Fabrication Process at IPSC

Contents

Overview

The purpose of this document is to describe and lay out the specific steps for requesting and processing fabrication classed Items at IPSC and then placing them in Inventory.

Assumptions and Data Requirements

This process depends on the following assumptions and data requirements:

- All "fabricated" Items are in inventory associated with a storeroom and have IPSC (Company '7225') set as the primary vendor.
- All Planners that are responsible for creating Fabrication Work Orders are listed in the IPPLANNERS person group so they will receive notification when a Requisition for a fabricated item has been approved.

Requesting a Fabricated Item

Requesting a fabricated item is actually no different than requesting any other stock item at IPSC. All fabricated items will be entered into Maximo as stock inventory items, associated with at least one storeroom, and will have IPSC ('7225') as the primary vendor. The item can be requested via Desktop Requisitions, on the Plans tab of a Work Order, or even reordered as part of a storeroom reorder process. The generated Purchase Requisition (PR) will follow the standard PR approval workflow to be approved. Once approved, the PR will go into a status of "WFAB" (Waiting Fabrication) until the item has actually been fabricated and put into Inventory. It will also show up in the Planner start center portlet titled "Fabrication Purchase Requisitions". Note that these PRs will never become POs and will be one Item per PR.

Creating a Work Order to Fabricate Item

The Planner will create a Work Order to fabricate the items to fulfill the request using an existing Job Plan. You can find this Job Plan by entering the Item number into the Reference No. field in the Job Plans application List tab.

Some important things to note when creating the Work Order:

1. Enter the PR Number that initiated this Work Order into the "Fabrication PR Num" field. (This is both for searching/reporting purposes and to ensure the PR is closed properly when the work is done.)
2. Click on the chevrons next to the Fabrication PR Num field and go to the PR. In the Buyer Notes field enter your last name followed by " - Fab WO XXXX" and click Save. This will allow visibility in the Start Center portlet on which Fab PRs have been acted on.
3. Enter or select (from the value list) 'FAB' in the Work Type field.
4. Populate other Work Order fields, as appropriate.
5. Make sure that the materials on the WO or the Job Plans are adequate to fabricate the quantity of pieces required by the PR. **Maximo does not multiply the quantities for you.**

At this point, the Work Order will follow the standard Work Order work flow for planning, scheduling, and assignment.

Executing a Work Order to Fabricate Item

Executing a Work Order to fabricate an item is no different than executing any other Work Order. It is certainly **critical that both parts and labor are tracked** accurately so the appropriate cost can be associated with the fabricated item when returned to Inventory.

Returning the Fabricated Item to Inventory

Once the Item(s) have been fabricated, *regardless of Work Order status*, they can be returned to the Storeroom and put into Inventory. This function is completed by using the Inventory Usage application by Warehouse personnel as follows:
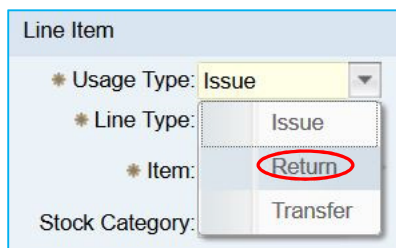
1. Navigate to the Inventory Usage application in the Inventory Module
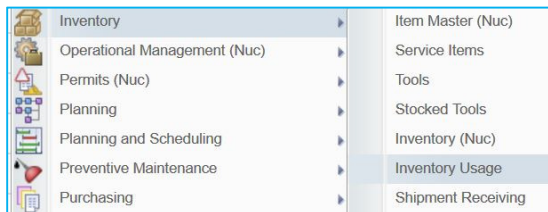
2. Select "New Inventory Usage"
3. Enter a "Description".
4. Make sure the appropriate "Storeroom" is populated. Maximo will cause an error if the wrong storeroom is selected. You may have to look in Inventory to find the proper storeroom.
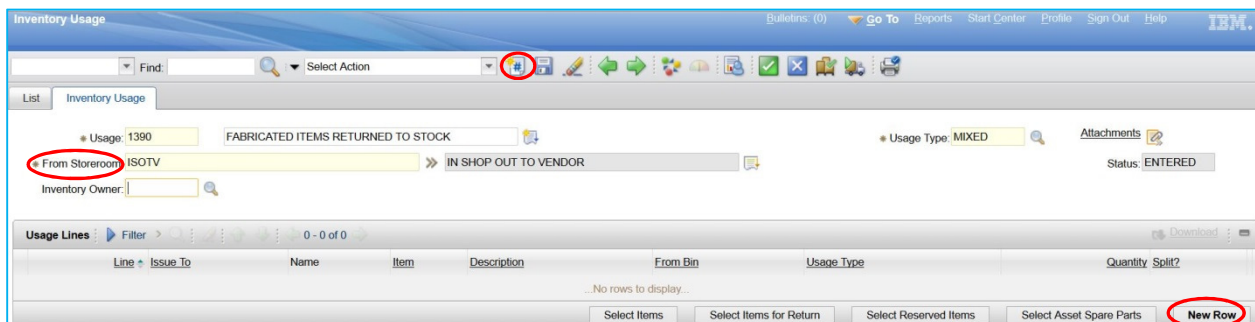
5. Select "New Row"
6. Change the "Usage Type" to 'RETURN'.

7. In the "Item" field, enter the Item Number of the part that was fabricated (Stock Number.)
8. In the "Issue To" field, enter the ID of the person ***returning*** the Item(s).
9. If necessary, update the "Bin" field to the shelf the part is going to.

10. In the "Work Order" field enter the Work Order Number of the Work Order for fabricating the parts.
11. In the "Quantity" field, enter the number of fabricated parts that are being returned to that Storeroom/Bin location.

12. **Calculate the Unit Cost of the fabricated items being returned (Labor + Material/Quantity) and enter it into the "Unit Cost" field. (Note: You can hyperlink directly to the Work Order from this screen using the look up next to the Work Order field to view the costs under Select Action, if necessary.) Note: It would be wise to hold this for a day or two to allow costs to be properly charged to the WO.**

13. Select the "Complete" icon from the toolbar.

14. Select "OK" on the Change Status dialogue window that displays.

The credit is applied to the Work Order and the balance of the fabricated item is updated in the selected Storeroom/Bin location.

Completing a Work Order to Fabricate Item

Completing a Work Order to fabricate an item is no different than completing any other Work Order. When the Work Order is Field Completed by the Supervisor, the system will close the PR automatically.