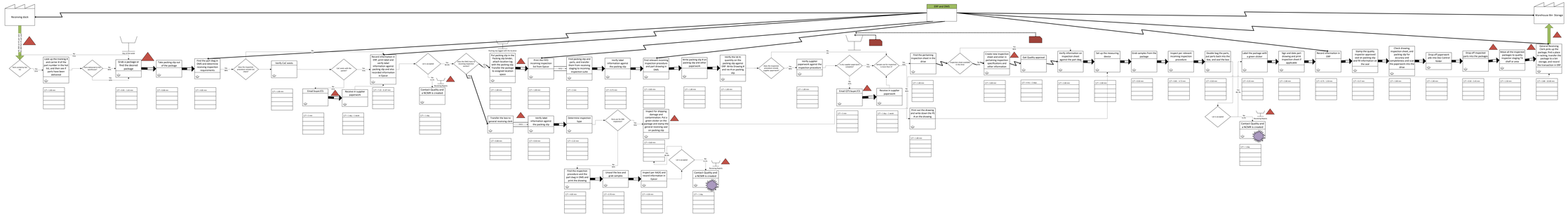
Receiving dock
SAP goods Mvts
Warehouse Bin Storage
Is truck ready to go
Load up the trucking 3 and carrier if all the sets number on the manifest and all the parts have been delivered
Is truck ready to go
Grab a package or find the skipped package
Take packing slip out of the package
Find the gdn bag in the packing slip matching inspection requirements
Is the package inspection needed?
Verify CoC exists
Is CoC valid, not fake or expired?
Email Supp/CS
Receive in supplier paperwork
Record information in ERP, print label and attach the information against packing slip and also record information in Excel
Is it a NCMR?
Contact Quality and a NCMR is created
Quality Notification
Does the DMS form "Ready to Ship" exist?
Verify tag on bagged with the location
Put packing slip in the bag and attach location tag. Find the pallet and transfer the package to assigned location tasks
Move the package to assigned location tasks
From the FIFO Location, find the pallet that have Epicor
Find packing slip and parts, and transfer them from receiving staging to receiving
Verify label information against the packing slip
Find relevant incoming inspection procedure and part drawing and
Write packing slip # on the DMS and attach paperwork
Quantity on the packing slip matches ERP. Write Drawing # and rev # on packing slip
Verify the W & quantity on the packing slip matches ERP. Write Drawing # and rev # on packing slip
Verify supplier information against the inspection procedure
Is it a supplier paperwork issue?
Email QTS Buyer/CS
Revise in supplier paperwork
Find the pertaining inspection sheet in the drive
Find out the drawing revision and write it 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 data
Set up the measuring device
Grab samples from the package
Inspect per relevant incoming inspection procedure
Disable bag the parts, put parts back into the bin, and seal the box
Is it a NCMR?
Contact Quality and a NCMR is created
Label the package with a green sticker
Sign and date part drawing and part inspection sheet if applicable
Record information in ERP
Stamp the quality inspection sheet and put on packing slip and fill information on the seal
Check drawing, inspection sheet, and packing slip for accuracy and completeness and sign the paperwork and stamp the sheet
Drop off paperwork pile into Doc Control folder
Drop off inspected parts into the package
Move all the inspected parts from the inspection staging area to shelf or area
Delete Receiving Stock in Receiving Dock, seal the package, find a place in Warehouse Bin Storage to put the package for storage, and record the transaction in SAP
Receiving Stock in Receiving Dock
Inspect for shipping damage and if it is present, put a green sticker on the part and move it to general receiving area
Is it a NCMR?
Contact Quality and a NCMR is created
Find the Inspection procedure and the part bag in DMS and find drawing
Unseal the box and grab samples
Inspect per AQQS and record information in Epicor
Receiving Stock in Receiving Dock
Receive the item in general receiving area
Verify label information against the packing slip
Determine inspection type
Is it a NCMR?
Contact Quality and a NCMR is created