RECEIVING, INSPECTING AND INWARDING

* In case of consignment received with out any documents or any discrepancy noticed in the documents received, Purchase official / Vendor coordinator will be notified immediately for obtaining necessary information for in warding. Till such time material will not be in warded.
* Acknowledgement of receipt of consignments is subject to final check and approval. A notation, to this effect must be stamped on each copy of Delivery Challan/ Lorry Receipt/Invoice
* All apparent damages/leakages/broken seal/rejected parts in the consignment received are immediately recorded in the DC/LR/Invoice and bring the same to the attention of Manager Stores or concerned authority
* Verify the identity of the material received. Ensure description of the material given in the consignment and number of containers / packages received as per the DC / LR / Invoice
* Materials shall be received on all working days only during working hours.
* 100% verification / weighing to be done in respect of Weigh Bridge readings /certificates are not always 100% reliable. Therefore, irrespective of whether the Weigh-Bridge reading tallies with DC or not, 10% of the consignment should be weighed at random and based on this observation, the in warding made. The Weigh-Bridge certificate may be taken only as a guideline. If the quantity thus verified varies a further 10% of the consignment it should be weighed and again the average taken for in warding purposes.
* For all other materials, in warding is based on 100% physical verification by way of counting, measuring & weighing.