

Author	Status	Effective Date
Michael Boblit	Final	09-21-22

1.0 Purpose

This SOP is intended to outline the proper steps, procedures and resources for production employees to properly process Work Orders in Assistics and X3. This SOP is all inclusive and should not be deviated from in any way.

2.0 Scope

This document covers the standard procedures to be followed for employees in the production department when identifying and selecting raw materials to be picked in Assistics and X3. By following the instructions, the workload will be completed accurately and consistently. Logins and Passwords are a prerequisite to complete this SOP. If you do not have one, contact your supervisor or Gemini IT (Ext 2300).

3.0 Safety

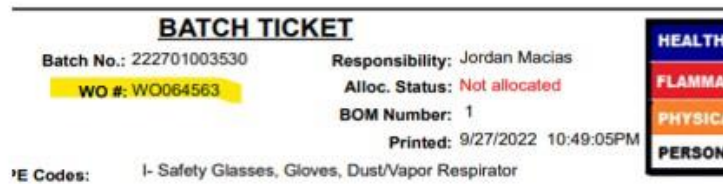


***Absolutely NO Electronic Devices in the Hazardous Environments. (Production, Fill-Off, TWP Room)**

***Absolutely NO use of headphones, ear buds, etc. inside the Warehouse and/or Hazardous Environments.**

4.0 Identifying Physical Locations of and Picking Raw Materials

- 4.1 Navigate to Assistics Home page. <http://assist/assistics/index.jsp> or login on your handheld device. **If you are using a handheld device, verify with your supervisor that it is intrinsically safe before bringing it into the production environment.**
- 4.2 Login using your login and password supplied by your supervisor or the IT department.
- 4.3 Navigate to the mobile Menu and select "Production".
- 4.4 Select "Production Input".
- 4.5 Select "Issue Ingredient".
- 4.6 Enter or Scan your Production Order/Work Order number. The Work Order number is found at the top of the Work Order. (Example below highlighted yellow).



- 4.7 Enter the line number that corresponds to the raw material you need to pick. The line number is the 7-digit number in the leftmost column. (Example SDN22 is line 1000015).

Valid production order WO064563				
WO064563 Ingredients [14 rows]				
Line	Item	Issued	Req	UOM
1000015	SDN22	0.00	1,077.4373	LB
1000020	MSO1446	0.00	95.4775	LB
1000030	RLN689	0.00	1,884.0419	LB
1000035	MDO1225	0.00	10.3337	LB
1000050	FSO39	0.00	14.9398	LB
1000061	MBO1774	0.00	38.0564	LB
1000080	SLE14	0.00	203.8491	LB
1000090	RLN1349	0.00	1,370.2082	LB
1000095	RLN149	0.00	251.2308	LB
1000100	SLE62	0.00	1,111.5595	LB
1000105	SAE41	0.00	361.6731	LB
1000110	SDE17	0.00	1,191.122	LB
1000120	MFO1180	0.00	7.6181	LB
1000125	MGO1391-5	0.00	1.4394	LB

- 4.8 Enter the Location of the raw material you physically used. Reference your physically batch ticket to ensure your locations and lot numbers needed are available. If they are not contact your supervisor to report an inventory discrepancy. **Do not take shortcuts when it comes to location and lot accuracy! Mistakes here can cost the company money and cost you your job.** (Example SDN22 has one location available, but two lot numbers).

Issue Ingredient

Valid line 1000015

WO064563 Ingredients [1 row]

Line	Item	Issued	Req	UOM
1000015	SDN22	0.00	1,077.4373	LB

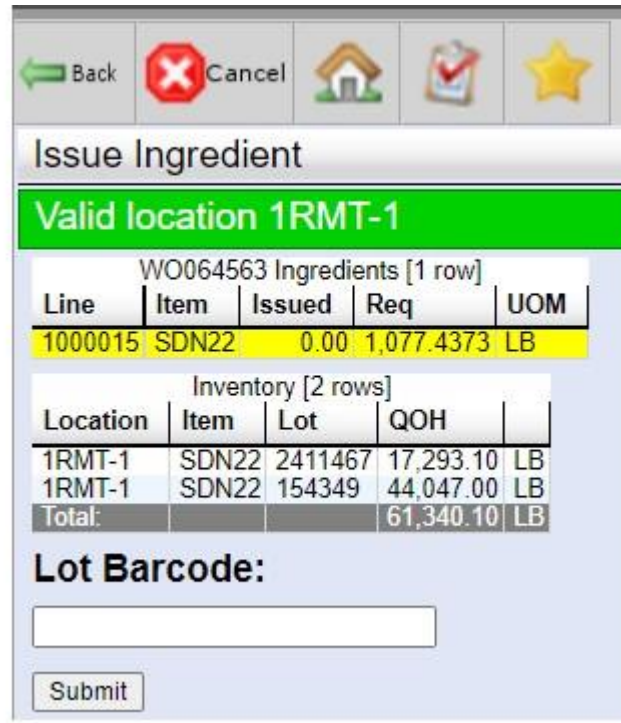
Inventory [2 rows]

Location	Item	Lot	QOH	
1RMT-1	SDN22	2411467	17,293.10	LB
1RMT-1	SDN22	154349	44,047.00	LB
Total:			61,340.10	LB

From Location:

Submit

- 4.9 Enter the Lot number of the material you physically used. Reference your physical batch ticket to ensure the lot numbers you used are available to pick in the system. If they are not contact your supervisor to report an inventory discrepancy. If you are picking a raw material from the tank farm always pick the oldest lot number available. **Do not take shortcuts when it comes to location and lot accuracy! Mistakes here can cost the company money and cost you your job.** (Example SDN22 in 1RMT-1 shows 2 lot numbers.



- 4.10 Enter the quantity of the raw material you used for the work order and press "Submit".
- 4.11 The next screen will ask you to confirm that Item, Lot, Location, and Qty are correct. When you confirm they are correct press the "accept" button. If your selections are not correct press the cancel button and start the process over again.
- 4.12 Repeat this process until you have picked all the materials listed on your work order.

5.0 References

Reference	Title
1	None