
How do you know that a vendor sent an item on consignment?

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1. There is no MicroSolv Purchase Order (PO) or packing Slip from the vendor for the item.
2. The vendor sent more than the Purchase Order states for the same item is a possibility. Check with your supervisor on this.
3. The item is one of the products listed as a consignment item. See article: Most Common Consignment Items.
4. The items are from a vendor that we have this agreement with such as "Chemical Solutions". Check with purchasing or your supervisor for a current and full listing.

Once it has been confirmed that the item received is a consignment item contact your supervisor or purchasing department so they can adjust them into stock using the proper SOP.