

SOP Template			
Company Name	Process Name	Date Created	Revision Number
Jason's Audio Video	Receiving Products	5/3/23	1
Process Frequency (Daily/Weekly/Monthly/Project Based)			
Daily			
Process Description			
Receiving product against purchase orders and staging them for the designated project. Ensuring all items on a purchase order that are received and linked to a sales order shows the proper quantities and allocated area in that sales orders product manager.			
Who's Involved		What are the inputs?	
Name	Department or Function	Documents, SOW, Approval, Labor, Etc.	
Luke	Warehouse	Product delivered to warehouse	
What are the sequential steps?			
Step Description		Who is Responsible?	
All Phases - Locate the shipment(s) packing slip/documentation		Warehouse	
All Phases - Verify the quantity received against the packing slip		Warehouse	
All Phases - Open Purchase order portal and enter the PO# from the packing slip		Warehouse	
All Phases - Determine if the parts are for a Project, Service work order, Stock, *N/A or *RMA		Warehouse	
All Phases - Receive and allocate the parts on the PO to the proper inventory/staged location in iPoint		Warehouse	
All Phases - In the item receipts screen, commit all of the received items and close to save changes		Warehouse	
All Phases - Physically label and stage parts in the proper area in the warehouse		Warehouse	
All Phases - If the items are stock put them on their proper shelf		Warehouse	
All Phases - If the items are for a Project/Service stage them accordingly in the staging areas		Warehouse	
*N/A- These items were purchased outside of any Service WO, Project sales order or stock order		Warehouse	
*N/A- The disposition of these items will usually require direction from Sales		Warehouse	
*RMA- All RMA items will need to be entered into the RMA portal on iPoint		Warehouse	
*RMA- Enter in the client's information, Part's information and which Vendor it is returning to.		Warehouse	
*RMA- Update the status of the RMA and enter any important notes.		Warehouse	
What are the outputs [Defined Standards of Completion or Deliverables]			
Equipment received and staged			
Who does the process transfer to next?			
Name	Department or Function	Milestone	
Roy	PM	Applicable Labor Phase	
Chris	Ops		
Jason	Sales		