Company name

**Returnable Gate Pass**

**Type: IN/OUT**

Title

Description...

Pass ID. \_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_

**Please allow the vehicle no. \_\_\_\_\_\_\_\_\_\_ to pass in / exit with the following materials:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| S.no | #ID | Material Description | Units Qty |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

Destination of materials (warehouse/facility): \_\_\_\_\_\_\_\_\_\_

Supplied by Vendor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Reason for transport: \_\_\_\_\_\_\_\_\_\_ Expected date of return/delivery: \_\_\_\_\_\_\_\_\_

Handler incharge: \_\_\_\_\_\_\_\_\_\_\_ Contact no.: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Remarks: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*This pass was issued at: 03:15 pm.*

Material Gatepass Management System

The **RGP and NRGP software** is a comprehensive module for Returnable & non-returnable Material Gatepass management system. This module is designed for large enterprises with multi-site and multi-user operations.

Features of  Material Gatepass management system

* Users can create a Material outward request
* Based on the approval policy, a custom approval-workflow can be defined in the RGP and NRGP Software.
* As soon as a Material outward request is entered in the system, email alerts are sent to the approvers. Approvers can “Approve” or “Reject” an outward request.
* Once an outward request is approved as per the defined workflow, the outward request is seen at the security gate.
* A physical, barcoded Material Gatepass can be printed, if required, in the RGP and NRGP software. This outward Gatepass can be given to the vendor and can accompany the goods on return.
* Security at gate can inspect, scrutinize and verify the Material leaving the premises with quantities, serial numbers and specifications mentioned in the Gatepass.
* Photographs of the material & vendor can be stored with the outward transaction in the RGP and NRGP software.
* Photo ID and Vehicle details of the vendor/carrier can be stored with the transaction.
* Barcode stickers can be affixed on the material going out for easy identification on return.
* The material is considered to be outward only after approval by gate security.
* For returnable materials, a pending log is maintained.
* Before the expected day of return – email alerts can be sent to vendor, initiator and security in the RGP and NRGP software.
* When the returnable goods arrive back at the security gate, the security person can scan the barcode on the Gatepass or the material to open the Transaction and marks the inward of the returnable item.
* An alert is again sent to the initiator informing about the arrival of returnable material in the RGP and NRGP software.
* Initiator can complete the full RGP cycle by flagging-off “Material Received”.
* Multiple MIS reports like Outward register and pending Returns are available.
* User defined fields are available.