



Pulling Orders SOP

Williams Warehouses act as an internal supply house vendor for all Williams and Harveys active plumbing jobs. Field personnel submit material requests which are translated into a warehouse management software. Then material is picked, labelled, and delivered or staged by warehouse assistants. Below are the standard operating procedures for picking, labelling, and staging or delivering within the warehouse.

- 1) Check bin for orders**
- 2) Pull order from the top of the stack**
- 3) Pull material off list (Reference example order list on last page)**
(If you are unsure of what an item is, ask another warehouse assistant or a supervisor)
 - a) Do not pull items if it will deplete our stock unless the material is needed “ASAP”
 - b) If material is pulled, put a check mark to the right of the quantity
 - c) If material quantity is partially complete, put a slash through the ordered quantity and make note of how many you were able to pull to the right of the quantity on the pull order sheet
 - d) If material is not available, mark an “X” to the left of the quantity
 - e) If an item needs any specification such as missing size, call the plumber using the provided phone number. Also let the plumber know what materials we were unable to pull and that we will have to order them.

- 4) **After you have finished pulling the material for the order, write your name on the order and make a copy of the order and package the copy with the material.**
- 5) **Place the original completed order in the tray on the Warehouse Foreman's desk**
- 6) **Create a tag for each box that displays the Job Name, PO# and Phase, and the date in the bottom right corner. Place the tag on the side of the box**
- 7) **Place the order in the corresponding location**
 - a) "DELIVER" – Place order on delivery shelf
 - b) "STAGE" – Stage order in either Commercial or Residential Bay based on job. Consult Job number spreadsheet to determine where the materials need to be staged
 - c) "STAGE FOR BIG SKY" – Stage material on pallet between bay doors below yellow sign labeled "Big Sky Staging Area"

Pulled Order Example

Williams & Harveys Warehouses
2131 Industrial Dr
Bozeman, Montana USA 59715
tel 406-587-0969

WILLIAMS HARVEYS

SALES ORDER

order # SO-008908
date 7/21/2021

billing address TYLER ARNOLD
2131 Industrial Dr.
Bozeman, MT
59715
USA

contact phone TYLER ARNOLD
206-327-0834

sales rep Tyler Arnold

Job Name Costco
Job # 21031
Phase Code 61

PRODUCT	DESCRIPTION	QUANTITY	UNIT PRICE	SUB-TOTAL
PVCPM	3 Pipe PVC	200 ✓		
PVCPO	4 Pipe PVC	X 120		
LOOPHGM	3 Loop Hanger Gal 1150300EG FNW - 69	40 ✓	\$0.63	\$25.20
LOOPHGO	4 Loop Hanger Galvanized Erico Caddy - 1150400EG FNW - FNW7010EP0400 Anvil - 69	X 10	\$0.72	\$21.60
BEAMCC	3/8 Beam Clamp Erico Caddy - 3000037PL FNW - FNW7203PC Anvil - 92	X 100	\$0.62	\$62.00
RISERCGO	4 Riser Clamp Galvanized Erico Caddy - 5100400EG FNW - FNW7022EP0400 Anvil - 251	10 ✓	\$5.21	\$52.10
PVCCOUP0	4 Coupling PVC	20 ✓	\$4.85	\$97.00
PVCCOUPM	3 Coupling PVC	10 ✓	\$2.85	\$28.50
PVC900	4 90 PVC	15 ✓	\$11.61	\$174.15
PVC90M	3 90 PVC	10 ✓	\$5.88	\$58.80
remarks	DELIVER		SLIB-TOTAL	\$1,580.55
			TOTAL	\$1,580.55

Plumber name and contact info

Job Name, PO#, and Phase

Quantity checked stating it was pulled

Slash and number indicating pulled quantity

"X" indicating material wasn't available

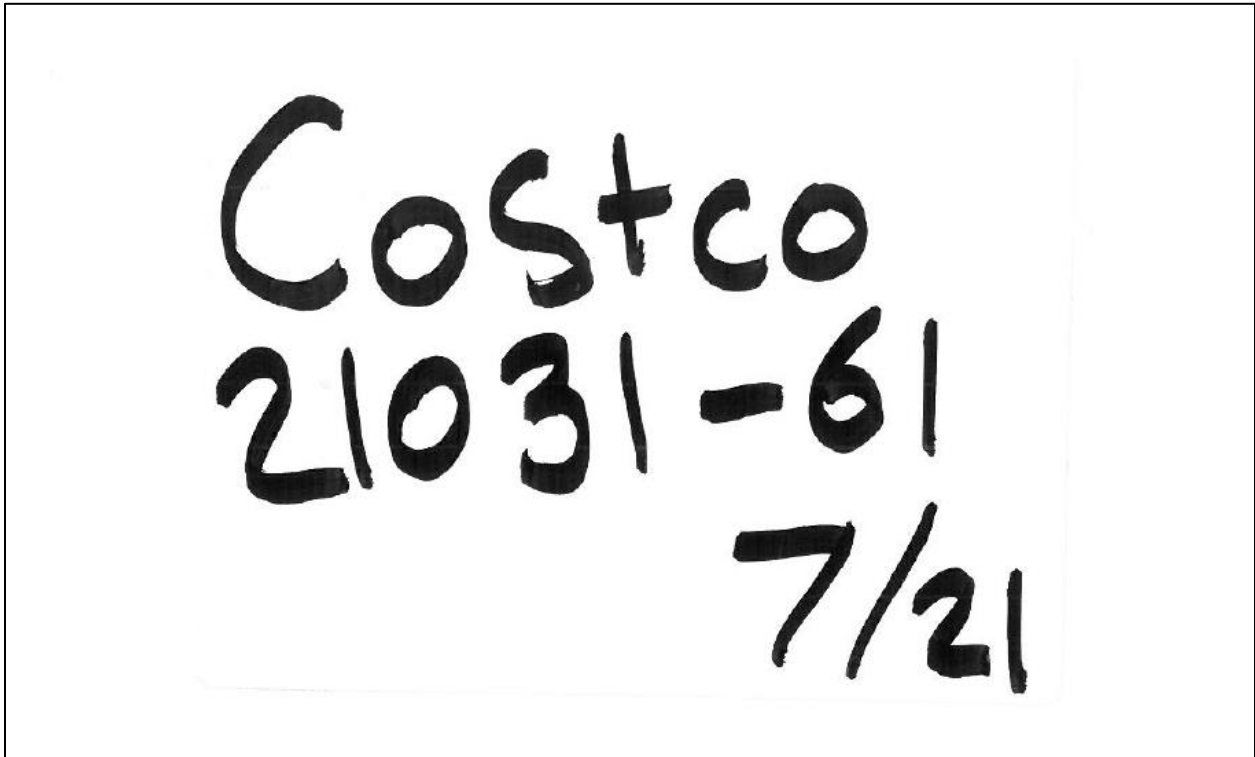
Paper signed by person who pulled it

Order staged for delivery

— John

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Order Label Example




BOZEMAN
2131 Industrial Dr.
Bozeman, MT 59715
406.587.0969

BILLINGS
4003 1st Ave S
Billings, MT 59101
406.534.8075

Backordered Material Example

Williams & Harveys Warehouses
 2131 Industrial Dr
 Bozeman, Montana USA 59715
 tel 406-587-0969



SALES RECEIPT

receipt # SO-008653
 date 7/13/2021

billing address Hayley Fink

contact 406-922-3137 **Job Name** Bridger Brewing
phone 406-595-4173 **Job #** 19115
 Phase Code 61

sales rep Alex Lingle **date paid** 7/13/2021

PRODUCT	DESCRIPTION	QUANTITY	UNIT PRICE	SUB-TOTAL
UPWPD	1/2 White Tubing Uponor Uponor - F1930500 (20' stick), F1040500 (100' roll), F1060500 (300' roll), F1100500 (500' roll), F1120500 (1000' roll)	600	\$0.37	\$222.00
UPTFD	3/4 x 3/4 x 1/2 Tee Uponor EP Uponor - Q4757550	10	\$1.52	\$15.20
UPTFDD	3/4 x 1/2 x 1/2 Tee Uponor EP Uponor - Q4757555	8	\$1.78	\$14.24
UPTD	1/2 Tee Uponor EP Uponor - Q4755050	4	\$1.16	\$4.64
UPASOD	1/2 Angle Stub Out Uponor Uponor - LF5865050 Sioux Chief - 630WG248	55	\$5.68	\$312.40
UPASOF	3/4 Angle Stub Out Uponor Uponor - LF5897575 Sioux Chief - 630WG348	2	\$13.09	\$26.18
UPRF	3/4 Sleeve Uponor Uponor - Q4890756	50	\$0.33	\$16.50
remarks	DELIVER		SUB-TOTAL	\$611.16
			TOTAL	\$611.16
			PAID	\$611.16
			BALANCE	\$0.00

Ordered from DSG:PO#19115-6104
 100' - 3/4 Uponor Tubing
 170 - 1/2 Uponor Sleeve

- IDEN

Backordered material
with order number

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 Bozeman, MT 59715
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