



## Purchasing Procedures

1. Buyer creates purchase order in CSD based on computer system review of the RRAR, inventory levels and sales orders entered in system for “stock”, “order as needed”, or “catalog” items.
2. Buyer sends purchase order to vendor via fax, email, or EDI.
3. Buyer manually acknowledges and confirms the PO one confirmation from the Vendor is received. Buyer then prints a hard copy or an electronic copy of the PO and files it.
4. Buyer may provide a copy of the purchase order to the Warehouse Manager. This is dependent on how each branch operates.
5. Warehouse Personnel print the Pre-Receiver and check delivery against vendor packing slip and purchase order, noting quantity discrepancies and damage, signs and dates packing slip and purchase order.
6. Delivery is unloaded by Warehouse Personnel.
7. Warehouse Manager forwards packing slip and purchase order to the person assigned to receive.
8. The person assigned to receive PO's matches delivery documents to purchase order and enters receipt into SX and forwards to Accounts Payable.
9. If receipt was for back ordered or special items, pick ticket generated by CSD will be forwarded to Operations Manager/Dispatcher.
10. At month end, Buyers verify that all receipts were received into SX.
11. At month end, Buyers review their open purchase orders for status, with corrective action taken as needed.
12. At month end, Purchasing Manager reviews open purchase orders from all locations.