STOCK ORDERING PROCEDURE

Sales Analysis

- Create sales analysis for 6 months
- Pull report: Accpac – explore - Logs E - CT Accounts - Z Reports Master – Michelle - Sales analysis 2005
- Average out showing what is sold per month
- Seasonal items – print sales analysis for a year showing what was sold the previous year during that month.

1.

Stock Report

- Pull Report: Accpac – explore - Logs E - CT Accounts - Z Reports Master – Michelle – Absa Item Status with fix eta
- Stock Report shows what is on hand, on order and on back order
- Check stock report against sales analysis report and order stock accordingly.

2.

Purchase Orders

- Create purchase order (P/O) in Accpac
- Send P/O to the various suppliers via email
- Request Confirmation receipt of order

3.

ETA

- Confirm expected time of arrival (ETA) with Supplier
- Insert ETA into P/O on Accpac
- Client Liaisons revert back to customers with Back Orders
- Person who submitted the P/O follows up with Supplier to ensure stock arrival as per ETA.
- If not log query with Supplier

4.

Branding

- Do quality check when stock arrives.
- Send stock to Brander with delivery note (D/N)
- Add P/O number to D/N
- Explain what branding is required on D/N

5.

Booking In

- Stock arrives from brander
- Quality Check again
- Book into Accpac
- Invoice to clients (back orders)

6.

This document belongs to Sapphire Logistics exclusively, and is intended only for internal use by duly authorized personnel. The information contained herein and attached is confidential and is the Proprietary Intellectual Property of SAPPHIRE LOGISTICS. If you are not the intended user or recipient, please be advised that unauthorized use, copying, forwarding, printing, and disseminating any information related to this document is prohibited, and that you should not take any action based on the content of this document and/or its attachments. If you received this document in error, please contact Jenneke Nieves Asensio on +27 215320446 and destroy all copies of this document and any attachment. Please note that the views and opinions expressed herein are solely those of the author and do not necessarily reflect those of the company. While antivirus protection tools have been employed, you should check this document and attachments for the presence of viruses. No warranties or assurances are made in relation to the safety and content of this document and attachments. SAPPHIRE LOGISTICS accepts no liability for any damage caused by any virus transmitted by or contained in this document and attachments.

SAPPHIRE LOGISTICS