





STANDARD OPERATING PROCEDURES

File Path:	S:\EEC\EEC Docs and Training\SOP	Created By:	Don Bolivar
Training Resources	Ship8 Resource Site	Department:	Administration
Visit EEC Wiki for more information or contact the Logistics Services and Training Department for any assistance.		Associate Level:	Supervisor
		Application Level:	EEC Webpage
		Application:	Website

Create Date	Effective Date:	Last Revision Date	Revision Number:
1/24/2022	1/24/2022	11/21/2023	01.3

Tools Required	Safety/Hazard Controls	Description of Work
Computer, keyboard, mouse, EEC Webpage access	N/A	Using the EEC Item Bin Maintenance menu page located under the Warehouse Management module, Internal Replenishment folder to assign or maintain specific bins within your assigned warehouse location to be replenished.

Legend	Stop 	Note 	Look Here 	Check Here <input checked="" type="checkbox"/>	Caution 
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01. Change Revision Log

Rev.	Date	Change Description	Changed By
01.1	1/24/2022	New SOP format ROLLOUT	don.bolivar@oalogistics.com
01.2	8/31/2023	updated company logo	don.bolivar@lahome.com
01.3	11/21/2023	Incorporate the Replenishment Query Report	don.bolivar@lahome.com


02. Purpose

The purpose of the Item Bin Maintenance menu page is to allow a trained Supervisor to assign, maintain or modify bins within their assigned warehouse location for replenishment. Item Bin maintenance is a combination of identifying & assigning high velocity items to the most efficient pick locations & zones within your warehouse. Using the Replenishment Query module located under the Warehouse Queries menu page and BI Report folder to identify high velocity items that are not assigned a replenishable bin. And using the Warehouse Bin Assign Status Report - Unassigned tab to identify available bins to setup as replenishable.



03. Scope

These work standards apply to the Item Bin Maintenance menu page and how the tasks should be performed by a trained Supervisor. These steps are used when assigning and/or editing replenishable bins within your assigned warehouse location.


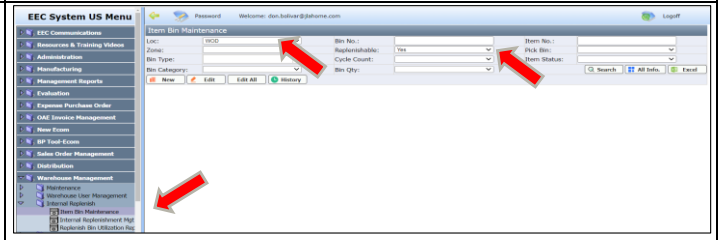

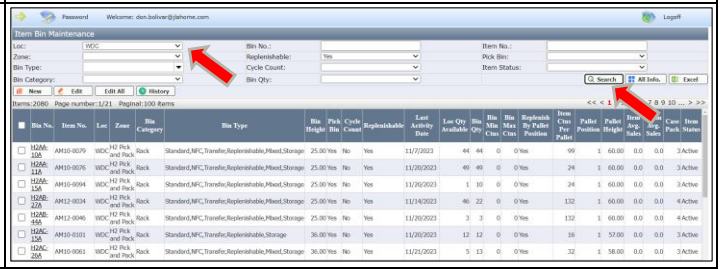
04. Objective

-  Replenishable Bin creation and/or modification - if not handled properly would impact efficiencies and functions within your assigned warehouse location.
 - I. Bin setup can occur but if the bin is not marked "replenishable" it would not generate a replenishment to the bin.
 - II. Assigning a low velocity item would occupy valuable bin location.
 - III. A robust replenishment program must compliment the item bin maintenance setup.

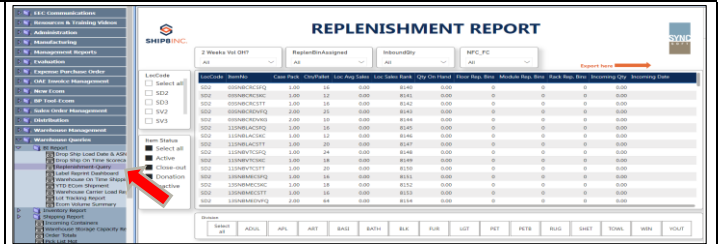
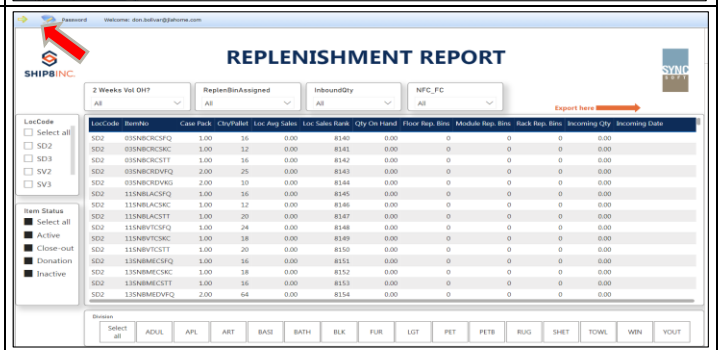
05. Stopping Points

	<p>Always Remember: "Do It Right The First Time" Only a couple seconds to check that you marked the bin as "replenishable" when assigning a high velocity item. Make sure that the item carton per pallet is also maintained.</p> <p>Stop: Do not create, edit or modify any bin locations outside of your assigned warehouse location.</p> <p>Stop: Assign at minimum, two replenishable bin locations for an item.</p> <p>Stop: Bins need to be flagged as "Active" in order for them to be used.</p> <p>Stop: Do not assign an item that has no incoming quantity.</p> <p>Stop: Do not assign an item that has zero on hand inventory and no incoming quantity.</p>
	<p>EEC URL: https://eecsystem.com/login.aspx</p>

06. Getting Started - Login and Navigation to the Item Bin Maintenance page

Step #	Task Description	Example Guide																																																																																																																																																														
Step 1	<p>Log into the EEC webpage by entering your valid company email address, as your User Name, and your own unique user Password.</p> <p>Hit the OK button.</p>																																																																																																																																																															
Step 2	<p>Select the Warehouse Management module.</p> <p>Click the Internal Replenishment folder.</p> <p>Select the Item Bin Maintenance module.</p> <p><u>Your default warehouse location will populate, with a default Replenishable: Yes filtered</u></p>																																																																																																																																																															
Step 3	<p>Expand the Item Bin Maintenance page by using the directional arrow.</p>																																																																																																																																																															
Step 4	<p>Select your warehouse location from the Loc drop down list.</p> <p>Click the Search button.</p> <p><u>A list of replenishable bins for the selected warehouse location will display at the bottom half of the page.</u></p>	 <table border="1"> <thead> <tr> <th>Bin No.</th> <th>Item No.</th> <th>Loc</th> <th>Zone</th> <th>Bin Type</th> <th>Bin Qty</th> <th>Cycle Count</th> <th>Replenishable</th> <th>Last Activity Date</th> <th>Lot Qty</th> <th>Bin Max</th> <th>Bin Min</th> <th>Replenish By</th> <th>Item Status</th> <th>Item Qty</th> <th>Item Price</th> <th>Item Cost</th> <th>Item Type</th> </tr> </thead> <tbody> <tr> <td>100A-100</td> <td>2P10-0019</td> <td>WDC</td> <td>HT Pk</td> <td>and Pk</td> <td>Back</td> <td>Standard,MFC,Transit,Replenishable,Phed,Storage</td> <td>25.00</td> <td>Yes</td> <td>11/20/2023</td> <td>44</td> <td>44</td> <td>0</td> <td>Yes</td> <td>99</td> <td>1</td> <td>60.00</td> <td>0.0</td> <td>0.0</td> <td>3Active</td> </tr> <tr> <td>100A-100</td> <td>2P10-0026</td> <td>WDC</td> <td>HT Pk</td> <td>and Pk</td> <td>Back</td> <td>Standard,MFC,Transit,Replenishable,Phed,Storage</td> <td>25.00</td> <td>Yes</td> <td>11/20/2023</td> <td>49</td> <td>49</td> <td>0</td> <td>Yes</td> <td>24</td> <td>1</td> <td>60.00</td> <td>0.0</td> <td>0.0</td> <td>3Active</td> </tr> <tr> <td>100A-100</td> <td>2P10-0094</td> <td>WDC</td> <td>HT Pk</td> <td>and Pk</td> <td>Back</td> <td>Standard,MFC,Transit,Replenishable,Phed,Storage</td> <td>25.00</td> <td>Yes</td> <td>11/20/2023</td> <td>1</td> <td>10</td> <td>0</td> <td>Yes</td> <td>24</td> <td>1</td> <td>60.00</td> <td>0.0</td> <td>0.0</td> <td>3Active</td> </tr> <tr> <td>100A-100</td> <td>2P12-0034</td> <td>WDC</td> <td>HT Pk</td> <td>and Pk</td> <td>Back</td> <td>Standard,MFC,Transit,Replenishable,Phed,Storage</td> <td>25.00</td> <td>Yes</td> <td>11/14/2023</td> <td>40</td> <td>22</td> <td>0</td> <td>Yes</td> <td>132</td> <td>1</td> <td>60.00</td> <td>0.0</td> <td>0.0</td> <td>4Active</td> </tr> <tr> <td>100A-100</td> <td>2P12-0046</td> <td>WDC</td> <td>HT Pk</td> <td>and Pk</td> <td>Back</td> <td>Standard,MFC,Transit,Replenishable,Phed,Storage</td> <td>25.00</td> <td>Yes</td> <td>11/20/2023</td> <td>3</td> <td>3</td> <td>0</td> <td>Yes</td> <td>132</td> <td>1</td> <td>60.00</td> <td>0.0</td> <td>0.0</td> <td>4Active</td> </tr> <tr> <td>100A-100</td> <td>2P10-0101</td> <td>WDC</td> <td>HT Pk</td> <td>and Pk</td> <td>Back</td> <td>Standard,MFC,Transit,Replenishable,Storage</td> <td>36.00</td> <td>Yes</td> <td>11/20/2023</td> <td>12</td> <td>12</td> <td>0</td> <td>Yes</td> <td>16</td> <td>1</td> <td>57.00</td> <td>0.0</td> <td>0.0</td> <td>3Active</td> </tr> <tr> <td>100A-100</td> <td>2P10-0081</td> <td>WDC</td> <td>HT Pk</td> <td>and Pk</td> <td>Back</td> <td>Standard,MFC,Transit,Replenishable,Phed,Storage</td> <td>36.00</td> <td>Yes</td> <td>11/20/2023</td> <td>5</td> <td>13</td> <td>0</td> <td>Yes</td> <td>32</td> <td>1</td> <td>58.00</td> <td>0.0</td> <td>0.0</td> <td>3Active</td> </tr> </tbody> </table>	Bin No.	Item No.	Loc	Zone	Bin Type	Bin Qty	Cycle Count	Replenishable	Last Activity Date	Lot Qty	Bin Max	Bin Min	Replenish By	Item Status	Item Qty	Item Price	Item Cost	Item Type	100A-100	2P10-0019	WDC	HT Pk	and Pk	Back	Standard,MFC,Transit,Replenishable,Phed,Storage	25.00	Yes	11/20/2023	44	44	0	Yes	99	1	60.00	0.0	0.0	3Active	100A-100	2P10-0026	WDC	HT Pk	and Pk	Back	Standard,MFC,Transit,Replenishable,Phed,Storage	25.00	Yes	11/20/2023	49	49	0	Yes	24	1	60.00	0.0	0.0	3Active	100A-100	2P10-0094	WDC	HT Pk	and Pk	Back	Standard,MFC,Transit,Replenishable,Phed,Storage	25.00	Yes	11/20/2023	1	10	0	Yes	24	1	60.00	0.0	0.0	3Active	100A-100	2P12-0034	WDC	HT Pk	and Pk	Back	Standard,MFC,Transit,Replenishable,Phed,Storage	25.00	Yes	11/14/2023	40	22	0	Yes	132	1	60.00	0.0	0.0	4Active	100A-100	2P12-0046	WDC	HT Pk	and Pk	Back	Standard,MFC,Transit,Replenishable,Phed,Storage	25.00	Yes	11/20/2023	3	3	0	Yes	132	1	60.00	0.0	0.0	4Active	100A-100	2P10-0101	WDC	HT Pk	and Pk	Back	Standard,MFC,Transit,Replenishable,Storage	36.00	Yes	11/20/2023	12	12	0	Yes	16	1	57.00	0.0	0.0	3Active	100A-100	2P10-0081	WDC	HT Pk	and Pk	Back	Standard,MFC,Transit,Replenishable,Phed,Storage	36.00	Yes	11/20/2023	5	13	0	Yes	32	1	58.00	0.0	0.0	3Active
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07. Identify a High Velocity item to be maintained as replenishable

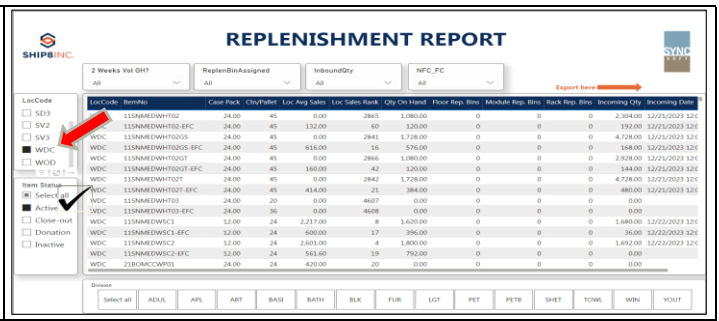
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SD2	115NRLAC3C	1.00	16	0.00	8145	0.00	0	0	0	0	0	0	0	0.00																																																																																																																																																																																																																																				
SD2	115NRLAC3K	1.00	12	0.00	8146	0.00	0	0	0	0	0	0	0	0.00																																																																																																																																																																																																																																				
SD2	115NRLAC3T	1.00	20	0.00	8147	0.00	0	0	0	0	0	0	0	0.00																																																																																																																																																																																																																																				
SD2	115NBV3CFQ	1.00	24	0.00	8148	0.00	0	0	0	0	0	0	0	0.00																																																																																																																																																																																																																																				
SD2	115NBV3SC	1.00	18	0.00	8149	0.00	0	0	0	0	0	0	0	0.00																																																																																																																																																																																																																																				
SD2	115NBV3CTT	1.00	20	0.00	8150	0.00	0	0	0	0	0	0	0	0.00																																																																																																																																																																																																																																				
SD2	135NME3CFQ	1.00	16	0.00	8151	0.00	0	0	0	0	0	0	0	0.00																																																																																																																																																																																																																																				
SD2	135NME3SC	1.00	18	0.00	8152	0.00	0	0	0	0	0	0	0	0.00																																																																																																																																																																																																																																				
SD2	135NME3CTT	1.00	16	0.00	8153	0.00	0	0	0	0	0	0	0	0.00																																																																																																																																																																																																																																				
SD2	135NME3DFQ	2.00	64	0.00	8154	0.00	0	0	0	0	0	0	0	0.00																																																																																																																																																																																																																																				

Step 7

Select your warehouse location from the **Loc Code** drop down list.

Click the **Select all** box to deselect all the item status's.

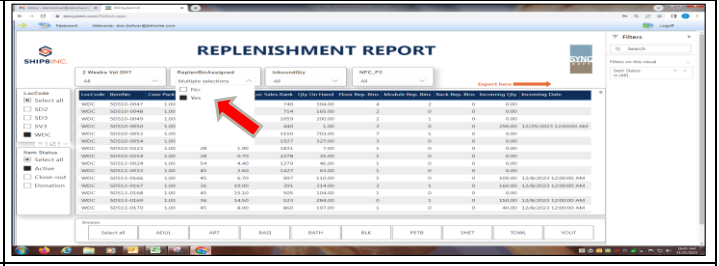
Then check the **Active** box from the **Item Status** drop down list.



Step 8

Select **No** from the **Replenish Bin Assigned** drop down list.

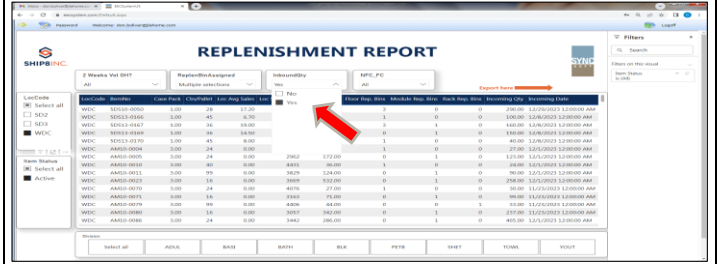
(this will identify those items with no assigned replenish bin)



Step 9

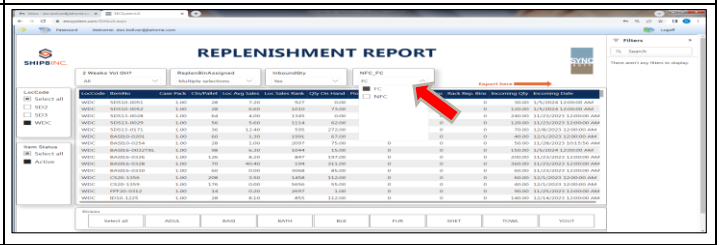
Select **Yes** from the **Inbound Qty** drop down list.

(this will identify those items with incoming receipt quantities)



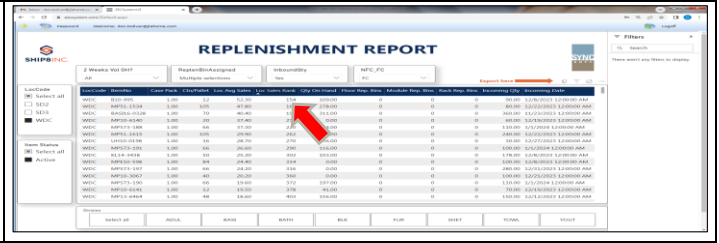
Step 10

You can select **FC** (full case) or **NFC** (non full case) items to narrow down your item parameters from the **NFC_FC** drop down list.



Step 11

You can also sort in either ascending or descending sales ranking by clicking the arrow under the **Loc Sales Ranking** column header



Step 12

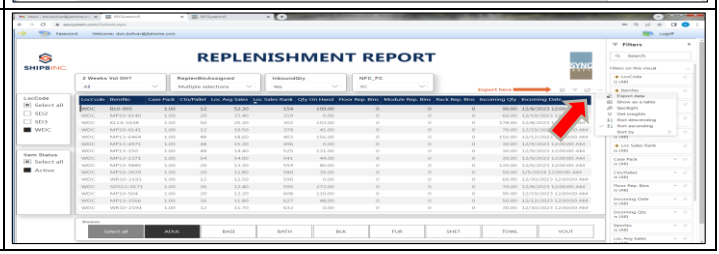
You can even narrow down your item parameters by selecting a **Division** from the list of divisions at the bottom of the page.

divisions include: adult bedding, basic bedding, bath, blankets, furniture, sheets, towels and youths.

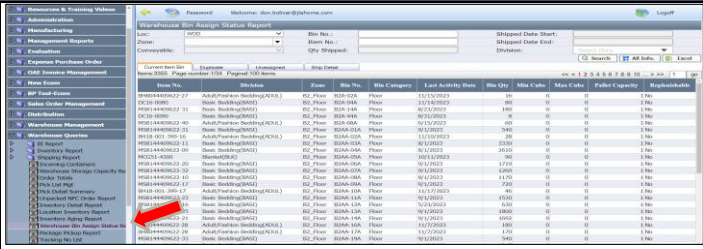
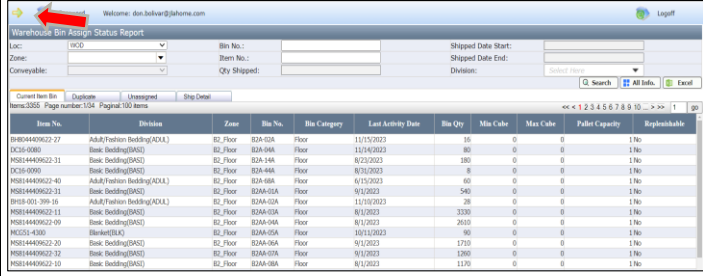
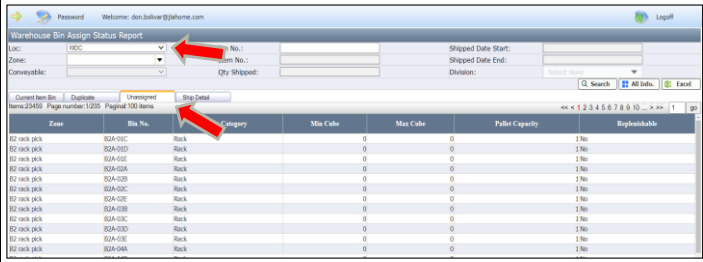
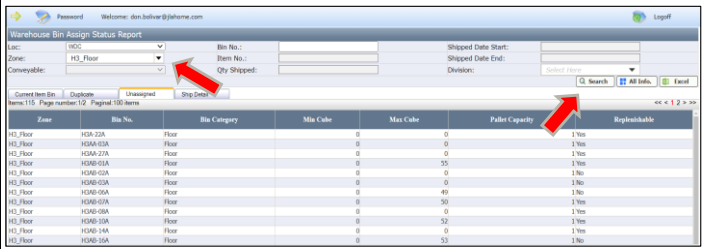
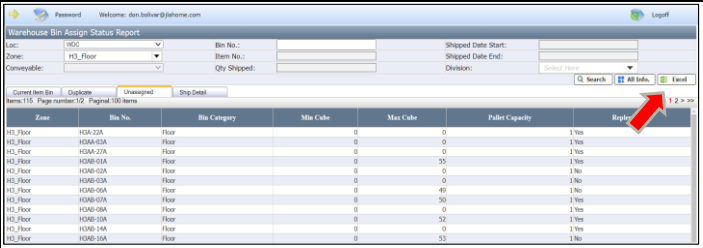


Step 13

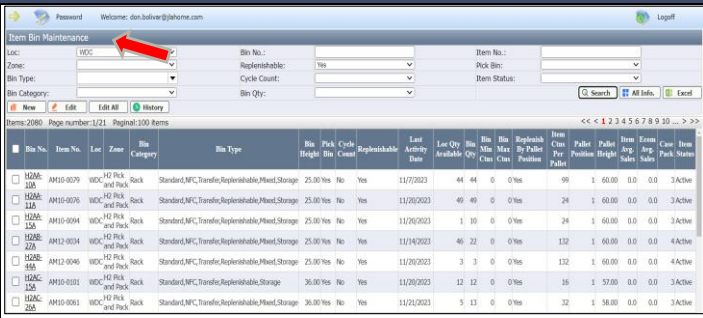
You can export all the information onto an Excel sheet by clicking on the **Export data** function button, or make notes of the item numbers to setup as replenishable items.

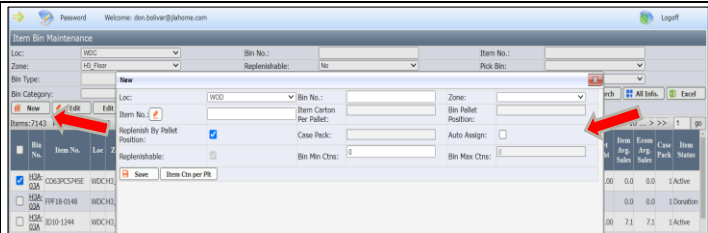
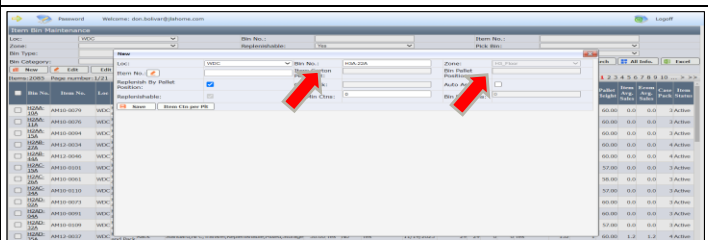

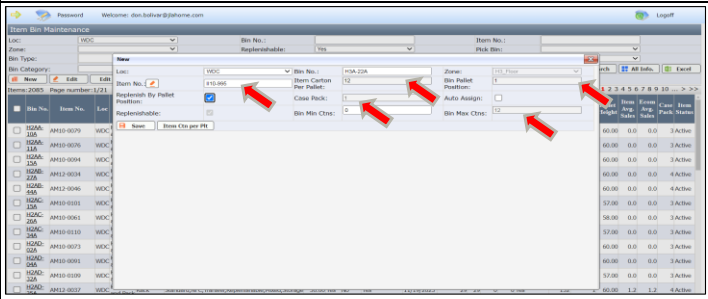
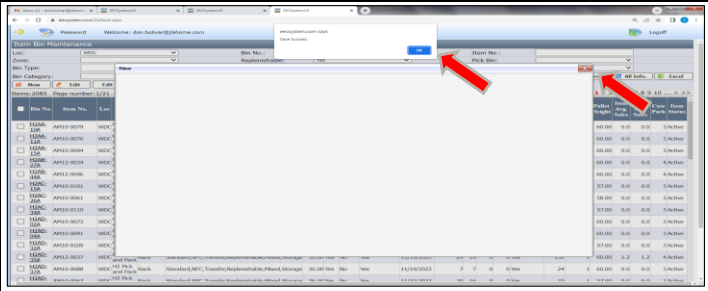
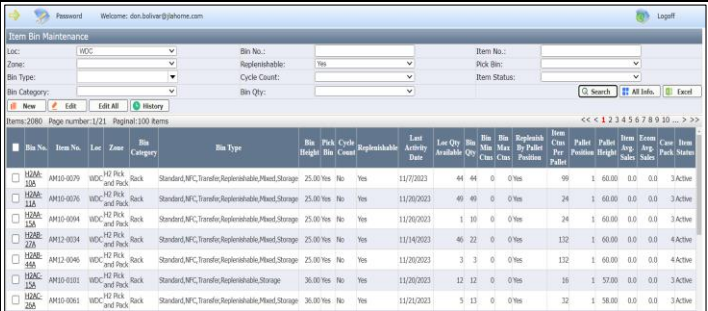

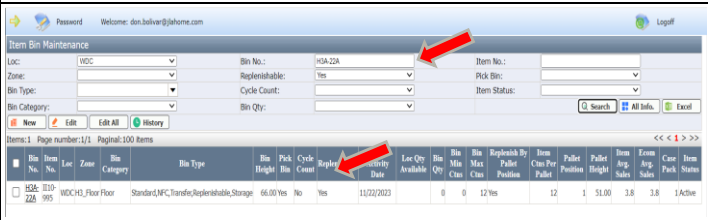


08. Identify available bins to setup as replenishable

Step #	Task Description	Example Guide
Step 14	Select the Warehouse Queries module. Select the Warehouse Bin Assign Status Report menu page.	
Step 15	Expand the page by using the directional arrow.	
Step 16	Select your warehouse location from the Loc drop down list. Click the Unassigned tab.	
Step 17	Select a zone , where you will be assigning the item to replenish too, from the Zone drop down list. Click the Search button. A list of available Bin Numbers will display at the bottom of page, that can be assigned an item number.	
Step 18	You can export all the information onto an Excel sheet by clicking on the Excel function button, or make notes of the bin numbers to assign an item number and setup as a replenishable bin.	

09. Assigning an item to a bin to be replenished

Step #	Task Description	Example Guide
Step 19	Return back to the Item Bin Maintenance page.	

<p>Step 20</p>	<p>Click the New button.</p> <p>A New item setup box will display in the middle of the page.</p>	
<p>Step 21</p>	<p>Select your warehouse location from the Loc drop down list.</p> <p>Enter the bin number that you will be assigning the new item into the Bin No field.</p> <p>Click the Tab button on your keyboard.</p> <p>The zone will auto populate in the Zone field.</p>	
<p>Step 22</p> <p></p>	<p>Type in the item number you will be assigning to this bin into the Item No field.</p> <p>Click the Tab button on your keyboard.</p> <p>The Item Carton Per Pallet, Bin Pallet Position, Case Pack and Bin Max Ctns will auto populate.</p>	
<p>Step 23</p>	<p>Click the Save button.</p> <p>A Save success message will popup at the top of the page.</p> <p>Click OK</p> <p>And then click the red X at the top right hand corner of the New item setup popup box to close the setup box</p>	
<p>Step 24</p>	<p>This will bring you back to the Item Bin Maintenance page.</p>	
<p>Step 25</p> <p></p>	<p>Type in the bin number of the bin you just setup into the Bin No field.</p> <p>Click the Search button.</p> <p>The bin number along with the newly assigned item number will display <u>at the bottom of the page.</u></p>	

Management Approvals

By signing the below, you confirm that you have read, understand and approve the described procedures and standards to be the best practices.

Name (Printed)	Signature	Organization	Title	Date
			Manager	
			Director	
			Executive	