RAW MATERIAL STORE AREA SAIL

1. Import department give information (email) to store about arrival of raw material.
2. Store responsible person receive the material with invoices delivery challan.
3. After receiving of raw material information is send to store department (LOADS Head office).
4. Raw material is unloaded by store person and kept in the unloading area.
5. After receiving of raw material following particulars must be tagged on each coil
   * RECEIVING DATE
   * L/C NO / Material specification
   * CODE NO
   * SIZES (t x length x weight x coil /pallets)
   * NET WEIGHT
6. Raw material is checked against invoice and specification.
7. GRN is generated for material received for posting in SAP .
8. Raw material is issued against requisition production department.
9. FIFO is maintained as per receiving date on coil.
10. If any material found damaged / different from specification it is in formed by email to import department and quality department.

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