



ROI Discovery Guide

OBJECTIVE: Uncover these areas of waste, then quantify the \$\$\$ impact.

Defects - Data entry errors. Other order entry or invoice errors. Any error that gets passed downstream - only to be returned for correction or clarification.

Overproduction - Printing excess paperwork. Processing an order (that might change) before it is needed. Any processing that is done on a routine schedule - regardless of current demand and inventory.

Inventory - Purchasing or making things before they are needed, creating excess inventory, requiring you to use extra resources to manage excess inventory.

Over-processing - Relying on inspections, rather than designing the process to eliminate errors. Re-entering data into multiple information systems. Making extra copies. Generating unused reports. Expediting. Unnecessarily cumbersome processes (physical inventories and cycle counting.)

Human Motion - Walking from terminal to terminal to look up item information, find proper count sheets, delivering finished count sheets to proper entry point, etc.

Transportation & Handling - Movement of paperwork. Multiple hand-offs of paper collected data.

Waiting - Waiting for approvals. Waiting for information from customer. Waiting for clipboards/count sheets to be turned in. Waiting for data to be transferred from clipboards to computers.

Overview how your data is currently collected and entered into SyteLine.

Is data collection being done by paper?

Who enters the data into SyteLine?

Is it done in a timely fashion? Forcing employees to wait rather than work?

Are you experiencing inventory errors as a result of human data entry?

Do you have a high rate of RMA's (Return Merchandise Authorizations)?

Use "cradle to grave" process analysis to uncover areas that can be improved.

For example, go through your entire receiving process (physically walking through the process) and document all steps and associated paperwork, forms, time, personnel required, etc.

Execute the above process for:

Shipping

Cycle Counting

Physical Inventory

Material Moves

Issuing Material to a Job (if you use jobs)

Once this information is collected we can build your ROI. Typical ROI is between 6 to 9 months.