


<div>Attachment # n/a</div> <div></div> <div><u>NIMIR BLENDING BUSINESS - NICL</u></div>		Document No	SOP-SALES-001	
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Prepared by: _____ ERP Dept.

QA Review: _____
Manager QA

Approved by: _____
(DIR/CFO/GM/FM)

1. **SCOPE / PURPOSE**

This SOP defines the Nimir Industrial Chemicals Limited Blending Business Process and gives end-to-end solution with a guideline to the related departments as defined in Point-3 of this SOP to perform their functions.

2. **OPENING OF NEW ITEM CODE AND RECIPE**

A new item code request shall be raised by the **Marketing Department** and will take on-board the below noted departments., which will scrutinize this product's nature as

- a. Research & Development (R&D) / QC Departments, as detailed in section 3.10
- b. Admin Department, as detailed in section 3.5.
- c. Import Department as detailed in Section 3.4
- d. Production Department as detailed in 3.7
- e. Costing Department as detailed in 3.11
- f. Quota Maintenance / Tax Department as detailed in 3.12
- g. ERP Department as detailed in 3.13

3. **ROLES AND RESPONSIBILITIES NIMIR BLENDING SETUP.**

Below noted are roles with process and responsibility of related departments for NRL Blending Business.

- 3.1 MARKETING DEPARTMENT
- 3.2 MRP DEPARTMENT
- 3.3 PROCUREMNT DEPARTMENT
- 3.4 IMPORT DEPARTMENT
- 3.5 ADMIN DEPARTMENT
- 3.6 WAREHOUSE DEPARTMENT
- 3.7 PRODUCTION DEPARTMENT
- 3.8 QC DEPARTMENT
- 3.9 SALES CONTROL / LOGISTIC DEPARTMENT
- 3.10 R&D/QC DEPARTMENT
- 3.11 COSTING DEPARTMENT
- 3.12 TAX DEPARTMENT / QUOTA MAINTENANCE
- 3.13 ERP DEPARTMENT

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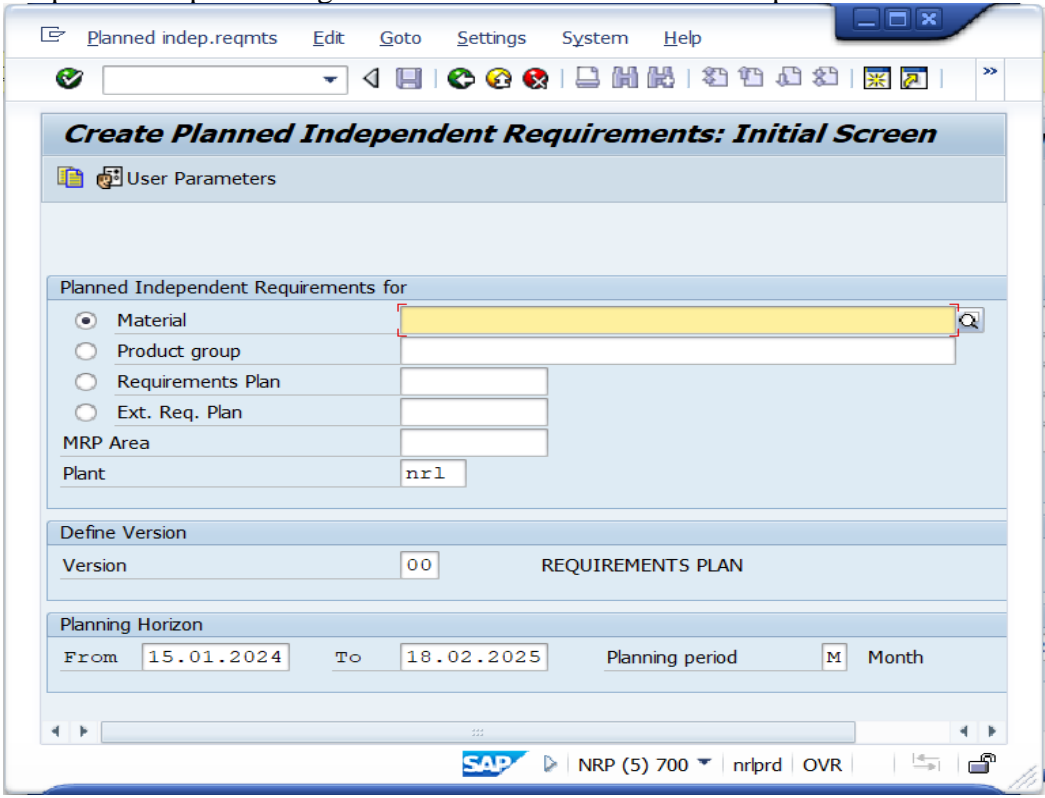
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3.1 MARKETING DEPARTMENT

- a) The Marketing Department is responsible for giving well-in-time sales forecasts to the MRP Department. Sales forecast shall be entered business partner-wise through SAP T-Code (MD61). **Mr. Sharafat Ali** is the designated person for performing this action and custodian of this update in SAP.




The screenshot displays the SAP MD61 'Create Planned Independent Requirements: Initial Screen'. The interface includes a menu bar (Planned indep.reqmts, Edit, Goto, Settings, System, Help) and a toolbar. The main form is divided into several sections:

- User Parameters:** A section for defining user-specific parameters.
- Planned Independent Requirements for:** A section with radio buttons for 'Material' (selected), 'Product group', 'Requirements Plan', and 'Ext. Req. Plan'. Below these are input fields for 'MRP Area' and 'Plant' (containing 'nrl').
- Define Version:** A section with a 'Version' input field (containing '00') and a label 'REQUIREMENTS PLAN'.
- Planning Horizon:** A section with 'From' (15.01.2024), 'To' (18.02.2025), and 'Planning period' (M Month).

The SAP logo and transaction code 'NRP (5) 700' are visible in the bottom status bar.

- b) In case of on-demand sales requirements they will coordinate with the Sales Control Department for the posting of Sales Orders directly into the SAP system.
- c) Quantity acknowledgment at the Customer end will be confirmed by MD along with clearance of related A/R invoices, and collection and servicing of Credit/Debit notes through the relevant salesperson.

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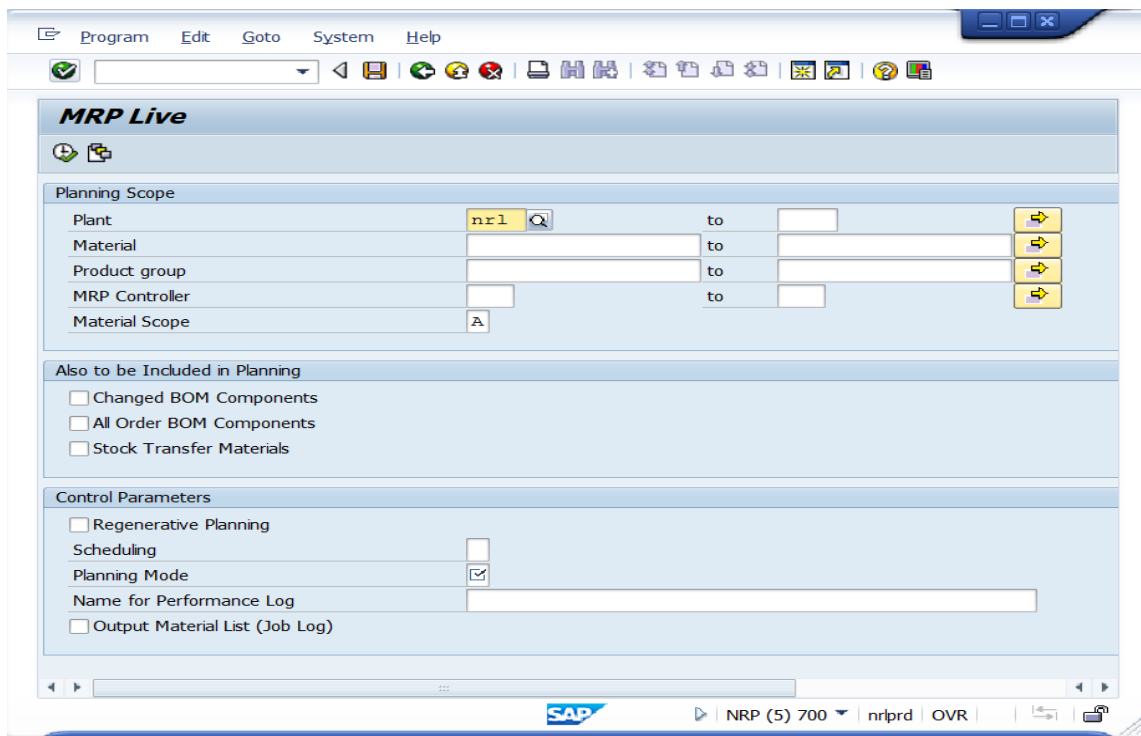
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3.2 MATERIAL RESOURCE PLANNING DEPARTMENT (MRP)

MRP Department is responsible for generating PRs by running the MRP Setup through T-Code MD01N, **Mr. Atif Shafqat** is the designated person for performing this action and the custodian of this activity.



3.3 PROCUREMENT DEPARTMENT

N/A merged with the Import Department Section.

3.4 IMPORT DEPARTMENT

The Import Department is responsible for making Purchase Orders on the PRs generated either through MRP or manually. For this purpose, **Mr. Tariq Mehmood (local procurement)** – **Mr. Umer Faqir / Mr. Nadeem Khan (import procurement)** and **Mr. Zafar Mohsin Dar** is designated and authorized to use T-Code **ME21N** for posting in the SAP System. On the arrival of the material imports department will perform the following functions upon receiving the surveyor report.

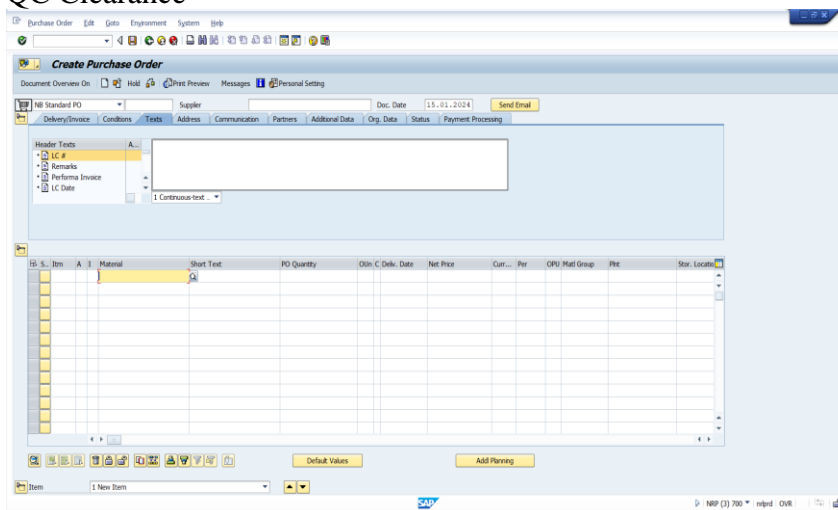
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- All new Item codes will be sent to Import Department prior the proceeding the Import, this department will keep track record and maintain and exercise the scheduled duties bifurcation for Blended and Manufacturing Quantities of the imported material. The bifurcation setup will be defined in collaboration of management and be reviewed periodically by this department.
- Preparation of GRN.
- QC Clearance



3.5 ADMIN DEPARTMENT

Admin Department is responsible for following tasks:

- Checking of Material regarding “Prohibited as a regulated substance”
 - Gate Inward Entry
 - Teir-1 & Teir 2 Weight Recording
 - Gate outward Entry.
- Checking of material regarding “Prohibited as a regulated substance” is about clearance of all concerns (NOC, etc.) relating to Govt. Agencies including but not limited to “ANF” etc. Day to day announced policies by concerned Govt. Departments and Agencies should be observed and necessary arrangements with co-ordination of Internal/External Departments will be done by Admin Departments.

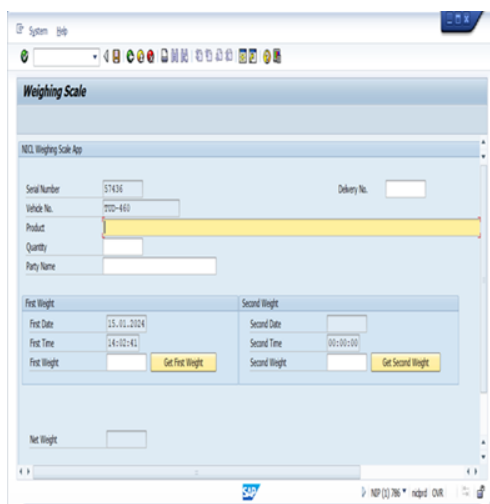
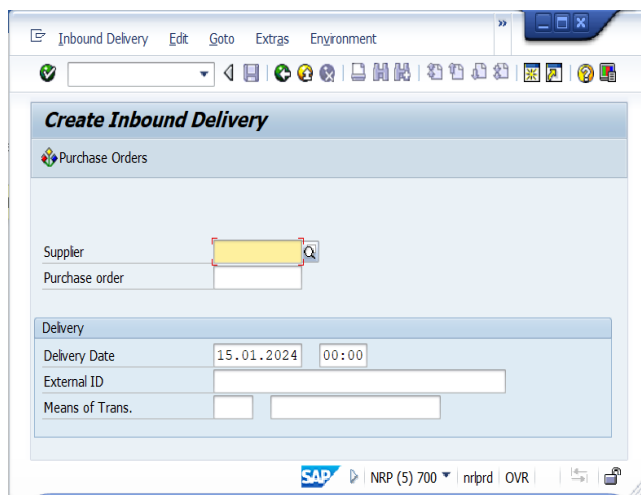
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- b- Admin Department will process and record the IGP on the basis of information supplied by the Import Department through T-Code VL31N (Image 3.1.5b1) & T-Code LECI (Image 3.1.5b2) against the vehicle and record the information.
- c- Each Vehicle Teir-1 & Teir-2 weight will recorded through T-Code ZWB.
- d- Each Vehicle Exit-Entry recording through T-Code LECI upon presentation/verification of OGP posted by Warehouse.

3.6 WAREHOUSE DEPARTMENT

The Warehouse Department will post the IBD & GRN on the base of Tier-1 & Tier-2 weight through the following T-Codes (VL32N & MIGO). Mr. Wasif Mahmood is authorized against the use of this T-Codes. The following Steps will be taken by the Warehouse Department.

- a) IBD Entry through T-Code VL31N

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QA Review: Manager QA

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Registration

Edit

Goto

System

Help

3 Main Gate, NICL

Activities

Checkpoint

Activity

Means of trans.

Overview

Visitor

Emergency Ist

Find

Sequence Number

Truck's License

Visor's name

First Name

Activity

CI Check-in only

Period

1 Due for shipment today

Find

Print Options

Smartform

PDF

Print Visitor Card

Disp.<->Chg.

Save

Print pass

New registration

Undo last registratin

Register means of transport

Sequ. no.

Check-in

Check-out

Registration

Check-in

00:00

Note

Last changed by

Check-out

00:00

Note

Last changed by

Means of transport

Truck's License

Trailer'sLicense

1st contrnr no.

2nd containr no.

Carrier

Driver Last Name

Driver First Name

Alt.DrvrLastName

Alt.DrvrFirstName

Driver's natl.

ID number

Service agent

Load/unload

Warehouse No.

Door for whse

Shipping Point

Staging area

PkngSpce

Additional data

Allowed weight

Text for loading


Vehicle Type

SAP

NIP (1) 786

nicprd

OVR

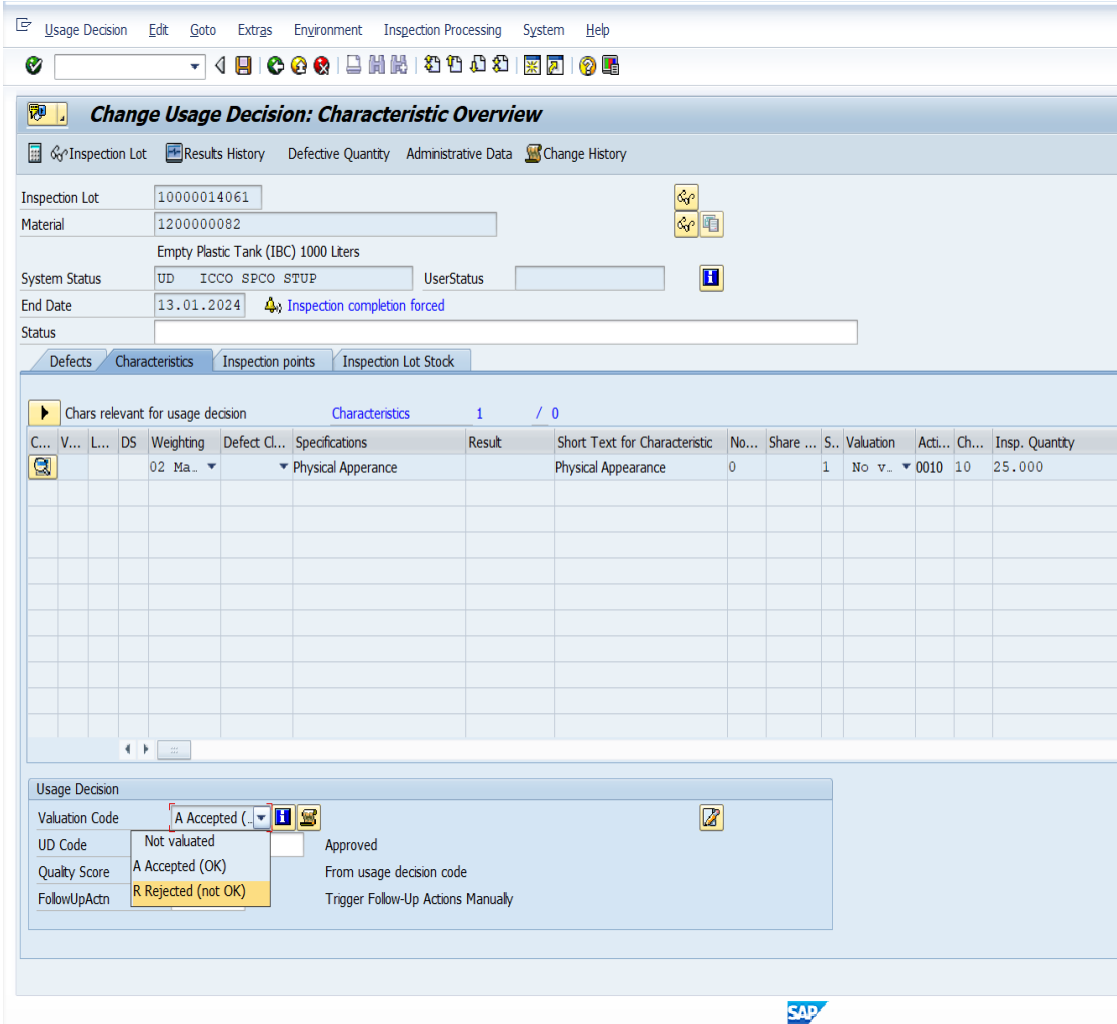
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b) Return Quantity (against QC Rejection) through T-Code QA32.



Change Usage Decision: Characteristic Overview

Inspection Lot: 10000014061
Material: 12000000082
Empty Plastic Tank (IBC) 1000 Liters
System Status: UD ICCO SPCO STUP
End Date: 13.01.2024
Status: Inspection completion forced

Defects Characteristics Inspection points Inspection Lot Stock


Chars relevant for usage decision Characteristics 1 / 0

C...	V...	L...	DS	Weighting	Defect Cl...	Specifications	Result	Short Text for Characteristic	No...	Share ...	S...	Valuation	Acti...	Ch...	Insp. Quantity
			02	Ma...		Physical Appearance		Physical Appearance	0		1	No v...	0010	10	25.000

Usage Decision

Valuation Code: A Accepted ()
UD Code: Not valuated
Quality Score: A Accepted (OK)
FollowUpActn: R Rejected (not OK)

Approved
From usage decision code
Trigger Follow-Up Actions Manually

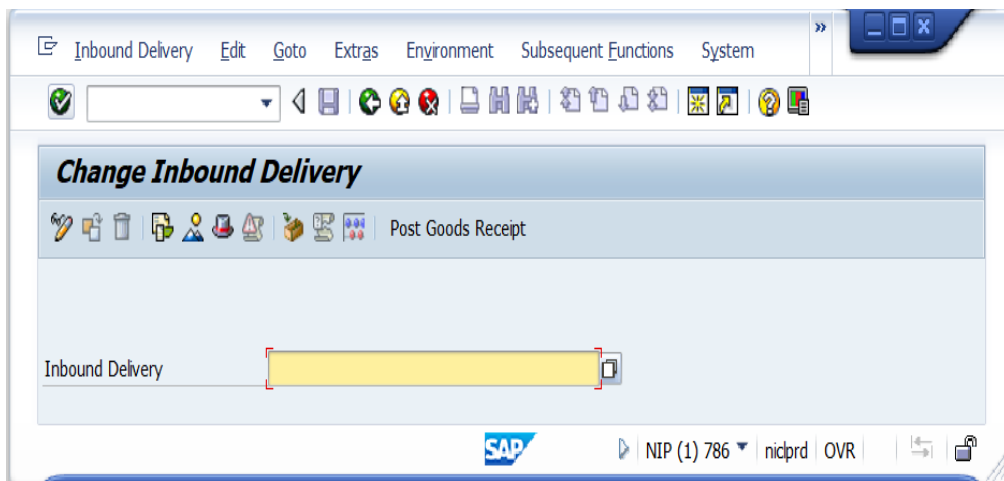
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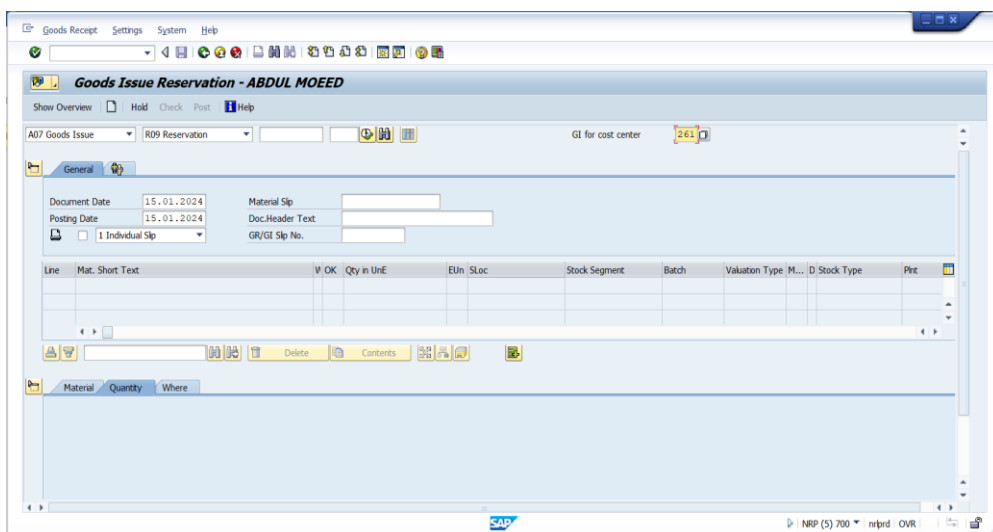
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- c) Update IBD Quantity after Tier-2 Weight by Admin in T-Code VL32N.



- d) Related RM/Goods Issue to Production Department T-Code MIGO (Movement Type 26).



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- e) Related FG/Goods Receipt from Production Department T-Code MIGO (Movement Type 101)

Goods Receipt Inbound Delivery - ABDUL MOEED

Show Overview | Hold | Check | Post | Help

A01 Goods Receipt | R04 Inbound Delivery | Via Hand Units | GR goods receipt | 101

General | Vendor

Document Date: 15.01.2024 | Delivery Note: | Header Text: |
Posting Date: 15.01.2024 | Bill of Lading: | GR/GI Slip No.: |
☐ Individual Slip

Line	Mat. Short Text	W OK	Qty in Unit	EU n	S Loc	Stock Segment	Batch	Valuation Type M...	D Stock Type	Print

Material | Quantity | Where


SAP | NRP (5) 700 | nrrpd | OVR

- f) Update Loading request against dispatch entry through T-Code VL32N.

Inbound Delivery | Change Inbound Delivery

Post Goods Receipt

SAP | NIP (1) 786 | niclpr | OVR

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- g) Printing of OGP and handing over to Drivers of RM carriages and FG Shipments Vehicles.

3.7 PRODUCTION DEPARTMENT

The production department is responsible for the production of FG as per the Defined BoM in the system, however excess and shortage of the materials arising each month shall be adjusted through recipe at month end. The following steps are the responsibility of the Production Department.

- Creation and maintenance of BoM against Blended Materials.
- Receipt of Raw Materials.
- Processing of FG.
- Getting of Batch Cleared from the QC Department.
- Shifting of Unrestricted Material to Warehouse Department.

3.8 QUALITY CONTROL DEPARTMENT


QC department is responsible for all types of involved Chemical Analysis and records their results into the SAP system through the following Steps:

- Collection of Samples based upon pre-defined frequency or intimation.
- Perform analysis and record results in ERP for the RM/FG Batches.
- Update the Usage Decision (UD) either based on results against Performed Tests or based on any Exception through an authorized person (Mostly from the Marketing department). In later cases, evidence (Certification of Analysis - CoA) needs to be attached to UD.

3.9 SALES CONTROL / LOGISTIC DEPARTMENT

Processing and fulfilling all requirements to open New Item Codes, the Item Code Opening Form duly signed will be attached with ITSM Ticket and is part of Item Master Data. Sales Department will prepare the Sales Order. In the case of material, needs are to be transferred from Karachi Port Trust to any other location following steps will be taken:

- Creation of STO along with Sales Orders. **Mr. Aslam Saqi** is the designated person for performing this action in case of shipment is being made directly at customer location (not at Nimir Site). And in case material is required at Nimir Site then STO will be generated by the Warehouse Department.

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- b) Creating STO along with Production. **Mr. Wasif Mahmood** is the designated person for performing this action.
- c) Generation of Dispatch/Delivery Entry with proposed Batches & Quantity by Logistic Department.
- d) Generation of Loading Sheet on the base of FG Shipment Vehicle inward entry if shipment is being made from NRL Site.
- e) Posting of Final Delivery Challan based on Actual Quantity received at Customer end by Logistic Department.
- f) Generation of A/R Invoice by Sales Control Department.
- g) Making Entry against collection receipt.
- h) Posting of approved Debit/Credit Notes received through the Marketing Department.
- i) Make sure Closure of the following Documents:
 - Open Sales Orders and sales Contracts against which no further dispatches are planned.
 - Open A/R Invoices against which there are no further payments will be received.
 - Open Payments/Advances against which there are no invoices will be generated in the future.
 - Open Debit / Credit Notes.

3.10 R&D / QC Department

In Consultation with the Marketing department, R&D/QC is responsible for the following tasks:

- a) During New Code opening review the MSDS and raise their concerns if any i.e. Flammable / Non-flammable etc.
- b) Defining of BoM of Blending Material.
- c) Defining physical standards for the RM and FG.
- d) RD defines the physical specs / CoA of the RM/FG and its BoM in ERP.

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3.11 COSTING DEPARTMENT

During opening of New Code, Costing Department will update the Recipe & Routing information with costing run etc.

At month end closing costing department will ensure that all blending FGs are produced through batch production.

3.12 TAX DEPARTMENT / QUOTA MAINTENANCE

All Quota related arrangement will be done by this department, and keep track record with related information/reports is handled by this department.

3.13 ERP DEPARTMENT

All “New Code Opening” requested will be received though ITSM accompanied with copy of “New Code Opening Form” duly signed by respective departments mentioned in Point-2 of this SOP. In the absence of “New Code Opening Form” attachment, New Code will not be opened.

“New Code Opening Form” attached with ITSM will be attached with New Item Code in Material Master Data for future reference.

ERP Department will support departments in the whole blending business process where needed. ERP department will lock the recipe of this product to avoid any unauthorized change in the future during the actual batch making.

5. ATTACHMENTS

- Process Work Flow
- T-Code List of SAP with Screen Shots
- New code opening form (Template)

6. REFERENCE(S)

Initial SOP Review Meeting and Subsequent Meeting dated 03-Feb-2024 at Nimir Head Office Lahore.

7. REASON FOR REVISION

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Ver 1.0	Feb 01, 2024	Initial Version	ERP Dept