		SOP Template			
Company Name	Process Nam		e Created	Revision Number	
One-Touch Automation	Receiving Produ	ıcts	5/14/24	Rev. 1	
	Process Frequency	(Daily/Weekly/Mont	hly/Project Bas	sed)	
		Daily			
	Р	rocess Description			
		•		,	
	Receiving product	s from Contacts, S			
	s Involved			e the inputs?	
Name	Department or Fu	nction Docu	Documents, SOW, Approval, Labor, Software, Etc.		
Melissa Feller	Office		Dtools, Quic	kbooks and Excel	
Warehouse	Warehouse				
	1871				
		re the sequential st	eps?	1	
Step Description				Who is Responsible?	
Receive shipment				Warehouse	
Remove packing slips and check contents to make sure what is on packing slip is in the box.				Warehouse	
Note any discrepancies on the packing slip				Warehouse Warehouse/Office	
Reference D-Tools purchase order to determine which product is for which project				Warehouse Warehouse	
Label Boxes with correct job/service name and put in correct spot - Staging, RMA or Service Shelf				Warehouse	
Warehouse deliver packing slip to office for receiving Take packing slip and mark off received product in D-tools				Office	
Take packing slip and mark off on client estimate Excel sheet				Office	
Give packing slip to office for billing				Office	
If all products for job are in - update Monday board				Office	
p. o a a o ap	auto monauj zoulu				
\A/ _{0.04.0}	are the eutrote ID-fin	and Standards of Co	mulation or D	livorables]	
	are the outputs [Defin		•	<u>-</u>	
Product in staging area, produc	t received in D-Tools, pack	ing slip given to office ma	<u>nager, Monday.co</u>	m poard updated	
	\A#	uh	. 1		
		the process transfer	to next?		
Name	D	epartment or Function		Milestone	
Donna		Office		Schedule Rough-In	
Melissa		Warehouse	·		
Project Manag	ger	PM	Schedule Rack Build		
			Scl	hedule Equipment Delivery	