Process:	***Manage Purchase Receipts***

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Purchase Order Receipt– Version 01

Process Scope

This procedure describes the PO receipt activity; what is part of the Procure to Pay flow.

The PO receipt is the next step after the PO creation. This procedure is valid for deliveries to a warehouse or a toller. For receipts linked to a direct delivery - please see Process PO Receipt for direct deliveries

Once the supplier delivers the goods to the designated warehouse, this warehouse can physically receive the goods. The delivery documents (proof of delivery e.g., CMR document) will be sent towards the Belchim SC department. (Warehouse people fax documents to SC assistant).
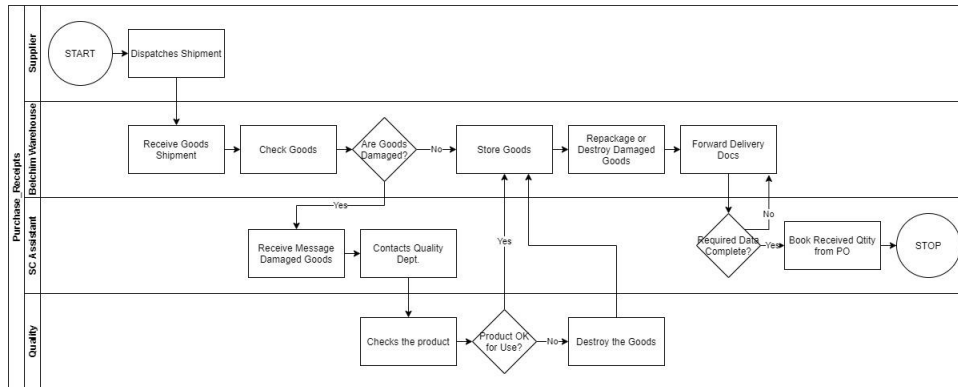
The SC Assistant will check if all relevant information is received. If information is missing, the warehouse will be asked to provide more details or documents so that the PO can be received.

With this information, the SC Assistant can book the receipt in D365.
After this step, the stock will be updated in D365 and in line with the physical stock situation.

After the receipt, the finance department can take care of the invoice linked to this receipt.

Process Visualization

Purchase_ Receipts

Process Steps

Step 1: Delivery of purchase order

The vendor/supplier will deliver the ordered goods to the delivery location. This can be a warehouse or a toller.

The supplier will inform the SC planner about an estimated date of arrival. Additionally, it can be requested that the supplier informs the warehouse/toller about the delivery date and book a slot in their system to deliver the goods.

Link to work instruction "WI Step 1"

Step 2: Product receipt in warehouse

Once the supplier has delivered the goods, the warehouse/toller will receive the goods.

The warehouse will check the quantity of goods that they have received. Furthermore, they will check that all delivered goods are in good condition.

If the check reveals some or all the goods are damaged, then the Warehouse people will inform the Belchim SC Admin. The admin will inform the Quality Department. Quality will check the usability of the goods and decide to re-pack, destroy or store the goods. The goods for re-packing or destruction will first be stored in a separate location and then re-packed or destroyed. (Manage Transformations??)

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If it turns out that some goods are damaged or a box that is not completely full; the SC planner will inform the supplier as well to request a Credit note.

Finally, the products will be stored in the warehouse and this stock will be booked in the WMS of the warehouse.

Link to work instruction "WI Step 2"

Step 3: Providing delivery documents

The warehouse will inform the SC Assistant that the PO is delivered and received. The WH also communicates in case of:

- Damaged products.
- Over - and under-delivery.

The delivery documents will be sent also to the <mark>SC Asistant??</mark> (towards the "SC Delivery Note" mailbox). Minimum mandatory documents are: Packing slip & CMR.
Additional documents if available:

- PO.
- Inbound control checklist.
- Certificate of Analysis.
- Booking of receipt in WMS warehouse.

Link to work instruction "WI Step 3"

Step 4: Product receipt in D365

The SC Assistant will check if the quantity received by the warehouse is aligned with the ordered quantity and if all necessary information is received.

If not, all necessary information is received to book this order; the SC Assistant will ask more detailed information from the warehouse or will check with the supplier (in collaboration with the supply planner) to receive this info.

When all the information and documents are received, the SC Assistant will receive the products in D365 in order that the stock will be visible and available for further transactions.

Link to work instruction "WI Step 4"

Process Responsibilities

	Vendor	Warehouse / Toller	Supply chain Assistant	Supply chain planner	Supply chain Manager
1) Delivery of PO	R/A	C		I	
2) Product receipt in warehouse		R/A	C	I	
3) Providing delivery documents		R/A	C	I	
4) Product receipt in D365			R	C	A

Exceptions

The flow for direct deliveries to clients will be slightly different - please see Process Purchase Order Receipt for direct deliveries

Control points

- Products will only be booked in the system with batch & production date,
- The receiving warehouse needs to confirm the physical quantity received,
- This will ensure the alignment between the physical quantity with their WMS & the ERP system of BCP.

Definitions & Abbreviations

PO: Purchase Order.
PA: Purchase Agreement.
SC: Supply Chain.

Associated Tools & documents

- Process Purchase Order & WI Create Purchase Order