

Process name: Receiving Multi-Sheet-Tub Order SOP		
Date Created: 7/11/2022 Michele Ohs & Janet Anderson		
Revised: 7/19/23 Janet A via Maggie F		
Seq #	Operational Steps	Key Points
1	<p>Pull multi-tub order with the same color multi-sheets from the top of the line.</p> <p>These tubs will have the same color sheets, the work order will indicate how many tubs and what color sheets belong to this order.</p>	<p>example: 2T / R = 2 Tubs with Red multi-sheets</p>
2	Place the tubs on the workstation.	<p>The workstation has room for two tubs. If needed, use the cart next to station1 to temporarily store multi-tubs. You can pull the cart to station 3 if needed.</p>
3	Scan the bar-code on the work order.	Process work order according to Recomb SOP
4	<p>When processing a single work order -1-1</p> <p>add the same colored multi-sheets to the opposite side of the tubs before sending them to Pack.</p> <p>* Packing Slip and Newsletter go in the last tub of order along with a THIRD of the same-colored multi-sheet standing up on a long side of the tub</p> <p>All tubs in a multi-tub order must stay together as they go down the line.</p>	<p>Multi-Sheets are located in the multi-sheet basket, hanging at the end of the Recomb storage shelves, between Recomb and Pack. This allows both sides of the pack line to see the multi-tub sheets.</p> <p>*Ensures that both sides of the Pack line can see Multi-Tub orders coming.</p> <p>This lets packers know where the order ends!</p>

5	<p>When processing a multi-part order (e.g. -1-2 / -2-2)</p> <p>follow screen prompts and store or Recombine the order.</p> <p>If one part of the order was received as a multi-sheet tub order, add same colored sheets to recombined tubs before sending the order to Pack.</p> <p>In case you end up with different colored multi-sheets when recombining an order, replace the color sheets as needed.</p> <p>Make sure that you use the same color multi sheets !</p>	<p>Follow Multi-Part Order SOP:</p> <p>If the computer screen turns yellow, store the tubs on the Recomb shelf.</p> <p>If the screen turns green, gather all tubs and recombine the order.</p> <p>Combine the contents of the tubs into the fewest number of tubs possible.</p> <p>Example: You recombine WO order -1-2 (2T/yellow sheets)and WO order -2-2 (2T/red sheets) Replace yellow with red sheets. Combined you should have 8 red multi-sheets for this 4 tub order.</p>
	<p><i>Packing Slip and Newsletter go in the last tub of order, along with a third multi-sheet of the same color</i></p> <p>All tubs in a multi-tub order must stay together as they go down the line.</p>	<p>This allows both sides of the pack line to see the multi-tub</p>