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Author	TSHEGOFATSO NAKEDI
Approver	ASHOK SOOKLALL



MACROCOMM GROUP (PTY) LTD PROCUREMENT

STOCK IN PROCEDURE

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Document Sign-Off / Approval

This is the formal sign-off for the Stock-In Procedure.

Name	Designation	Date	Signature
Ashok Sooklall	General Manager – MG		
Elton Chettiar	Chief Operating Officer		

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1 Procedure Description and Purpose

The purpose of this Generic Stock-in Process is to enable the receipt, recording and updating of the stock control sheet in the Procurement Department.

Macrocomm Group Procurement does not have a centralised warehouse for storage, it keeps safety/buffer stock on hand to keep lead time at a minimum to satisfy customer demand in a timeous manner.

1.1 Description

This is the procedure of how to record all ordered stock after it has been delivered

1.2 Benefits

This procedure provides the procurement team with the guidelines of how to record all stock received from Suppliers to allow for accurate assessment of stock received and effectively inspecting it.

It will be a guideline for the Procurement department to have a standard process of receiving stock from supplier.

1.3 Areas of Responsibility

The Procurement Officer is responsible for ensuring that the supplier delivers the correct stock that was ordered and inspecting it.

1.4 Relationship between this Procedure and other Procedures/Processes

This procedure has a direct impact on the Stock Out and Delivery Rejection processes depending on the stock delivered by the Supplier.

2 Stock-In Procedure Management

2.1 Procedure Objectives and Metrics

2.1.1 Procedure Objectives:

- Accurate recording of all ordered stock that is received from the Supplier matches the stock ordered by the Sales team.
- Promote accurate reconciliation by the Finance Team against invoices.

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2.1.2 Procedure Metrics:

Each objective of this procedure is measured according to the:

- Purchase Order received from the Group Subsidiary
- Quotation issued to Customer
- Purchase Order issued to the Supplier
- Invoice issued to Customer to effect payment
- Leadtime from order to supplier to actual receipt of goods from supplier

2.2 Procedure Owner(s) and Key Stakeholder(s)

2.2.1 Procedure Owner

The General Manager is responsible for managing this process and ensuring that all stakeholders follow the steps outlined for effective procurement.

The person performing this task is the Procurement Officer and is the delegated responsible person.

2.2.2 Key Stakeholders

The key stakeholders are the Suppliers, Sales and Finance Teams.

3 Typical Procedure Inputs

The typical procedure inputs are noted below:

3.1 Information or Documents Needed

The following information or documents are necessary for effective measuring and enabling of the Generic Stock-In Procedure:

- Quotation for stock from the Supplier
- Purchase order to the Supplier
- Invoice from the Supplier
- Supplier banking details
- Delivery Note from the Supplier and/or Courier Company

3.2 Resources Needed

The following resources are needed to support this procedure:

- Stock control sheet

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3.3 Personnel Needed

The Procurement Officer is the person who takes receipt of the stock delivered and records this on the Stock control sheet.

3.4 Preceding Processes/Procedures

The preceding processes are the Sales' Customer Order, Procurement's Generic Ordering (if there is stock available), Purchase Order Generation (if there is no stock available) process.

4 Typical Procedure Outputs

The following outputs:

4.1 Typical outputs are:

- The Purchase Order issued to the Supplier is used as the check sheet to confirm that the correct stock has been delivered
- Delivery Note signed and a copy filed
- The stock control sheet is updated
- The Salesperson is informed that the stock has been delivered and recorded.

4.2 Technical or System

- Excel

4.3 Documents

- Invoice from Supplier
- Updated Stock control sheet
- Delivery Note

4.4 Enablement or Operationalisation of Another Process

This enables Finance's Generic Supplier Invoice Loading and Payment Scheduling and Processing, and Procurement's Stock Out or Delivery Rejection depending on the condition of the stock delivered by the supplier.

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5 The Generic Stock-In Process

The Generic Stock-In Procedure is important as it provides a record of all stock ordered from Suppliers and sold-on to customers.

5.1 Sub-process: Receipt and Recording of Stock Received

The key steps are noted below:

- 5.1.1 Reception advises the Procurement Officer in person/email that stock has arrived from the Supplier.
- 5.1.2 Procurement Officer checks the stock and/or goods that have been delivered against the Purchase Order issued to the Supplier.
- 5.1.3 If the goods are:
 - 5.1.3.1 As per the Purchase Order, the delivery note is signed by the Procurement Officer.
 - 5.1.3.2 If not, then the goods are returned to the Supplier.
 - 5.1.3.3 If the goods are damaged, the goods are returned to the Supplier, this is noted on the delivery note.
 - 5.1.3.4 The Purchase Order is kept on record with the relevant notes written on it to record the status of the order.
 - *If the order is only partially fulfilled, the Procurement Officer notes this on the delivery note and on the Purchase Order copy held by the Procurement Officer.*
- 5.1.4 The delivery note is filed in the stock received file
- 5.1.5 The Sales Team is advised via email/in person that stock has been delivered and is on-hand for dispatch.

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6 Risks and Opportunities

6.1 Risks

The following risks have been identified:

RISK	BUSINESS IMPACT	MITIGATION ACTIONS
Defective stock	Unable to sell defective stock which may lead to revenue loss Potential sale loss due to poor turnaround time to customer	Visual inspection to ensure the integrity of stock received is in good condition
Stock theft	Revenue loss	Stock take (use stock register) to ensure stock balances
Non delivery by supplier	Unfulfilled customer orders, revenue loss	Follow up via email with supplier to ensure that all the stock ordered is received in good order
Incorrect stock	Non-fulfilment of customer order, Poor turnaround time to customer. Reputation damage.	Ensure stock items received are correct and quantity received are as per the Purchase Order, and delivery note/goods received note corresponds accordingly.

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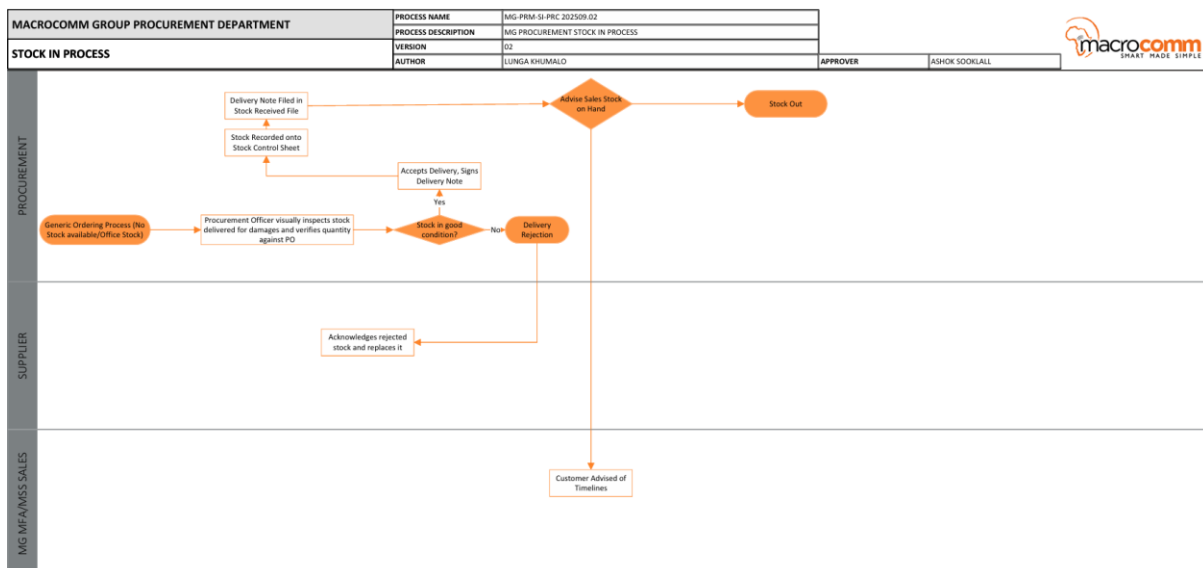
6.2 Opportunities

The following opportunities table will be used to help improve the procedure and processes for greater efficiencies.

OPPORTUNITY	BUSINESS IMPACT	PROCESS/PROCEDURE AMENDMENT, TRAINING REQUIREMENT

7 Processes

The processes mapped below are for Stock In.



8 Support

If there are any queries or problems regarding the Generic Stock-In Procedure contact either the General Manager or the Procurement Officer.