

Sage and Monday Picking List Instructions

Instructions for issuing parts in Sage following first pick

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The general process of picking parts follows this process

1. First pick - get all the Allocated parts from the shelf that Sage has identified to be used on this build and move them to the build bins
2. Sort any picked parts that have a second Production Stage
3. Issue parts - Issue the picked parts in Sage
4. Update Sage- with the parts that were not found in the first pick
5. Order parts - Place all outstanding parts on order with suppliers
6. Receive Parts - book the parts in
7. Sort any received parts that have a second Production Stage

1. First Pick

First Pick Instructions Goal - for each part on the list, fill in the Status column and "Picked" value as follows:

Status	Meaning
1st Pick	<p>You have picked the same number of parts as the "On Shelf" number. Apply the pick labels to the parts as they enter the bins</p> <p>...Set this even if the On Shelf qty is 0</p> <p>Enter the quantity picked in the "Picked" column If the part is too big to put in a standard bin, change the "Destination" column to match the destination</p>
Can't Find	<p>You cannot find the quantity of parts in the On Shelf column If you can find <i>some</i> of the parts, enter the <i>found</i> number in the Picked column, but ensure the Status is labelled "Can't Find" to flag that more need to be ordered</p>
Consumable	<p>The part is classed as a consumable and exists in the assembly shop as free issue stock</p> <p>...If the assembly is to be built on customers site, the part will need to be picked as a normal part</p>
Surplus Stock	<p>You have found surplus stock in another area of the building (eg returned stock from a previous build)</p> <p>...DO NOT be tempted to take stock from the labelled shelf that you think may be spare - it may be allocated to another build. However, if you can check Sage Stock levels, and it does not exist, it is OK to pick and set to 'Surplus Stock'</p>

	You are stuck and need some help with this part. Use the "updates" to log your query and the @mention to request an immediate response from someone.
Stuck	 ...Adding a photo will make helping much easier
Sub Assy	This is used if the part relates to a subassembly (R-parts). You can't pick it!
In House Part	This part is made from consumables or other parts in workshop (eg threaded bar or sound-deadening material)
Incorrect BOM	Advanced use only This is used if you know that the BOM is wrong to flag the design department to sort the BOM out properly. Make sure you add your thoughts in the updates

2. Second Production Stage / Painted Parts

Some parts have to have a secondary production process added to them, for example:

- A key-way machined in a servo shaft
- A fan opening machined in a cabinet door
- A blank billet of aluminium to be sent to a supplier as free issue material
- The Finish of a part is painted or BZP

These parts will be identified in the picking list Under the "Production Stage" and "Finish" column

Production Stage	Finish	Instruction
Machine Shop		This part will need to be sent through to the machine shop to be modified 1. Print the associated drawing pdf 2. Move to the Input shelf in the machine shop 3. Set the Destination column to "Machine Shop"
Free Issue Material		This part (normally a lump of metal) will need to be sent to the supplier of the referenced Drawing Number 1. Print the associated drawing pdf 2. Send to the subcontractor for machining (you may wish to collate these with other parts for the same supplier) 3. Set the Destination column to "Free Issue Matl"
	BZP	This part will need BZP treatment. 1. Move to the BZP Parts pallet 2. Set the Destination column to "BZP Pallet"
	Any colour code Grey BS.00.A05 etc	This part will need to be painted 1. Move to the Painted Parts pallet 2. Set the Destination column to "Paint Pallet"

3. Issue Parts

Issuing To Sage Following First Pick

Status	Issue Instruction and Next Step
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<p style="text-align: center;">1st Pick</p>	<p>The quantity allocated by Sage has been picked from the shelf and is in the parts bin, <i>including where the allocated number is zero</i></p> <p>Issue the allocated parts in Sage</p> <p>Set the Status to</p> <ul style="list-style-type: none"> - 'Issued' if all the Reqd parts are issued - 'Part Issued' if there are parts still to be ordered
<p style="text-align: center;">Consumable</p>	<p>The part is classed as consumable and is therefore in the workshop area</p> <p>If the assembly is to be built on customers site, the part will need to be picked and issued on Sage. If the assembly is to be built at Stuga, the part just needs to be issued on Sage</p> <p>Set the Status to</p> <ul style="list-style-type: none"> - 'Issued' if all the Reqd parts are issued - 'Part Issued' if there are parts still to be ordered
<p style="text-align: center;">Can't Find</p>	<p>Some of the quantity allocated by Sage is not on the shelf</p> <p>Un-allocate the quantity of parts that are missing Adjust the stock level in Sage accordingly and issue the number of parts actually picked</p> <p>Set the Status to</p> <ul style="list-style-type: none"> - 'Part Issued' if there are parts still to be ordered
<p style="text-align: center;">Surplus Stock</p>	<p>Excess or surplus stock has been found that Sage did not originally allocate</p> <p>Add part back into stock through SAGE. Check through parts on product information and allocate/issue to correct build</p> <p>Set the Status to</p> <ul style="list-style-type: none"> - 'Issued' if all the Reqd parts are issued - 'Part Issued' if there are parts still to be ordered
<p style="text-align: center;">Issued</p>	<p>If, and only if, all the parts in the subassembly have been issued, then issue on Sage and change to 'Issued'</p>