1st Count Function

1. Enter / Scan Location (Open location)
2. Enter / Scan LP

* MPN to appear on RF Gun screen
* Description to appear on RF Gun screen
* UOM to appear on RF Gun screen

1. Enter Batch Number

* If Batch Number is sighted on the serv tag attached with the item, key in.
* If no Batch Number is sighted on serv tag, leave it empty
* System to prompt “MPN Correct?” if entered LP and entered BN don’t match with system MPN’s LP and BN.
* User to choose “Yes” or “No” if prompted

1. Enter Counted Qty
2. Once user hit “enter” on the RF gun,

* From step 3), If BN is “NIL”, and physical MPN tally with system MPN, no action needed
* From step 3), If BN is wrong, no physical MPN to match with system MPN, counter to verify serv tag MPN and system MPN shown on RF Gun. Counter to choose “NO’ If don’t tally and system to prompt **REMOVE ITEM**

1. Counter to paste “W2W Scan Cleared” sticker before proceeding to next LP
2. Continue the rest of the LPs in the same location
3. Once completed, enter / scan location (Closed location)

**\*2nd Count Function to be the same as 1st Count, EXCEPT no restriction to re-open scanned location**

**(Stock Take Table) To create a report in stock take table to allow PROBLEM LP to be putaway to designated location**🡺 **to include this in 2nd count function**

**Checking of Serv tag/ Documents against physical to be included in 2nd count function?**

IT to note

* If LP is unrecognized – Prompt **REMOVE ITEM**. Record to be saved in a report backend **[PROBLEM LP REPORT]**
* If entered LP system qty is 0 – Prompt **REMOVE ITEM**. Record to be saved in a report backend **[PROBLEM LP REPORT]**
* If entered LP and entered batch number don’t tally with system’s LP and batch number, prompt user to re-enter batch number again. If still don’t tally, prompt user “MPN correct?”. User to choose “Yes” or “No”. If “Yes”, no action needed. If “No”, Prompt **REMOVE ITEM**. Record to be saved and generate a report backend after user enter Counted qty. **[PROBLEM LP REPORT]**
* If entered LP and entered batch number tally with system’s LP and batch number, no action needed. User to sight the MPN and description shown on RG gun and cursor to move to Counted Qty for entry.
* ~~If its duplicate LP with no serv tag/Pickticket and/or documents – Prompt~~ **~~REMOVE ITEM~~**~~. record save and generate a report backend~~ **~~[PROBLEM LP REPORT]~~**
* If entered LP has allocated qty in WMS – Record save and generate a report backend **[ALLOCATED QTY LP REPORT].**
* If physical location of LP is different from system location, RF Gun to prompt **“Scan Current Location”**. If Rescan location = Open Location, save record to stock take table. Stock take table to generate a report **[LOCATION MOVEMENT REPORT].**

If “Rescan location” does not equal to Open Location, RF Gun to prompt “**See Recon Team**”. Recon team to decide next step. Stock take table to save all records and generate a report **[WRONG LOCATION SCAN REPORT]**

* **(Stock Take Table) To create a report in stock take table to allow PROBLEM LP to be putaway to designated location🡺 to include this in 2nd count function**

YYYY/MM/DD | LP | MPN | Description | BatchNumber| Qty |From Loc |To Loc| userid

* **(WMS) To prevent any reservations from allocating the discrepancy LP in the assigned locations🡺 to auto block LP from allocation upon prompting of “REMOVE ITEM”**
* **WMS to have a function to move multiple LP location in 1 screen. To have selection box to choose which LP to move.**

REMOVED ITEM Priority

1. If LP is unrecognized – Prompt **REMOVE ITEM**.
2. If entered LP system qty is 0 – Prompt **REMOVE ITEM**.
3. If enter LP and entered batch number don’t tally with system’s LP and batch number AND MPN not match – Prompt **REMOVE ITEM**.
4. Duplicate counted LP – Prompt **REMOVE ITEM**.
5. Counted LP with no serv tag/Pickticket and/or documents – Prompt **REMOVE ITEM**.

Note to Counters

1. If its UFO items (i.e. no LP, no batch number, no serv tag, no documents), **PASTE A NEW LP AND SCAN THE LP.** System to save the record and generate a report backend **[PROBLEM LP REPORT]**
2. If UFO items located in junk yard, move physical to new designated location before counting.
3. If user didn’t close location A but proceed to count location B’s items, user will experience continuous prompt of moving LP to Location A. If user encounter continuous move of 5 times, see recon team. Recon team to decide whether to reset all data, to do 2nd count, or to physically move the 5 items to Location A.

Preparations to do before commencement of W2W scan

|  |  |  |  |
| --- | --- | --- | --- |
| **S/N** | **Description** | **Target Date to complete** | **Done?** |
| **1** | WMS log in for all 10 counters | 2-May-14 | DONE |
| **2** | Link 10 counters, Selene, Alan, Chen Cheng WMS log in to W2W scan function (1st Count & 2nd Count) | 15-May-14 |  |
| **3** | 10 RF Gun to be ready | 15-May-14 |  |
| **4** | Daily Target per cycle count team | 16-May-14 |  |
| **5** | 10 counters' working shift pattern | 16-May-14 |  |
| **6** | Create new locations in WMS (Rotables Staging / Consumables Staging / Loading Bay) | 16-May-14 |  |
| **7** | Print out location barcode for those bulky areas / loading bay / Rotables Staging / Consumables Staging | 16-May-14 |  |
| **8** | MHE training for 10 counters | 19-May-14 |  |
| **9** | New designated locations for UFO items  Marcus? | 19-May-14 |  |
| **10** | W2W scan training for 10 counters | 20-May-14 |  |
| **11** | To create “move location” option in WMS (access only granted to Selene and Alan), to move multiple item location in 1 screen. | 20-May-14 |  |
| **12** | Housekeeping for junk yard, E121 locations, Bulk locations and loading bay  needed? | ? |  |

**Preparation Reports – to provide by 2nd May 2014**

1. Check for inconsistent UOM (within same PN, SAP-WMS). Check for weight scale for UOM.
2. Check for overlapping LP, dot and no-dot.
3. Same LP, multiple locations
4. LP with no BN in WMS
5. Same LP with different BN in WMS
6. Same BN different LP in WMS

LP|MPN|Description|BN|Serial Number|Qty|UOM|Location|Shelf Life

**Reports needed**

1. Daily Cycle Count Progress Report

Total Occupied Locations

Counted Locations

Not Counted Locations

Accomplished Percentage%

1. Daily Count report

YYYY/MM/DD 00:00 | Location | LP | MPN | Description | BatchNumber| Qty | userid

1. System LPs not accounted for against physical LP in Closed Location Report

YYYY/MM/DD 00:00 | Location | LP | MPN| Description | BatchNumber| Qty |

1. Problem LP Report

YYYY/MM/DD 00:00 | Location | LP removed |MPN | Description| BatchNumber| Entered Qty | System Qty | Reason for LP Removal |userid

1. Reopen Location Report

YYYY/MM/DD 00:00 | Location | userid

1. Unclosed Location Report

YYYY/MM/DD |Unclosed LOC| Opened by (userid)

1. Location Movement Report (change location in system)

YYYY/MM/DD 00:00 | LP | MPN| Description | BatchNumber| Qty | From Location | To Location | userid

1. Count Reset Report

YYYY/MM/DD 00:00 | Reset Location |LP | MPN | Description | BatchNumber| Count Qty | userid |

1. Duplicate LP Counted

YYYY/MM/DD 00:00 | LP | MPN | Description | BatchNumber| Qty | Location 1 | Location 1 userid | Location 2 | Location 2 userid |

1. Locations Counted Report

YYYY/MM/DD | Locations Counted |

1. Locations Not Counted Report

YYYY/MM/DD | Locations Not Counted |

1. LPs not counted in closed locations Report

YYYY/MM/DD | Closed Location|LP | MPN| Description | BatchNumber| Qty |

1. Qty Discrepancy Report

YYYY/MM/DD 00:00 | LP | MPN | Description | BatchNumber| Count Location | System Qty | Counted Qty | userid | Surplus/Deficit|

1. Allocated LP Report

YYYY/MM/DD 00:00 | LP | MPN | Description | BatchNumber| Count Location | System Allocated Qty | Counted Qty | userid |

1. 2nd Count Report

YYYY/MM/DD 00:00 | LP | MPN | Description | BatchNumber| Counted Qty | Scanned Location | userid |

1. Open Location Report (To decide how many location counter to count the next day)

Open Location |LPs in Location| UOM | System Qty