

Process: Scrapping Product

Creation Date: 5/8/2024	Department: Inventory	Doc No: INV-SP-001	Approved Version: 1.0
Procedure Owner: Regional Inventory Manager	Process Author: Jeremy Higashiyama	Final Approved By:	Approval Date:
	Author Signature:	Approver Signature:	

Process – Scrapping Product

1. Purpose:

- 1.1. To remove any products from inventory that are expired, broken, or have been recalled.

2. Scope:

- 2.1. Scrapping is a corrective action for a Quality Alert.

3. Responsible Parties:

- 3.1. Inventory Supervisors
3.2. Depot Managers

4. References:

- 4.1. [Demo video](#)

5. Definitions:

6. Procedure:

- 6.1. After you have completed your transfer from Stock—> Quality control, you will then need to Scrap the product. From your internal transfer, select 'Scrap' from the top left hand corner.

Budge/INT/02020

EDIT CREATE

Print Action

PRINT RETURN SCRAP UNLOCK

DRAFT WAITING READY DONE

Scrap

Traceability

Valuation

Batches

Budge/INT/02020

Contact

Operation Type

Source Location

Tag Count

Destination Location

Metric Transfer Type

Effective Date

Source Document

Retailers Delivery

06/24/2024 14:34:14

Detailed Operations

To Process

Operations

Additional Info

Note

Product	From	To	Batch	Lot/Metric Tag	Destination Package	Qty Done	Available lot qty
[Tiger Mint(Test Brand)] Shatt...	BGKG/Sto...	BGKG/Quality Contr...	TEST-420-710	TESTLOT1000000000000000...		1.000	9.00

Budge/INT/02020

EDIT
CREATE

PRINT
RETURN
SCRAP
UNLOCK

6.2. After you select 'Scrap' a window will popup like below.

Scrap
×

Product		Package	
Quantity	1.000	Owner	
		Source Location	BGKG/Quality Control
		Scrap Location	Virtual Locations/Budget King (Dispensary): S

DONE
CANCEL

6.3. From here, you will need to fill out the following:

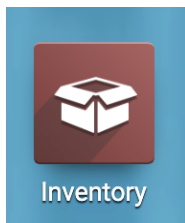
- 6.3.1. Product
- 6.3.2. Quantity
- 6.3.3. Package (Lot#)
- 6.3.4. Source Location (This should be Depot/Quality Control)
- 6.3.5. Scrap Location (Virtual Location/Depot)

Scrap
×

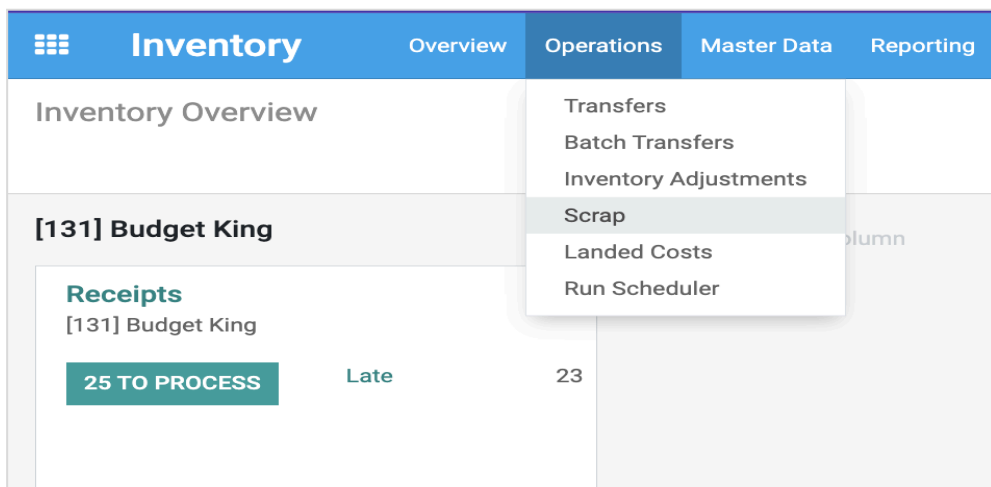
Product	[Tiger Mint(Test Brand)] Shatter Test 1	Lot/Serial	TESTLOT10000000000000002
Quantity	1.000 Each	Package	
		Owner	
		Source Location	BGKG/Quality Control
		Scrap Location	Virtual Locations/Budget King (Dispensary): S

DONE
CANCEL

- 6.4. Once you've confirmed the information, select 'Done'
- 6.5. Once you've finished, you will still need to validate the scrap. Now go back to the inventory module:



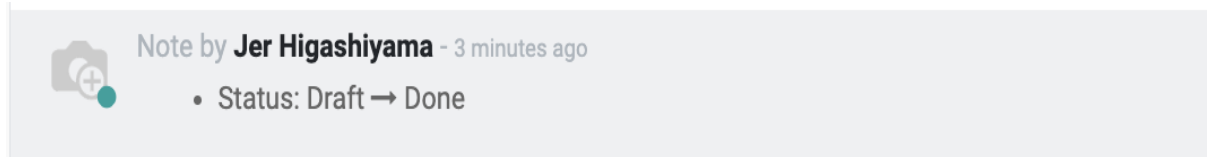
- 6.6. At the top, go to 'Operations' and select 'Scrap'



- 6.7. Now select the scrap that you created from the menu:

Scrap Orders							
<div> <div>CREATE</div> <div>IMPORT</div> <div></div> </div>				<div>Search...</div> <div> <div>Filters</div> <div>Group By</div> <div>Favorites</div> </div>			
<input type="checkbox"/>	Reference	Date	Product	Quantity	Unit of Measure	Source Location	Scrap Location
<input type="checkbox"/>	New		[Tiger Mint(Test Brand)] Shatter Test 1	1.000	Each	BGKG/Quality Control	Virtual Locations/Budget King (Dispensary): Scrap
							Draft

- 6.8. Once you've opened the scrap, select 'Validate'. After, you should see a log note that says that the status has moved from Draft—>Done. If you see this, you've successfully scrapped a product.



7. Revision History:

REVISION NUMBER	STEPS REVISED	REASON FOR REVISION	INITIALS	EFFECTIVE DATE
1.0	All	Initial creation	JH	05/10/2024