



Guidelines for Material Receipt (BWL-II)

ISD-FC-13a



RULE

Department

Factory Control

DATE: 16.11.2019

Area

Warehouse

Issue: 01

Revision: 00

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STEP

PROCESS

RESP.

FREQUENCY

1

SUPPLIER VEHICLE REPORTING ON MATERIAL GATE.
(Security have entered vehicle reporting time in register)

Security supervisor

Continuously

2

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

Security Supervisor

Continuously

3

RECEIPT INCHARGE CHECK GATE ENTRY IN SYSTEM AND ALLOW TO VEHICLE MOVE ON DOCK.
(Receipt incharge check gate entry in SAP and allow to security for vehicle move on unloading dock)

Receipt Incharge

Continuously

4

MATERIAL UNLOAD AND VERIFICATION WITH DOCUMENTS.
a) Verify original invoice, PDIR, cut samples (if any)
b) Check Materials condition / rust & dust as well as packing standard.
c) Physical quantity cross check as per invoice and handover acknowledgment)

Receipt Incharge

Continuously

5

MATERIAL SHIFTED IN UNDER INSPECTION LOCATION.
(After physical verify by receipt operator, attach under inspection tag on material and move to under inspection location.)

Receipt Incharge

Continuously

6

GRN PREPARATION.
(GRN made by Stores data operator and GRN batch tag generate for pasting on lot)

Receipt Incharge

Continuously

7

INVOICE & PDIR HANDOVER TO RQA FOR INSPECTION
(After pasting batch tag, invoice and PDIR handover to RQA for inspection)

Receipt Incharge

Continuously

8

AFTER INSPECTION, MOVE MATERIAL IN OK/REJ. AREA
(After posting GRN, approved invoice receive from RQA and move the material in OK/Rej. area)

Receipt Incharge

Continuously

9

SPLIT BATCH TAG GENERATION
(After moving material at designated location, split the batch as per lot std. and paste on lot)

Receipt Incharge

Continuously

01	0	NEWLY APPLY	16-11-19
Issue	Revision	Reason for change	Date

PREPARED BY

CHECKED BY

APPROVED BY

RELEASED BY