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COURSE BROCHURE

# Supply Chain Office Records and Approval Routing Training Course

7 – 11 June 2027
Singapore

# Supply Chain Office Records and Approval Routing Training Course

**Ref:** 3042_115433 **Date:** 7 – 11 June 2027 **Location:** Singapore **Fees:** 6900 GBP

Supply Chain Office Records and Approval Routing is a 1-week training course for supply chain administrators, coordinators and office supervisors, who leave with a records and approval routing manual for their purchasing, stores and transport office. Auditors and finance teams now expect every order, receipt and delivery to be traceable, with the right signature behind it. Jupiter Prime Training runs this course on supply chain office records and approval routing.

## Why Supply Chain Office Records and Approval Routing Matters Now

Paper and electronic records now sit side by side, so one purchase can leave traces in email, scans and shared folders. Finance and audit teams want each payment linked to an approved requisition, order and signed receipt. Orderly files and clear sign-off routes close queries quickly; poor ones bring lost documents, late payments and audit findings.

## Who Gains Most from Supply Chain Office Records and Approval Routing

- Administrators who raise, file and retrieve requisitions, orders and supplier correspondence
- Stores clerks who record goods received, issues, returns and stock adjustments
- Transport coordinators who hold delivery notes and proofs of delivery
- Office supervisors who check filing and chase overdue sign-offs

The largest gain comes when purchasing, stores and transport office staff from one site attend together.

## Supply Chain Office Records and Approval Routing Capabilities

Participants turn scattered paperwork into indexed files with a clear route for every signature.

- Design a file plan and naming convention for order, receipt and delivery records — the office supervisor
- Apply version and status control to requisitions, orders and amendments — buyers and requesters
- Build an approval routing table that matches document type and value to the signatory — budget holders
- Test a sample of payment files for matching order, receipt and invoice evidence — the finance team
- Specify retention periods and archive steps for closed supply files — internal and external auditors
- Communicate a weekly backlog and exceptions report to department heads — the supply chain manager

## Key Supply Chain Office Records and Approval Routing Terms

- File plan — the agreed folder structure showing where each type of supply record is kept.
- Goods received note — the stores record confirming the quantity and condition of goods that arrived.
- Proof of delivery — the signed or captured evidence that a consignment reached the named recipient.
- Approval routing — the fixed sequence of people who must review and sign a document before it takes effect.
- Three-way match — the check that the order, the goods received note and the supplier invoice agree before payment.
- Retention period — the length of time a closed record must be kept before it is archived or destroyed.

## Supply Chain Office Records and Approval Routing Day by Day

### Day 1: The Paper Trail Behind Every Purchase

- Purchase-To-Delivery Document Map — Showing Which Record Each Step Creates
- Records Inventory Survey — Finding Where Supply Files Currently Live
- Paper And Electronic File Comparison — Choosing The Master Copy For Each Record
- Roles And Hand-Off Chart — Clarifying Who Raises, Checks And Files
- Record Failure Cases — Learning From Lost Receipts And Missing Signatures

### Day 2: Order, Receipt and Delivery Records

- Requisition And Purchase Order Files — Recording Need, Budget Line And Supplier
- Goods Received Note Practice — Capturing Quantity, Condition And Shortages At Stores
- Stock Issue And Return Slips — Linking Store Movements To Requesting Departments
- Delivery Note And Proof Of Delivery Control — Closing Each Consignment Record
- Three-Way Match Checklist — Preparing Clean Files For Supplier Payment

### Day 3: Filing, Naming and Version Control

- File Plan Design — Grouping Records By Supplier, Order And Period
- Naming Convention Rules — Making Any Document Retrievable By Search
- Version And Status Marking — Separating Drafts, Approved Copies And Amendments
- Scanning And Indexing Routine — Turning Paper Receipts Into Searchable Records
- Retention And Archive Schedule — Deciding When Closed Files Move Or Go

### Day 4: Approval Routes and Office Reporting

- Approval Routing Table — Matching Document Type And Value To Signatory
- Delegation And Absence Cover Rules — Keeping Sign-Off Moving During Leave
- Pending Approvals Log — Chasing Overdue Signatures Before Suppliers Complain
- Weekly Backlog And Exceptions Report — Showing Department Heads What Is Stuck
- Interdepartment Query Register — Tracking Questions Between Stores, Finance And Users

## Day 5: Practising the Records and Approval Routing Manual

- File Sample Audit Exercise — Applying The Match Checklist To Case Payment Files
- Routing Scenario Drill — Applying The Approval Table To Unusual Requests
- File Plan Clean-Up Case — Applying Naming And Version Rules To A Messy Folder
- Office Routine Calendar — Setting Daily, Weekly And Month-End Paperwork Tasks
- Records And Approval Routing Manual — Assembling Plan, Routes And Reports For Sign-Off

## Applying Supply Chain Office Records and Approval Routing After the Course

- Run the three-way match checklist on twenty recent payment files and report the gaps.
- Draft the approval routing table for your site and agree signatory limits with finance.

## Supply Chain Office Records and Approval Routing Questions FAQ

### What is supply chain office records and approval routing, and why does it matter now?

Supply chain office records and approval routing is keeping orders, receipts and delivery papers in order and routing each to the right signatory. It matters now because mixed paper and electronic files make purchases harder to trace.

### Which roles gain most from supply chain office records and approval routing training?

Supply chain administrators, stores clerks, transport coordinators and office supervisors gain most. You benefit if you handle supply paperwork in a hospital stores office or a construction materials yard.

### How does supply chain office records and approval routing differ from a general records management course?

This supply chain office records and approval routing course works only on purchasing, stores and transport papers. General records management courses cover every record type across an organisation.

### What do you bring back from supply chain office records and approval routing training?

You bring back a records and approval routing manual. It sets out the file plan, naming rules, signatory routes and weekly reports.

## Supply Chain Office Records and Approval Routing: The Way Forward

The records and approval routing manual first informs who signs which purchase documents and where each record is filed. Administrators, stores clerks and office supervisors use it daily. After its first month, revisit the routing table and backlog report against the queries, delays and missing papers that still reached the supply office.