**J M Baxi**

Standard Operating Policy and Procedures

Stores Management

**Introduction**

A standard operating policy & procedure (SOPP) is a set of step-by-step activities compiled by an organization to help workers carry out complex as well as standard routine operations. SOPPs help to achieve efficiency, quality output and uniformity of performance while contributing to efforts that lead to process excellence.

This SOPP aims to achieve the following objectives:

1. Act as a guide and reference document to stakeholders at all levels of the organization

2. Clearly communicate activities and help to achieve consistency in operational procedures

3. Create accountability by assigning responsibilities at each stage of the lifecycle

4. Aid governance by documenting auditable processes and detailing control elements at each stage of the lifecycle

What is the Lifecycle and Process Tree?

Each SOPP follows the process tree hierarchy and covers a specific entire process.

- A process represents logical grouping of sub processes and provides detail at functional level

- A sub process represents grouping of similar activities

- An activity lists down specific tasks that have/are measurable, time bound, associated risks, mitigating controls and defined owners

The entire business lifecycle consists of several processes. An SOPP is tasked with the coverage of all sub process and activities applicable to a particular process.

Who are the Stakeholders for this SOPP?

This stakeholders for this SOPP shall primarily be activity owners and business units.

1. Activity owners (operating units) – Activity owners shall use this SOPP as a reference document while performing their activities daily.

2. Business units – Business units shall use the SOPP as a repository of all activities across the lifecycle. This will aid in identifying process improvement opportunities.

Who will use this SOPP?

This SOPP shall be used by stakeholders across the entire organization. Most notable shall be the following:

1. Risk and Governance units – Risk and Governance units shall reference the SOPP to review existing controls and test their   
 2. Auditors – Auditors shall use this SOPP to check adherence to defined processes and standards. The SOPP shall help them identify any deviations to defined processes  
  
  
How do you read the SOPP?

To read this SOPP, it is essential to understand the process lifecycle and its coverage. This SOPP is documented in a chronological order in line with the sequence of activities performed by activity owners. Therefore, it should be read as such.  
  
This SOPP also provides references to various organization level policies, checklists, systems, reports etc. These have been appropriately referenced at applicable activities and attached as Annexures to this SOPP.  
Each activity has an activity owner assigned to it. An activity also has the following references against it:

* Performer – Person who will execute the activity.
* Frequency – Each activity has defined period.
* Template – Reference to any template (If Any)
* System / Manual reference – Each activity is performed either manually or rooted through system.

Organization structure

The organization structure defined in the SOPP is the structure defined at the functional level. 'Activity owners' are defined are defined are those who are responsible for performing the activity. 'Business Owners' are defined as those who have oversight and ultimate ownership for the activities.  
  
The 'roles and responsibilities' table in the SOPP lists down the 'business owners' and provides details on key activities they are responsible for. The list of 'business owners' shall form the organization structure for the SOPP and mega process.

Rules for this SOP

* This SOPP shall be reviewed on annual basis.
* Any changes in the SOPP will be approved by xx and then updated by

Document review and approval.

Revision history

| **Version** | **Created By** | **Document Approved By** | **Date Approved** | **Revision** |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |

| **SOPP Number** | 1 |
| --- | --- |
| **Applicable Entities** | |  |  | | --- | --- | | **Entity Type** | **Entity Name** | | Container Terminal | * Vishaka Container Terminal – VCTPL * Kandla Container Terminal – KICT * Haldia Container Terminal – HICT * Tuticorin Container Terminal – TICT | | Non Container Terminal | * Paradip Multipurpose Clean Cargo Terminal – PICT * Nhava Sheva Distribution Terminal – NSDT * Rozi Bulk Terminal - RICT | | ICT and CFS | * Delhi Inland Cargo Terminal – DICT * Mumbai Container Freight Station - MICT | |
| **Process Owner** | Head of Engineering – Entity/Corporate |
| **IT Applications** | |  |  | | --- | --- | | **Entity Name** | **System** | | VCTPL; VCTCFS; PICT; HICT; NSDT; KICT;TICT;MICT;DICT | SAP Hana | |
| **Guidelines / Policy reference** |  |
| **SOPP Cross References** |  |

**Contents**

[Abbreviations and Definitions 5](#_Toc191502400)

[Executive Summary 6](#_Toc191502401)

[1. Material code creation and maintenance 9](#_Toc191502402)

[2. Receipt of Materials 11](#_Toc191502407)

[3. Quality Check of Incoming Materials 12](#_Toc191502411)

[4. Inventory Management - Material Dispatch Movement 14](#_Toc191502415)

[5. Material requisition planning (MRP) 16](#_Toc191502419)

[6. Warehousing and Storage 17](#_Toc191502423)

[7. Returns Management 19](#_Toc191502431)

[8. Disposal of Obsolete or Damaged Goods 21](#_Toc191502435)

[9. Performance Monitoring and Reporting 23](#_Toc191502439)

[Key Performance Indicators (KPI’s) 2](#_Toc191502442)5

[Symbols/ legends used in flowcharts 28](#_Toc191502443)

## Abbreviations and Definitions

|  |  |
| --- | --- |
| **Abbreviations** | **Details** |
| BD | Business Development |
| CEO | Chief Executive Officer |
| COO | Chief Operating Officer |
| DC | Delivery Challan |
| DGM/ AGM | Deputy/ Assistant General Manager |
| DOA | Delegation of Authority |
| DPR | Down Payment Receipt |
| EBITA | Earnings Before Interest, Taxes, and Amortization. |
| EC | Executive Committee |
| F&A | Finance and Accounts |
| FY | Financial Year |
| GM | General Manager |
| GRN | Goods Receipt Note |
| HO | Head Office |
| HOD | Head of Department |
| KPI | Key Performance Indicators |
| LOA | Letter of Award |
| MDM | Master Data Management |
| MIS | Monthly Information System |
| MIS | Management Information system |
| MSME | Micro, Small, and Medium Enterprises |
| OEM | Original Equipment Manufacturer |
| P2P | Procurement to Payables |
| PAT | Profit after Tax |
| PO | Purchase Order |
| PR | Purchase Requisition |
| QC | Quality Check |
| SOPP | Standard operating Policy & Procedure |
| SRM | Supplier Relationship Management |
| TH | Terminal Head |
| TOS | Terminal operating system |
| VP | Vice President |
| RFQ | Request for Quote |

## Executive Summary

The Stores Management Standard Operating Procedures and Practices (SOPP) document provides a comprehensive framework for efficiently managing inventory, storage, and distribution within a business. Its primary objective is to establish consistent, standardized practices that ensure the proper handling of goods, maintain inventory accuracy, and optimize the use of storage space.

This SOPP outlines the procedures for key functions, including receiving and inspecting goods, stock handling, labeling, inventory control, order fulfillment, and stock rotation. It also covers safety protocols, maintenance of equipment, and procedures for stock audits and discrepancies resolution. The procedures aim to reduce operational costs, minimize inventory losses, and improve overall service delivery.

**Organization Structure**

**COO/COE**

**Terminal Head**

**HOD – Engineering -L3**

**Exec -Stores In Charge - L1/L2**

**HOD - Commercial**

**Exec - Stores In Charge– L1/L2**

**Entity Designations:**

|  |  |  |
| --- | --- | --- |
| **Entity Actual Designations** | **Role** | **Level** |
| Executive/ Sr. Executive | Executive | L1 |
| Dy. Manager/Manager/ Sr. Manager/ GM | Manager | L2 |
| HOD – Procurement/Engineering | User HOD/ Function HOD | L3 |
| Terminal Head/ Business Head | Terminal Head/ Business Head | L4 |

**Corporate Accounts Designations:**

|  |  |  |
| --- | --- | --- |
| **Entity Actual Designations** | **Role** | **Level** |
| Vice President/Sr. Vice President | HOD – Commercial / HOD -Function Head | L5 |
| COO / COE | Chief Operating Officer / Chief Operating Excellence | L6 |
| MD | Managing Director | L7 |

**Key Process Activities**

### Material/Service code creation and maintenance

### Process Flow

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**Process Narrative**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Description** | **Responsibility** | **Accountability** | **Frequency** | **System/Manual** |
| **1.1 Request for Item/Service code creation**  EXEC - User department initiates a New Item/Service Creation (NIC) request in SAP to create a material/service code, providing mandatory details such as material/service type, description, group, etc.  These details are reviewed by the HOD - User department and the requests are forwarded to EXEC - Stores for the material code creation process. | **Executive -User Department** | **HOD – User Department** | **As & when** | **System** |
| **1.2 Item/Service Code Creation**  Upon receiving the request, EXEC - Stores verifies the material/service type, material/service description, material/service group, and other relevant details. The verified request is then sent to the MDM team for SAP code creation. After the code is generated, it is routed for approval as per the DOA.  *Refer DOA* | **Executive - MDM** | **Executive - Stores** | **As & When** | **System** |

### Receipt of Materials

### Process Flow

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**Process Narrative**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Description** | **Responsibility** | **Accountability** | **Frequency** | **System/Manual** |
| **2.1 Material Receipt - Against PO**  Security team selects the gate-in in SAP based on the PO available for the items, supplier, and purchasing group. A gate-in number is generated based on the line items in the invoice, corresponding to the Purchase Order (PO) | **Security** | **Exec - Stores** | **As & When** | **System** |
| **2.2 Material Receipt – Emergency Purchases**  EXEC - User Department informs EXEC - Stores about any incoming material arriving without a PO. Security then creates a general gate-in, verifies the details against the invoice, logs the inward quantity, and submits the information | **Security** | **Exec - Stores** | **As & When** | **System** |

### Quality Check of Incoming Materials

### Process Flow

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**Process Narrative**

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|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Description** | **Responsibility** | **Accountability** | **Frequency** | **System/Manual** |
| **3.1 Material Inspection – Stores**  EXEC - Stores department verifies the received material for quantity and physical damages, assigns appropriate locations, and then presents it to EXEC - User department for quality inspection. The material is temporarily stored until inspection is completed by EXEC - User department.  *If the material needs to be weighed, EXEC - Stores weighs it through a weighbridge/weighing scale.* | **Executive - Stores** | **HOD - User** | **As & When** | **Manual/System** |
| **3.3 Material Inspection - Quality Check(QC)**  EXEC - User department conducts quality inspections using the SAP gate-in screen. Automated alerts notify the user department about pending inspections, inspections on hold, and pending GRNs.  If any items are rejected by EXEC - User department, rejection is communicated to the Procurement department via email. | **Executive – User department** | **HOD - User** | **As & When** | **System** |
| **3.3 Open QC monitoring**  TAT for Quality Inspection from date of receipt is 7 days post to which pending inspection auto mails are generated with all details.  On a quarterly basis, SIC – Stores generates the reports that are pending inspection and sends to the respective user department for its inspection and closure. | **Executive – Stores** | **HOD - User** | **Quarterly** | **Manual** |
| **3.4 GRN Creation**  Upon successful inspection and acceptance of materials, EXEC - Stores reviews the invoice, Purchase Order (PO), and the physical quantity of goods, ensuring the received and approved quantities match the records in the GRN tab in SAP.  Goods Receipt Note (GRN) is created and scanned invoices are attached, and stickers are created.  Original invoices are forwarded to the EXEC - Finance & Accounts for processing. | **Executive - Stores** | **HOD – User** | **As & When** | **System** |
| **3.5 Assigning location and monitoring.**  Once GRN is done, location of the material is updated in SAP and bar code is generated from the SAP. The barcode is affixed on the material and the goods are stored at location defined in SAP.  Location of the material is updated in SAP upon receipts stage on Gate in screen itself and is linked when GRN is done, and the goods are stored at location defined in SAP. | **Executive -Stores** | **HOD – User/Engineering** | **As & When** | **System** |
| **3.6 Open GRN monitoring**  TAT for creation of GRN from date of inspection is 7 days post to which pending GRN will auto close in system. In case a GRN needs to be updated, the earlier GRN needs to be cancelled and new GRN needs to be prepared, modification of GRN is restricted in SAP. | **Executive -Stores** | **HOD – User** | **As & When** | **System** |

### Inventory Management - Material Dispatch Movement

### Process Flow

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**Process Narrative**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Description** | **Responsibility** | **Accountability** | **Frequency** | **System/Manual** |
| **4.1 Material Requisition request**  EXEC - User department submits a request for material issuance (tools and diesel) through a Work Order (WO) or Material Request (MR), which is then routed to HOD - User department for approval as per the Delegation of Authority (DOA).  Once approved, a Work Order or Material Request Number is generated.  *Refer DOA* | **Executive -User Department** | **HOD - User** | **As & When** | **System** |
| **4.2 Material Issue - Consumables and Non-Consumables**  EXEC - User department provides the Work Order or Material Requisition Number to EXEC - Stores.  EXEC - Stores verifies the material status in SAP before issuing the material. The FIFO method is applied for the issue, and the employee ID of the receiving person is updated in SAP. | **Executive – User department** | **HOD - User** | **As & When** | **Semi** |
| **4.3 Material Issue – Emergency**  In case of emergency material requirements, EXEC - User Department sends an email to EXEC - Stores, with the HOD - User Department kept in the loop, detailing the emergency. Subsequently, a work order number is generated, and this is communicated to EXEC - Stores. | **Executive – User department** | **HOD - User** | **As & When** | **Manual** |
| **4.4 Material Issue Register**  EXEC - Stores maintains a manual material issue register, where the store personnel records essential details such as the name, employee code, and item description. The user's signature is obtained at the time of material issue to ensure proper documentation and accountability. | **Executive – Stores** | **HOD - User** | **As & When** | **Manual** |

### Material requisition planning (MRP)

### Process Flow

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**Process Narrative**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Description** | **Responsibility** | **Accountability** | **Frequency** | **System/Manual** |
| **5. Reorder Process**  To reduce the number of multiple Purchase Requisitions (PRs), ensure effective inventory control, and maintain stock availability, replenishment items such as fast-moving consumables and fuel (e.g., diesel) are included in the Material Requisition Planning (MRP).  Based on stock levels, EXEC - Stores generates PRs and follows up on deliveries. An Excel sheet is maintained to track and update PR and PO numbers, as well as monitor the delivery status.  For all other equipment spares or items required by different departments, the respective user departments raise the PRs. | **Executive – Stores** | **HOD – Engineering/**  **Procurement** | **As & When** | **System** |

### Warehousing and Storage

### Process Flow

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**Process Narrative**

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|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Description** | **Responsibility** | **Accountability** | **Frequency** | **System/Manual** |
| **6.1 Storage of Goods - Emergency purchases**  If materials arrive without a Purchase Order (PO), EXEC - Procurement notifies EXEC - Stores in advance. EXEC - Stores directs the vehicle to the unloading area and supervises the unloading process. | **Executive – Procurement** | **HOD - Procurement** | **As & When** | **Manual** |
| **6.2 Shelving and Racking Systems**  EXEC - Stores tags the inventory by placing GRN stickers on items, which include the SAP material code and the date of receipt. The rack bin locations in the store are clearly labeled with corresponding stickers. Authorized personnel can view these labels to access detailed information about each material number, its description, and its bin location, making it easier to quickly locate materials. The GRN can also be mapped using the respective material code or number.  All electronic spares are ensured to be properly categorized and stored under proper air conditioning along with proper label and categorization of the same (e.g. by part type, model number, brand etc.) | **Executive – Stores** | **HOD - Engineering** | **As & When** | **Manual** |
| **6.3 Safety and Security**  At the time of closure of Stores, Stores is properly locked by EXEC - Stores and at the time of leaving the factory premises, EXEC – Stores hands over the key to Security person. Only authorized persons have access to Stores for storage and issue of material.  Contingency plans are prepared and properly communicated for dealing with emergencies (e.g. fire, flood, breakdown etc.) The stores Department carries out the monthly verification the following:  Every fire extinguisher and accordingly if any variation is found, then replacement / filling / repairs activities are carried out.  CO2 flooding system  Fire detection system.  Paint storage and any other hazardous storage. | **Executive – Stores** | **HOD - Engineering** | **As & When** | **Manual** |
| **6.4 Zero Value POs and Items**  EXEC / MANAGER– Stores maintains a unique categorization where the inventory that is ancillary, on warranty, repaired and are capitalized along with equipment and would not have separate PO for each item wise spares such spares are not consumed immediately and may be available for years. These are maintained at zero value with different valuation types such as New(N), Zero(Z), Warranty(W), Refurbished(R).  Zero value PO are raised by user without PR and stores takes them to inventory after verification , creation of item codes etc. and as per normal receipt process. Any user can check availability on SAP w.r.t item codes either in NEW (with value) or in zero value “valuation type” against same item code. This avoids accumulation of items outside inventory which is another common issue elsewhere. | **Executive / Manager – Stores** | **HOD - Engineering** | **As & When** | **System** |

### 7. Returns Management

### Process Flow

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**Process Narrative**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Description** | **Responsibility** | **Accountability** | **Frequency** | **System/Manual** |
| **7.1 Returns Handling - Material rejection**  In case of discrepancies between the ordered and received materials, EXEC - User department rejects the material and informs EXEC- Procurement over email and is approved by HOD - Procurement as per the DOA.  EXEC - Procurement communicates the reasons for rejection to the supplier and arrange for the return of the material using a gate pass.  *Refer DOA* | **User – User department** | **HOD - Procurement** | **As & When** | **System** |
| **7.2 Gate Pass Creation – NRGP**  For rejected materials, surplus or obsolete sales, stock transfers, and non-returnable contractor materials, EXEC - User prepares the required Gate Passes. Rejected materials is sent using a Non-returnable Gate Pass. | **Executive – User** | **HOD - User** | **As & When** | **System** |
| **7.3 Returns Handling - Materials on repair**  For materials being sent out for repair, job work, samples, testing, or on loan, EXEC - User department fills a Gate Pass Requisition Form and obtains approval from the HOD - User department. Based on the approval, EXEC - User department prepares a Returnable Gate Pass (RGP). | **Executive – User department** | **HOD - User** | **As & When** | **System** |
| **7.4 Gate Pass Creation – RGP**  EXEC – User prepares the Returnable Gate Pass (RGP) in the system, which includes details such as the vendor’s name, address, reason for return, and the tentative date of material return. An E-way bill is generated, as required by statutory regulations, if applicable. | **Executive – User** | **HOD - User** | **As & When** | **System** |
| **7.5 Return of spares/defected spares inspection and Evaluation:**  Exec – Engineering classifies the spares into reusable, repaired & reused and obsolete and the same is reviewed by HOD – Engineering.  Exec – Engineering initiates return of spares that can be reused for alternate use that are to be returned to store and same to be accounted at “Zero Value”.  For any spares requiring repairs same is initiated post repairs.  For all defective spares that need to be scrapped, Exec – User/Engineering raises the scrap note and same is approved by HOD – User/Engineering and it shall follow same approval/treatment as scarp sales.  Quarterly, HOD – Engineering evaluates and monitors open spares that are pending to be classified. | **Exec – User/Engineering** | **HOD – User/Engineering** | **As & When** | **Manual** |

### 8. Disposal of Obsolete or Damaged Goods

### Process Flow

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**Process Narrative**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Description** | **Responsibility** | **Accountability** | **Frequency** | **System/Manual** |
| **8.1 Invite quotations**   EXEC - Procurement on receipt of Intimation from EXEC - Stores invite quotations from Dealers.  In case of hazardous scrap (e.g.: -Used oil) only APPCB authorized scrap dealers are invited to submit the offers. | **Executive -Procurement** | **HOD – User** | **As & When** | **Manual** |
| **8.2 Approval Note**  EXEC / MANAGER - Procurement prepares approval note in favor of Highest Bid after approval from HOD – Finance & accounts Terminal Head. And  Dealer will be called for lifting scrap after depositing advance amount.  *Refer DOA* | **Executive / Manager -Procurement** | **HOD - User** | **As & When** | **Manual** |
| **8.3 Material Gate Pass**  EXEC - Procurement generates the Gate Pass in SAP after the loading and weighment process (where applicable), with approval from the Head of Department (HOD).  The weighment of the empty truck, loading of materials and weighment of the loaded truck are carried out under the supervision of the EXEC - Stores and Security Personnel. | **Executive -Procurement** | **HOD - User** | **As & When** | **System** |
| **8.4 Submission to Finance Dept**  EXEC - Procurement submits the Material out pass, Original Approval Note and weighment slips to EXEC - Finance & Accounts.  based on that finance dept. issues debit note / cash receipt (Invoice and e-way bill) for the total amount to the scrap dealer. | **Executive – Procurement** | **HOD - User** | **As & When** | **Manual** |
| **8.5 Hazardous waste and E - waste**  For hazardous waste items such as used oil, the buyer is required to complete Form-13, which must be duly filled out and signed by both the authorized person from the terminal and the dealer. After the disposal process is carried out by the operator, the dealer returns the "Occupier Copy" of the form to the buyer as confirmation.  For all e-waste ensure all such disposal of electronics are as per the guidelines and timely manner | **Executive – Stores** | **HOD - User** | **As & When** | **Manual** |
| **8.6 Release of Trucks from Terminal**  Once the balance amount is paid by the dealer, EXEC - Finance & Accounts team informs Security to release the trucks from the terminal. Security will then inspect the trucks and, after entering the details in their outward register, permit the trucks to exit the terminal. | **Executive –Finance & Accounts** | **HOD - User** | **As & When** | **Manual** |

### 9. Performance Monitoring and Reporting

### Process Flow

### 

### 

**Process Narrative**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Description** | **Responsibility** | **Accountability** | **Frequency** | **System/Manual** |
| **9.1 Reporting and Analysis**  EXEC - Stores generates monthly closing Inventory reports from the SAP containing details such as materials received, materials issued, and stock count and are shared with EXEC - Finance & Accounts. | **Executive – Stores** | **HOD – Finance & Accounts** | **Monthly** | **System** |
| **9.2 Physical Stock Verification**  EXEC - Stores conducts a physical stock verification on a and reports any discrepancies between the physical stock and the book records to HOD - Stores. Additionally, EXEC - Stores verifies the physical balance after each issue of an item.  Quarterly, HOD – Engineering ensures that 100% stock verification count is achieved. | **Executive – Stores** | **HOD - Engineering** | **Quarterly** | **Manual** |
| **9.3 Stock Adjustment**  EXEC - Stores identifies obsolete/damaged/lost inventory during counting process. In case of any adjustment’s approvals are routed as per the DOA.  *Refer DOA* | **Executive – Stores** | **HOD - Engineering** | **As and when** | **System** |
| **9.4 Inventory Monitoring**  The SAP is configured to auto update the inventory value at weighted average value, upon up-dation of issue or purchase of inventory.  Annually, Exec – Finance & Accounts generate stock closing reports, select random samples, and reconciles deviations if any | **Executive - Stores** | **HOD – Finance & Accounts** | **Monthly** | **System** |

**Key Performance Indicators (KPI’s)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Attribute** | **Objective** | **Base Line** | **Target** | **Action Plan** |
| Approval Time by User-HOD | Minimize the time taken by the User-HOD to approve the NIC request. | XXX | XXX | XXX |
| Code Creation Time | Reduce the time taken to create the material code in SAP after receiving the approved request. | XXX | XXX | XXX |
| Accuracy of PO and Invoice Verification | Ensure 100% accuracy in verifying the PO and invoice details (items, supplier, purchasing group) against the invoice. | XXX | XXX | XXX |
| Gate In Processing Time | Minimize the time taken to generate the gate in number and allow materials to proceed to stores. | XXX | XXX | XXX |
| Communication of Rejected Items | Ensure timely communication of rejected items to the Purchase department via email. | XXX | XXX | XXX |
| Timeliness of Quantity Entry in SAP | Minimize the time taken to enter the verified quantity in SAP and confirm the inspection. | XXX | XXX | XXX |
| Timeliness of GRN Creation | Minimize the time taken to create the GRN and attach scanned invoices and stickers | XXX | XXX | XXX |
| Stock Availability | Ensure 100% stock availability for fast-moving consumables and fuel items as per the Material Requisition Planning (MRP). | XXX | XXX | XXX |
| Replenishment Accuracy | Ensure accurate replenishment of stock based on inventory levels and requirements. | XXX | XXX | XXX |
| PR and PO Tracking Accuracy | Maintain accurate and up-to-date records of PR and PO numbers in Excel, and regularly review delivery status. | XXX | XXX | XXX |
| Departmental PR Accuracy | Ensure that PRs raised by respective departments for equipment spares and other items are accurate and complete. | XXX | XXX | XXX |
| Zero Value PO Processing Efficiency | Minimize the time taken to process zero value POs and integrate them into inventory after verification and item code creation. | XXX | XXX | XXX |
| Approval Time | Minimize the time taken to obtain approval from the concerned user for NRGP. | XXX | XXX | XXX |
| Consumables Issue Book Accuracy | Ensure accurate maintenance of the issue book for consumables, including signatures and inventory reduction counting. | XXX | XXX | XXX |
| Adjustment Approval Efficiency | Minimize the time taken to get approvals from HOD for stock adjustments and update SAP accordingly. | XXX | XXX | XXX |
| Valuation Report Accuracy | Ensure 100% accuracy in generating monthly closing inventory reports and reconciling values with finance. | XXX | XXX | XXX |

## Symbols/ legends used in flowcharts.

|  |  |
| --- | --- |
|  | Start/End |
|  | Manual process activity |
|  | Decision/possibility/alternative |
|  | Alternate process |
|  | Process connecting in same page |
|  | Process connecting in other page |
|  | Output document |
|  | Flow direction |