PROCUREMENT

NON-QUARANTINE PROCESS

i. Goods will be received <u>directly</u> into **store**.

ii. The Company Configuration <u>Enforce Quarantine</u> flag must <u>not</u> be selected.

NON-QUARANTINE STOCK PROCUREMENT PROCESS

1. Create a Purchase Requisition to <u>Replenish Stock</u> in the company warehouse(s) / <u>Fulfil a Part Request</u> (for client demand)

2. <u>Requisition Approval (Release & Approve)</u>

3. <u>Print Purchase Order</u>

4. <u>Receive Goods</u> (Deliveries) into the Stock Warehouse

5. Machine Set up (if required)

   a. <u>Assign Meter</u>

   b. <u>Add Initial Meter Reading</u>

   c. <u>Assign Manufacturer Warranty</u>

6. <u>Create Supplier Invoice</u>

7. <u>Accept Supplier Invoice</u>

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