

**Receipt of Goods**

**EN ISO 9001 2015**

**Authorised:**

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This procedure has been completely reviewed. Therefore no individual paragraphs have been starred (\*) to indicate changes.

**1. Aim**

To define the actions, authority and responsibility within Plastica, necessary for the adequate control of receipt and verification of goods to ensure that purchase specifications are met. These purchases are for either Wholesale or raw materials for manufacturing.

**2. Scope**

All goods purchased by Plastica for the purpose of:

- i) Direct sales – From Supplier to end customer
- ii) Manufacturing – Raw materials
- iii) Warehouse – Bought In Products

**3. References**

ISO 9001: 2015  
Quality Manual  
QP13 Control of non-conformances  
Goods Inward Works Instruction 8.1

**4. Responsibility**

*Operations Manager:* for overseeing the running of the receipting and inspection processes relating to receipted goods. The storage and handling of goods once they have been accepted and stored in the Warehouse.

*Warehouse Operatives:* to undertake the receipt, inspection, testing and documentation requirements.

*Department Supervisors:* as follows:

- i) Responsible for close liaison with Warehouse regarding inspection of raw materials for their relevant department.
- ii) Receipt of Goods at locations other than Warehouse must be identified to named department and procedures carried out to the same standard.

*Buyers:* responsible for ensuring any special requirements are identified to the Warehouse. Assistance may be required to carry out any identified checks.

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**5. Administration**

Copies of Purchase Orders  
Collection/Delivery Note  
Identification Labels  
Inspection Checklist  
Product Catalogue  
Substitute Delivery Note  
Goods received Form  
Receipt of Goods In Works Instruction W.I. 8.1

**6. Implementation and Control**

General - All Deliveries

Copies of all relevant Purchase Orders will be held by the Warehouse Department. These copies will include orders for all goods due to arrive at Plastica's premises. Goods due to arrive at places other than " Goods Inwards " will hold a copy of the Purchase Orders. All Goods regardless of delivery location (other than Direct customer deliveries) must be made known to the Warehouse Department in order for correct notation and identification to be facilitated.

*Inspection and testing:* (To be carried out either by Warehouse or any other appropriate Department Supervisor) in conjunction with Receipt of Goods Work Instruction W.I. 8.1

A basic check needs to be carried out on all deliveries prior to carrier delivery note being signed as follows:

- i) The Carrier paperwork matches the goods delivered, in respect of number of pallets/parcels.
- ii) Packaging integrity. No obvious signs of damage.
- iii) Delivery Note documentation is present.

Ensure carrier delivery note is signed according to quality and integrity of Goods.

A detailed check of the goods against the Supplier Delivery Note is then undertaken. Quantities received are annotated on the Delivery Note and any damage is noted. Any discrepancy of quantity or quality is brought to the attention of the appropriate Buyer or their Manager.

*If rejected*

The appropriate Purchasing Dept. is immediately informed to initiate any required action as detailed in Non-conforming product.

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*If accepted STOCK*

*Receipt to System:* The Supplier Delivery Note is checked against the Purchase Ledger or Scanner held in Goods In and the Goods are receipted to the System as per the Goods In Works Instruction 8.1. A GRN is printed. The GRN is clipped to the Supplier Delivery Note and is passed to Finance. The Purchase order copy is annotated with the quantities received and filed if complete or returned to the pending delivery tray if incomplete.

*Labelling:* The Goods are labelled/barcoded.

**7. Direct Orders**

Direct orders for products from suppliers are entered into AX by the Bought In Product Buyer. A copy of the P/O is sent to the supplier to fulfil the Sales Order. On receipt of the supplier invoice by Purchase Ledger, the P/O / Invoice are filed and the customer placing the direct order is invoiced.

**8. Records**

We will keep the following documents as quality records.

Purchase Order Copies  
Inspection Testing Records  
Goods Received Notes

**Cross-References**

**Control of Non-Conforming Product QP13**  
**Purchasing QP6**  
**Evaluation of Suppliers and Sub Contractors QP19**  
**Goods In Work Instruction 8.1**