We are currently updating our site; thank you for your patience.

PROCUREMENT

QUARANTINE PROCESS

i. Goods will be received into **quarantine**, where they must first be released, and then can be received into store.

ii. A Quarantine Inventory Warehouse must be set up.

iii. The Company Configuration Enforce Quarantine must be selected.

iv. The Supplier must have the Shipping Costs Included flag not ticked.

v. The Include Shipping flag on the Purchasing Centre must be ticked.

1. Create a Purchase Requisition to Replenish Stock in the company warehouse(s) / Fulfill a Part Request (for client demand)
2. Requisition Approval (Release & Approve)
3. Print Purchase Order
4. Receive Goods (Deliveries) into the Quarantine Warehouse
5. Create (Non Stock) Purchase Requisition for Shipping Costs
6. Print (Non Stock) Purchase Order for Shipping Costs
7. In the Quarantine screen: **Either** , Revalue and Release Goods from Quarantine (into the default warehouse set up on the part - if there is none set up it will go to the site default warehouse) **Or,** Return Goods to Supplier
8. Machine Set up (if required)
    i. Assign Meter
    ii. Add Initial Meter Reading
    iii. Assign Manufacturer Warranty
9. Create Supplier Invoice for the Part
10. and a second invoice for the Shipping Costs

11. <u>Accept Supplier Invoice</u> for the part and
12. accept supplier invoice for the shipping costs

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