

**Version 1.1**

**Date: 2019/02/21**

Abstract

**Describes the post GRV process to validate that goods received and quantities match that of the GRV and purchase order**

Receiving Job Exception pre RTV

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# Document approval and distribution list

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# Introduction

Post GRV which is the outcome from the capturing of supplier delivery note / invoice, there is a process that groups the verification process in job units.

From the job that is started, items to be checked are lodged

From the items ledged, quantities of labels are printed for qualifying items at the advised theoretical quantities.

After the labelling process is completed per item, there may be labels in surplus and / or short.

There may also be visual deficiencies of damage (i.e. light bulbs) or physical variance (not the supersession part). These need to be reviewed with procurement department for resolution.

In support of the outcome, there is a report that is used as evidence for review with management and suppliers.

All goods received that match criteria are release for allocation to a binning job.

***It would seem that this functionality is not being used since liquidation recovery and needs to be reviewed why.***

# Audience

Purchasing

Receiving

Warehouse

Suppliers

# Objectives

The objective of this sub system is to ensure that ordered goods match received goods in a co-ordinated manner to allow for proper recording of non-conformance etc. that can be used at any time in the future.

Furthermore, any discrepancies are integrated into the returns to vendor process. Again, this seems not to be the case. Goods that need to be returned are manually captured, which will likely yield typing errors.

# Database entities and relationships

# Programs

# MS Windows Executables

|  |  |
| --- | --- |
| **Name** | **Description** |
|  |  |

# SQL Stored Procedures

|  |  |
| --- | --- |
| **Name** | **Description** |
|  |  |
|  |  |
|  |  |
|  |  |

# Dependencies

|  |  |  |
| --- | --- | --- |
| # | Description | Action / By whom |
| 1 | Sales order process |  |
| 2 | Warehouse management |  |
| 3 |  |  |
| 4 |  |  |
| 5 |  |  |
| 6 |  |  |

# Risks and mitigation

|  |  |  |
| --- | --- | --- |
| # | Risk | Mitigation |
| 1 |  |  |
| 2 |  |  |
| 3 |  |  |
| 4 |  |  |
| 5 |  |  |
| 6 |  |  |

# Requirements overview

|  |  |  |
| --- | --- | --- |
| # | Description | Action / By whom |
| 1 |  |  |
| 2 |  |  |
| 3 |  |  |
| 4 |  |  |
| 5 |  |  |
| 6 |  |  |
| 7 |  |  |
| 8 |  |  |
| 9 |  |  |
| 10 |  |  |
| 11 |  |  |
| 12 |  |  |

# Acceptance

I hereby confirm that I have been fully informed of the documents content and, received training to understand how the detailed instructions are to be applied

Name …………………………………………………………………………….

Job Title ………………………………………………………………………….

Signed ……………………………………………………………………………

Date ………………………………………………………………………………