

## 7 References

## 7.1 Bibliography

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- 3 VICO Indonesia Multistock Procedure Manual, System Investigation Request, Inter Office correspondence, User Guide, etc.
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## 7.2 Definition of Important Terms

## DEFINITION OF IMPORTANT TERMS

This segment should be read as required. It shows the meaning of commonly used words and phrases.

### "ABCD" CATEGORY OR RANKING

This is a method of categorizing items according to usage and/or cost. Within the system three methods of ranking are provided:

- (1) by usage in units
- (2) by usage in value (usage times unit cost)
- (3) by unit cost

For example, if we are ranking by unit cost A items are most expensive, D items least expensive. The current criteria for determining the rank of an item is stored in the System Parameters File. The purpose of this method of classifying catalog items/warehouse inventory is to conserve effort by relaxing checks and controls on low value, slow moving stocks in order to devote more time to high value fast moving stock.

### ACTUAL-ON-HAND

The number of items actually in the location, which can be verified by a physical count.

### ACTUAL ON ORDER

This is the total amount on order with suppliers.

### AFE

The Authority for Expenditure that authorized an issue or purchase of an item.

### ALTERNATIVE

An alternative is an item which can be used in lieu of another item which is not available. The alternative can be a substitute or an interchange or a replacement.

A substitute is not the same as the original item but can be made

to fit e.g. a gasket set used as a substitute for an individual gasket.

An interchange is a direct equivalent to the original item and can be used without any modification.

A replacement is an interchange for an item which is no longer manufactured.

#### ANNUAL USAGE VALUE

This is the historical or expected usage in dollars for an item. It is obtained by multiplying the average monthly usage x the unit cost x 12.

#### ASSET

An item, which by company definitions is designated an asset, and is allotted an unique asset number and recorded in asset file. Unlike consummables, the cost or value will be accounted for in the company's balance sheet and amortized annually over the period of its estimated useful life.

#### AUTOMATIC UPDATE

A reorder policy option available in replenishment parameters which is reflected in reorder report and in replenishment parameters.

#### AUXILIARY DESCRIPTION

If the description of an item is longer than 51 characters the item can have up to 9 lines of auxiliary description, to fully describe the item in the catalogue (see also "ITEM DESCRIPTION")

#### AVAILABLE

This is the amount of material either on hand or on order which is not yet committed to individual customer orders.

#### AVERAGE DAYS BETWEEN ISSUE

The average time interval between issues. This is updated each time an order is processed.

#### **AVERAGE ISSUE**

The average number of units-of-issue per order. This is updated each time an order is processed.

#### **AVERAGE LEAD TIME IN DAYS**

The average time taken for delivery of material from a supplier. It is updated each time a delivery is made, using exponential smoothing with the smoothing factor dependent on the frequency of replenishment.

#### **AVERAGE LEAD TIME VARIATION**

This is the variation between actual Lead time for an item and the average lead time. It is updated every time a delivery is made, using exponential smoothing and using the same smoothing factor as the Average Lead Time.

#### **AVERAGE MONTH ISSUE**

This is the anticipated average monthly basic demand for an item. It is updated within the forecasting module.

#### **AVERAGE ORDER SIZE**

The average number of units-of-issue per order. This is updated each time an order is processed.

#### **AVERAGE UNIT PRICE OR COST**

The average cost of the item per unit of issue. This average is updated each time new material is received into the warehouse.

#### **BANK STOCK LEVEL**

The amount of reserved stock. Any order of more than one unit is put on "hold" if Free-on-hand is below this amount.

#### **BANK STOCK PER CENT**

% of Buffer Stock (0 - 75)

## BILL OF MATERIALS

List of materials and their quantities used together to make something else.

## BIN REPLENISHMENT LEVEL

This amount of stock at which action is initiated to replenish the primary picking location for the item.

## BUFFER STOCK LEVEL

The minimum amount of stock that should always be on hand. Expedite action is initiated at this level.

It is calculated by adding safety stock and strategic stock. May not be negative or greater than 26 weeks.

## Change code

Whenever you change any information on review a RECOMMENDED ORDER, you must indicate the reason for the change.

## Valid Codes

- 1 = minimum supplier purchase quantity or preferred order multiple
- 2 = requested by end-user
- 3 = expected demand increase or decrease
- 4 = expected lead time increase or decrease.

## CATALOGUE

A list of standard material which can be ordered through the warehouse.

## CATALOGUE NUMBER

The CATALOG number of the item. Computer generated.

CATEGORY - See ABCD category and slow moving stock report,

- A = 03 months - no movement
- B = 06 months - no movement
- C/D = 12 months - no movement

#### CC/AFE NUMBER

Cost Center/Authority for expenditure number of the customer.  
Unique ID of the customer.

#### CLASS CODE

Code used to define each individual class of items. Each item must belong to a class with the exception of spare parts.

#### CLASS CODE OR CLASSIFICATION

All items are divided into classes and sub-classes.

#### CLASS OR COMMODITY CODE

The way CATALOG classifies the type of material. This Class Code must exist on the CLASS file.

#### COMPONENT

An item which together with other items may form a whole unit or assembly. Also when used in specification sheet, components may form optional or mandatory items in a specification repair or overhaul function.

#### CONDITION

Descriptive text of item condition e.g. rusty, dented, mouldy.

#### CONDITION CODE

The condition code defines the products condition.

- A - unused, 100% of cost price
- B - reusable, 75% of cost price
- C - requires reconditioning, 50% of cost price
- D - just serviceable, 25% of cost price
- E - unserviceable, written off to a special charge account
- Space - no known condition
- U - Unserviceable, written off to a special charge account

#### CONTROLLABLE INVENTORY INDICATOR OR STOCK

Indicates if the item is classified as controllable inventory by accounting.



"Y" indicates item is a controllable item.

#### CONVERSION FACTOR

A number which, when used as a multiplier, will convert one value to another (usually applied to currency transactions)

#### COST CENTER/AFE NUMBER

Cost Center/Authority for Expenditure number of the customer.

#### CRITERIA

A value or range of values that determine selection of items within a particular category.

#### CROSS REFERENCE

A linkage between one item and another to indicate varying degrees of interchangeability.

#### CROSS REFERENCE DESCRIPTION

Description used to cross reference one class or sub-class to another class or sub-class or one item to another item.

#### CURRENCY CODE

A two letter code to identify the currency.

Valid codes are

US = US Dollar

ED = Singapore dollar

RP = Rupiah

#### CUSTOMER

A Department. Cost Center, AFE or external organization which is allowed to draw material from the warehouse.

#### CUSTOMER LISTING (P2.11.5)

list of customers that includes the following information

1. AFE/Cost Center number and name
2. Approver(s) ID
3. Name of Approver(s)
4. Department Number(s), i.e. BKM
5. Issue Unit Value Code
6. Listing of Class and Subclass for these APPROVERS.

This report can only be requested through the Warehouse Superintendent or the Issuing Section Supervisor. It is distributed as follows:

1. Issuing Section
2. Warehouse Superintendent
3. End user Managers.

#### CUSTOMER ORDER

Same as Warehouse Request.

Customers make requests for materials either in writing, over the phone, or over the counter

Each request is documented on a Warehouse Request Form and given a Warehouse Request Number.

#### CUSTOMER ORDER PROCESSING

The process of entering a Warehouse Request, ordering alternatives where possible if items requested are not on stock, ordering complements where desirable, printing picking lists, posting material issue by picking list the result of which is the Material Transfer which accompanies the materials the customer. (end-user)

#### CUSTOMER TYPE

Valid codes

C = Cost Center (CC)

A = Authority For Expenditure (AFE) Z = Miscellaneous

#### DELIVERY MODE (Inventory Planning and Purchasing Module)

This is the method of delivery required for a purchase order.

Valid modes are:

A = Air

S = Sea

L = Land

#### DELIVERY TERMS

Indication of whether invoice price covers transport:

GIF = Cost insurance freight  
CNF = Cost and freight  
FOB = Free on board (on ship at supplier's end)  
FAW = Free at Wharf (at VICO Indonesia) etc.  
FAS = Free Alongside Ship

#### DEPARTMENT NUMBER

This is the CC/AFE number of the department to which the customer belongs. Mandatory for Types (of customer) A and C i.e. AFE and CC but optional for Type Z (Miscellaneous).

#### ECONOMIC ORDER QUANTITY

The amount to order based on the EOQ Formula.

EED - By employee, event, then date/time  
EDT - By event, then date/time

Both are options in sequencing event log reports.

#### EFFECTIVE DATE

The date on which a particular change or action is planned to occur. After the action has taken place, effective date to the tie that it did occur.

#### EMBEDDED PARTS

Up to six character parts of an item's description can be used in conjunction with the partial description to access an item in the catalogue. The embedded parts may be located anywhere in the description but the characters entered must correspond exactly with part of the description of the item being searched for.

#### ESTIMATED MONTHLY USAGE - EMU

This is the expected average monthly withdrawals for an item from the warehouse. It is determined by taking into account past usage of the item and expected future changes in usage patterns.

#### EXPEDITE LEVEL

Must not be negative or greater than reorder point. See also Buffer Stock

#### EXTENDED VALUE

As shown in receiving report shows actual total invoice value of items received in a shipment, corrected to reflect adjustment for short deliveries.

#### FEATURE

A general ledger sub-account number used for charging or crediting purposes.

#### FEATURE CODE

A Code indicating the general ledger sub-account which is to be charged or credited with material issues or receipts.

#### FIELD RETURN (FR)

A document which accompanies material returned to the Warehouse that contains details of the Customer and the Items being returned.

#### FILE MAINTENANCE

Keeping necessary records up to date.

#### FREE ON HAND

The number of items on hand in a location which have not been allocated to customer orders.

#### FREE ON HAND TOTAL

This is the total amount of stock, across all locations, which is not already committed to customer orders.

#### FREE ON ORDER

end of each month.

#### NUMBER OF DELIVERIES

The number of deliveries that are planned for the Purchase Order. This enables a single PO to be placed with spread delivery dates of quantities. Max : 99.

#### NUMBER DETAIL LINES

The number of line items in the FD304 file corresponding to this header.

This is initially zero, and is incremented by 1 each time a detail record is stored.

#### NUMBER OF ITEMS THIS ROR

This is the number of line items on this ROR.

#### NUMBER OF ITEMS UPDATED

This is the number of items on the ROR that have been reviewed and have either had their recommended order quantity confirmed or changed.

#### OPTIONAL

This is usually used as a prompt to indicate that a value may be entered into a field but is not necessary. In the case of Complements and Specification Sheets, it indicates whether or not the item must always be used with its Complement or in a Specification Sheet it is at the discretion of the user to decide whether he requires to use it for a repair or overhaul/procedure.

#### ORDER-DUE-DATE

The due-date from the Purchase Order header.

#### ORDER FREQUENCY

This is the frequency with which the stock balance of an item is reviewed for the purposes of generating warehouse replenishment orders.

Valid Codes

The number of items on order from suppliers which have not been allocated to customer orders.

#### FREIGHT METHOD (Inventory Planning and Purchasing Module)

Means by which goods were delivered, i.e., Delivery Mode:

S = Sea

A = Air

L = Land

#### GENERAL MATERIALS

A description covering all general items as a group but excluding drilling materials and spare parts

Valid code : G

#### GROUP CODE

A broad categorization of items for report purposes.

Valid codes are:

G = General Material

S = Spare Parts General

D = Spare Parts Drilling

F = Drilling, Controllable

#### CATALOG NUMBER

Unique catalogue item identifier comprised of 7 digits randomly generated by the system, plus a 1 character condition code which may be left blank if not known, but which will first appear as 'A' for newly entered item and this can only be changed by entering procedure 3.3 "Enter inspection data"

#### INQUIRIES

Through inquiry procedures, requested information is displayed on the screen. Some inquiry programs also let you have a print-out of the information.

If you want hard copy information, you do, however, as a rule enter REPORT PRINTING programs..

#### INTERCHANGE

Items which are direct substitutes for each other and can be used as an alternative without any modification. (See ALTERNATIVE)

#### INVENTORY TRANSACTION REGISTER

A report which lists all transactions for a specified period. The report can include all types of transaction i.e. issues, receipts, adjustments etc or one nominated transaction type.

#### INVOICE CURRENCY

The currency displayed on the proforma invoice. May be US or Singapore dollars or Indonesian Rupiah.

Valid Codes are

US = US dollar  
SD = Singapore dollar  
RP = Rupiah

#### INVOICED QUANTITY

The quantity shown on the supplier's Proforma Invoice. If the order has correctly been supplied in full this is the same as the Revised Order Quantity. Quantity shown invoiced by supplier and as shown in "Post Material To Stock"

#### ITEM DESCRIPTION

Short description of the item. If a product requires a longer description an auxiliary description record is written to the auxiliary description file.

#### ITEM EXPIRY DATE

The nominated date beyond which it is not safe to use the material as deterioration may have occurred.

#### LEAD TIME

The total elapsed time between when the system indicates that a warehouse replenishment order is needed and when the item is physically received into the warehouse and put into stock.

#### LEAD TIME SMOOTHING FACTOR

The smoothing factor to be used when updating Average Lead Time and average lead time variation.

It changes whenever the reorder quantity changes to maintain a constant relationship between reorder frequency and smoothing factor.

#### MANDATORY

This is an obligatory or compulsory requirement. Usually applied when making reference to screen entries which must be completed before the cursor will move to the next field.

#### MANUFACTURER ID

A unique code number used to identify a manufacturer supplying the item. This is a mandatory entry in catalog item file. Available on inquiry through P4.6.9

#### MANUFACTURER PART NUMBER

This is the manufacturer's own part number for the catalogue item. This field is optional for all catalogue items.

#### MANUFACTURER'S NAME

The name of the manufacturer associated with the corresponding code or number.

#### MATERIAL DISCREPANCY REPORT (MDR)

A report produced as a result of receiving material which has been over or under delivered or wrongly delivered or delivered in an unacceptable condition. The (S) heading indicates status. If blank indicates inspected and regraded. Status H = held for inspection (see condition code)

#### MATERIAL REQUISITION (IPP)

An MR is a commitment to procure the items and quantities listed on it. It is created by the Warehouse and then sent to the Procurement Department where it is used as a source for requests for quotations (and BKKA approval where necessary).



MRs are either created automatically by the computer when an ROR is reviewed, or they are entered manually into the computer - when they are the result of a new item being ordered, or a special demand by an end-user.

After the MR is entered into the computer, a printed copy is sent to the Procurement Department where it eventually results in a Purchase Order being created.

#### MATERIAL REQUISITION HEADER

The MR header contains information that is common to all items on an MR, such as: end-user and cost center/AFE details, delivery instructions, customs code, etc.

#### MATERIAL REQUISITION STATUS

This is the current status of the MR.

##### Valid Codes

A	=	altered
C	=	current
C	=	canceled
F	=	finished
F	=	printed
R	=	revised
T	=	transmitted
V	=	very nearly canceled
Z	=	canceled pending transmission

#### MATERIALS STANDARDS COMMITTEE

A Committee consisting of representatives of the Logistics Department/Warehouse and Warehouse Users whose purpose is to oversee the Cataloguing function.

#### MATERIAL TRANSFER

A document which accompanies material issued from the warehouse that contains details of the customer and the items which are included in the shipment. It can also be used for returns to warehouse from the field.

It is usually prepared after all the Picking Lists for a particular IO (internal order) have been picked and the quantities re-entered.

However, in case of an emergency, it is possible to produce an MT if only part of the order has been picked.

#### MENU

A list of programs or options displayed by the computer which enables the user to access a particular procedure or obtain access to other menus.

#### MINIMUM PURCHASE QUANTITY

The minimum quantity of material which a supplier will supply against a Purchase Order. It is usually associated with a manufacturer-packed quantity that may be larger.

#### MOVING AVERAGE

Obtained by dividing a moving total by the period for which the average is required e.g. if three month moving totals are 37, 43, 39, 44, 40 then the corresponding moving averages are -

37 - 3 = 12.3  
43 - 3 = 14.3  
39 - 3 = 13  
44 - 3 = 14.6  
40 - 3 = 13.3.

#### MOVING TOTAL

A total which is continually updated by dropping the oldest piece of data and adding in the current price of data e.g. if orders for an item during the last seven months were : 10, 15, 12, 16, 11, 17, 12 then three month moving totals would be as shown.

10 + 15 + 12 = 37  
15 + 12 + 16 which equals 37 - 10 + 16 = 43  
12 + 16 + 11 " " 43 - 15 + 11 = 39  
16 + 11 + 17 " " 39 - 12 + 17 = 44  
11 + 17 + 12 " " 44 - 16 + 12 = 40

#### NUMBER OF DAYS OUT OF STOCK

The number of days that the item has been out of stock in the current month.

It is updated whenever new stock is received and is reset at the

D = daily  
W = weekly  
B = bimonthly  
M = monthly  
Q = quarterly  
A = annually

Default : M

#### ORDER TYPE (Customer Order Processing Module)

This is a two-character field which identifies the type of order and how it was received. Valid codes are:

Field 1 N = Normal  
S = Special

Field 2 T = Telephone  
W = Written  
R = Radio

#### ORDER TYPE (Inventory Planning & Purchasing Module)

This is a two-character field used in connection with MR's. Valid codes :

WS, WN, WP, WR, DE, DN, DP, DR.

The first character must be : (W)arehouse or (D)irect Charge.

The second character must be : S (Replenishment of Stock)  
N (New item)  
P (Project)  
R (Replenishment)

#### PARAMETER

A constant whose value determine the operation or character of a system.

#### PARETO RANK

See ABCD CATEGORY or RANKING FOR DETAILED DESCRIPTION

#### PO NUMBER

Purchase Order Number. Po number is made up of twelve or thirteen characters. The first three or four characters are the MR Prefix. The next six characters are the same as the number of the MR which originated the PO. The next character is the Source Code. The last two characters are a sequence number.

Example - BKW 923456 J01  
MR Prefix- BKW  
MR No - 923456  
Source - J (Jakarta)  
Sequence - 01 (first PO for this MR)

#### PO SOURCE

A one-character code indicating the sourcing point for the PO.  
Valid Codes are:

L - local  
J - Jakarta  
S - Singapore  
H - Houston  
F - Foreign

#### PO HEADER

Contains details such as Purchase Order number, supplier details and delivery mode

#### PO LINE DETAILS

Contains details relating to each item on the PO, such as description and quantity of each item with Catalog number price, manufacturer, due date and status the valid codes for which are as follows

O = open - current  
C = canceled  
U = received - not complete  
F = finished  
X = PO line closed short i.e. outstanding qty not being ordered

#### PREFIX

A three of four letter code which designates the area and customer see MR prefix

## PRICE

The unit price quoted by the supplier for an item on a PO.

## PRICE (IPP)

Must not vary from MR price by more than the value of Parameter.

## PRICE BREAK

Suppliers often offer a different price for different quantities of materials purchased. The last price is usually referred to as the list price. The first quantity price is usually referred to as the first price break i.e. when the price changes (unit price reduces) if that quantity is purchased.

## PRICE BREAK DATA

These are three associated prices and quantities which reflect the supplier's price strategy.

Each price break quantity is greater than the previous one and each price break price must be lower than the previous.

## PRICE BREAK DISCOUNT

This is the discount off such prices applicable to quantity purchases equal to or greater than the Price Break Quantity.

## PURCHASING

Tracking the progress of purchase orders. PURCHASE ORDER (IPP)

The actual purchase order is created by the Procurement Department and then sent to the Warehouse where it is entered into the computer.

This computer record of the PO will eventually serve as a basis for creating unpacking slips and checking that all stock ordered is received into the Warehouse.

## PURCHASE ORDER

The PO (Purchase Order) is raised by the Procurement Department, entered into the computer, and then forwarded to the supplier.

## PURCHASE ORDER HEADER

Contains details such as Purchase Order number, supplier details and delivery mode.

Valid status codes

O = Open (current)

C = Canceled

F = Finished

V = Very nearly canceled

(i.e. files are being updated but process not yet complete)

## PURCHASE LINE DETAILS

Contain details relating to each item on the PO such as quantity, manufacturer, price, due date, etc. See PO LINE DETAILS for listing of Status Codes.

## PURCHASE ORDER (PO)

An order to a particular supplier for one shipment of goods.

## PURCHASE ORDER NUMBER

A Purchase Order Number consists of an Area Department Code, the MR Number, a Source Code and a Sequence Number as illustrated

Area Department Code	MR Number	Source Code	Sequence Number
xxxx	xxxxxx	x	xx

In general an abbreviated form comprising the last 9 characters is a unique identifier and is used for entry purposes. The first three or four characters denoting the Area Department Code are then displayed.

## PURCHASE ORDER NUMBER

Purchase Order Number is made up of 12 or 13 characters.

The first 3 or 4 characters are the MR prefix

The next 6 characters are the same as the number of the MR which originated the Purchase order. The next character is the Source Code. The two characters are a sequence number.

Example : BKW 923456 J01  
MR prefix : BKW  
MR Number : 923456  
Source : J (Jakarta)  
Sequence : 01 (first PO for this MR)

#### PURCHASE ORDER TYPE

A two-character code indicating the kind of purchase order.

Valid codes : WS, WN, WP, WR, DS, DN, DP DR

The first character must either be

D = direct charge  
W = warehouse

The second character must be

S = replenishment stock  
N = new item  
P = project  
R = replacement

#### PURCHASING

The function of processing purchase orders for material required for warehouse stock or for direct charge items which may be required by an end user. Includes tracking the progress of PO's and maintaining purchase item/supplier records.

#### QUANTITY ON APPROVAL

Quantity provisionally committed by an existing MR which has not yet been reviewed and transmitted to purchasing.

#### RANK

Code which indicates the importance of an item according to a selected criteria. Valid ranks are A to D, A being most important, D least important.

Ranks stored within the system are unit cost rank, unit usage rank, usage value rank.

#### RECOMMENDED ORDER REPORT (ROR)

List of items that need to be reordered into the warehouse.  
The computer's recommendation on which items need to be reordered  
and in which quantities.

The warehouse reviews the ROR, making changes where necessary, and  
the computer then automatically creates and prints the MRs that  
have been reviewed in the "Review a recommended order."

#### RECOMMENDED SOURCING POINT

This is the source point indicated on an MR. It is normally the  
procurement location of the primary vendor.

#### Valid Codes

L = local  
J = Jakarta  
S = Singapore  
H = Houston  
F = foreign

#### REORDER POINT (ROP)

The stock commitment amount (including SOH & SOO) at which action  
must be taken to reorder. Must not be negative or greater than  
130 weeks of supply.

#### REORDER POLICY

This field can be used in conjunction with automatic reordering.  
The value set up in this field can be used as a means whereby a  
"reorder" program could inspect all items in the file on this  
field, and produce a list of those items that need to be ordered  
say weekly, monthly,  
ever 25 days, 80 days, etc.

#### REORDER POLICY (IPP)

This is a 3-character field indicating the reordering procedures  
applicable to the item.

#### Valid codes:

#### First character

1 = stock in warehouse (default)  
2 = order only against customer order



Second character :

- 1 = reorder point reorder quantity
- 2 = issue-one, buy-one
- 3 = periodic review - default
- 4 = time-phase order point

Third character

- M = manual update
- A = automatic update (default)

REORDER QUANTITY (ROQ)

The amount to be reordered on an MR or PO, when the stock falls below the reorder point. It takes into consideration the lead time, projected use, open purchase orders and cost of the item.

REORDER QUANTITY (ROQ) - IPP

May not be less than one or greater than 52 weeks.

REORDER STATUS

This is a one-character field indicating the reorder action to be taken when an order is indicated.

Valid codes :

- 1 = reorder as required
- 2 = refer to customer before placement or order
- 3 = new item, commence stocking from effective date
- 4 = discontinued
- 5 = obsolete, do not reorder
- 6 = one-time purchase only, do not reorder.

REPLENISHMENT UNIT

This is the unit in which re-ordered quantity is measured.  
Valid codes: D(Days), W(Weeks), M(Months), U(Units of issue)

RETURNED FROM CC/AFE

This is a field in procedure 3.2 "Receive material returned from field" and requires an entry of the cost center or AFE number of customer returning material.

## REVIEW A RECOMMENDED ORDER

Once the warehouse has examined and if necessary changed details on the ROR, the new items and/or quantities may be entered into the computer through this procedure.

As a result of this program, the computer creates - and if you so wish - prints the Material Requisitions that his recommended Order Report has resulted in.

## REVIEW FREQUENCY

The frequency with which the forecast of an item is reviewed.  
Valid Codes

D= daily  
W= weekly  
B= bimonthly  
M= monthly  
Q= quarterly  
A= annually

## SAFETY STOCK

The amount of stock kept on hand to prevent stock outs due to a fluctuating demand

## SERVICE OBJECTIVE %

Desired in stock percentage. It is expressed as a probability or a stockout not occurring before the next replenishment order arrives.

For example, a Service Objective of 95% would be one stockout for every 20 replenishment orders placed.

Valid Codes

50.0 - 99.5

(Must exist in table on System Parameters File).

## SOURCE

Source of supply, i.e. the location from where the item can be purchased or it can indicate if an item has been returned from the field, left over from construction-

## SOURCE CODES

Indicates the source of the supply of the item.  
Valid codes:

S - Singapore  
H - Houston  
J - Jakarta  
L - Local Purchase  
F - Foreign Purchase  
C - Left-over from Construction  
R - Returned from Field  
U - Unknown

## SOURCING POINT

The Procurement Office responsible for placement of the Purchase Order with the Vendor

## STANDARD LEAD TIME

The Lead Time assigned to an item for replenishment purposes. It is usually defined for a specific vendor. It may also be defined for an individual item.

## STANDARD LEAD TIME

The Standard Lead Time used for ordering material from the supplier. Default value is the Standard Lead Time for the country of origin or for the supplier himself.

## STANDARD PARAMETERS

Standard parameters are standard values associated with a particular item. These can be such things as Lead Time; Order Quantity, etc.. Each has a distinctive identifying number and can be inquired on or changed through procedures in Systems Maintenance Module.

## STATUS (of MR) HEADER

O - Current  
C - Canceled  
P - Printed  
T - Transmitted

F - Finalized  
H - On Hold  
V - Very nearly canceled  
V - Very nearly transmitted  
Z - Canceled pending transmission

#### STATUS-ROR-REVIEW

R = Reviewed (a mandatory field for MR to be printed)  
C = Canceled (displayed if MR quantity changed to zero)  
H = Hold

#### STOCKOUT

A stockout is an item whose free on hand balance has reached zero.

#### STOCKOUT PERIOD

Time period from when an item free on hand balance reached zero until new stock was received for the item.

#### STRATEGIC STOCK

The amount of stock kept to prevent stockouts due to variations in lead times.

#### SUB-CLASS

This is the sub-class to which an item belongs, and is four digit numeric. All general materials must belong to a sub-class, however, this is an optional field for spare parts.

#### SUBSTITUTE

Is an item which can be used in place of another item with some modification e.g. a gasket set used as a substitute for an individual gasket.

#### SUPPLIER

A Company or organization which supplies materials to the warehouse against Purchase orders raised. A supplier can be a manufacturer, vendor, or an agent.

#### SUPPLIER CATALOGUE NUMBER

This is the catalogue number that a supplier uses internally to reference the item.

#### SUPPLIER CODE

Code which identifies the manufacturer or vendor of an item.

#### SUPPLIER FILE

contains selected information about suppliers and potential suppliers.

#### SUPPLIER RATING

A two-character code which indicates the past performance of the supplier.

The first character has values from A-D, indicating a decreasing level of delivery performance.

The second character has values from A-D, indicating a decreasing level of material quality supplied.

Defaults : first character N, second character N. (not yet rated)

#### SUPPLIER TYPE

A code which indicates whether a supplier is a manufacturer (M) a vendor (V) or an agent (A) .

#### SUPPLIER STATUS

This is a code indicating the current status of the supplier.  
Valid Codes

A = active  
I = inactive.

#### SUPPLIER STOCKING POLICY

Valid Codes

1 - always  
2 - sometimes stocked

3 - indent

#### SYSTEM PARAMETER

A number or value which is used by the computer when performing a particular task. The value can be changed to react to changing circumstances.

#### SYSTEM TABLE

A list of values of a particular parameter used by the system.

#### TRANSACTION REGISTER

Adjustment transactions available selectively or for all transactions as hard copy reports.

#### TRANSACTION TYPE

A two-digit code which identifies transactions for accounting purposes

00 = Credit adjustment No effect on stock

Types 01 - 49 cause a decrease of stock.

- 01 = Issue to customer
- 02 = Special issue
- 03 = Issue to non-VICO
- 04 = Stock-take loss
- 05 = Damaged on receipt
- 06 = Damaged in warehouse
- 07 = Internal transfer from this location

Types 50 - 99 cause an increase of stock

- 51 = Receipt from supplier
- 52 = Returned from customer
- 53 =
- 54 = Stock-take find
- 57 = Internal Transfer to this location

#### UNITS OF ISSUE/UNIT OF PURCHASE CONVERSION FACTOR (UOI/UOP)

A number which indicates the number of Units of Issue contained with a Unit of Purchase e.g. if a Unit of Purchase was a 44 gallon drum and the Unit of Issue was gallon, then the conversion factor would be 44.

**UNIT AVERAGE COST**

Average cost of the product as calculated at the time of receipt of the item

Valid range: 0.00 to 999999.99 (dollars)

**UNIT COST RANK**

This indicates pareto rank by cost.

Valid ranks: A, B, C, D.

**UNIT OF ISSUE (U.O.I)**

The warehouse unit of issue of the item, i.e. DOZ, EA. This is a mandatory field

Valid options: as per table on pages 115 and 116.

**UNIT OF PURCHASE (U.G.P)**

This is the unit in which quantities are expressed on a purchase order.

**UNIT PRICE**

Price per Unit-of-Issue.

**UNIT STANDARD COST**

Cost of the item.

Valid range: 0.00 to 99,999.99 (dollars)

**UNIT USAGE RANK**

Indicates pareto rank by usage in units Valid ranks: A, B, C, D.

**USAGE VALUE RANK**

Indicates pareto rank by annual usage value Valid ranks: A, B, C, D.

**USAGE (EMU)**

Estimated Monthly Usage.

(May not be zero or negative).

**WAREHOUSE REQUEST (COP)**

When customers (end-users) request materials, either by phone, in writing, or over the counter, a Warehouse Request Form is filled out, and the request is given a Warehouse Request Number.

Warehouse Request = Customer Order.