Zara Scorecard

- Updating the Scorecard
  - Scorecard Data Collection
- Updating the SQDCP File
  - Updating SQDCP
- Zara Daily Metrics Report
  - Daily Metrics Report

Updating the Scorecard

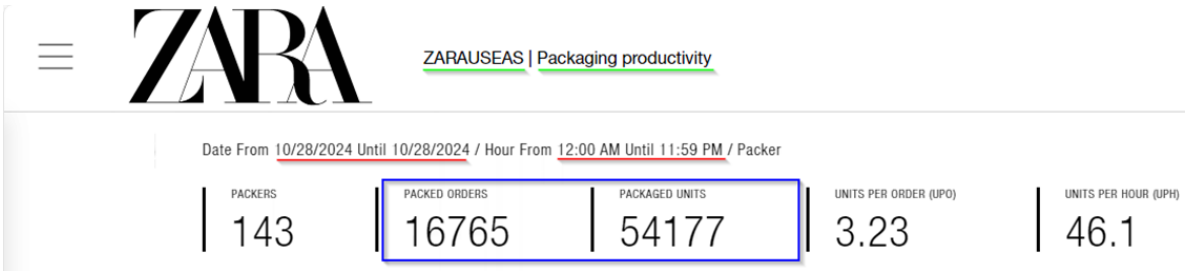
Scorecard Data Collection

SISU Data

Obtained via Control Tower

> https://sisu.inditex.com/control-tower/productivity

- Packed Orders
- Packed Units



> Change Time Zone to Pacific when gathering Rialto & Vancouver Data (UTC-8:00 Pacific Time (US & Canada)

PTL Sorted Data - SISU Sorting

https://sisu.inditex.com/

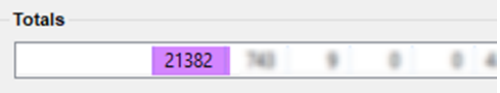
Sign in as *RQHYsTsaWz2Wi67uT5uwCA==*

EPAC - SGA App (Vancouver)

EPAC -> Reports -> Sorted by user PTL

- PTL Units

(bottom left corner of window displays grand total of units)



MSR - SGA App

AGV & Manual : PO, BS, RT, PT

MSR -> Reports -> User Production

- AGV Picked Units

AGV: AGV Distribution by Quadrant, AGV Distribution by Superquadrant

- Manual Picked Units

Manual: Guided Quadrant Picking, Picking Ecommerce to Bulk Number, Picking without Paper

MSR -> Reports -> Movements

Select all Movement Types under AGV and Manual, export to Excel, delimit and pivot to refine Metric Types.

STATUS - COMPLETED

AGV	Manual	Metric Types
AGV Placing Bulk with Recommendation	Box Placing	AGV PO Putaway
Automation Direct Placing	Direct Placing	AGV Backstock Putaway
Automation Multireference Placing	Multireference Placing	AGV Returns Putaway
Automation Placing Sku Scanning	Place Bulk Scanning with Recommendation	AGV Inbound PT Putaway
Automation Placing Sku Scanning with Amount	Place Bulk with Recommendation	Manual PO Putaway
	Placing Sku from Bag	Manual Backstock Putaway
	Placing Sky Scanning	Manual Returns Putaway

	Placing by Proximity	Manual Inbound PT Putaway
	Placing by Proximity Guided	
	Placing Full Container	
	Placing Scanning	
	Placing Sku with Amount	
	Placing with Amount	

Work Order Types

Work Order Prefix	**Inbound Work Type**	**What it is?**
PO	PO	New Product from Zara
BS	Backstock	Old Stock from Stores
RT	Returns	Items returned to Zara and processed a Carbel (Easton & Rialto, Vancouver processes their own returns)
PT	Picking Transfer	Product transferred from other Zara warehouses

B2B AGV & Manual Picked Units

Select all Movement Types under AGV and Manual, export to Excel, delimit column and pivot to refine Metric Types.

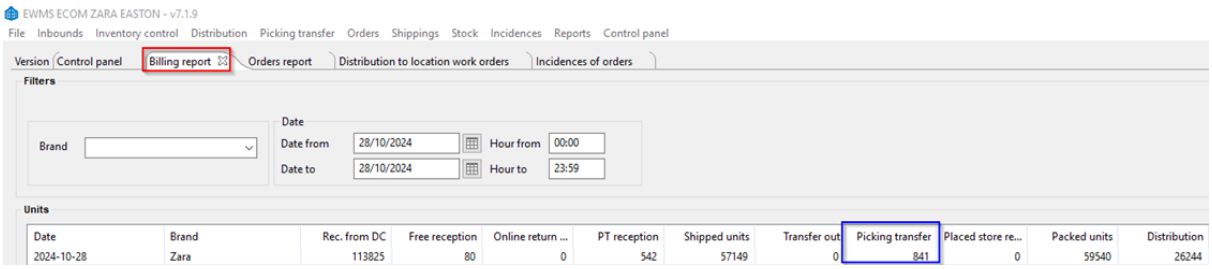
AGV	**Manual**
AGV Distribution by Multilocation	Guided Shop Picking
AGV Distribution by Shop	Guided Totals Picking
AGV Distribution by Total	

- B2B AGV Picked Units
- B2B Manual Picked Units

EWMS - SGA App

EWMS -> Reports -> Billing Report

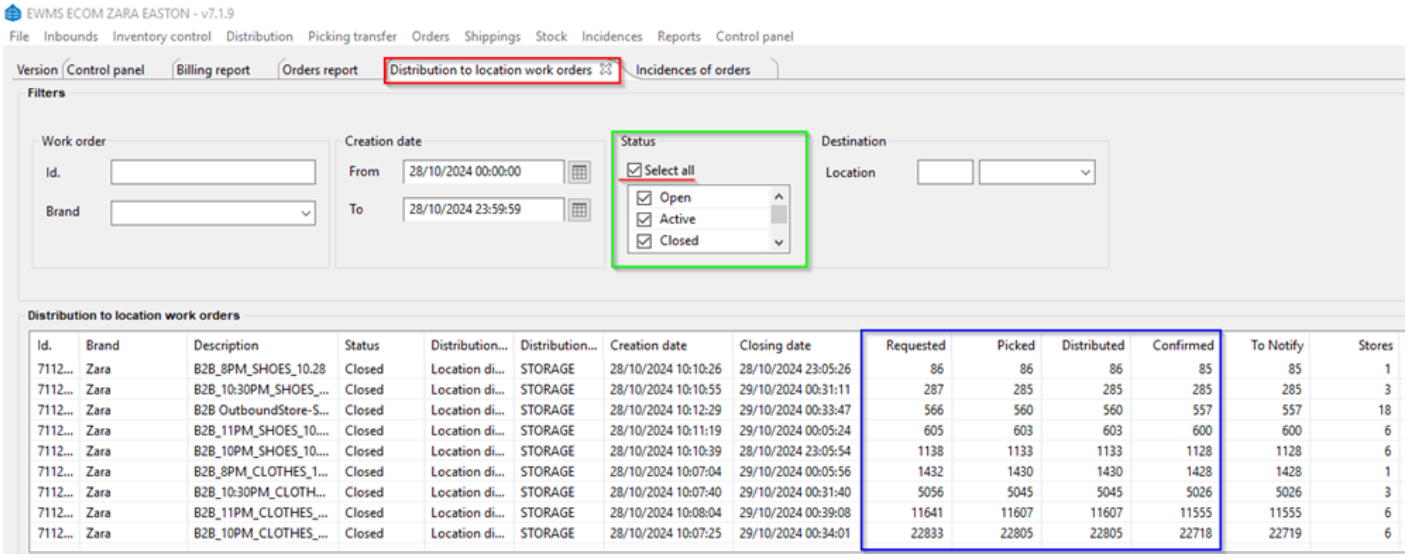
- PT Outbound Units



EWMS -> Distribution -> Distribution to Location Work Orders

- B2B *Requested* Units
- B2B *Distributed* Units
- B2B *Confirmed* Units
- B2B *Picked* Units

STATUS - COMPLETED



EWMS -> Orders -> Orders Report

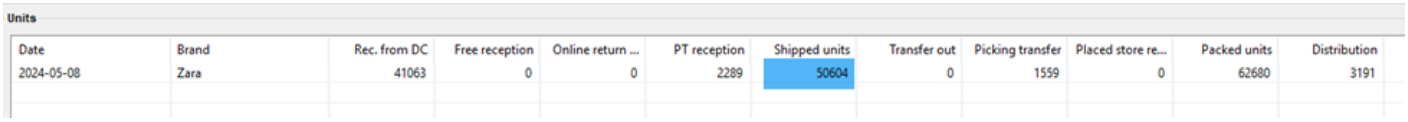
- Sold Units
  - All of the below may be preselected by default. The highlighted below are the only ones that need to be selected manually.

Pending	Picking	Preselected	Packing	Picked	Packed	Shipping	Shipped

Canc. Unpacking	Stock Pending	Stock Reported	Stock Received	PTL Sorting	PTL Sorted	Stock Partial Reported	Stocked PTL Sorted
Stock PTL Sorting	Stock PTL Partial Sorted	Stock Partial Received	PTL Finished	Shipped Deferred	Labelling		

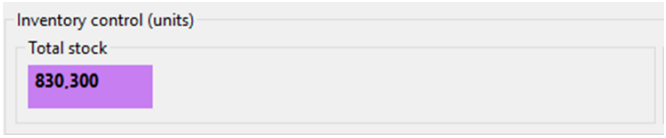
EWMS -> Reports -> Billing Report

- Shipped Units



EWMS -> Control Panel -> Control Panel

- Total Stock Units



Updating the SQDCP File

Updating SQDCP

Quality

Minesweeper (Smartsheet)

- https://app.smartsheet.com/sheets/38r8789JMrj65CmrCC8fCxMrxXJ4CCxJC894v681?view=grid

Put-Away Errors

MSR -> Reports -> Quality Incidences Visualization

1. Set Operation to **Put-Away**
2. Change Date Type to **Incidence Date**
3. Input the Start (00:00:00) and End (23:59:59) Date/Time
4. Set Control Result to **Pending Feedback, Feedback Committed**
5. Search & add both Control Results together for Total

Pick Errors

MSR -> Reports -> Quality Incidences Visualization

1. Set Operation to **Picking**
2. Change Date Type to **Incidence Date**
3. Input the Start (00:00:00) and End (23:59:59) Date/Time
4. Set Control Result to **Pending Feedback, Feedback Committed**
5. Search & add both Control Results together for Total

Packing Errors

SISU Control Tower -> Quality Control

- Set Date & Time and Filter, record the KO

Packed Orders Audited

SISU Control Tower -> Quality Control

- Set Date & Time and Filter, record the Audited Orders

> *Requires Incognito Browser &/ Inditex Login to access their PowerBi for the following 4 Metrics*

Soft Scan Percentage (INDITEX PowerBi)

https://app.powerbi.com/groups/me/reports/830d60b8-e6e6-465f-b3fb-2b28e9821c59/ReportSection?experience=power-bi

Percentage of Specialized Line Orders (INDITEX PowerBi)

https://app.powerbi.com/groups/me/reports/2847c5f0-0edc-43ad-973b-87c77b46e303/1577dc60a7ba940899bd?experience=power-bi

Percentage of Specialized Packing Tables (INDITEX PowerBi)

https://app.powerbi.com/groups/me/reports/2847c5f0-0edc-43ad-973b-87c77b46e303/1577dc60a7ba940899bd?experience=power-bi

PTL Sorting Errors (INDITEX PowerBi)

https://app.powerbi.com/groups/me/reports/2d105817-42a3-40e0-accb-005a4f430b57/872aeafc0bec5f675aed?ctid=c8e8bdb6-8e7c-41d5-bc41-37fff3c33b75&experience=power-bi&clientSideAuth=0

PTL Units

- Scorecard: ECOM Sheet - Row 103

Units Cancelled

EWMS -> Incidences -> Incidences of Orders

1. Purchase Date: Delete the Date in " **From** & **To** "
2. Choose Incident Types : **Damaged & Missing**
3. Change the Date Type to **Finalization** Date
4. Set the State to **Closed**
5. Set Date & Time for all day yesterday & Search.
   Total will be listed in bottom left.

Incidences Created

EWMS -> Incidences -> Incidences of Orders

1. Purchase Date: Delete the Date in " **From** & **To** "
2. Choose Incident Types : **Damaged & Missing**
3. Change the Date Type to **Creation** Date
4. Set the State to **ALL SELECTED STATES**
5. Set Date & Time for all day yesterday & Search. Total will be listed in bottom left.

Delivery

ECOM Picked Units

ECOM Sheet : Row 18

B2B Picked Units (MSR)

B2B Sheet : Row 19

Planned Inbound Units

Inbound Sheet: Radial Planned Putaway

Units Putaway

ECOM Sheet : Row 18

ZARA Forecast Outbound Units

Outbound Sheet : Adjusted Forecast

Radial Planned Outbound Units

Outbound Sheet : Planned Units Processed

ECOM Packed Orders

ECOM Sheet : Row 112

ECOM Packed Units

ECOM Sheet : Row 108

PT Total Units

ECOM Sheet : Row 99

Delivery - MSD Report

All Data Recorded from MSD Bridge Email

MSD - Wrong MSD

MSD - PT

MSD - Packed Late

MSD - Packed On Time

MSD - Late Courier

MSD - Misses Due To Courier

MSD - On Time Ship

MSD - True Delay

MSD - Radial MSD Orders

Delivery

B2B - Requested Units

B2B Sheet : Row 9

B2B - Confirmed Units

B2B Sheet : Row 11

Cost

Inbound UPH

ECOM : Row 33

Inbound Target

ECOM : Row 34

Pick UPH

ECOM : Row 88

Pick Target

ECOM : Row 89

PTL UPH

ECOM : Row 105

Pack UPH

ECOM : Row 110

Pack Target

ECOM : Row 111

Ship UPH

ECOM : Row 117

Facility UPH

ECOM : Row 154

Facility UPH W/O Training

ECOM : Row 156

Indirect Hours

ECOM : Row 158

B2B UPH

B2B : Row 66

Safety / People

Safety

Near Miss & First Aids (Smartsheet)

https://app.smartsheet.com/b/publish?EQBCT=6c1ad88c0fb9407b981fae6507c73c22

OSHA Recordables

Drag cell down to next Row, manually input if informed of OSHA Recordable from Safety & Security Team

BBS Cards (Smartsheet)

https://app.smartsheet.com/sheets/GCWPVCG2RJGJwhp6PHV2rcqqXg2pgrXXq84PRMj1?view=grid

Number of Safe Days

Drag cell down to next Row

Number of Days W/O Near Miss

Drag cell down to next Row

People

Data can be found from Scheduled HC Excel File

Actual Attendance

SQDCP Sheet : Find respective date and report

Expected

SQDCP Sheet : Find respective date and report

Zara Daily Metrics Report

Daily Metrics Report

Peak Metrics Spreadsheet

Begin once Scorecard is **Completed**

Peak Metrics

(https://shorturl.at/QF0cE)

Open Document in Desktop Mode whilst Hardwire / VPN connected & Refresh the Data to update the rows to populate with yesterday's data. Copy the two rows for B2B & B2C (Column: Project) and paste them into the Zara Easton and Rialto Volume Spreadsheet.

> Select the correct location/ warehouse!

Date	Units Received	Units Shipped	Orders Shipped	Units Sold	Open Units	Planned Daily Capacity	Forecast Units	Total Open Orders	Total Open Units	Total Open Orders within 48 hours	Total Open Units within 48 hours	Warehouse	Merchant	Project
11/29/2024		33,874										**Easton**	Zara	B2B
11/29/2024	54,617	134,423	24,416	218,790			177,190					**Easton**	Zara	B2C

Zara Easton and Rialto Volume

(*https://shorturl.at/bAsmf)*

Open Document in Desktop Mode and paste data from Peak Metrics into this document.

Gathering the Order Report

EWMS -> Orders -> Order Report

Select the following Statuses:

Pending	Picking	Preselected	Packing	Picked
Stock Pending	Stock Reported	Stock Received	PTL Sorting	PTL Sorted

Stock Partial Reported	Stock Packing	Stock PTL Sorted	Stock PTL Sorting	Stock PTL Partial Sorting
Stock Partial Received	PTL Finished			

Most options pre-selected, need to de-select Packed, Shipping, Canc. unpacking, labelling

- Change the From date to "One Month" ago today.
- Select "Purchase Date" then Search. Record the Units Volume & **Export the file, name it something memorable (Open Orders_EAS_301124 (30th, Nov, 2024).**
- Export the file to your own device to run through the Metric Tool.
  - Planned Units Processed found in Easton Production Plan.
- "Total Open Orders" / "Total Open Units" / "Total Open Orders within 48hours" / "Total Open Units within 48hours"
  - All data is compiled, exported & filtered from the Open Orders report ^^^
  - Using the **"Daily Metrics Open Orders Tool"** https://shorturl.at/yEjeL
    Select Data and Refresh the Data.
- Once completed, find the last email sent in the thread and continue with a new link/ copy attached to the file with the most recent date.