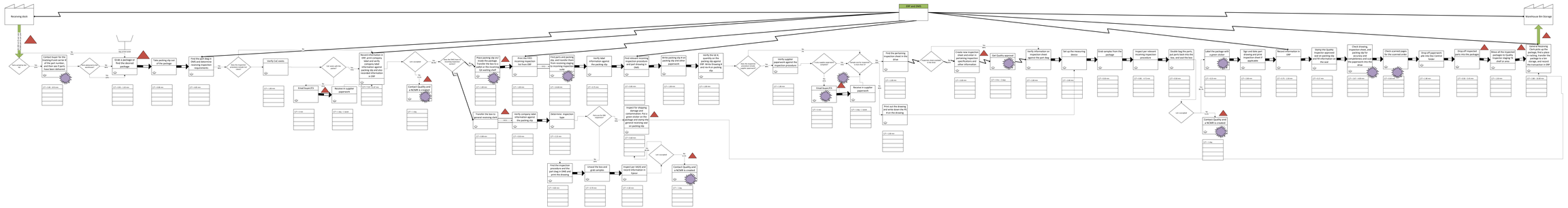
Receiving dock
SAP goal line
Warehouse Bin Storage
Is the package ok
Contact Buyer for the tracking # and carrier if all the parts or orders, or packages, or pallets have been delivered
Grab a package or find the declared package
Take packing slip out of the package
Find the gold dwg in the drawing system matching inspection requirements
Is the PO match the packing slip?
Verify CoC exists
Is a CoC valid for parts?
Email SupplCES
Receive in supplier paperwork
Record information in SAP, print company labels, and attach the company label information against the packing slip, and recorded information in SAP
Is a CoC needed
Contact Quality and a NCMR is created
Does the DWG have a "Critical Dim"
Place the packing slip on a pallet, and transfer the box to a pallet or the receiving dock, and transfer the box
Transfer the box to general receiving area
From the DEG: Create a Material Master Act from SAP
Verify company label information against the packing slip
Determine inspection type
Find the Inspection procedure and the part dwg in DWG and find the drawing
Unseal the box and grab samples
Inspect per AQCE and record information in Epicor
Does box or lot fail inspect
Inspect for shipping damage and if damaged, place a green sticker on the box, and record the general receiving info on packing slip
Lot is scanned
Contact Quality and a NCMR is created
Find relevant incoming inspection procedure and part drawing and send drawing to QMS
Write packing slip # on the part drawing in the DWG: Write Drawing # and rev # on packing slip
Verify the lot # quantity on the packing slip matches the DWG: Write Drawing # and rev # on packing slip
Does the incoming inspection procedure exist?
Verify supplier paperwork and the inspection procedure
Is the supplier paperwork correct?
Email SupplCES
Revise in supplier paperwork
Find the pertaining inspection sheet in the drive
Find out the drawing revision and rev # on the drawing
Create new inspection sheet and enter in pertaining inspection procedure and other information
Get Quality approval
Verify confirmation on inspection sheet against the part dwg
Set up the measuring device
Grab samples from the package
Inspect per relevant incoming inspection procedure
Double bag the parts, and put back into the box, and seal the box
Label the package with a green sticker
Sign and date part drawing and print inspection sheet if applicable
Record information in SAP
Stamp the Quality inspection sheet with date and or packing slip and fill information on the sheet
Check drawing, inspection sheet, and packing slip for accuracy and completeness and sign the paperwork and stamp it done
Check scanned pages for the scanned order
Drop off paperwork pile into the Central folder
Drop off inspection parts into the package(s)
Move all the inspected packages to Quality Inspection staging area and scan
Lot # scanned
Contact Quality and a NCMR is created
Optional Receiving Clerk picks up the inspected parts, and if in waiting, transfer the package to a bin location, and record the transaction in SAP
Yes
No