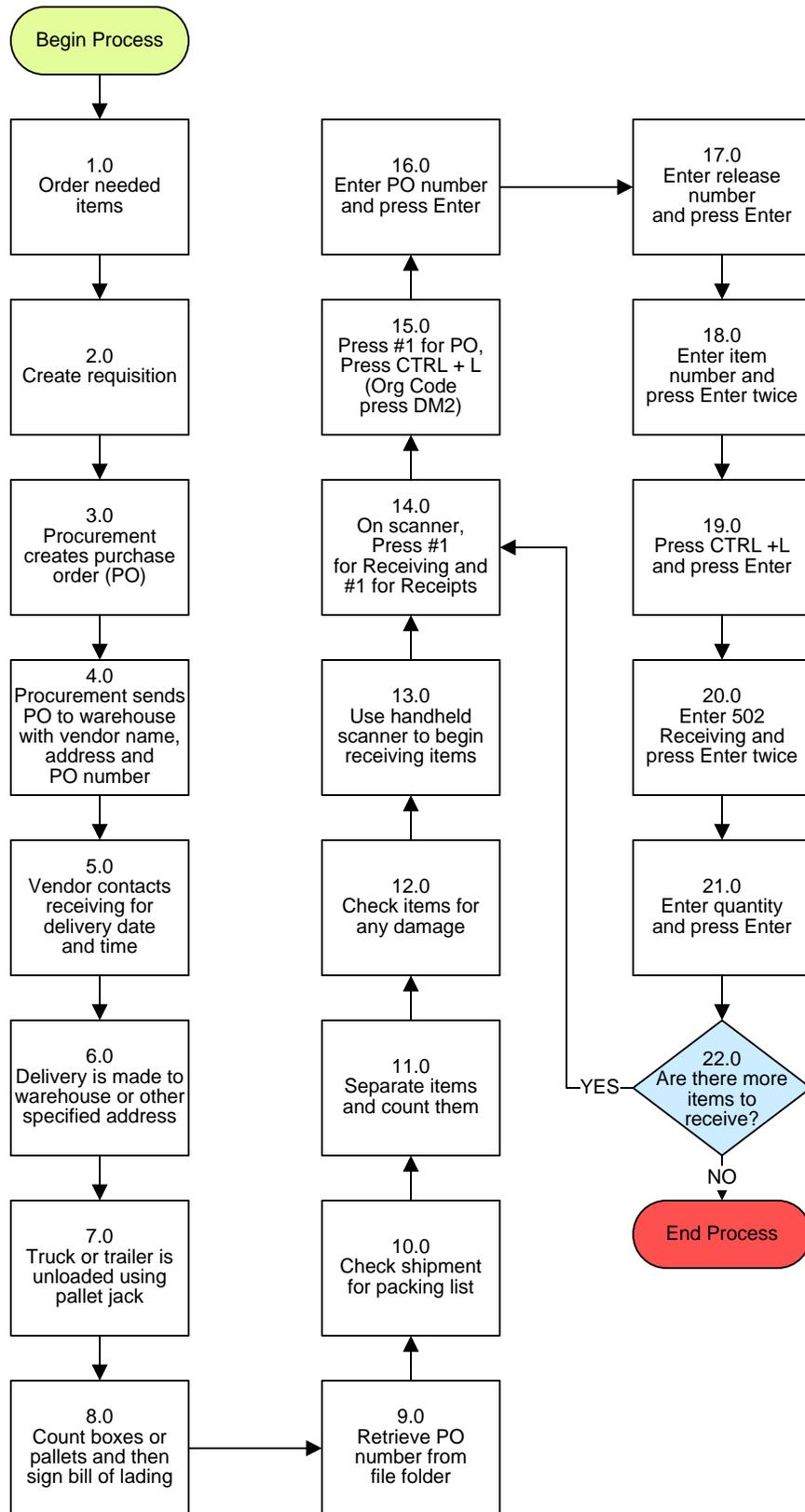


Supply Warehouse – Receiving Process



To Details

Supply Warehouse – Receiving Process

3. PROCESS AREA/BUSINESS AREA DESCRIPTION

- Step 1.0: Order needed items**
- Step 2.0: Create requisition**
- Step 3.0: Procurement creates purchase order (PO)**
- Step 4.0: Procurement sends PO to warehouse with vendor name, address and PO number**
- Step 5.0: Vendor contacts receiving for delivery date and time**
- Step 6.0: Delivery is made to warehouse or other specified address**
- Step 7.0: Truck or trailer is unloaded using pallet jack**
- Step 8.0: Count boxes or pallets and then sign bill of lading**
- Step 9.0: Retrieve PO number from file folder**
- Step 10.0: Check shipment for packing list**
- Step 11.0: Separate items and count them**
- Step 12.0: Check items for any damage**
- Step 13.0: Use handheld scanner to begin receiving items**
- Step 14.0: On scanner, Press #1 for Receiving and #1 for Receipts**
- Step 15.0: Press #1 for PO, Press CTRL +L (Org Code press DM2)**
- Step 16.0: Enter PO number and press Enter**
- Step 17.0: Enter release number and press Enter**
- Step 18.0: Enter item number and press Enter twice**
- Step 19.0: Press CTRL +L and press Enter**
- Step 20.0: Enter 502 Receiving and press Enter twice**
- Step 21.0: Enter quantity and press Enter**
- Step 22.0: Are there more items to receive?**

If yes, return to Step 14.0. If no, the process ends.

