Incoming Goods Inspection

Module Guide: Incoming Goods Inspection

Module Location

Quality Control > Incoming Goods Inspection

Module Objective

The **Incoming Goods Inspection** module serves as the starting point and a dedicated task list for the quality control (QC) process on goods received from external suppliers. This module displays a list of goods receipts that require QC inspection and is used to initiate the inspection process.

1. Main View (Check List)

The main page of this module displays a list of all goods receipt documents that are awaiting or have gone through the quality check process.

View Explanation

- **View**: This page is the queue for incoming goods QC. You can see the **QC No.**, the reference **Goods Receipt Number, QC Date,** and **QC Result**.
- **Filters**: You can search for a specific document by **QC No.** or a **Date** range.
- **Action Buttons**:

- **[New]**: The primary button to start a new inspection process for a goods receipt document.
- **[Print]**: To print the inspection details.

2. Steps to Start an Incoming Goods Inspection

Step 1: Create a New Inspection Document

From the Main View, click the **[New]** button to open the **Add Inspection** form.

Step 2: Select the Receipt Document

On the form that appears, in the **Document** column, search for and select the **Goods Receipt Note (GRN) Number** whose goods you will inspect the quality of.

Step 3: Continue to the Inspection Process

After selecting the receipt document, click the **[Next]** button. You will be directed to the **QC Process** module (as documented previously) where you can input the inspection results (Pass/Fail) for the items in that receipt.

Workflow & Integrated Business Process

- **Trigger**: The need for an incoming goods inspection is usually triggered when a Goods Receipt document is created.
- **Process**: This module is used to select the GRN to be inspected, which then directs the user to the **QC Process** module for result input.

- **Result**: The recorded QC result (Pass/Fail) will determine if the received goods can be released from 'Quarantine' status to 'Available' stock.

Tips & Important Notes

- This module is the crucial first step in ensuring the quality of raw materials or goods purchased from suppliers before they are used or sold.
- This is an important daily work tool for the **Incoming QC** team.

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