



Guidelines for Material Receipt

ISD-FC-13

B
SECRET

RULE

Department

Factory Control

DATE: 18.11.2010

Area

Warehouse

Issue: 01

Revision: 00

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STEP

PROCESS

RESP.

FREQUENCY

SNAP

1

SUPPLIER VEHICLE REPORT TO MATERIAL GATE.
(Security have enter the vehicle reporting time in register)

Material Gate Security supervisor

Continuously

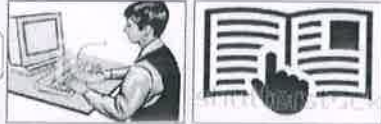


2

SYSTEM IN-WARDING & MANUAL IN-WARDING.
(During system in-warding data operator should be check as per check list after then in-warding in system/Manual in-warding)

Material Gate Data operator & Security Supervisor

Continuously



3

RECEIPT INCHARGE CHECK GATE ENTRY IN SYSTEM AND ALLOW TO VEHICLE MOVE ON DOCK.
(Receipt Incharge check system gate entry as per dock availability)

WH Receipt Incharge

Continuously



4

OFFLOAD THE MATERIAL AND VERIFY WITH INVOICE DETAIL.
a) Check Material condition for (rust & dent) & another detail as per packing standard.
b) Physical quantity to be verify as per invoice and handover acknowledgment to transporter.

WH Receipt Incharge

Continuously



5

MATERIAL SHIFT TO UNDER INSPECTION LOCATION.
(After physical verification by receipt operator material move to under inspection location.)

WH Receipt Incharge

Continuously



6

MRN PREPARATION.
(As per physical verification make MRN by data operator and take print out with LOT control tag)

WH Receipt Incharge

Continuously



7

LOT TAG ATTACHED WITH EACH BIN & BOX.

WH Receipt Incharge

Continuously



8

MRN HANDOVER OF RQA FOR INSPECTION PURPOSE.

WH Receipt Incharge

Continuously



9

RE-LOCATION OF INSPECTED MATERIAL
(After material inspection RQA have return MRN to WH for new location of OK / NG material)

WH Receipt Incharge

Continuously



01

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NEWLY APPLY

16-11-19

Issue

Revision

Reason for change

Date

PREPARED BY

CHECKED BY

APPROVED BY

RELEASED BY