**Department: store #02 Date: 18/5/2021**

**Process Flow Chart**

Material weighed and store in storage area & generating GRN on

SAP

Material receiving on main factory gate and inform store department

Sample giving to concern Lab for testing

If “NOT APPROVED” properly mentioned and avoid to issue, add as rejected material

if “APPOVED” material is ready to use and will issue according to procedure

To make a decision of issuance/rejection on the basis of lab tasting

Production & dispatch process from concerned production department

Entry of issue components on SAP according to production sheet

Material issuance according issue request from prod department

Receiving sales order from sales department via SAP

Dispatch finished good to customer according to delivery note (SAP)

Generation and approval of Outward gate pass from GM/ concerned authorities

**Checked By (HOD): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Approved by (GM): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**