***Walkthrough attribute documentation***

**Attribute A** - On a daily basis, the purchasing clerk prepares a Matching Report (PO-GRN-APV) by extracting the PO-GRN report from the inventory module and manually enters the respective AP invoice. The purchasing clerk agrees the purchase order (PO) as per Matching Report with the PO on file in the inventory module, the GRN stamped and signed by the supervisory warehouse employee, and the invoice from the AP list (goods purchases, quantity, unit price and supplier's name). The assistant purchasing manager reviews the work performed by the purchasing clerk by checking the mathematical accuracy and reperforming the matching done.

**Attribute B** - The assistant purchasing manager checks the GRN dates and ties it up with the application date per Inventory module.

**Attribute C** - The assistant purchasing manager notes for any exception noted by the purchasing clerk and investigates any exception.

**Attribute D -** The purchasing clerk signs the three-way matching report as preparer and submits it to the assistant purchasing manager for approval.

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Metaliks Inc**√ t/a B03.2 1/ and B03.3 1/  28 Bent Road, Zurich, Switzerland  +41 22 909 1212  +41 22 909 1515 | | | | | | **Purchase Order**  **B03.1 6/** | | | | | | |
|  | | | | | | | | | | | | |
| To:  Shawn Edwardes,  *Sales Manager*  Metaliks, Inc.  28 Bent Road, Zurich, Switzerland  +41 22 909 1212 | | | | Ship & Bill To:  Keith James,  *Assistant Purchasing Manager*  Summit Equipment  100 Main Avenue, Zurich, 8000, Switzerland  +41 22 767 6111 | | | | | | PO Number:  487902723 √  t/a B03.3 1/ | | |
|  | | | | | | | | | | | | |
| **PO Date** | | **Vendor** | | | **Vendor No.** | | | **FOB Point** | | | **Terms** | |
| 29 August 20X6 | | Metaliks, Inc. | | | 970032748 √  **t/a B03.3 1/** | | | Destination | | | 15 days | |
| Goods needed by: | | 3 September 20x6 | | |  | | |  | |
| **|---------------------------------------------------- Tied up to the Invoice (B03.3 1/)---------------------------------------------------|**  **|---------------- Tied up to the GRN (B03.2 1/)---------------------------------------------------|** | | | | | | | | | | | | |
| **Qty** | **Unit** | | **Description** | | | | | | **Unit Price** | | | **Total** |
| 140 | Each | | 8 feet long 2,5 inch diameter metal poles | | | | | | CHF 27.56 | | | CHF 3,858.40 |
| 130 | Each | | 2,5 inch diameter metal T-joints | | | | | | 8.71 | | | 1,132.30 |
| 135 | Each | | 2,5 inch diameter metal Elbow-connectors | | | | | | 9.14 | | | 1,233.90 |
| 180 | Each | | 8 feet x 8 feet 2 inch wide designer metal sheets | | | | | | 46.16 | | | 8,308.80 |
|  |  | |  | | | | | |  | | |  |
|  |  | |  | | | | | |  | | |  |
|  |  | |  | | | | | |  | | |  |
|  | | | | | | | Subtotal | | | | | CHF 14,533.40 |
| Sales tax (7.82%) | | | | | 1,136.52 |
| D.K. 29.8.x6  K.J. 29.8.x6 √ | | | | | |  | Est. Shipping and handling | | | | | 225.23 |
| **Total** √ | | | | | CHF 15,895.15 |
| **Footed** | | | | | |
|  | | | | | | | | | | | | |

**GOODS RECEIPT NOTICE (GRN)**

**B03.2 1/**

**Summit Equipment**

For All Your Unique Outdoor Experiences!

100 Main Avenue, Zurich, 8000, Sqitzerland+41 22 767 6111

+41 22 767 6222

t/a B03.1 6/ and B03.3 1/

GOODS DELIVERY NOTE PO #487902723√

3 September 20X6

Supplier: Metaliks Inc √ t/a B03.1 6/ and B03.3 1/

Supplier #: 970032748

**|---------------- Traced to the Invoice (B03.3 1/) & PO (B03.1 6/)---------------------------------------------------|**

Description √ Unit Quantity

8 feet long 2,5 inch diameter metal poles pcs 140

2,5 inch diameter metal T-joints pcs 130

2,5 inch diameter metal Elbow-connectors pcs 135

8 feet x 8 feet 2 inch wide designer metal sheets pcs 180

DATE GOODS RECEIVED FROM CARRIER

3 September 20X6

SIGNATURE OF CARRIER

Sean Lee\_\_\_\_\_\_\_\_\_\_\_\_\_\_

SIGNATURE OF WAREHOUSE EMPLOYEE

Charli Yung\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_



**B03.3 1/**

R. Clark 9/9/20x6

***INVOICE***

**Metaliks Inc**√ T/A B03.1 6/ and B03.2 1/

28 Bent Road, Zurich, Switzerland

+41 22 909 1212

+41 22 909 1515

To: **Invoice NO: 776809274**

√ t/a **B03.1 6/**

Keith James, PO Number: 487902723

*Assistant Purchasing Manager* PO Date: 29 August 20X6

√ t/a **B03.1 6/**

Summit Equipment

100 Main Avenue, Zurich, 8000, Switzerland

Phone: +41 22 767 6111 Fax: +41 22 767 6222

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Invoice Date** | | **Customer** | | | **Customer No.** | | | | **FOB Point** | | **Terms** | |
| 7 September 20X6 | | Summit Equipment | | | 96032748 | | | | Destination | | 15 days | |
| **|----------------------------------------------------- Traced to the Invoice (B03.3 1/)---------------------------------------------------|** | | | | | | | | | | | | |
| **|---------------- Traced to the GRN (B03.2 1/--------------------------------------------------|** | | | | | | | | | | | | |
| **Qty** | **Unit** | | **Description** | | | | | | | **Unit Price** | | **Total** |
| 140 | pcs | | 8 feet long 2,5 inch diameter metal poles | | | | | | | CHF 27.56 | | CHF 3,858.40 |
| 130 | pcs | | 2,5 inch diameter metal T-joints | | | | | | | 8.71 | | 1,132.30 |
| 135 | pcs | | 2,5 inch diameter metal Elbow-connectors | | | | | | | 9.14 | | 1,233.90 |
| 180 | pcs | | 8 feet x 8 feet 2 inch wide designer metal sheets | | | | | | | 46.16 | | 8,308.80 |
|  |  | |  | | | | | | |  | |  |
|  |  | |  | | | | | | |  | |  |
|  | | | | | | | | Subtotal | | | | CHF 14,533.40 |
| Sales tax (7.82%) | | | | 1,136.52 |
|  | | | | | |  | | Shipping and handling | | | | 225.23 |
| Other | | | |  |
| **Total** √ | | | | CHF 15,895.15 |
| **Footed** | | | | |
|  | | | | | | | | | | | | |
| Authorized by Shawn Edwardes | | | | 7/9/20X6 | | |
| Metaliks Inc Sales Manager | | | |  | | |