

Order Replenishment Through Materiel Requirements Planning (MRP)

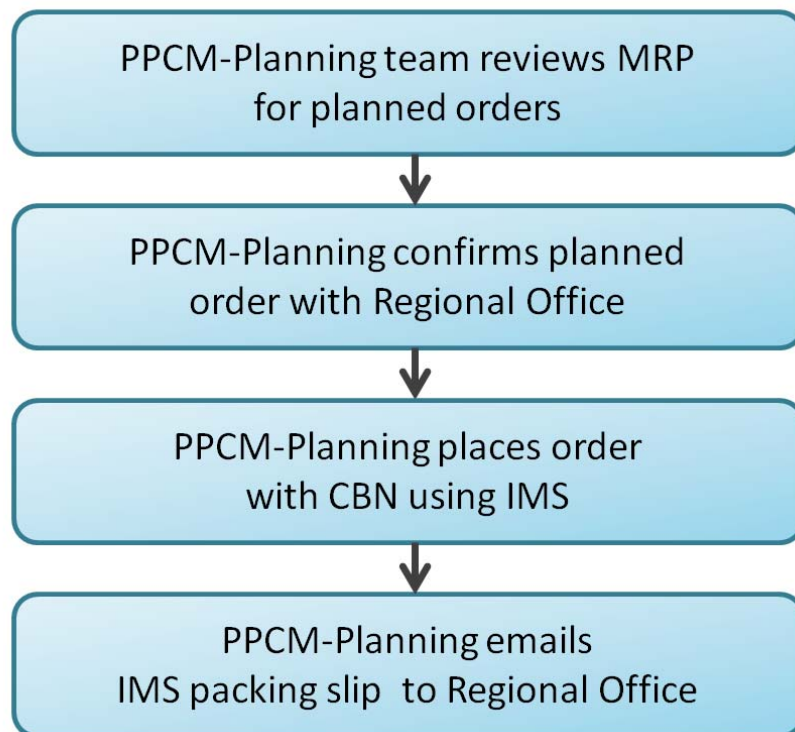


This document resides in the following section of the instruction binder:
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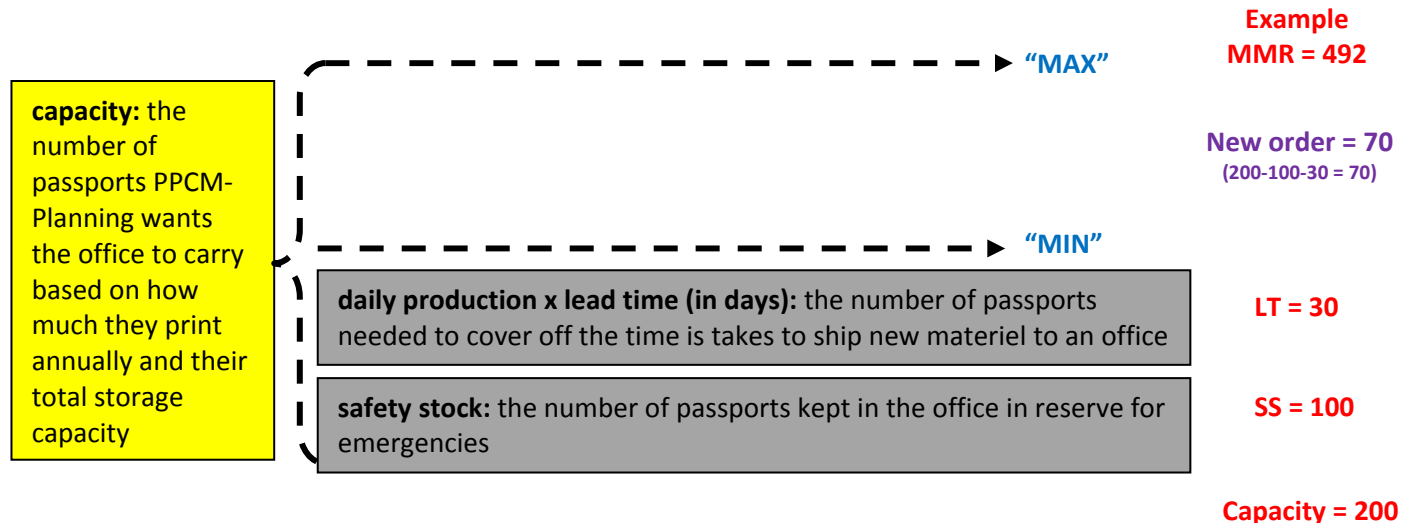
1.1 Workflow



1.2 Materiel Requirements Planning (MRP)

Regional offices and print centers receive shipments of passports through a process called “min/max”, which is a function of the Materiel Requirements Planning (MRP) program in SAP. MRP is a program that takes into consideration the current stock levels of a regional office/print center and creates planned orders based on “minimum inventory required” and “maximum storage capacity” calculations.

Here’s how SAP calculates “min/max”:



This calculation in SAP is set up differently for each material master record (MMR).

In the example above, if an office holds 100 passports of material 492 in “safety stock” for emergencies, and another 30 passports to cover off production during lead time, their “min” level is 130. When inventory of that materiel reaches 130, SAP triggers a planned order, which makes a recommendation to the PPCM-Planning team on how much they should order for the office. If the office has a capacity of 200 passports, SAP will recommend a planned order of 70.


The PPCM-Planning team reviews MRP on a regular basis. As planned orders are generated, they are reviewed and communicated with the office to ensure storage capacity is indeed available. If your office is undergoing construction or if there is some reason your office would not be able to store the full quantity of the planned order, be sure to advise the PPCM-Planning team.

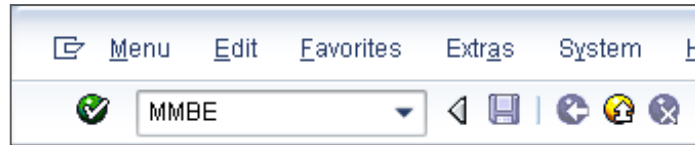
Once the quantity of the planned order is reviewed and approved by the office, the PPCM-Planning team places the order with CBN through the Inventory Management System (IMS). A packing slip for the order is generated by IMS, and will be forwarded to the office by the PPCM-Planning team. The office must print a copy and keep it on hand for when Brinks delivers the shipment. Brinks will not release the shipment without first reviewing the IMS packing slip, as proof the office receiving the shipment is entitled to accept it.

Instructions found in [Tab 3 Receiving Shipments of Passport Materiel](#) will further detail the steps to be followed by the office.

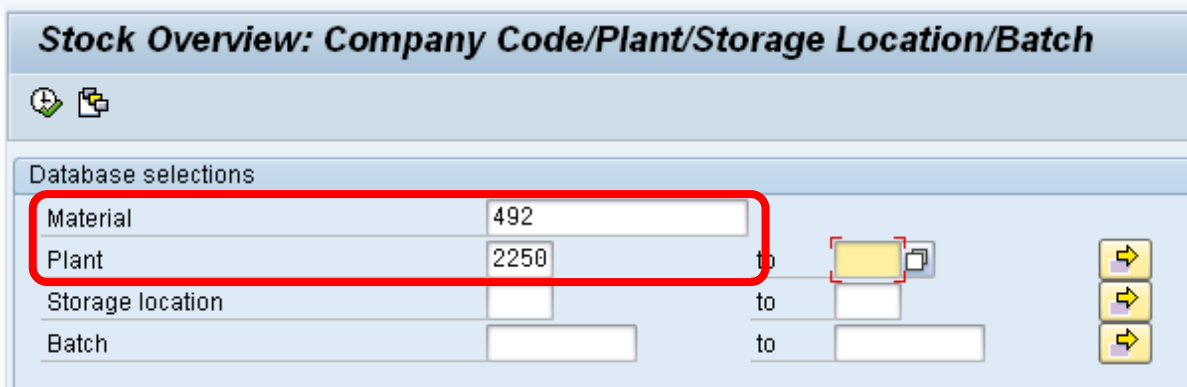
1.3 SAP Transaction MMBE: Reviewing an Office’s Current Inventory Levels

It is important to become familiar with viewing the current stock, planned orders and orders in transit to your location – review current inventory levels on a daily/weekly basis.

- Log into SAP. 
- Input transaction code “MMBE” into the search field, and press “enter” on your keyboard.



- Input the material master record(MMR) number and your office’s plant number:



The “Stock Overview” screen will now appear. This screen provides information relating to the level of passport materiel in the office’s production floor and vault, passports held in blocked stock and quality inspection, orders in transit to the office, and any planned orders that are coming up for review by the PPCM-Planning team:

A screenshot of the SAP 'Stock Overview: Basic List' screen. The 'Selection' section shows:

- Material: 492 (Passport 24 Pages Digital)
- Material Type: HAWA (Trading goods)
- Unit of Measure: EA (Base Unit of Measure: EA)

 The 'Stock Overview' section contains a table with the following data:

Client/Company Code/Plant/Storage Location/Batch/Special Stock	Unrestricted use	On-Order Stock	GR Blocked Stock	Rcpt reservation	Qual. inspection	...
Full	7.406	11.121			2	
0051 PPT / PPT	7.406	11.121			2	
2250 Passport Canada - Laval	7.406	11.121			2	
• 0001 Prod. Floor		380				2
• 0002 Vault	7.026		4			

These are the MMBE fields used most frequently in the management of passport materiel:

Unrestricted use = indicates the quantity onsite and available for use in production

Client/Company Code/Plant/Storage Location/Batch/Special Stock	Unrestricted use
Full	7.406
0051 PPT / PPT	7.406
2250 Passport Canada - Laval	7.406
0001 Prod. Floor	380
0002 Vault	7.026

In this example, the Laval office has 380 passports on their production floor and 7,026 passports in their vault.

Quality Inspection = indicates quantity of defective blank/faulty passports held in Quality Inspection (QI)

Client/Company Code/Plant/Storage Location/Batch/Special Stock	Qual. inspection
Full	2
0051 PPT / PPT	2
2250 Passport Canada - Laval	2
0001 Prod. Floor	2
0002 Vault	2

In this example, the Laval office has 2 passports in Quality Inspection.

Blocked = indicates the quantity of spoiled passports held in Blocked Stock (BS)

Client/Company Code/Plant/Storage Location/Batch/Special Stock	Blocked
Full	2
0051 PPT / PPT	2
2250 Passport Canada - Laval	2
0001 Prod. Floor	2
0002 Vault	2

In this example, the Laval office has 2 passports in Blocked Stock.

On-Order Stock = indicates the quantity on order from CBN

The screenshot shows the 'Stock Overview' window with a table. The 'On-Order Stock' column is highlighted with a red box. The data is as follows:

Client/Company Code/Plant/Storage Location/Batch/Special Stock	On-Order Stock
Full	2,000
0051 PPT / PPT	2,000
2250 Passport Canada - Laval	2,000
0001 Prod. Floor	
0002 Vault	2,000

In this example, PPCM-Planning has placed the order in IMS and the Laval office has 2,000 passports on order from CBN.

Stck trans.(plnt) = indicates materiel in transit from one office to another

The screenshot shows the 'Stock Overview' window with a table. The 'Stck trans.(plnt)' column is highlighted with a red box. The data is as follows:

Client/Company Code/Plant/Storage Location/Batch/Special Stock	Stck trans.(plnt)
Full	2,000
0051 PPT / PPT	2,000
2250 Passport Canada - Laval	2,000
0001 Prod. Floor	
0002 Vault	2,000

Returns = indicates materiel returned to the vendor

The screenshot shows the 'Stock Overview' window with a table. The 'Returns' column is highlighted with a red box. The data is as follows:


Client/Company Code/Plant/Storage Location/Batch/Special Stock	Returns
Full	4
0051 PPT / PPT	4
2250 Passport Canada - Laval	4
0001 Prod. Floor	4
0002 Vault	

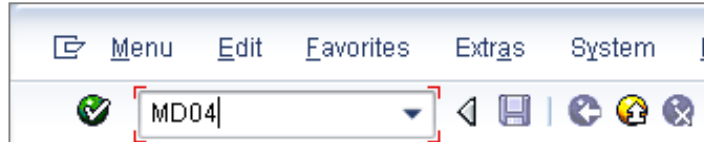
In this example, the Laval office has 4 passports on their way back to CBN and waiting for a credit. The passports will remain in "Returns" until a credit is issued to PPCT by CBN.

1.4 SAP Transaction MD04: Reviewing the Status of an Office’s Materiel Replenishment

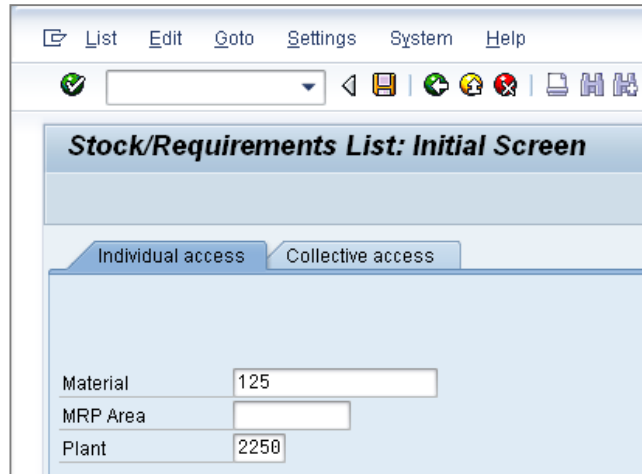
It is not a requirement for the office to regularly monitor MRP’s materiel replenishment, this is the role for the PPCM-Planning team. However, offices should reference MD04 if they wish to view the status of an upcoming materiel replenishment.

To view the orders generated by SAP for your location, complete the following steps:






- Log into SAP. 
- Input transaction code “MD04” into the search field, and press “enter” on your keyboard:



- Input the material master number (MMR) and plant #, and press “enter” on your keyboard:



- Review your order status:
 - PchOrd = In transit to the office
 - PurRqs = Approved planned order
 - PIOrd = Planned order under review by PPCM

A	Date	MRP e	MRP element data	Rescheduli	E	Receipt/Reqmt	Available Qty	Sup	Stor
	06.09.2012	Stock			96		50		
	06.09.2012	SafeSt	Safety Stock			940-	890-		
	17.09.2012	PchOrd	0007280895/00001			400	490-	0000	
	17.09.2012	PurRqs	0000142886/00010 *		06	50	440-	0000	
	17.09.2012	PIOrd	0000037312/SDeb*		06	950	510	0000	
	06.09.2012	StLcSt	0001 SLoc Not Planne				50		0001