

# Receiving Boards Procedure

## 1. Unload the Boards

- 1 Carefully unload the boards from the truck.
- 2 Place them neatly on the shop floor in the designated receiving area.

## 2. Verify the Shipment

- 1 Open the Excel file "Check the tape\_board order-receiving.xlsx."
- 2 Compare the received boards with the packing slip.
- 3 Once verified and counted, mark each item as Received in the file.

## 3. Label the Boards

- 1 On the side of each received board, clearly write the job name it belongs to.

## 4. Record the Material Information

- 1 Open the Excel file "Material-Board.xlsx."
- 2 Enter or update the following details for each received board:
- 3
  - Location
  - Thickness
  - Material name
  - Size
  - Quantity on hand
  - Job name
  - Supplier
  - Observations (e.g., damage, color variation, missing items, etc.)

## 5. Update After Cutting

- 1 After cutting, if there are any sheets left over, update the Quantity on Hand in the Material-Board.xlsx file to reflect the remaining material.