

Storeroom Receiving SRC

This process involves the receipt, verification, inspection, and transfer of ownership from Vendor to storeroom.

Basic Trigger

- Carrier delivers shipment to dock

Key Steps:

1. Parts delivered to the storeroom for inventory restocking, planned work kitting, or expedited repairs
2. Shipments are inspected for damage
3. Carrier documentation is validated
4. Packing list and Purchase Order (PO) confirmed against items received
5. Inspector notified that item is ready for inspection, if required
6. Receipt information is entered inventory management system, generating a "goods received" notification
7. Bill of lading and packing list are scanned to the PO
8. Items are routed to storeroom inventory, an existing planned job kit, or Requester

Final Output

- Item entered into storeroom inventory and kitted or held for pick-up by Requester

What's Different?

- Incoming items are routed through the storeroom Receiving department and documented in the inventory management system
- Purchased items will have a paper trail and chain of custody

Benefits

- Items are verified for quantity, quality and correctness
- Timely resolution of shortages / damages
- Real-time inventory tracking
- Supports maintenance planning and scheduling of equipment repair activities
- Effectively tracks material costs to maintenance work orders