

Purpose

The purpose of this procedure is to ensure that **ALL** goods being received are correctly received in that they are checked for correctness and quantity prior to being available for use or sale.

Procedure

- All CAA Purchase Orders are to be printed as a pdf file and saved to generic Onedrive location: **C:\OneDrive CAA - CAA\STORAGE\CAA Supplier Purchase Orders.**
The File naming format to be: Supplier, CAA PO NUMBER, CAA PART NUMBER eg IFS 23142 CDZ9-062
- There is a designated Goods Receiving Quarantine Bay with two sections.
 - Bay 1: Goods Received.
 - 100% of all goods received **MUST** be placed in this area upon receipt of ordered goods.
 - Bay 2: Processing/Holding Bay
 - 100% of goods are to be moved to/stored in this Section/Bay after Stores have completed Steps 1 – 3 below.
 - No goods are permitted to be used or sold whilst assigned to Quarantine Bay 1 & 2.

Stores Team

1. Stores Team receive delivery of Goods.
2. **Immediately** place goods into Quarantine Bay 1.
3. **Immediately** confirm if Packing Slip has been supplied with the Goods.
 - a. If no Packing Slip evident and no evidence to identify Supplier then consignment to be opened to determine nature of goods to identify Supplier.
 - i. If Supplier cannot be identified, Stores Team to email Brent, Sam, Lang, Duncan, Damien & Adele to request assistance to identify Supplier.
 - ii. Once Supplier identified refer to Point 3b.
 - b. If no Packing Slip is evident and Supplier can be determined, Stores Team are to contact Supplier and request Packing Slip be emailed to stores@cathodicanodes.com.au
 - c. If Supplier refuses to email Packing Slip, Stores Team to advise Supplier that CAA Purchase Orders request this as mandatory for acceptance of goods (see Dot Point 1 above). If Supplier continues to refuse to provide Packing Slip refer matter to Lang & Sam.
 - i. Lang or Sam to advise Supplier that goods will be held in Quarantine. Goods will not be accepted or paid for unless a Packing Slip is provided.
4. Once Packing Slip is received, Stores team must:
 - a. Find & Open CAA Purchase Order at Onedrive Folder (See Dot Point 2 above) and check if there is a CAA Drawing Number referenced. If yes, Stores Team must print and attach drawing to Packing Slip as reference for QA checking of goods.
 - b. Count received items and mark quantity on packing slip.
 - c. Stores Team must undertake full and proper QA check on goods for conformance to CAA PO and or drawing.
5. Once Step 4 has been completed, Stores Team move goods to Quarantine Bay 2.
6. Stores Team to place Supplier Packing Slip attached to CAA drawing (if applicable) in the Goods Receiving Tray.

Note: Maximum time allocation for Steps 1 to 6: 48 Hours from collection of Packing Slip

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Admin Team

7. Admin to collect Packing Slips from Goods Receiving Tray and take upstairs for processing.
 - a. Adele is Primary Responsible Person. Defaults to Sam or Lang in Adele’s absence.
8. Admin to process Packing Slip against MYOB purchase Order.
9. Admin to advise Purchase Order owner of any back orders
10. Purchase Order owner to determine if Back Order is required or is to be cancelled and advise Admin of such.
 - a. If cancelled, Purchase Order owner is to request Supplier to cancel back order.
11. Admin to enter quantity received with consideration to advice received against Point 10.
 - a. Back Order cancelled: amend MYOB Purchase Order quantity to received quantity
 - b. Back Order to remain: Admin creates back order in system and when back order is received Refer to Point 1 above.
12. Admin to complete Manual Stock Adjustment in MYOB for any Non Inventoried Supplier Items. For example, Items received from Industrial Fitting Sales (IFS) IFS – CDZ9-068, Paterson Precision Engineering (PPE) PPE – CDZ9-062, etc.
13. Admin must **email** Stores to advise that the relevant CAA PO can be removed from Quarantine Bay 2 and can be sold, used or put into relevant storage locations.
14. Admin to move the completed PDF in CAA Supplier Purchase orders to Processed Purchase Orders subfolder.

Note: Maximum time allocation for Steps 7 to 14: 48 Hours from collection of Packing Slip

Stores Team

15. Goods to be moved from Quarantine Bay 2 within 48 hours from receipt of email against Point 14.

END OF DOCUMENT

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