Sponsor Meeting Minutes 4

Date: 24th February 2018

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| Present: | Russell, Weilun, Jing Ying, Yen Ting |
| Venue: | YCH Supply Chain City |

## Agenda

* Update Sponsor on progress
* Confirm process flow of inbound and outbound
* Clarified certain meaning of columns
* Clarify what does sponsor wants in the final deliverables

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| Time | Details | Person In Charge | Status |
| 10:11 | What is the process like for inbound and outbound?Process (inbound)* ASN date is when customer SAP send EDI(electronic data interchange) over to our system. Which also means sending an order to our system. We do not really have to care about this only until when the truck reach the warehouse. It is triggered by our own people, when the truck and container reach, stuff from ych will trigger the ASN date.
* GRN date is when the warehouse staff scan in the first carton when the goods is in warehouse. Sometimes it is within the first/second day of arrival of container. If not enough space, put inside the container and leave it there first. Can also signify the truck reaching our warehouse.
* GRN post date is recorded when the last carton is scanned. Most usually within the same day, or next working day if it comes too late. KPI is within the next working day.
* PA created date is after GRN process, when they putaway to the warehouse location, the first carton that is placed into the location.
* PA post date is the last carton that is placed into the storing location. KPI is 1 day for the whole process.
* No of lines refers to the number of locations utilised.
* Count by lpn: something like no of carton.

process outbound* QTY is units.
* No of cartons
* SO created date is when customer sent over request.
* SO post date is when changes is made by our stuff if customer email us. should always be almost the same as Created date.
* Expected delivery date is when the customer specify when they want the goods. Might be postponed but won’t be reflected.
* PlannedPGIDate is the KPI given by customer to end picking of items.
* DP commit date must be before or at PlannedPGIDate. It is the time when picking ends. When this is triggered, it will notice the customer that the goods are ready.
* DO starts after picking. Office won’t know when they finish picking, so when the warehouse staff finish picking and past the documents to the office staff after DP, they start DO creation.
* DO creation is pre-generated first to wait for the delivery to come.
* DO commit by right is before expected delivery date. It is to record when transferring to container is complete and the workers pass the documents to office to record.
* Customer will pick up the goods themselves.
* Sometimes it is possible there is direct from picking to delivery, not to staging. But most often the goods go to staging first.
* They don’t record the time taking from picking to staging area.

High chance is internal movement if PlannedPGIDate is missing, therefore should remove and not used for analysis.Columns 29 and 30 is the bypass.Should not have XYZB29 and XYZB30For TP Fullname:* TP full name is molex customer name.
* For the missing values, if tp full name is molex singapore, it may be a request from molex to get it back to their side, or QA.

For locname:* purge is QA, scrap is thrown away, usually because of damaged.
* FLOOR1 and FLOOR001 is the same. Staging, haven’t put inside location or before it moves out
* Will there be two records? Should have 2 lines
* MOLEXQA
* Part of warehouse is used for QA, they have a small office and some area for them to put their stuff
* For QA inspection, then after that put inside warehouse
* There will be 2 separate lines still
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|  | What do they want to see on the dashboard:* How do we plan to store the ABC within the warehouse? At the front or near to the bypass.
* Could the ABC placing be dynamic? Maybe through seasonal factors, and the volume we determine how much space to be used for ABC. maybe A is near bypass. could be based on the distance of the warehouse as well. based on the distance to a particular point at the picking area. it is ok to put the exit point at the end of the bypass.
* They can give us which customer takes wad goods, then we can see the volume to determine who uses the A spot.
* Who always come late for goods picking.
* Do the ABC analysis and allow them to input what they want.
* Seasonality will be done from 2015 onwards still.

How was everything stored in the warehouse?* The goods will go to the side for labelling and stuff first, before going to the staging area.
* XYZ, X is most bottom, Y middle and top is Z.
* XYZBCDE from bottom to high
* 4/5 might be very empty because they use for tempo storing of goods. Or damaged goods also placed there.
* By right the goods are near to the bypass, E29/30.
* M is just another location between 2 lots.
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