Ecoline Refurb SubStore Instructions

Correct procedures for efficient working of the Ecoline Sub Store Stock

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What's the point?

- Remove the need to Inspect machines
  - Requires complex checklists, expertise and time
  - Lead Time from inspection to delivery
  - Easy to miss parts, leading to lead time issues

- Reduce wasted time during build
  - Parts always in Stock
  - Parts not diverted to other builds
  - No need to walk to stores

Engineer Using Stock

Goal - Whenever a part is used, log it *and the quantity* on the "Stock Movement" board for the build, set the "Type" column to indicate where it is taken from

Type Definitions

Type	Meaning
Used - Eco stock	The part was available on the Eco Refurb Parts Shelf. The engineer has taken it and added it to the build
Used - Stores	The part does not exist on the Eco Refurb and was taken from main stores. The engineer has taken it and added it to the build
No Stock	Part not on Eco Refurb Parts Shelf and not in stock Engineer is waiting for it to complete the build

These 3 actions will trigger an email to the members of "ERS Replenishment" team to action the replenishment of the stock

> 📌 …If the part is not on the ERS Stock board, a new entry will need to be created for it, which happens automatically as you type

Reordering

The Sub Store Stock has a permanently open works order that is used to trigger MRP to reorder any used parts. The stores staff should follow these procedures on receipt of the triggering email

Process for each type

Type	Process	Update After
Used - Eco stock / **No Stock**	1. Find the part on the permanent Works Order 2. Un-Issue the quantity in the quantity column 3. Write off the free stock to 'EcolineRefurb' 4. Change the part type to "On Order" 5. If the Unit Cost is not entered on the Stock Movement board, look it up on Sage and add it	**On Order** Change the Type to On Order when the part has been processed on the Works Order
Used - Stores	1. Write off the free stock to 'EcolineRefurb' 2. If the Unit Cost is not entered on the Stock Movement board, look it up on Sage and add it	No Action required

Goods In

If the above process is followed, all goods in will be directed to one Job card.

There should be one physical space or bin that is clearly labelled for these parts to be stored.

The Goods will be checked in like any order

Replenishment

Replenishment task for each type

Type	Process	Update After
Used - Stores	No Replenishment needed	n/a
On Order	Give the parts back to the Engineer, who will know if they are needed immediately or need to go back on Ecoline Refurb Substore Shelf	**Replenished**