



CYCLE COUNT
CYCLE COUNT USING TABLET
DEPT: SHIPPING
SOP GROUP: Shop Functions



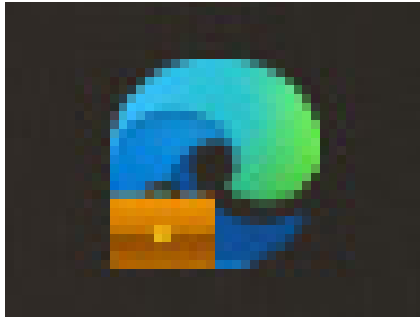


SOP PROCESS/PROCEDURE
PARTS & REQUIRMENTS

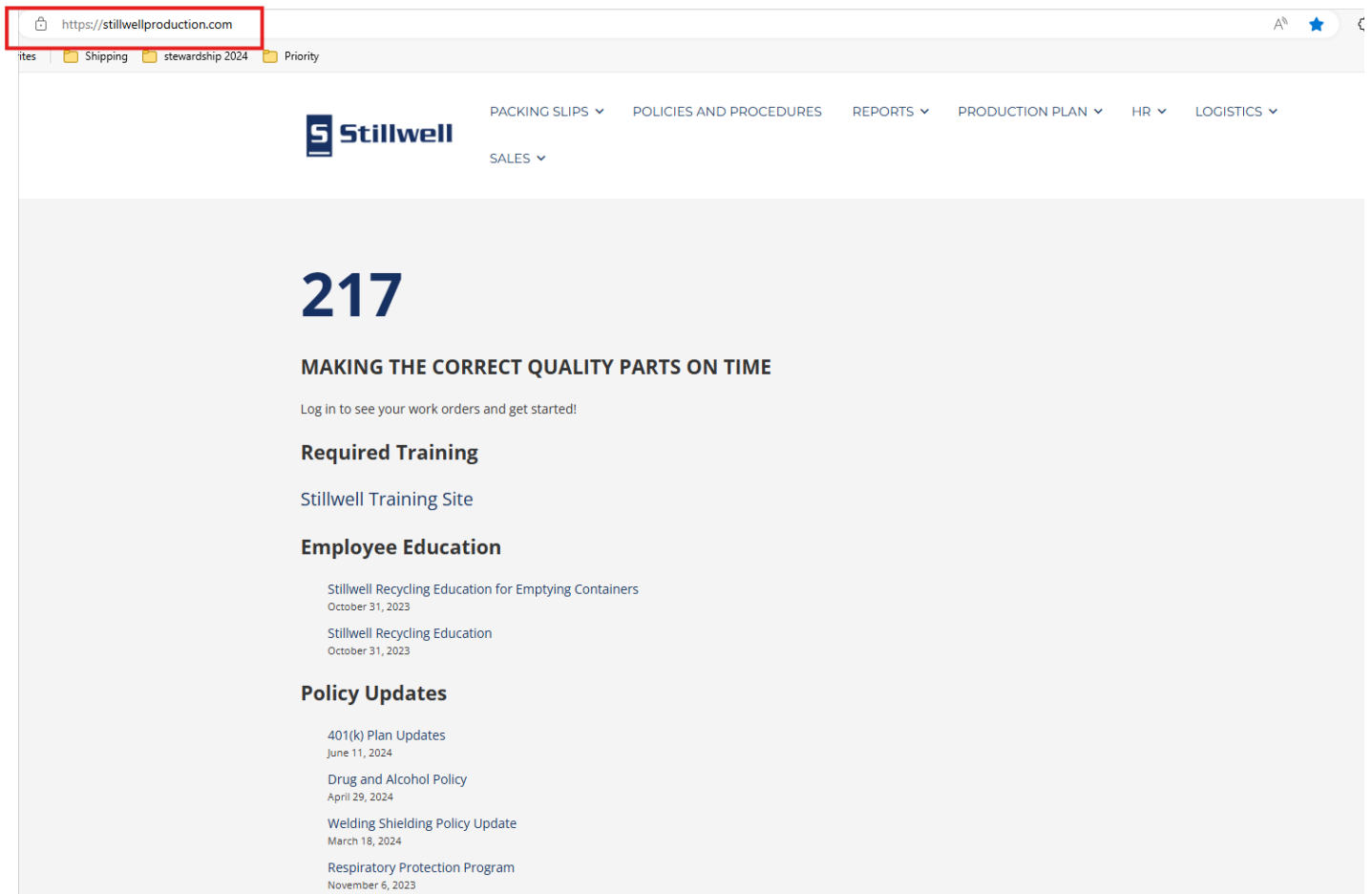
PARTS REQUIRED NUMBERS		
Part Number	Description	Quantity
N/A	Tablet: located in lunch room	1

WORK INSTRUCTIONS

Step 1 : Open browser.



Step 2 : Open page <https://stillwellproduction.com/>





WORK INSTRUCTIONS

Step 3: Hover over logistics tab.

Stillwell

PACKING SLIPS ▾ POLICIES AND PROCEDURES REPORTS ▾ PRODUCTION PLAN ▾ HR ▾ **LOGISTICS ▾**

SALES ▾

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MAKING THE CORRECT QUALITY PARTS ON TIME

Log in to see your work orders and get started!

Required Training

Stillwell Training Site

Employee Education

Stillwell Recycling Education for Emptying Containers
October 31, 2023

Stillwell Recycling Education
October 31, 2023

PICK UP REQUESTS

PICK LIST

CYCLE COUNTS

INBOUND SHIPMENTS

SHIPPING BULLETIN BOARD

LATE SHIPMENT NOTES

EXPECTED SHIPPING PROBLEMS

Step 4: Tap into cycle counts.

Priority

Search customers, parts, documents and more

Sales Purchasing Inventory

Packing Slip

+ New Advanced Search

Print Packing Slip Print Packing Slip-Foreign La... Actions

General References Project Parent Part Signature Misc.

For Order

RMA for Order

Cust's PO

Delivery Date

Details

Current Warehouse

Current Bin

In Document

Print Part Attachments

Packed Items	Orders for Packing Slip	Choose Order Items	Packing Slips in Document	Link Packing Slips to Document	Customer Details	Documents Including Packing Slip	Tasks for Document	To Do Item	History of Statuses	Remarks								
Order	Due Date	Request...	* Part Number	Part Description	Cust. Part Number	Balance to Pack	Warehouse...	Approve	Quantity	Unit	Bar Code	Custom...	Qty (Factory Units)	Factory ...	Ln	Wareh...	Crate Ty...	Crate Type Desc.
						0	0		0				0		0			

WORK INSTRUCTIONS

Step 5: Tap into “department” to open menu.

Cycle Counts

The Operations listed is the last step COMPLETED on the part. I.e. If the operation says WBolster, then you should count items where the Bolster is welded but the Feeder tube is not yet.

Department* :

Show Complete* :

Show

Part Number	Part	Location	
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Part to Count

Add Count Request

Step 6: Select “shipping” in the department menu.

Cycle Counts

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Department* :

Show Complete* :

Shipping

Show

WORK INSTRUCTIONS

Step 7A: Verify location is correct (A is for assembly, P for paint, S for shipping, W for welding, M for machining).
 If location has changed, update to the new location by entering in the location under "location" at the same time while entering the new counted quantity.

Cycle Counts

The Operations listed is the last step COMPLETED on the part. I.e. If the operation says WBolster, then you should count items where the Bolster is welded but the Feeder tube is not yet.

Department*: Shipping Show Complete*: Show

Part Number	Part	Location	
C50020-0024	null	A1	<input checked="" type="checkbox"/>
01006-0150-0040	Piston, 4" bore, 2" rod, thread on	C4	<input type="checkbox"/>
01006-4040-2000	Gland, 4.0" bore, 2.0" rod	C4	<input type="checkbox"/>
C00049-0001	Cotter PN 1/8X1 1/2Z	P2	<input type="checkbox"/>
C50007-0611	Nut, 5/8"-11, Serrated Flange, Clear zinc plated	P2	<input type="checkbox"/>
C50008-6822	Bolt, 5/8"-11, 4 1/2", Flange Lock, Grade 8 Clear ZP	P2	<input type="checkbox"/>
C50009-0581	Nut, Flange NyLock, 1/2"-20, G8 Zinc	P2	<input type="checkbox"/>
C50012-0151	Bolt, 1/2"-13 x 1-1/2" Hex-Unslotted Indented Hex, Trilobe	P2	<input type="checkbox"/>
C50014-0006	Port Plug #6 SAE, o-ring	P2	<input type="checkbox"/>
C50014-0008	Port Plug #8 SAE, o-ring	P2	<input type="checkbox"/>
C50027-0001	Pin, cylinder, 1x3.386 with qty 2 R-clips	P2	<input type="checkbox"/>
C50027-0002	Pin, cylinder, "5 long, 1" OD, Cotter pins	P2	<input type="checkbox"/>
01001-0161-0001	Foot, Atlas 3, stamped	P2/Atlas container	<input type="checkbox"/>

WORK INSTRUCTIONS

Step 7B: Tap into part to enter the count. Count all parts in storage containers, shelves and boxes. (including parts assigned to work orders but not yet used) Ensure part number in the system matches the part number of the product.

Location

A2





WORK INSTRUCTIONS

Step 8: Tap to enter in the new quantity that you counted

Part Number: C50020-0024

Part Description:

Location: A1

Original Qty: 19

New Qty:

0.00

Step 9: The checked box indicates that part has been counted.

Cycle Counts

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Department*:

Shipping

Show Complete*:

Show

Part Number	Part	Location	
C50020-0024	null	A1	<input checked="" type="checkbox"/>
01006-0150-0040	Piston, 4" bore, 2" rod, thread on	C4	<input type="checkbox"/>
01006-4040-2000	Gland, 4.0" bore, 2.0" rod	C4	<input type="checkbox"/>