ERS Stock Movement Processes

Processes and information on the ERS stock movement actions and types.

Contents

Comments

Type / Status	Description	Action Required by Stores
Used - Eco stock	This is selected if the Part is used from the ERS shelf stock. An automated alert will be sent with details of quantities and part number that have been inputted on Mondays	The quantity of this part number used should be unissued from JC13841 This will make it free stock on Sage. The Quantity used should then be adjusted out of Stock on Sage Accounts, using 'Adjustment out' making the reference the Ecoline Build number. MRP should then pick up the demand for this part and order it, or alternatively, the part(s) can be manually ordered. Once the parts is ordered set the status to 'On-Order'.
Used - Stores	This is Selected when the Part is taken from the shelf in stores. An automated alert will be sent with details of quantities and part number that have been inputted on Mondays. ⚠ Do not write this is on the stores ad-hoc removal sheet	The Quantity used should be adjusted out of Stock on Sage Accounts, using 'Adjustment out' making the reference the Ecoline Build number.
No Stock	This is selected when a part is required that is neither on the ERS stock shelf or on the shelf in Stores. An automated alert will be sent with details of quantities and part number,that have been inputted on Mondays.	The Quantity of and part number should be added to JC13841. MRP should then pick up the demand for this part and order it, or alternatively, the part(s) can be manually ordered. Once ordered the Type should be changed on the monday board to 'On-Order'
On Order	This is selected when the part is on order through Sage.	This would have been changed by the person who ordered the part.
Replenished	This is selected once the process of reordering has been completed, the parts have been booked in and the parts have been placed back on the ERS stock shelf or Stores shelf.	N/A

💡 If there is no 'Cost' inputted on the Mondays board please add this from Sage.