



## **Making Receiving Visible**

Establish a white board for expected expedited parts in receiving for buyers and planners to visibly place the part number, description, PO number, quantity, supplier, and location where it is needed.

Additionally, it is important for the requestor to put his or her name and phone number. When it arrives, the requestor is contacted by the receiver, received in, and taken to the location. This reduces the confusion of looking for a hot part among all of the parts received for the day.

People and Processes, Inc.