



Warehouse Information Form

(Ref. WAR-015)

WAR-015 Warehouse Processing Issues Return and Rejects

Purchasing team has to write clearly either to Distribute, Rework, Return or Destroy

Date	
Product/Material Code	
Product/Material Name	
Product/Material Location	
Product Booking Number (for distribution)	
GRS Number (in case of return)	
Purchase Order Number (in case of return)	
Vendor Invoice Number (in case of return)	
DR Number (in case of return)	
Sydco Contact	
Description of Product/Material	
Comment	

If goods to be returned to supplier, Purchasing team has to provide the following information

Date to be sent	
Address to be sent	
Transportation Mode	
Pallet Quantity	

Warehouse assembled by:	Sign:	Date:
Warehouse Checked by:	Sign:	Date: