1. **Purpose**

To establish, implement and follow a specific procedure for returning material back to the store due to planning change and other concerned reasons

1. **Scope**

Scope of this document is to ensure a coordination b/w production and store department in case of any material retuning process

1. **Responsibilities**

* Production department
* Store department

1. **Procedure**

* Intimation of plan changing from department HOD or production I/C
* Return to store process
* Concerned SAP working

1. **Operational Steps**

* When Production changed their plan according to customer demand they inform about changed plan and return material after cancelled the production order. Cancellation will be mentioned in remarks column of production order by concerned department
* Store department:-

1. Adjust the useable materials in next production order so they will be used in next production
2. Return the remaining material back into the store and store I/C will check it physically for further verification
3. Store department will reverse back the issue components of returned production order
4. **Precautions**

* On time and prior information should make sure from concerned department to store to avoid any chance of mixing and other inconvenience during return procedure
* Store department also should pick and get back the material (returned) on most prior and convenience basis
* Store persons should check the “ready for return” material either they have been mixed with each other or not. In case of any findings they will inform concerned managements
* Batch reverse process should be done or completed with lot of care and responsibility to avoid any chance of difference in stock ledger

1. **Associate documents and records**

(if any)

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