

Mr Carpet – Database entry

Roll orders

When a roll of carpet is ordered and entered as a roll length (ie 25m x 5m) then a roll breakdown needs to be prepared and scanned with the cutting plan. When ordering rolls, order slightly over the net combined lengths to allow for cutting on the machine. Also mark on the roll breakdown which cut you would suggest is cut last. When selecting the piece for the last cut in case the roll comes up short. Select either a cutting plan where there are small items on the bottom of the plan or if there is no such piece the shortest cut allocated so if we do have to order more carpet then the piece we order is small as possible.

When booking out if the entire roll is going out on one day just book out the (25m x 5m) piece and the warehouse will use the roll breakdown to cut the roll. If the cuts on the roll are being fitted on separate visits then book out the individual cuts by selecting "P" for partial and entering the length of ALL cuts separately that are booked out for that day.

Split deliveries

Split deliveries are used when an individual cut of carpet (or a cut length off a roll order) is only part dispatched and part left in the warehouse on that day. It enables the piece left to be traced and booked out when required. When handling a split delivery (eg 4.60m x 4m) (F3 split deliveries) select the length of the cut as 4.60m and the width as "1". If there are more than 1 cut being split on that day (ie 4.60m & 3.45m) enter a split delivery record for each cut.

The warehouse will book the balance of the piece left at the warehouse in as if it was received from the supplier and it will get a new roll number. If for any reason the pieces from an individual cut are more than 1 due to the way the fitter has to cut it then when it is booked in the warehouse print 2 or more tickets putting a separate ticket on each piece and when looking for it to send out they know from the ticket they are looking for more than 1 piece as the tickets for multiple pieces have 1 of 2 (or more) printed on the ticket.

When the second stage of a split delivery is dispatched pick the relevant pieces and book them out on the day required.

Stair Runners – Entering Requisitions

Remember if striped or patterned carpet do the stairs need to be matched to the landings on site before whipping & binding ie cut runners on site or is there enough shift on the landing width to allow for a match by moving the landing to match the runners?

Stair runners require extra entries in the requisition file to manage the handling of the goods. The following requisition items are required for all stair runners.

1. Cut length of carpet for runners
2. Split delivery for the piece cut down (see split deliveries above)
3. Labour cutting down at warehouse
4. Labour templating on site (Only if winders, shaped ½ landings or matching on site)
5. Labour Fitting Runners
6. Whipping & binding collection
7. Whipping /Binding - labour enter quantity (22 lin m) of relevant item for the labour cost
8. Binding – Tape enter quantity (22 lin m) of relevant item for the goods to be delivered.

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Stair Runners – Entering Requisitions

Below is the order for booking out the goods for each stage

Stage 1 – Cutting down runners

- Cut length of carpet for runners (1.) book out to fitter cutting on day
- Labour cutting down at warehouse (3) book out to fitter cutting on day

Stage 2 – Collection for whipping or binding

- Whipping & binding collection (6) (book out to Kasia's on same or next day for collection)
- Binding Tape (8) **At this stage it is only on the rare occasion that the tape is delivered from a supplier to our warehouse other than Kasia's**

Stage 2 – Delivery to site

- Split delivery/deliveries (2) for balance of carpet for landings etc.
- Labour templating on site (4) **(Only if winders, shaped landings or pattern matching on site)**
- Labour Fitting Runners (5) (if fitting runners not just templating)
- Whipping /Binding – labour (7)
- Binding Tape (8) **At this stage if the tape has been supplied by Kasia**

Reservations

When measuring for stock carpets or remnants then the carpet can be reserved for 7 days to allow for estimating. Reserves are removed after 7 days or if re reserved after removal.

Stock Carpets

- If reserving the last stock of a non repeatable range then please email all branches to advise them to remove the sample from display while measuring but not to dispose.
- If sold email the branches to advise them the stock is sold and to leave the sample off the display.
- If the estimate is not accepted and the stock is not sold after 7 days then email the branches to put the sample back on display.

Remnants

- Whether you have a remnant swatch or not when reserving stock on the computer marked with an "R" then this may be on display as a remnant elsewhere so please email the branches and advise them it is reserved. The same rules re notifying progress apply to remnants on reserve as stock carpets above.
- If reserving a remnant with an "SH" number then these are remnants that are not on the computer stock. This is either because it is a non stock carpet that has been returned or a stock carpet that has been cut down and not a standard width. These still need to be reserved and these are on the sample programme. When a SH remnant is reserved on the sample programme it automatically emails the branches.

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Surplus stock at warehouse

- There are some items that can become surplus to an order (ie a 3m nosing or a non stock door bar is ordered when only 1m is required) and may be at the warehouse and can be used. If it is an odd item it is worth checking with the warehouse to see if there is any surplus stock to be allocated.
- If there is stock then ask the warehouse to mark it with your order number and set it aside.
- To allocate surplus stock, after checking with the warehouse it is available, so it appears on the requisitions and the fitters sheet select F5 Bespoke ancillaries – Warehouse surplus stock. Enter the item description in the colour field and then allocate that requisition in the normal way.

Opening an order after invoicing.

- Variation orders can be entered (adding or reducing the order total) and items added or removed from an order also requisitions can be altered or added when there is no adjustment to the order value before it is invoiced.
- After invoicing if there is a warranty call or an item that was missed that is being added without charge you need to contact head office with the order number they can “open” the order so requisitions can be added. It will still have to be passed and authorised again so the warehouse can book it out and it will appear on the fitters loading list.