

## RULE

Department

Factory Control

DATE: 16.11.2019

Area

Warehouse

Issue: 01

Revision: 00

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STEP

PROCESS

RESP.

FREQUENCY

PHOTOGRAPH

1

Based on "Monthly Schedule Raise to Supplier" Oils drums Receipt.

Store Operator / WH Receipt I/C

Continuously



2

Unload the Drums by Forklift on Storage pallets & Verify the Physical material along with Invoice.

Store Operator / WH Receipt I/C

Continuously



3

After Physical Drums /Qty Verification Protect by Rachel bell & Move to defined Drums location .

Store operator (Receipt)

Continuously



4

After Physical drums movement to defined Location Invoice Proceed for MRN Generation.

Data Operator

Continuously

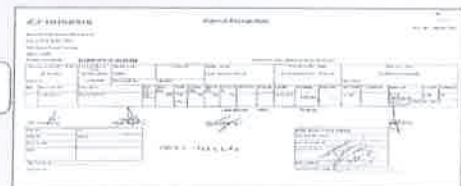


5

MRN Copy attached with Invoice for material Checking & Approval purpose..

Data Operator

Continuously

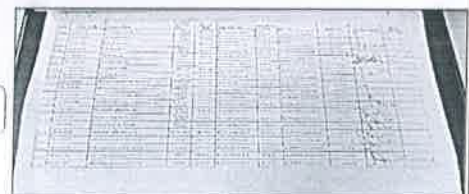


6

After Material Checking MRN Approved in System & Proceed for Bill submission to Finance.

Data Operator / Shift Inchange

Continuously



01

00

NEWLY APPLY

16-11-19

Issue

Revision

Reason for change

Date

PREPARED BY

CHECKED BY

APPROVED BY

RELEASED BY