

Physical Reconciliation of Unique Items



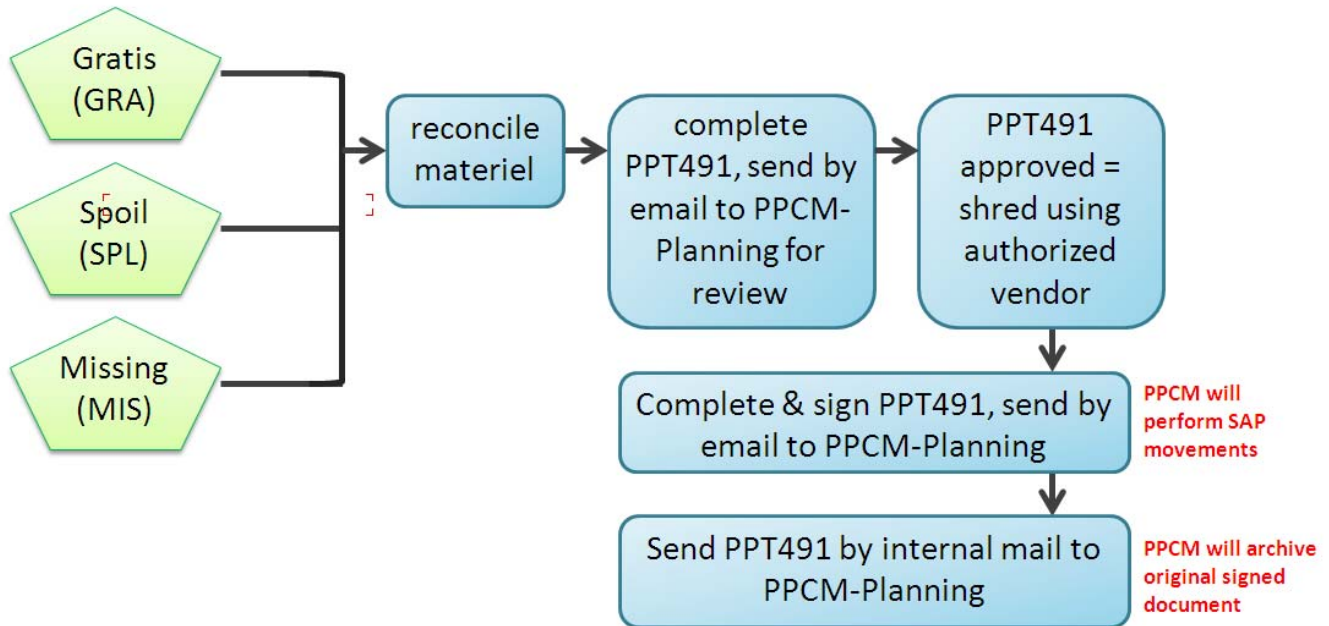
This document resides in the following section of the instruction binder:
TAB 7 ► Physical Reconciliation of Unique Items

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1.1 Gratis / Spoil / Missing / Laminate

1.1.1 Workflow

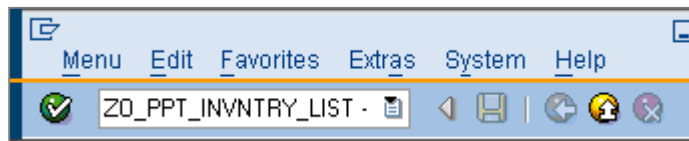



NOTE: the instructions in this section are organized by disposition type, however a single PPT491 and excel serial number list attachment can be created to include all gratis/spoil/missing if it is more convenient.

1.1.2 Gratis Passports – Reconciliation

Step 1: Log into SAP. 

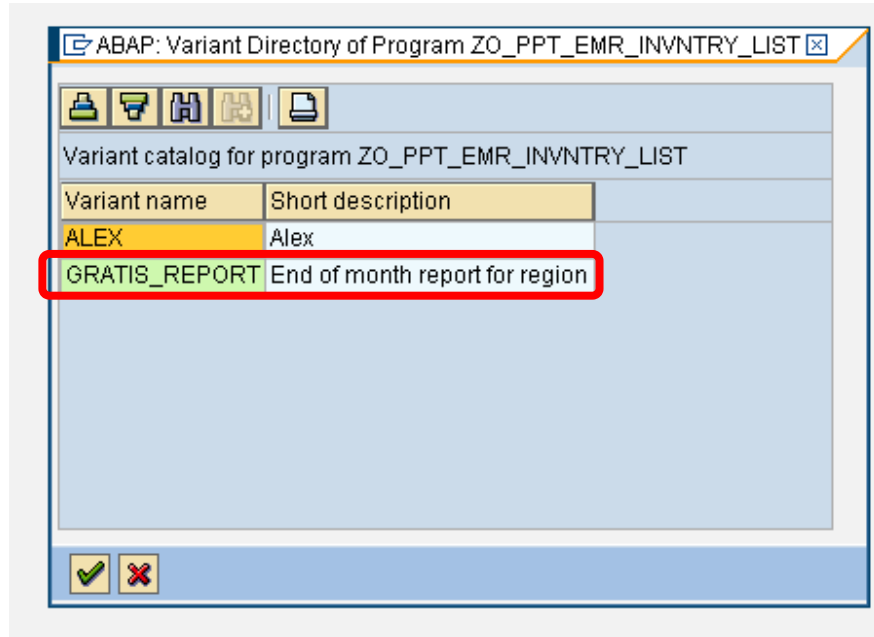
Step 2: Execute the Gratis report by inputting transaction code “ZO_PPT_INVNTRY_LIST” into the search field, and press “enter” on your keyboard.



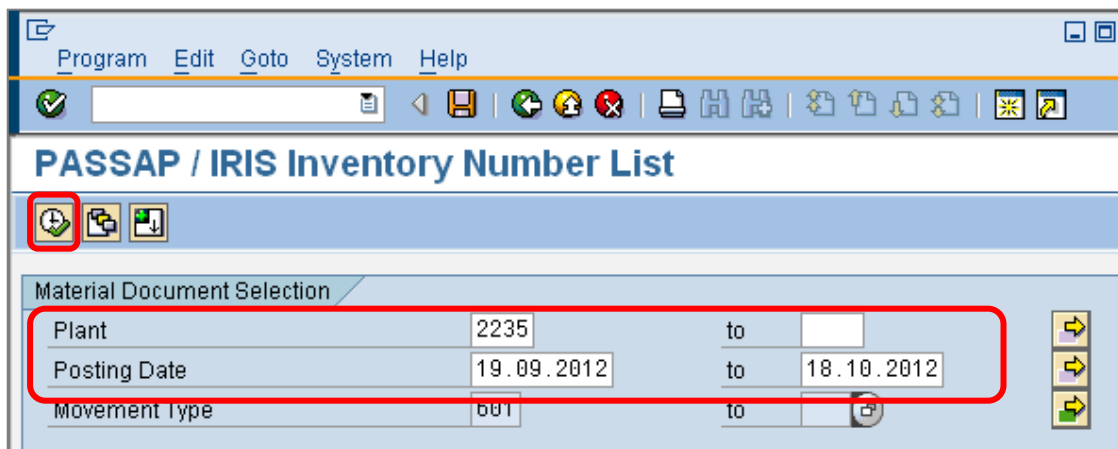
Step 3: Click on the “Get Variant” icon  :




Step 4: Next, double-click on “GRATIS_REPORT”.



Step 5: Now enter your plant # and adjust the dates to reflect the time period of the report (end of last cycle count to current cycle count).



Note: you may need to adjust the start date to capture any serial numbers the interface may have backdated. If you end up with unnecessary entries in your report (serial numbers from the previous month), simply delete them from the list.

Click on “Execute” to run the report. 

Step 4: Download the list into excel by clicking on the “Export” icon, and select “Local File”.

Save the file.

Serial no.	Inventory number	MvT	Posting Date	Plant	User Name	Equipment
AOM87213	24001645325T470882	551	07.08.2012	2295	IRIS	1032536221
AOM87756	240016468896T471279	551	07.08.2012	2295	IRIS	1032536764
AOM89601	24001651562T475425	551	27.08.2012	2295	IRIS	1032538609
AOT82425	24001653857T471359	551	07.08.2012	2295	IRIS	1033247034
AOT86122	24001661794T496295	551	08.08.2012	2295	JBLAIS	1033250731
AOT86516	24001662955T496299	551	03.08.2012	2295	JBLAIS	1033251125
AOT86725	24001663335T496270	551	02.08.2012	2295	JBLAIS	1033251334
AOT87126	24001664296T496273	551	07.08.2012	2295	JBLAIS	1033251735
AOT87621	24001665646T496275	551	10.08.2012	2295	IRIS	1033252230
AOT87652	24001665828T496276	551	09.08.2012	2295	IRIS	1033252261
AOT87835	24001665792T516582	551	13.08.2012	2295	IRIS	1033252444
AOT87836	24001665914T499745	551	13.08.2012	2295	IRIS	1033252445
APC56364	APC58291	601	14.08.2012	2295	IRIS	1034129184

Step 5: Reconcile the list with the physical passports, ensuring all passports are present.

1.1.3 Gratis Passports – Destruction

Step 1: Documentation

Complete a PPT491 Inventory Adjustment Form, and create an excel list of the gratis passport serial numbers to be destroyed. The excel list of gratis passports can be your IQ09 download from [section 1.1.2 Gratis Passports - Reconciliation](#), or simply be a list of passport numbers manually scanned into an excel workbook. Send the PPT491 and excel document to the PPCM-Planning team by email for review and approval. Once approved, proceed to Step 2 of this section - shredding.

Step 2: Shredding

This material must be shredded onsite. Refer to shredding instructions 1200-4-7-19. Once completed, send the signed original copy of the PPT491 (accompanied by the serial number list) to the PPCM-Planning team by internal mail - make a copy for your office's records.

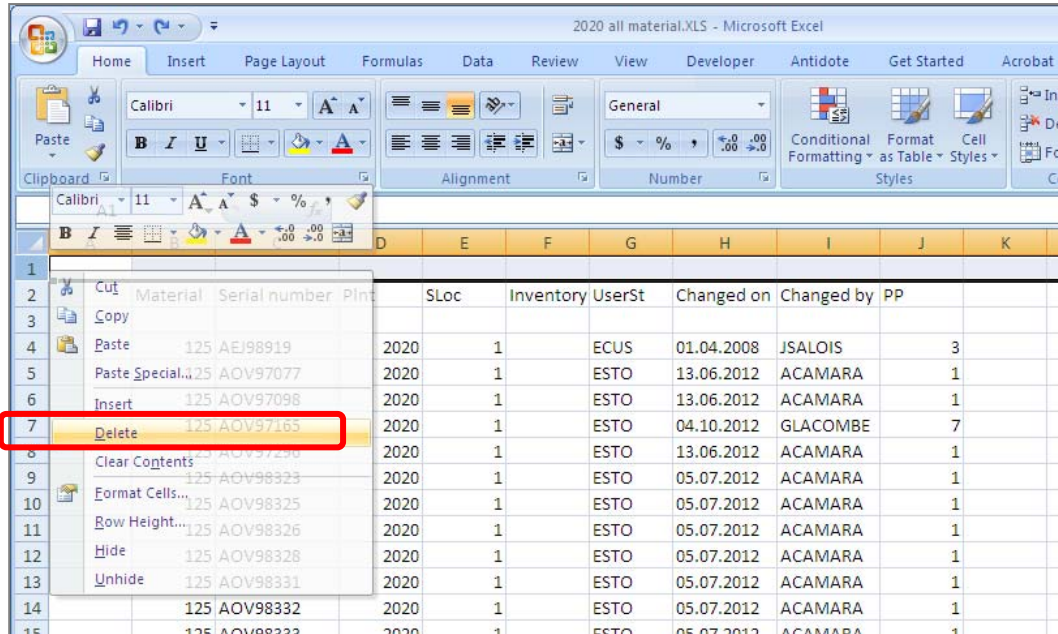
Step 3: SAP Movements

The PPCM-Planning team will then perform the appropriate steps in SAP to consume the material from your plant.

1.1.4 Spoil / Missing Passports - Reconciliation

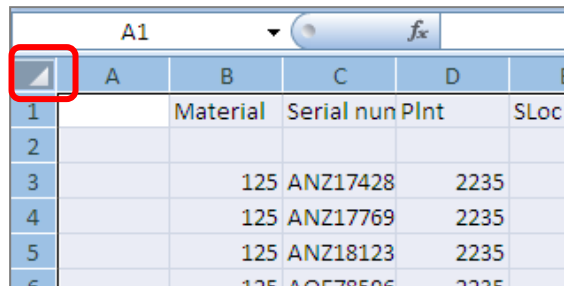
In **Monthly Cycle Counting, Tab 7 section 1.6.2** of the instruction binder, you were asked to save an excel copy of the IQ09 list. If several days have passed since the cycle count, a new IQ09 list may be retrieved if desired to capture any additional passports the interface will have dispositioned during that time.

Step 1: Open this IQ09 excel list. Highlight the very first line, and right-click on your mouse, select “Delete”.

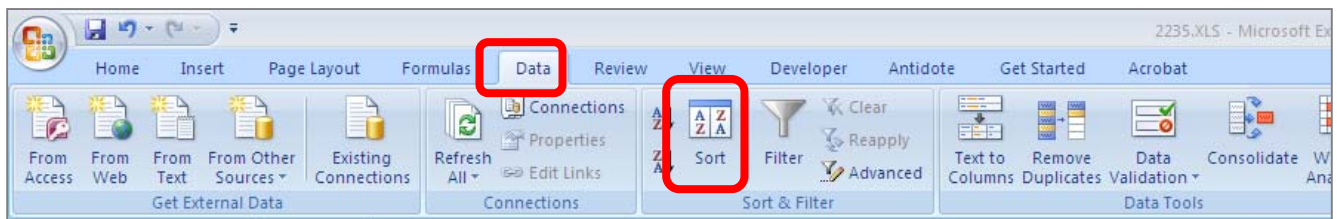


Step 2: Sort the data.

- Start by clicking on the upper left-hand corner of the spreadsheet, to highlight the entire page.



- Next, go to header “DATA” and select “Sort” in the menu.



- Click “My data has headers”. Add the following parameters by clicking on the “Add Level” button and using the drop-down box to select: “Inventory Number”, “PP”. Click “OK”.



	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1		Material	Serial number	Plnt	SLoc	Customer	Inventory	UserSt	Batch	Changed on	Changed by	PP			
2		125	AOE74980	2279	1	FAULTY	ESTO			06.12.2012	NBENNETT	2			
3		125	AOE75012	2279	1	FAULTY	ESTO			06.12.2012	NBENNETT	2			
4		125	AOE74995	2279	1	FAULTY	ESTO			06.12.2012	NBENNETT	1			
5		125	AOE74998	2279	1										
6		125	AOE75015	2279	1										
7		125	AOE75058	2279	1										
8		125	AOE75066	2279	1										
9		125	AOE75025	2279	1										
10		125	AOE75026	2279	1										
11		125	AOE75029	2279	1										
12		125	AOE75031	2279	1										
13		125	AOE75032	2279	1										
14		125	AOE74975	2279	1										
15		125	AOE75016	2279	1										
16		125	AOE75049	2279	1										
17		125	AOE75061	2279	1										
18		125	AOE75062	2279	1										
19		125	ANB15125	2279	1										

- The list will now have sorted, bringing the Blocked Stock and Quality Inspection to the very top. And, you’ll notice that to the right are the “Changed On”, “Changed By” and “PP” (=Stock Type) columns you added into the IQ09 report. The “Changed On” column represents the day the passports was put into its final disposition, and the “Changed By” column represents the person or system that moved the passport into that status (IRIS = the IRIS-SAP interface).

Stock Type 7 = Blocked Stock (for spoil/missing/laminate)

Stock Type 2 = Quality Inspection (for faulty/defective)

Stock Type 1 = Unrestricted (not yet dispositioned by the interface)

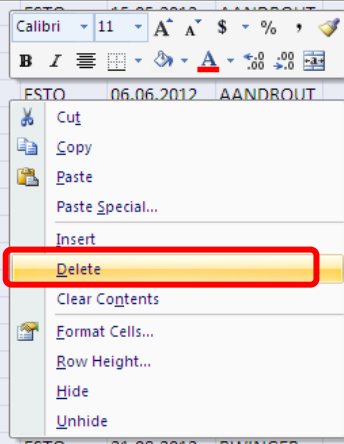
4		125	APO29924	2020	1	SPOIL	ESTO	22.10.2012	NBENNETT	7
5		125	APO29928	2020	1	SPOIL	ESTO	22.10.2012	NBENNETT	7
6		125	APO29942	2020	1	SPOIL	ESTO	22.10.2012	NBENNETT	7
7		125	APO29944	2020	1	SPOIL	ESTO	22.10.2012	NBENNETT	7
8		125	APO29945	2020	1	SPOIL	ESTO	22.10.2012	NBENNETT	7
9		125	APO29954	2020	1	SPOIL	ESTO	22.10.2012	NBENNETT	7
10		125	APO29956	2020	1	SPOIL	ESTO	22.10.2012	NBENNETT	7

Step 3: Use the list to confirm all spoil/missing passports are there and ready to be destroyed. If you have some spoil/missing passports that have yet to be dispositioned by the interface, simply put them aside for reconciliation as part of the next cycle count.

If you decide to print the list to make verification easier, you can delete any “good” books from the IQ09. Scroll down to the end of the Spoil/Missing/Faulty/Defective inventory number list, highlight the remaining entries, and right-click on your mouse and select “delete”.

852		158 BAE97330	2235	1 SPOIL	ESTO	19.09.2012	IRIS	
853		158 BAE97331	2235	1 SPOIL	ESTO	19.09.2012	IRIS	
854		158 BAE97361	2235	1 SPOIL	ESTO	28.09.2012	IRIS	
855		158 BAE97375	2235	1 SPOIL	ESTO	29.09.2012	IRIS	
856		158 BAE97386	2235	1 SPOIL	ESTO	05.10.2012	IRIS	
857		125 ANZ17428	2235	1				
858		125 ANZ17769	2235	1				
859		125 ANZ18123	2235	1				
860		125 AOE78506	2235	1				
861		125 AOE79466	2235	1				
862		125 AOE79467	2235	1				
863		125 AOE79505	2235	1				
864		125 AOE79505	2235	1				
865		125 AOT05766	2235	1				
866		125 AOT07218	2235	1				
867		125 AOT07218	2235	1				
868		125 AOT07291	2235	1				
869		125 AOT07291	2235	1				
870		125 AOT08203	2235	1				
871		125 AOT08507	2235	1				
872		125 AOT08537	2235	1				
873		125 AOT08562	2235	1	ESTO	21.08.2012	RWINGER	

Good books



Save a copy of the sorted list, since you'll need to email it to the "PPCM-Passports and Consumables" inbox.

Step 4: Reconcile the list with the physical passports, ensuring all passports are present.

1.1.5 Spoil / Missing Passports – Destruction

Step 1: Documentation

Complete a PPT491 Inventory Adjustment Form, and create an excel list of the spoil/missing passport serial numbers to be destroyed. The excel list of these passports can be your IQ09 download from [section 1.1.4 Spoil / Missing Passports - Reconciliation](#), or simply be a list of passport numbers manually scanned into an excel workbook. Send the PPT491 and excel document to the PPCM-Planning team by email for review and approval. Once approved, proceed to Step 2 of this section - shredding.

Step 2: Shredding

This materiel must be shredded onsite. Refer to shredding instructions 1200-4-7-19. Once completed, send the signed original copy of the PPT491 (accompagnied by the serial number list) to the PPCM-Planning team by internal mail - make a copy for your office's records.

Step 3: SAP Movements

The PPCM-Planning team will then perform the appropriate steps in SAP to consume the materiel from your plant.

1.1.6 Laminates – Reconciliation

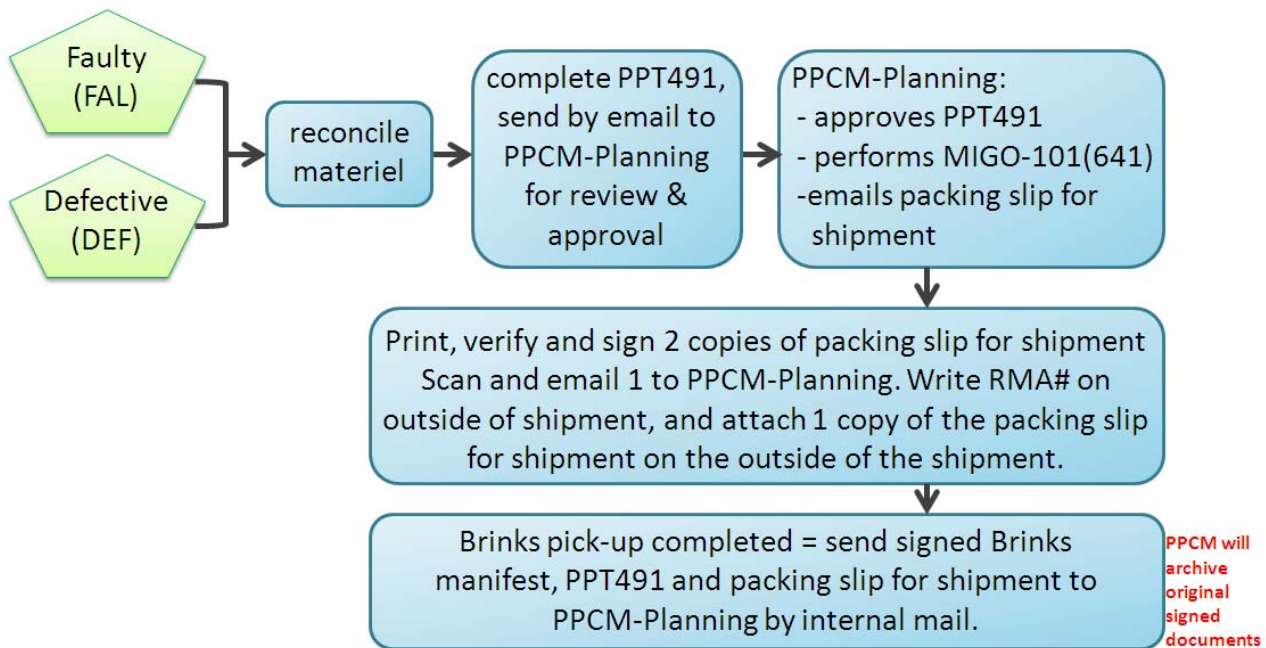
TBD

1.1.7 Laminates – Destruction

TBD

1.2 Faulty / Defective

1.2.1 Workflow



1.2.2 Faulty / Defective Blank Passports – Reconciliation

Follow the instructions provided in section [1.1.4 Spoil/Missing Passports – Reconciliation](#). If the IQ09 list has already been sorted, simply use the same excel download to reconcile the list with the physical passports, ensuring all books are present.

1.2.3 Faulty / Defective Blank Passports – Requesting an RMA Return to CBN

Step 1: Requesting an RMA for the return of Faulty/Defective Blank Passports to CBN

Complete a PPT491 Inventory Adjustment Form, and create an excel list of the faulty/defective blank passport serial numbers to be returned to CBN. The excel list of these rolls can be your IQ09 download from [section 1.2.2 Faulty/Defective Blank Passports - Reconciliation](#), or simply be a list of serial numbers manually scanned into an excel workbook. Send the PPT491 and excel document to the PPCM-Planning team by email for review and approval. In your email to PPCM-Planning, please confirm that the passports were already dispositioned successfully using the [Tab 5 Final Disposition of Passport Materiel](#) stamping and perforation instructions.

Once the PPT491 has been reviewed and approved by the PPCM-Planning team, the following will be provided to your office by email:

- a pdf of the packing slip for shipment (SAP packing slip or manual PPT300 packing slip) for the materiel being returned, which references the Return Merchandise Authorization (RMA) number from CBN on it
- instructions for pick-up of the materiel – depending on the security classification of the materiel being shipped, either Fedex or Brinks will be responsible for pick-up and return to CBN of your shipment

Step 2: Pick-up & Documentation

An authorized employee must print 2 copies of the packing slip for shipment, and sign the “Sender” section validating the materiel being returned. Pack up and seal the shipment. Write the RMA# on the outside of the packaging, and attach the 1 copy of a packing slip for shipment to the exterior of the shipment.

The email sent from PPCM-Planning will also detail steps to follow for arranging for pick-up of the shipment. Arrangements for Fedex pick-up are made by the office/print centre, and arrangements for Brinks pick-up are done by PPCM-Planning on behalf of the office/print centre.

The return address for CBN is:

Canadian Bank Note Company, Limited
ATTN: Return to Vendor
145 Richmond Road
Ottawa, ON
K1Z 1A1

Once the shipment has picked up, send the following documents to the PPCM-Planning team:

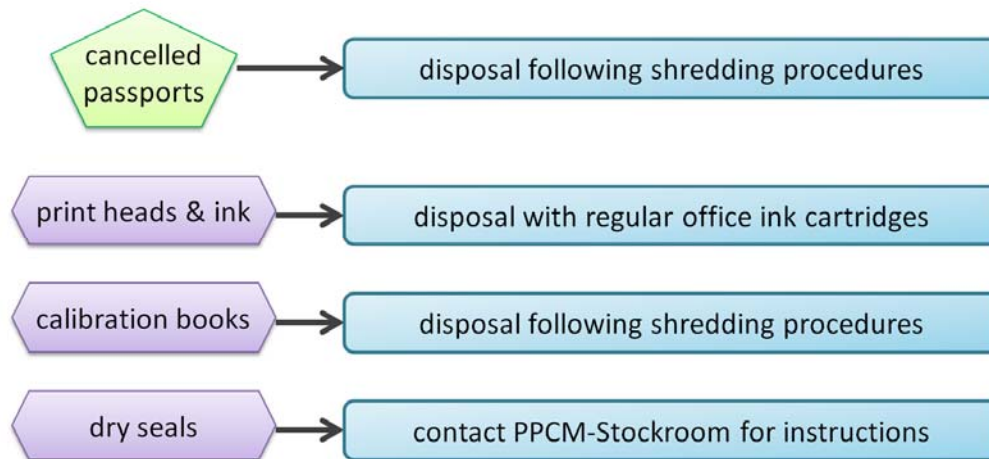
- signed original packing slip for shipment
- signed original courier manifest/shipment paperwork
- signed original PPT491

Step 3: SAP Movements

There are no SAP movements for the office to perform - the PPCM-Planning team will perform them on your behalf.

1.3 Cancelled Passports / Print Heads / Ink / Calibration Books / Dry Seals

1.3.1 Workflow



1.3.2 Cancelled Passports

This material must be shredded onsite. Refer to shredding instructions 1200-4-7-19-E. There are no SAP transactions to perform as the material was closed in SAP when sold to the client.

1.3.3 Print Heads & Ink Cartridges

Ink Cartridges are to be disposed of with your normal office printer ink cartridges. There are no SAP transactions to perform as the material was consumed from SAP when it was moved from the vault.

1.3.4 Calibration Books

This material must be shredded onsite. Refer to shredding instructions 1200-4-7-19-E. There are no SAP transactions to perform as the material was consumed from SAP when it was moved from the vault.

1.3.5 Dry Seals

Dry seals are managed through the PPCM-Stockroom, please contact them for instructions. Dry seals are classified as secret and must be stored in a secure area until disposed of.