

**Version 1.1**

**Date: 2018/11/15**

Abstract

**Describes the post sales order release process to pick goods ordered by customers in an efficient manner suitable to the Engineparts business and operational cycle.**

**The original solution was designed and implemented as a BSc Honors project that scored well**

Template

*Document purpose*

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# Document approval and distribution list

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| --- | --- | --- | --- |
| **Description** | **Name / Title** | **Signature** | **Date** |
| **Document Type / purpose** | | | |
| Prepared by |  |  |  |
| Reviewed by |  |  |  |
| Approved by |  |  |  |

# Introduction

Any organisation that performs warehousing functions requires a well governed receiving process.

The Engineparts receiving process has several aspects that optimise the processes to ensure that goods ordered are correctly received

Due to extensive integration, there are overlapping aspects between the receiving process, binning release, creditors etc.

Each one the integrated functionalities may have similar overview details

# Audience

Receiving

Despatch

Other parties

# Objectives

Purchase orders are issued to suppliers that contain part numbers and pricing as quoted on the captured price lists as received from suppliers

The receiving department needs to verify that the physical goods received match what was ordered and if not, the physical goods received need to be quarantined and referred to the purchasing department for resolution:

The following outcomes are possible:

* 1. The product received is returned in full – likely to be the wrong product or incorrect pricing
  2. Should there be more received than ordered, the items over received is returned
  3. The purchasing department may change the quantity ordered on the purchase order (partly or fully) and instruct the receiving department to receive the goods against the altered purchase order.
  4. If the product received is not ordered, the purchasing department may change the purchase order or issue a new purchase order to reflect the goods received. This will allow the receiving department to receive goods correctly

# Business Process

On receipt of the delivery note and related consignment, the source documentation is captured as is, including goods not ordered. The transactional data is integrated into the creditors system to reflect the supplier expectation.

Based on the source documentation, several item labels, if applicable, are printed corresponding to the supplier advice of goods received.

Each item is inspected to the related SOP standard and a label affixed accordingly.

At the end of the task there is one of the following outcomes:

* 1. Surplus labels indicate fewer physical items received than stated on the delivery note.
  2. Short of labels (surplus items) indicate that the supplier has sent more than the supporting documentation.
  3. No surplus labels – the goods are passed through for binning

Items received not ordered are recorded and depending on the purchasing department, sent back to the supplier using a supplier return for debit transaction.

Indent orders will follow a different process due to the excessive shipping costs and will be dealt with the

In some instances, items are too small or carry rubber compounds that make labelling of each item less than ideal. These are counted an in some cases bagged and the bag labelled

Bulk palletised goods are not labelled in full but carry an outer ePart label.

A systems improvement is considered to eliminate printing of labels in favour of using the supplier barcode label. This was a consideration during the systems design & development phase but found, at the time, to be impractical due to the lack (90%) of supplier barcode labels. However, this has changed and makes this a practical solution to implement. The impact level is considered medium and may require and estimated 3 weeks of development work

Much of what is printed on the item label is ***legacy*** system related that matches up to the then operational requirements. some of the label detail pertains only to EP Bloemfontein and not to Alert Engineparts Namibia.

The label format, if used in future should have contents changed

# Purchase order to GRV

Suppliers often deliver goods in part per order a number of times as their stocking level mature to meet with Engineparts demands

The invoices often refer to the same part ordered across a number of purchase orders as Engineparts orders additional goods on demand.

This had a complication effect that ePart was changed to meet with and as such less the norm in a standardised solution

# Database entities and relationships

# Programs

# MS Windows Executables

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

# SQL Stored Procedures

|  |  |
| --- | --- |
| **Name** | **Description** |
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# Dependencies

|  |  |  |
| --- | --- | --- |
| # | Description | Action / By whom |
| 1 |  |  |
| 2 |  |  |
| 3 |  |  |
| 4 |  |  |
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# Risks and mitigation

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

# Requirements overview

|  |  |  |
| --- | --- | --- |
| # | Description | Action / By whom |
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| 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 ………………………………………………………………………………