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Purpose: To create transfer orders from the ERP Workbench, from a SyteLean signal or from independent demand and to maintain data and date integrity.

Related Documents:

PL04 - Transfer Order Process Map

Outlook Form – Transfer Order EXPEDITE

# Responsibilities:

Maintained by Supply Chain Management

Carried out by Planning and Purchasing Staff

# Rules:

## Transferred Site Item Set Up – Non-SyteLean Items

1. Days supplies will be set as follows upon initial set up:

 Stock - 5 days

 Standard - 10 days

 Special - 1 day

NOTE: Decision for 1 day on special is based on changing demand, rules to only build what is needed, and source site already has a days supply set to produce economical quantity. Also note: Will not receive APS exception to reduce TO quantity if demand is reduced where as if smaller TO quantity you will get a message to cancel.

1. Fixed lead-time will be set to match the source site’s fixed lead-time from the items form.
2. Variable lead-time should be zero.

## Adjusting fixed lead-time:

The source site is required to set fixed lead-time in source site and transfer site.

## Constraint Item

* Definition of Constraint: source site (manufactured and purchased) cannot cover demand and safety stock repeatably in the given time frame. The constraint must be identified specific to the part.
1. Establishing and maintaining an item as a constraint:
	1. The source site planner/buyer will notify the transfer site planner that an item has been identified as a constraint.
	2. The source site planner/buyer will:
		1. Set the item material status in the Depew site to slow moving with a reason code “CON”. This will sync to Halifax site overnight.
		2. Add a Note to the item in the items form for both sites with date constraint added and the agreed upon schedule/release quantity.
		3. Remove safety stock for APS constrained items in the transfer site.
		4. DO NOT adjust fixed lead-time
	3. The source site planner/buyer will
		1. Review monthly to determine if the constraint no longer exists.
		2. If item is no longer considered a constraint,
			1. advise the transfer site planner
			2. Update the material status to active and remove the reason code in both sites.
	4. The transfer site planner will
		1. Request the safety stock quantity be recalculated and added back for APS items if applicable.
	5. In addition to the other updates above if the item is a SyteLean item, contact SC CI Coordinator to update as appropriate.
2. Daily transactions for constrained items:
	1. The transfer site planner will create transfer orders per this constraint schedule supplied by the source site planner.
	2. The source site planner/buyer will supply a quantity and delivery schedule to the transfer site planner via the Transfer Order Line Items Update (Promise Date and Schedule Ship Date).
	3. The source site planner/buyer will release jobs/purchase orders to the constraint quantity (that covers demand in all sites).

# Transfer Order Creation

## Transfer Order Prefixes:

* 1. Created in Depew to be Shipped from Halifax
		1. D Finished Goods, Components and Subassemblies
		2. DREQ No demand, manually created for internal use
	2. Created in Halifax to be Shipped from Depew
		1. NCT Components and Subassemblies
		2. NREQ No demand, manually created for internal use
	3. Created in Depew to be Shipped from Prov
		1. B Finished Goods or Components and Subassemblies
		2. LREQ No demand, manually created for internal use
	4. Created in Prov to be Shipped from Halifax or Depew
		1. L Finished Goods or Components and Subassemblies
		2. LREQ No demand, manually created for internal use
	5. Created for Non-Conforming Material and created from shipping site
		1. M From Prov to Depew
		2. MDR From Depew to Prov or Halifax
		3. NCM From Halifax to Depew

Demand from Workbench (ERP or SyteLean):

Planner will run the ERP Workbench for the corresponding planner or buyer code in order to review all requirements for their associated areas.

Review the ERP Workbench:

1. If due date is less than 7 calendar days from release date
	1. Create the Transfer Order.
	2. Open Transfer Order Lines Form
		1. Locate the TO you just created.
		2. Update Sched Ship Date and Sched Rcvd Date to reflect required shipping method.
		3. add a note to the Transfer Order Line with requested shipping method
	3. Send an expedite to the supply site using the Outlook Transfer Order EXPEDITE template.
2. Only expedite finished models when requirement is for dependent demand, kits or x-ref jobs.
3. NOTE: Any slow moving “constraint” items need to be released for the agreed upon quantity and lead-time.

Demand for unplanned (\*REQ TO) demand:

1. For independent demand when request is made.
	1. Create TO in Syteline using the appropriate TO prefix above.
	2. TO quantity will match the quantity requested by the user.
	3. If requirement is needed sooner than the standard lead-time but allowing the standard shipping lead-time (7 calendar days), enter the due date to a date at least 7 days in the future and let the system calculate the requested ship date.
	4. If requirement is needed sooner than the standard shipping lead-time (needed within the next 7 days), create the TO and change the ship date and receive date to a future date allowing for shipping method required. Expedite to the supply site using the Outlook Transfer Order EXPEDITE template.
	5. Add the requester name as a note to the TO line and include the special shipping instructions if expedited.
2. **NOTE: Any slow moving “constraint” items need to be released for the agreed upon quantity and lead-time.**

Transfer Order for Non-Conforming Material

Any non-conforming material that needs to be shipped between sites must be shipped on a TO with a Non-conforming TO prefix as noted above. The shipping site will create the TO and perform the ship and receive transaction into the other site using a containment location as noted below and send to the attention of the receiving site’s quality engineer. All non-conforming parts will be shipped Red.

* 1. IMI-Cont
	2. For-Cont
	3. SVS-Containment - includes GEP, Cables and SVS parts
	4. NC-Cont
	5. LD-Cont

# Transfer Order Maintenance

## Transfer Site Exceptions

1. Run SyteLean MRP Exception Summary Report for PO Not Needed to get information for receipts not needed daily. Cancel all Transfer Orders Not Needed. (DO NOT cancel \*REQ transfer orders)

**NOTE: Be aware you may get a cancel TO for constraint items, please evaluate prior to canceling.**

* 1. Open SyteLean MRP Exception Summary Report
	2. Enter Planner Code starting and ending
	3. Uncheck all Exception types except PO Not Needed (or save as a stored option for repeatability)
	4. Hit Print
	5. Go to Report Output Files and open file
	6. Cancel (make quantity match shipped quantity)
	7. Change status to intransit
	8. Save

## Source Site Review

Transfer Orders with No Promise Date. (Assigning Original Promise Date)

(Component transfer orders only)

1. Open Transfer Order Lines Form.
	* 1. Enter Planner Code,
		2. Line status = <>C,
		3. Prom date of Null.
		4. Hit filter
2. Ctrl 2 to view in Grid mode and Set Grid
3. Blank out Scheduled Receive Date;
4. Put new date into Scheduled Ship Date and Promised Date. (Promise Date now means promised SHIP date)
	1. Note: may require that Supply Site break large qty TO’s into multiple TO lines. They must account for entire quantity and create the additional lines with correct Scheduled Ship Date and input Promise Date.
	2. Planners at both sites should coordinate to support efficient supply/demand planning of transfer orders in regards to order modifiers.

### Updating Past Due Transfer Orders

1. Open Transfer Order Lines Form.
	* 1. Enter Planner Code,
		2. Line status = <>C,
		3. Scheduled Receipt <today’s date
		4. Hit filter
2. Ctrl 2 to view in Grid mode and Set Grid
3. Blank out Scheduled Receive Date;
4. Put new date into Scheduled Ship Date. DO NOT UPDATE PROMISE DATE unless it is blank.
5. The source buyer or planner will review why these have not shipped. Check total demand and evaluate if a partial or all can ship. If a shipment can be made today, notify Inventory Control to ship using the Transfer Order Expedite form in Outlook sending it to the appropriate contact as noted on the form. Include TO number, TO line, item number and quantity to ship.

## Expediting Transfer Orders

NOTE: Only expedite finished models when a requirement is for dependent demand, kits or x-ref jobs. The supply site for finished goods is responsible for meeting customer order demand, safety stock and forecast.

Temporary Action effective March 4, 2014 and until further notice: Do not expedite transfer orders for safety stock.

The Transfer Site planner may be required to expedite a transfer order to cover demand. Demand includes ALL demand (Customer Order, Dependent demand for an x-ref job, Safety Stock, Forecast, etc.) Whatever the reason for the expedite, the process is the same.

1. Using the Transfer Order Expedite Outlook Form, the Transfer Site planner will expedite the quantity to cover immediate demand.
2. Transfer Site planner will determine the DDD Date based on the demands requirement. If the expedite is because the inventory is below safety stock, use the following as a guideline:
	1. If inventory is at a critical level, request to ship next day with a Red shipping method. The Transfer Site planner will update the transfer order to show the requested shipping method.
	2. If inventory is not at a critical level, request to ship one week from today and to ship ground.
3. The Transfer Site planner will send the Transfer Order Expedite Outlook Form to the Product Code planner as noted on the Outlook Form. Do not copy Inventory Control.
4. The Product Code planner will review on hand inventory to determine if we can fill the request from inventory.
	1. If we can fill the complete request from inventory, the Product Code planner will update all applicable transfer orders to the request date and respond to the request. If required to ship today, notify inventory control to ship today.
	2. If we can only fill a partial quantity from inventory, the Product Code planner will update the applicable transfer orders for the quantity and request date and respond to the request and include the Source planner/buyer. The Source planner/buyer will answer for the balance of the request by reviewing all demand (PLN, TPLN, etc and jobs, transfer orders, etc) and all supply to come up with a schedule that covers all demand. The Source planner/buyer will then update the transfer order and respond to the e-mail request (do not include the Product Code planner in this correspondence)
	3. If no quantity can be filled from inventory, the Product Code planner will forward the request to the Source planner/buyer. The Source planner/buyer will answer the request by reviewing ALL demand (PLN, TPLN, etc and jobs, transfer orders, etc) and all supply to come up with a schedule that covers all demand. The Source planner/buyer will then update the transfer order and respond to the e-mail request (do not include the Product Code planner in this correspondence).
5. When updating the transfer order, open Transfer Order Lines Form.
	1. Enter the item number being expedited
	2. Line status = <>C,
	3. Hit filter
	4. Ctrl 2 to view in Grid mode and Set Grid (optional)
	5. Blank out Scheduled Receive Date;
	6. Put new date into Scheduled Ship Date. DO NOT UPDATE PROMISE DATE unless it is blank.
	7. Go to the Ship tab and enter a 1 in the Priority field. This signifies that the transfer order has been expedited.

Source Site Changes –

 DO NOT CHANGE source to transferred without communication with the NEW supply site to ensure demand is covered and appropriate item setup has taking place on both site.

When an items source changes from one site to another the new source site planner must reconcile transfer order demand signals. (i.e.: cancel transfer orders)

# Transfer Order Shipping

1. The Transfer Order Ready to Ship Report will be generated by the owner(s) of daily TO shipping standard work.
2. Transfer Orders can be shipped up to 5 days early.