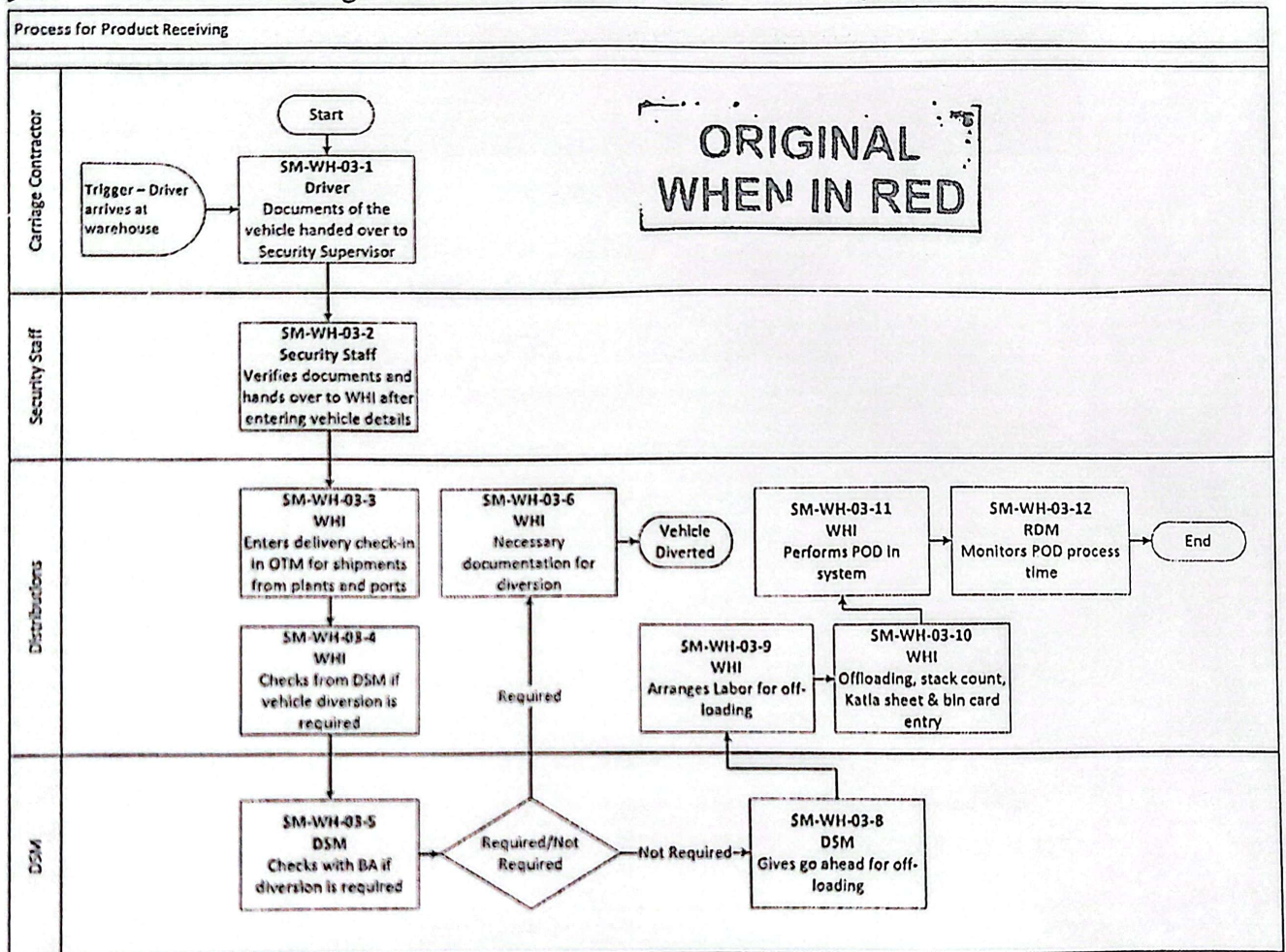e. Respective plant LM, RDM and ZDM are updated daily via system generated email (Annexure-I) Exceptional In-transit PTA's

f. DSM checks from the concerned BA (s) whose orders are pending at warehouse in case they need on wheel delivery. In case diversion is not required to any BA, DSM gives go ahead to the WHI for offloading of the vehicle at FG warehouse <u>within 03 hours</u> after reporting of vehicle at WH

g. Physical record of receiving documents will be retained at warehouse for last 10 years.

5.1.1 Product Receiving at WHs from Plants / Port / Trans-shipments

Sr. #	Responsibility	Task		Output

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SM-WH-03-1	Driver	After arrival of the vehicle at Warehouse, documents of the vehicle (PTA / PSA , Bilty and Driver NIC) are handed over to Security Supervisor	Vehicle arrival intimation
SM-WH-03-2	W & W	After verification of shipment particulars (Vehicle registration and NIC of driver) Vehicle details are entered in a register maintained by the security supervisor as per pre-defined format (Annex-II) for all types of shipments (Plants/Port/Transshipments) WW shall hand over the documents to WHI	Vehicle Entry in Register
SM-WH-03-3	WHI	Warehouse in-charge enters Delivery Check-in immediately in OTM for the shipments coming from plants and port (s)	Delivery Check In System
SM-WH-03-4	WHI	Before start of offloading at WH, coordination is made by the WHI with respective DSM (especially at sale WH) to know about if gate diversion or truck to truck loading is required against pending orders.	Info
SM-WH-03-5	DSM	DSM checks from the concerned BA (s) whose orders are pending at warehouse in case they need on wheel delivery. In case DSM wants to divert vehicle (gate diversion / en-route), refer to SOP SM-WH-13 "Product Diversions"	Info
SM-WH-03-6	WHI	In case diversion is aligned on same day between DSM and BA, WHI performs necessary documentations for diversion of vehicle from WH	
SM-WH-03-7	WHI	Vehicle diverted	
SM-WH-03-8	DSM	In case diversion is not required to any BA, DSM gives go ahead to the WHI for offloading of the vehicle at FG warehouse	
SM-WH-03-9	WHI	WHI coordinates with handling contractor / head pallaydar for arrangement of labor if labor is not readily available at warehouse	
SM-WH-03-10	WHI	In case of offloading at running stack, stack counting is done jointly by the WHI/SS/vehicle driver and bin card is signed off by all these stakeholders (Bin Card as Annex – III)	

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	WHI	WHI monitors offloading and ensures WASS method "On / Off basis" in case of multiple tasks/vehicles In case of only one vehicle off loading and no other task, WHI will monitor the offloading activity and ensures WASS mrthod.	
	WHI	At the time of receiving all types of products, Katla sheet (weight of bags) is maintained by the warehouse in-charge along with comments of WHI & SS about "Appearance, Stitching and Snickering. Frequency is 5% of the product received. If WHI has found that variation is greater than 150 grams (+/-), WHI increases the frequency from 5% to 10 %. In case of variation, POD shall be put on hold by the WHI till final decision by the management (Ref. to PQC SOP)	KATLA Sheet
	WHI	After completion of offloading, WHI counts and reconciles the stock. In case of short / excess receiving , Ref. to SOP "ROSP, Insurance Claims and Stocks Adjustments"	
SM-WH-03-11	WHI	WHI performs POD in system.	POD
SM-WH-03-12	RDM	RDM shall check the daily in-transit (missing POD's) on daily basis and report the long In-transit to respective plant LM In order to avoid POD delays, monitoring to be done by the RDM on weekly/monthly basis for "Check In and POD" times punched in system	Monitoring of POD process time

5.2   Stacking of Fertilizers at Warehouse

a.   WHI maintains separate stacks for each product

b.   Stacks are placed in the barrack keeping in view the FIFO compliance. Offloading running stack will be completed first.

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