Gemini Industries, Inc.	Reporting Bulk Product in Assistics
Standard Operating Procedure	PROD-22-0002 01

Author	**Status**	**Effective Date**
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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 reporting bulk products in Assistics. By following the instructions, the workload will be completed accurately and consistently.
Assistics and X3 Logins and Passwords are a prerequisite to follow 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   Reporting Bulk Product in Assistics

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 Output".

4.5   Next select "Report Bulk".

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).
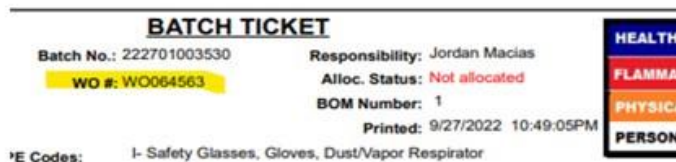
4.7   Enter the Lot Number/Batch Number for your work order and press "Submit". The Lot Number/Batch Number can be found at the top of your Work Order above the "WO #" that is highlighted in the picture above.

4.8 Enter the Qty of the bulk product you are reporting and press "Submit". The Total Volume to report can be found on the batch ticket. In the example below; the field and amount are highlighted yellow to demonstrate its location on the work order.

4.9 Enter the location to where you are reporting the bulk material. For production the default location should be pre-populated as "PRODRECEIVING". Confirm that "PRODRECEIVING" is entered in the field and press "Submit".

4.10 The next screen will ask you to confirm that 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.

5.0 References

Reference	Title
1	None