

SOP Reference #: PUR011

Operation/Task:	<b>Excess Paper/Supplies/Parts Return</b>			Equipment:	<b>N/A</b>
Owner:	Purchasing Manager	Date Created:	1/20/16	Department:	Manufacturing Support
		Revision History:	See last page		

ALERTS (see below): Critical Step ◆ Quality Check ☑ Tip 😊 Team Safety +

**Purpose:** This SOP/work instruction ensures excess goods are cleaned up & returned in a timely manner to maximize potential to receive credits from vendor and support ENPOINTE 6S efforts.

Step #	Alerts	Step Description - "What to Do"	"How to Do it"	"Why to Do it"
1	<span style="color: red;">◆</span>	Upon completion of a job or repair identify any goods to be returned.	Locate the packing slip or load tag and change the quantity to the quantity of goods that can be returned	Communicate how many goods are available to be returned.
2	<span style="color: red;">◆</span>	Send a copy of the load tag or packing slip to purchasing.	Via email or intercompany mail.	Purchasing will need this information to determine what to do with the excess goods.
3	<span style="color: red;">◆</span>	Move the excess goods to the designated location. If the excess material is too large for the area inform Purchasing where the material will be located.	Pallet jack or forklift when certified. If not certified request support from material handler.	By moving the excess goods to a designated location will help keep staging areas organized.
4	<span style="color: green;">☑</span>	Confirm the goods are ok to return	Purchasing can visually inspect the goods to ensure they are ok to return.	Prevent wasting time setting up a return that they Vendor will not accept due to poor condition of the goods.
5	<span style="color: red;">◆</span>	Determine if the goods can be returned (1st choice), sold (2 <sup>nd</sup> choice), recycled (3 <sup>rd</sup> choice), scrapped (4 <sup>th</sup> choice)	Return: check the packaging to see if it is ok to be returned, check with the vendor to ok return. Sold: determine if the goods could be resold, Recycled: see if another area can use the goods, check with recycling vendor. Scrap: Last resort is to scrap.	To make sure we exhaust all possible options of utilizing the goods.
6	<span style="color: red;">◆</span>	Notify Material Handler on how to disposition the goods	Email a copy of the return paper work, if sold put a sign on the goods, if recycling inform who will be taking the goods to be recycled or if the goods are to be scrapped where the goods will be going.	To ensure the goods are not accidentally processed in an unfavorable fashion.

Notes:

Purchasing will complete and follow their SOP for doing the return.

Definitions:

Revision History	Description of Changes	Requested by	Date
Rev 1	Revised SOP to new format	Rick Hamann	12/1/15
Rev 2	Added Revision History table	Rick Hamann	8/1/16
Rev 3	Updated to current SOP format; branding updates: font, company name; Manager review – no changes	Rick Hamann	4/21

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Rev. Date 4/20