	DATE: 16/JUL/2021 REV: Original	PAGE: 1 OF 2	NUMBER: ASC-WDL-WI-026
WORK INSTRUCTION	SUBJECT: Manual Purchase Order for Warehouse Calibration Services		

1.0 Purpose:

- 1.1 This document describes the procedures necessary to create a Manual Purchase Order for Warehouse Calibration Services.

2.0 Scope:

- 2.1 This procedure defines the methods used for review and approval of the Manual Purchase Order.
- 2.2 This Work Instruction applies to the Defense Operations and Quality personnel at the Wood Dale, IL Facility.

3.0 Responsibility and Authority:


- 3.1 The responsibility and authority for the administration, implementation and maintenance of this work instruction has been assigned to the Defense Sr. Operations Manager and / or his / her designee(s).
- 3.2 The responsibility and authority for the approval of Manual POs are, the Defense Sr. Operations, Operations and Quality Managers.

4.0 Forms and References:

- 4.1 ASC-WDL-0125 - AAR PO for Warehouse Services.
- 4.2 OP-08.4 - Supplier Management

5.0 Procedure:

- 5.1 Information to be verified during PO creation.
 - 5.1.1 Vendor is approved for use in the ERP system.
- 5.2 Create Purchase Order using ASC-WDL-0125.
 - 5.2.1 Use designee's initials and date to create PO number for in the PO No. field.
 - a) If multiple POs are issued on the same date, add a suffix to the PO number starting with a dash and then -PO# X. (Examples: MBJuly16, 2021-PO#2, MBJuly16, 2021-PO#3, etc.)
 - 5.2.2 Complete Header fields, PO No. TO, ATTN, Address and Telephone.
 - 5.2.3 Complete Body fields as applicable, Line Item, Quantity, AAR ID#, Description, and Serial Number.
 - 5.2.4 Designee to sign ASC-WDL-0125 and obtain Operations/Quality Management signoff.
- 5.3 Prepare items for shipment out to vendor for Calibration Services.
 - 5.3.1 Hand deliver the items and a copy of the ASC-WDL-0125 document to the shipping lead for processing.
 - 5.3.2 Shipping personnel to package and ship out the items per the address on the ASC-WDL-0125 document.

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6.0 Revision History:

Revision Date:	Revision:	Sections / Page Revised:	Description / Reason for Revision:	Approved by:
15/JUL/2021	Original	All	Initial release of document	M. Baiz