

## Goods receipt:

Source: Designed by Fatimah Aly

- a) The process begins when the goods are ready to be transported to the consignee. The warehouse employee checks the delivery for quantity, quality and packaging. Moreover, they provide delivery documents and sign them. The goods are then officially ready to be transported.
- b) When the goods are delivered to the consignee, the delivery note is first checked and signed. Thereafter, compliance with the delivery date is checked. If the supplier delivered the goods late, the consignee has the right to reject the delivery. Otherwise, the process continues.
- c) Furthermore, the delivery is checked for correctness. If a wrong delivery is detected, the delivery will be rejected. If it is the right delivery, the process continues.
- d) In addition, packaging and external damage are also checked. If any damage is detected, the delivery is rejected.
- e) If no damage is detected and the delivery is correct, the delivery is then unpacked, and the goods are checked. If there is damage to the goods or an insufficient quantity, the goods are rejected.
- f) If the consignee rejects the delivery, he/she informs the supplier and creates a return document. He/she then packs the goods to be sent to the supplier.
- g) When the supplier receives the goods, he/she resolves the problem by either repairing or replacing the damaged goods or providing the missing quantity. Afterwards, he/she delivers the goods back to the consignee.
- h) Subsequently, if the goods are correct and no damage is detected, a space in the storage facility is prepared for the goods.
- i) The goods are then classified, sorted and registered using the storage system.



