUALLY REPORTING TO AN RPL TASK

Aim: To report performance of a replenishment (RPL) 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 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".

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## RESULT

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

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## 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.

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## RESULT

Inventory balances have been updated in the system, and a warehouse transfer document has been created, recording the transfer of goods from the specified source bin (i.e., a bin defined for slow-moving goods) to the specified target bin (i.e., a bin defined for medium- or fast-moving goods).

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## PROCESS SUMMARY

As a result of the reported replenishment (RPL) tasks, inventory has been replenished on the basis of system recommendations and actual task reports.