Minutes of Meeting

Summary					
Meeting Topic	Microtek Traceability: Discussion on Laser marking Machine integration.				
Date	13/06/2022	**From**	09/06/2022	**To**	10/06/2022
Location	On Site	**Note Taker**	Shri Shankar Nagar	**Duration**	2 days

Agenda	
Time	**Topic**
1.5 days	Microtek Traceability: Discussion on processes.

Attendee List			
#	Name	Present?	Reason of Absence
	Microteck		
1.	Jayant Kumar Singh		
2.	Sujata Sharma		
3.	Thiagarajan T		
4.	Alok Sharma		
5.	Deepak Nigam		
6.	Ashish Bansal		
7.	Bhushan Goyal		
8.	Gaurav Chauhan		
9.	Surya		
10.	Rajnish Dagar		
	BCI		
1.	Ashutosh Karoria		
2.	Shri Shankar Nagar		
3.	Balkishan Bhardwaj		
4.	Kuldeep Saini		

	Meeting Notes
1.	**Vendor Portal** - PO details will be downloaded from SAP like PO NO, Vendor details, Material, Qty. etc.
2.	**Masters:** a). Material Master-Material -Code, Description, Shelf life ,QA Status, material Type-RM,SF,CON TOL,MTS, SPR, SCP, PSD, ESD, HSD, Purchase packing, UOM, Shelf life (shelf life maintain as per vendor manufacturing date in BCI), Pack Size (Maintained in BCI), Conversion Factor. b). Customer Master - Customer Code, Name etc. c). Vendor Master- Vendor Code, Name etc. d). Storage Location- Storage Location Code, Name, Location Type etc. e). BOM (M) f). Production Version (M) - In case of vary the product A to Product B **Note:** Above masters will be downloaded from SAP and will consume in BCI application Below master data will be maintain in BCI application • Routing-Labour, Machine, Fuel-Electricity • BOM - Product Version, Alternate BOM (Master data) • Routing (Machine, RM, Qty, Tools) will maintain in BCI (Include in M. Master Data) • Bin, Location, Machine etc.
3.	**GRN:** GRN will be send from SAP To BCIL - Inspection lot number will be provided along with GRN. With reference of inspection lot number BCI will pull the QC status from SAP.
4.	**GRN:** • However will Maintain pack size in Material master but can be change at the time of receiving. • Entire Label printing at Store will happen against GRN. • Import Material label printing will happen in Balaji then same label will dispatch to warehouse. Warehouse team will do the labelling and receive the stock.
5	**GRN Cancellation:** GRN cancellation after printing (Adjustment), New GRN will link with Cancelled GRN Ref link with reference number to new GRN. Reference link will be material code only.
6.	**QA:** QA person will update the stock for destroyed material in QC process. Same quantity will transfer to SAP.
7.	**SMT Line:** • BCIL will trace only selected raw material in SMT production (Critical parts only). • Number of labour will enter on the time of machine Feeding (Before Prod start) against Production Order • Assets GRN will not be sent to BCIL. • BCIL will send the production confirmation to SAP after quality. • Store to WIP transfer 311 movement type will be re-triggered. • For any new production order all the RM will be re feeding(Scanning) in WorkCentre • In Material Rejection production department will go to Quality department for testing after that confirmation by quality department store will give replacement against rejected material and BCIL will take replacement by 315 movement type and transfer against 325 movement type and re-scan all material. • BCI will send the machine, production time and number of labours to SAP for costing purpose on the time of Production confirmation. • After production order confirmation, there will not be any provision in BCI for the cancellation.

8.	**<u>FG:</u>** • While creating production order in SAP serial number assignment will remove. Entire FG serial number will be print from BCI application and same will post to SAP at the time of production confirmation. • Transformer will be traced via serial number with ref. of work order. • QR code Label will be pasted on cabinet after powder coating. • Critical component has been verified by the Management. • Labour attendance taken by face reader and define as a work centre. • (for future purpose) • Transformer will be scanned trolley wise (Trolley mapping) • Cabinet packing will be redesigned to enabling the scanning. • Import material label printing will be happened in Balaji location then transfer to other location. • Label printing option is also required in transformer section. • FG barcode nomenclature is required and decided by Microtek team. • FIFO by pass option is required for specific material. • GRN adjustment option require for Import material (In case of Qty. mismatch)

Action Items			
#	**Task**	**Person Responsible**	**Due Date**
1.	FG barcode nomenclature is required.	Business team (Microtek)	TBA