
Consignment SOP

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Department(s): Purchasing, Receiving and Accounting

Please see below for the Standard Operating Procedure for items sent and then received on consignment. For more information on consignment items please see related articles.

1. When **Consignment items** have been physically received at MicroSolv the receiving department must **notify the purchasing** department to create a **PO**.
2. The **Purchasing** department will create a **Purchase order** for each item sent on **consignment**.
3. The **Receiving** department will **receive materials** as usual.
4. Once the item has been **sold** the **Accounting** Department **will create an invoice** and send the consignor the invoice. **Note:** This process can be done on a weekly or monthly basis.