

Operation/Task:	<b>Ordering Web Paper Next Full-Partial Roll Short</b>			Equipment:	<b>N/A</b>
Owner:	Purchasing Manager	Date Created:	12/5/14	Department:	Manufacturing Support
		Revision History:	See last page		

ALERTS (see below): Critical Step ◆ Quality Check ☑ Tip 😊 Team Safety +

**Purpose:** This SOP/work instruction describes the process of ordering web paper to ensure consistency and sufficient paper amount.

Step #	Alerts	Step Description - "What to Do"	"How to Do it"	"Why to Do it"
1		Purchasing receives the request to purchase web paper from the Project Coordinator and reviews quantity to determine if the order should be placed rounding the roll weight up to the next full roll or down to the partial roll short.	Review actual weight needed and check inventory to see if any of the excess roll inventory could be used for make ready.	Save money, reduce excess inventory which also reduces the need for floor space
2	<span style="color: red;">◆</span> <span style="color: green;">☑</span>	Check to make sure the pounds required to produce the job is not less than the quantity that will be ordered when ordering to the partial roll short.	Calculate the first make ready and subtract this from the total amount of stock required to produce the job (not the amount if the job has had the quantity rounded up to even rolls). This amount needs to be less than the amount of stock that will be ordered.	This will prevent being short due to not having enough stock that is required to produce the Customer's project.
3	<span style="color: red;">◆</span> <span style="color: green;">☑</span>	Upon determining that an inventory roll is available communicate the change.	Email receiving at the ENPOINTE St. Paul Campus to label the roll with job number and mark make ready. Copy the Director of Manufacturing at ENPOINTE St. Paul, Project Coordinator and Manager of Purchasing.	This will ensure the roll is used during start-up of a job and that the job won't come up short due to ordering the paper to the partial roll short. It also acts as a quality check to make sure the roll is still available to be used.
4				

**Notes:**

Estimating will round web paper quantity to even rolls based on mill information up to 20,000lbs. Orders over 20,000lbs will be estimated at exact weight with the exception of specialty which should be discussed with the Director of Manufacturing at the ENPOINTE St. Paul Campus.

Making items are subject to mill tolerances and do not apply.

If a quality concern is found follow Non-conforming Product SOP (NCP001).

Definitions:

**Make Ready**– Materials designated for start-up waste during manufacturing.

**Project Coordinator**–ENPOINTE Customer Service Representative that handles all internal job communication.

Revision History	Description of Changes	Requested by	Date
Rev 1	Revised SOP to new format	Rick Hamann	12/5/14
Rev 2	Added Revision History table	Rick Hamann	8/1/16
Rev 3	Updated to current SOP format; branding updates: font, company name; Manager review – no changes	Rick Hamann	4/21

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Rev. Date 4/20