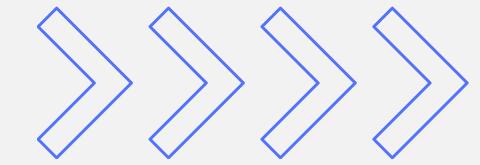


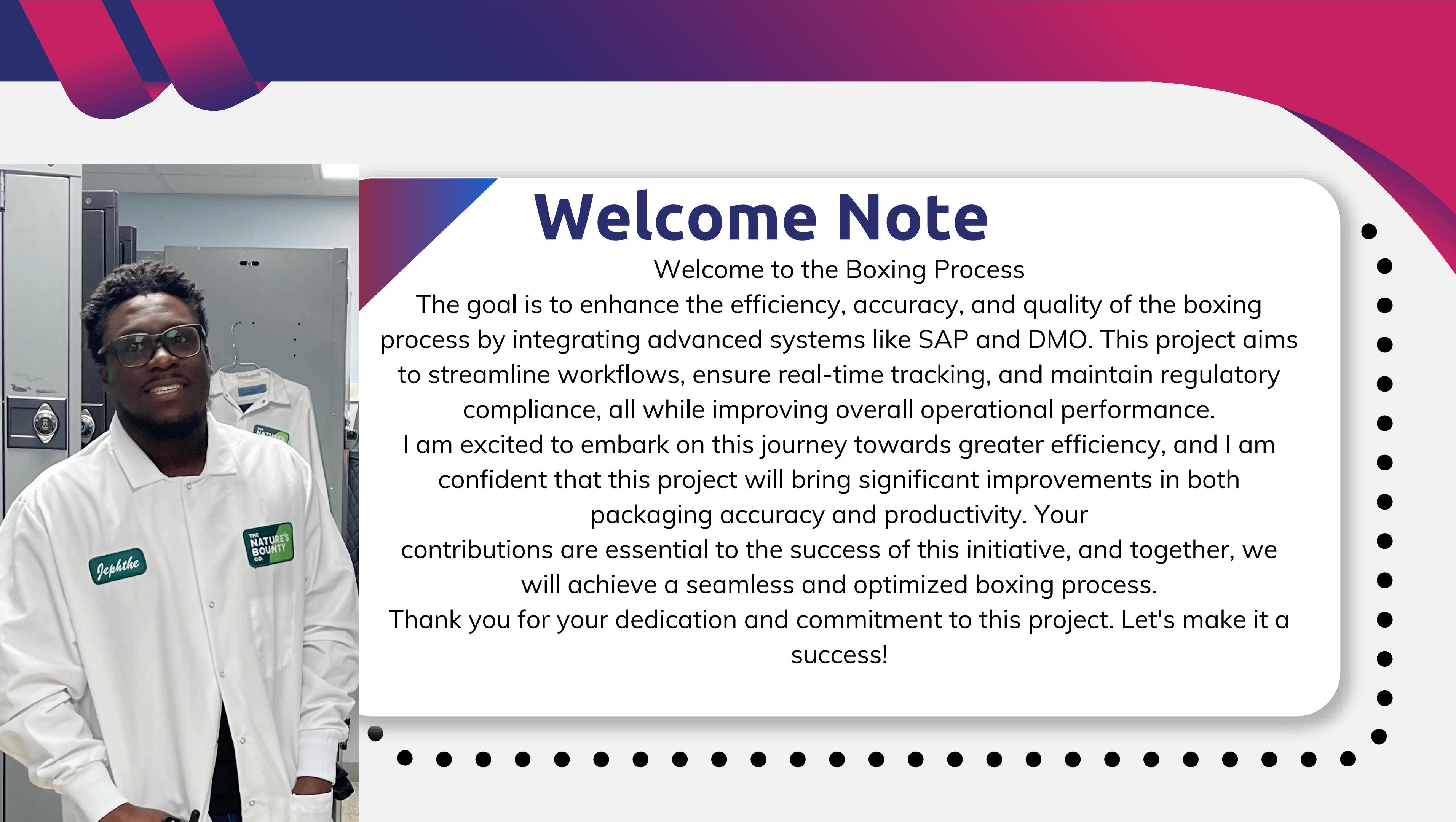
# COMPREHENSIVE BOXING AND RETAIN SAMPLE MANAGEMENT SYSTEM ENHANCEMENT



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# Welcome Note

## Welcome to the Boxing Process

The goal is to enhance the efficiency, accuracy, and quality of the boxing process by integrating advanced systems like SAP and DMO. This project aims to streamline workflows, ensure real-time tracking, and maintain regulatory compliance, all while improving overall operational performance.

I am excited to embark on this journey towards greater efficiency, and I am confident that this project will bring significant improvements in both packaging accuracy and productivity. Your contributions are essential to the success of this initiative, and together, we will achieve a seamless and optimized boxing process.

Thank you for your dedication and commitment to this project. Let's make it a success!

# About the project

## Project Overview

This project focuses on enhancing the boxing process by optimizing workflows and ensuring compliance with industry standards. It covers setting up packing stations, configuring work centers, managing handling units (HUs), and ensuring quality control throughout the process. The objective is to increase efficiency, minimize errors, and improve product traceability using advanced tools and methodologies like Lean and Six Sigma.

# Project Goals

To enhance the efficiency, accuracy and compliance of the boxing process for finished goods by integrating SAP and DMO systems ensuring seamless packaging, proper labeling, and effective tracking while maintaining real-time monitoring with quality assurance and quality control throughout the packaging and shipping stages with the industry standards and internal procedures.

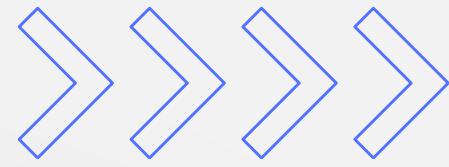
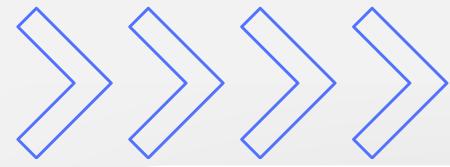
## Staff Training and Safety Procedures

Provide comprehensive training on boxing procedures, technology, and best practices, alongside strict safety protocols for equipment use, ergonomics, and product handling to minimize injuries.

## Continuous Improvement and Auditing Regular Audits and Feedback

Regular audits and feedback loops will assess the boxing process's efficiency, identifying areas for improvement. Continuous improvement frameworks like Lean and Six Sigma will be used to minimize waste and optimize operations.

# Project Management Phase



01

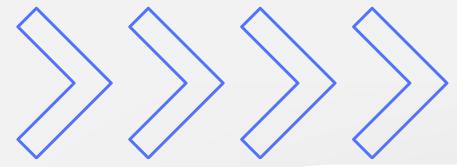
## Define Packaging Materials

- Create master data for your packaging materials, such as boxes, pallets, and crates.
  - Define each packaging material type, specifying dimensions, weights, and relevant properties.
- Set the materials up in the relevant units (e.g., individual, carton, or pallet).

02

## Configure packing instructions

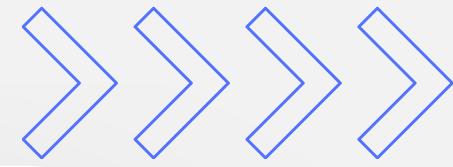
- Create packing instructions based on the materials and boxes needed for boxing.
- Define the relationships between products and packaging materials, specifying how many bottles in a IFC and how many bottles can fit in a given packaging material or master case including job that requires partition.



03

## Set Up Handling Units

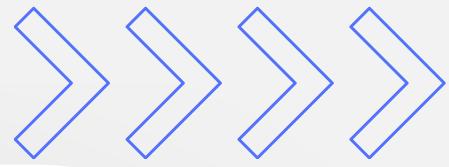
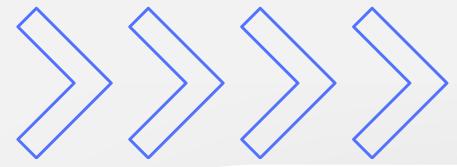
- HU02 (Create Handling Units): Use this transaction to create and define Handling Units (HUs) for your boxing job. HUs represent the physical packaging (e.g., boxes, pallets) and their contents.
- VLMOVE (Handling Unit Transfer): Utilize this transaction to manage the transfer of HUs within the warehouse, enabling efficient tracking and movement of packaged products.



04

## Create Packing Stations in SAP EWM

- Set Up Packing Stations: Define physical locations in the warehouse as packing stations in SAP EWM where boxing tasks will take place.
- Assign Tasks and Workflows: Allocate specific boxing tasks and workflows to each packing station to streamline the packaging process.



05

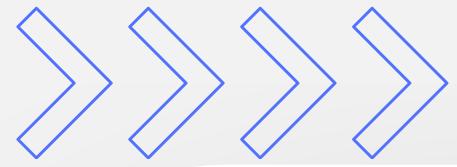
## Configure Work Center for Boxing

- CR01 (Create Work Center)
- Create a work center specifically for boxing and packing activities. This helps track productivity and efficiency in the boxing area.
  - Link the work center to the relevant packaging instructions and handling units.

06

## Use Storage Bins or Shelving somewhere in the building to store the WIP sample retains

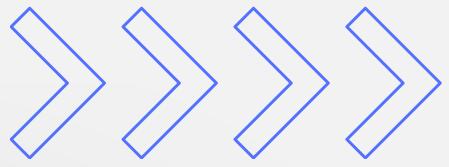
- If you're using Warehouse Management (WM), create dedicated storage bins within the retain sample storage location.
- In Extended Warehouse Management (EWM), define the retain sample area and assign specific bins or shelves for easy tracking.
- These bins should be accessible but secure to prevent accidental mixing with regular stock.



07

## Define Movement Types for Retain Samples

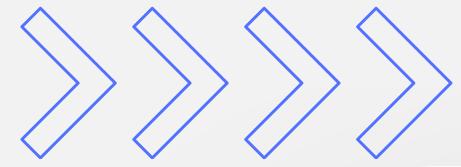
- Set up specific movement types for transferring retain samples to and from the retain area, which helps with tracking and ensures samples are handled separately from production stock.
- For instance, use a custom movement type (such as ZRET) for any transfers of retain samples.



08

## Label and Track storage bins or shelving

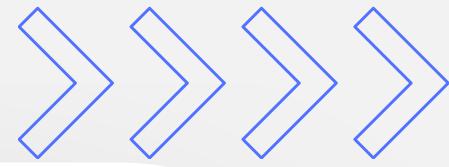
- Ensure retain samples are labeled clearly, with product name, batch number, expiration date, and storage requirements.
  - Use Handling Units (HUs) or WIP material # to track retain samples in DMO, depending on your system setup.



09

## Perform Quality Control Checks

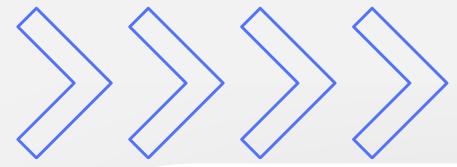
- Before the boxing job, retain samples should undergo any necessary quality control checks to ensure compliance with internal standards and regulatory requirements.
- Document these checks within DMO while doing clearance checks or we can remove unnecessary checks on the line clearance checklist using Quality Management (QM) module transactions, so there's a record of the sample status.



10

## Establish Access Control to Retain Sample Area

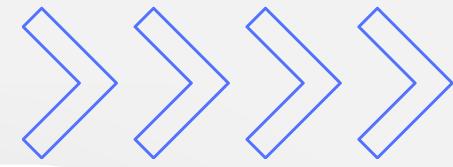
- Limit access to the retain sample storage location to authorized personnel only, like QA, Supervisor and leads.
- This secures sample are stored securely minimizes the risk of unintended use, and upholds the quality standards of finished goods



11

## Assess the Current Situation, Update and Organize the Spreadsheet

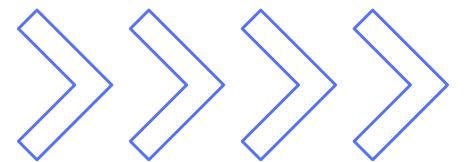
- Identify discrepancies in sample storage, such as mislabeled bins or missing batch numbers, and ensure all relevant data (product names, batch numbers, expiration dates, storage conditions, and HU numbers) is accurately recorded. Standardized columns in the spreadsheet will include Product Name, Batch Number, Expiration Date, Retain Storage Location, HU Number, Quantity, and Date of Storage for consistent and efficient sample tracking.



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## Validate Data Accuracy, compliance and regulatory

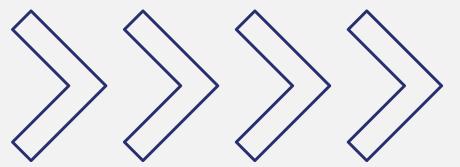
- It will verify that retain samples are properly stored, cross-checking spreadsheet data with physical labels, correcting discrepancies, and ensuring compliance with internal procedures and regulatory requirements. It will also ensure that each lot number is unique in the spreadsheet preventing duplicates, samples are retained for the required period and expired samples are disposed of per established protocols.



# Training and Operational Handover

Ensure all personnel are thoroughly trained on the finalized processes, including handling packaging materials, managing storage protocols, and conducting quality checks. Conduct comprehensive training sessions to guarantee team readiness and alignment with established standards. Officially transition the new process to the operations team, providing clear and detailed instructions for continued operations, along with a robust support plan for ongoing process management.





# Post-Implementation Support and Monitoring



Implement a structured monitoring and audit schedule to evaluate the boxing process post-implementation, ensuring continued efficiency and compliance. Designate specific roles and responsibilities for maintaining packaging materials, handling units, and quality control checks to ensure smooth, ongoing operations. Establish a feedback loop for continuous process optimization and timely issue resolution.

# Meet the project creator



**Jephthe Pascal**  
Quality Assurance Manual and  
Automated

*"Efficient boxing ensures quality, accuracy, and compliance at every step. Inspect, pack, label, and secure to guarantee product quality and safety."*

**Jephthe Pascal**  
*Quality Assurance Expert*

**THANK YOU**  
FOR YOUR ATTENTION

