1. Gate entry in SAP
2. Security (Gate no 4)
   1. Security receives all the documents (for vehicle from Mines) such as Delivery challans, LR, e-way bill, weighment slips, Transit pass and scan the QR code on the challan and hand over all the documents to the driver.
   2. Weigh Bridge operator scan the QR code & takes the first weight & keeps all the documents and issue Unloading Advice (2 copies) to the driver along with the chalan copy where QR code is printed.

[DIFFERENT FORMATS\UNLOADING ADVICE GATE NO 4.jpg](DIFFERENT%20FORMATS/UNLOADING%20ADVICE%20GATE%20NO%204.jpg)

* 1. After unloading, the unloading supervisor put his remark, if any, and mention the name of unloading contractor on the unloading advice and one copy of unloading advice handed over to the unloading contractor (this requires for the billing purpose) and remaining documents handed over to the driver.
  2. The vehicle returned to weigh bridge and after 2nd weight, the weigh bridge operator gives all the documents along with the weighment slips and acknowledgement (Seal & signature on the LR or weighment slip) to the driver.
  3. The security then allows the vehicle to go outside after keeping all the documents and putting the out time and weight in record and hand over only the acknowledgement slip to the driver.
  4. Security receives all the documents (for vehicle against PO based material) and enters the PO number in the record and issue a ‘Inbound Material Token slip with QR code’ and hand over all the documents to the driver.
  5. Weigh bridge operator takes the first weight and scan the QR code and keeps all the documents except Inbound material Token slip. WB operator issue an Unloading advice (2 copies) and hand over to the driver along with the Inbound material Token slip.
  6. After unloading, the unloading supervisor put his remark, if any, and mention the name of unloading contractor on the unloading advice and one copy of unloading advice handed over to the unloading contractor (this requires for the billing purpose) and remaining documents handed over to the driver.
  7. The vehicle returned to weigh bridge and after 2nd weight, the weigh bridge operator gives one copy of weighment slip and LR (Seal & signature on the LR or weighment slip) to the driver as acknowledgement.
  8. The security updates the record by putting weighment and out time of the vehicle.

**Gate No 1 (Security & Stores)**

* 1. Security receives all the documents and enters the PO number in the record and handed over all the documents to the driver & allow the vehicle inside.
  2. The vehicle that requires weighment proceed to the weigh bridge. WB operator takes the 1st weight and issue unloading advice with details like Truck no, material name, vendor name 1st weight etc. (Stores need to know the first weight, wherever necessary)[DIFFERENT FORMATS\UNLOADING ADVICE GATE NO 1.jpg](DIFFERENT%20FORMATS/UNLOADING%20ADVICE%20GATE%20NO%201.jpg)

1. The vehicle now proceed to the stores and Stores keeps all the documents get the vehicle unloaded at respective areas with the help of the copy of invoice. The unloading supervisor needs to write remark on the copy of invoice as and when necessary, which in turn required at the time of preparing GRN.
2. Stores gives acknowledgement after unloading to the driver by putting signature on the LR/challan copy with deviation, if any and also take the signature of the driver where deviation occurred. Before issuing the acknowledgement, Stores ensured that 2nd weight is taken wherever required.
3. Security allows the vehicle to go out after verifying the acknowledgement issued to the driver and update the record for weight (wherever required) and Out Time.
4. Stores (Receipt & Onward movement of documents)
5. Stores keeps the receipt material in the receipt section as per available location (inside stores as well as in open yard) and put the name of the location on the invoice copy. Also, put temperature/density on the copy of invoice in case of HSD (This information also required while auditing the invoice)
6. The stores generate the GRN with the help of invoice, unloading advice, Test Report, weighment slip etc.
7. In case the material is rejected after UD, the material is kept in a separate location. The store noted down the location on the copy of the invoice for its traceability.
8. Stores sent a hard copy of tax invoice to GST section through Sap generated list and take acknowledgment. (GST section need not require original hard copy if it is verified e-signature).
9. Stores send all the documents i.e. extra copy of invoice, LR, e-way bill, weighment slip, test certificate, unloading advice & inbound material token slip to Purchase department after putting the GRN no on top of the document.
10. Materials department checks the documents and attach a check list\* in case of general purchase only) and send it to Accounts department.
11. Accounts
12. On receipt of documents from materials, the peon segregate and hand over the documents to the respective account’s executives.
13. Executive 1 park the bill in MIR7 and print the documents and attach the supporting documents and sent it to Executive 2.
14. Executive 2, post the entry in the books of account through MIR6.
15. Again, the documents returned to the Executive 1 who get the copy of advice printed and raise the debit note/credit note, if any required.
16. The documents then move to the Executive 2 for posting the debit note/credit note.
17. The documents then move to Executive 1 for print the debit note/ credit note.
18. All the documents sent to the peon, who then write the document no/date in a register and hand over to the audit department.
19. *(The debit note/credit note automatically sent to the vendor when Audit removes the payment block)*
20. On receipt of documents after audit by the messenger in Accounts, he segregate it and file the documents where payment has already been made hand over the remaining documents to the concerned executive.
21. The concerned executive passes the bank voucher for making payment (F53) and prepare cheque, if it is below Rs. 8 Lakh and send it to Audit for Pre-audit.
22. For payment of more than 8lakh, send a copy of PO, Invoice and vendor ledger to Synergy (lender) for his approval and after approval all payments are being made directly from HO.
23. On receipt of confirmation from HO regarding payment through TRA, bank voucher prepared (F53) and send to audit.
24. Audit
    1. On receipt of documents, Internal auditor segregates the documents and hand over the documents to the concerned internal auditors who looks after the respective jobs.
    2. The internal Auditor checks the payment advice with the supporting documents attached to it. (The supporting documents varies from one payment advice to another depending nature of transaction.

**Service bills**

1. Joint measurement sheet signed by both the vendor and the supervising executive.
2. Vendor submit the joint measurement sheet and log book (whichever is applicable) along with Tax Invoice, Proforma-1,2 & 3 to the user Level 2
3. User 2 prepares the service entry sheet in SAP with the help of measurement sheet and proforma 1 and note down the service entry sheet number on the Proforma 1.
4. Then all the documents moved to level 3. Level 3 put his signature and send to Level 4 (HOD).
5. HOD put his signature, then the documents moved to Safety,
6. After necessary remark by Safety department, the documents moved to HR.
7. HR after putting his remark send it to the Accounts.
8. (4) & (5) above will follow thereafter.

**IMPORT MATERIAL**

**Stores Dept. – Gate Pass – Returnable**

1. Requisition for Gate Pass created by Requesting Department with approval note. Approval note consisting of Material description, QTY, Vendor name & code, mode of transport, Expected Return Date, GST Clearance (GST Percentage HSN code), value, reason for sending the material, approved by HOD & ED SPD.

|  |  |
| --- | --- |
| 2. Empty vehicle from outside the plant for lifting the material: -  If empty vehicle coming for lifting the material, token created by gate against approval note with vehicle information, driver name, in time etc. | 2. Vehicle from inside the plant: -  Steps from sl no 3 follows |

1. Vehicle go to the weighbridge for first weight if applicable. After loading of material, security guard put his signature on the document available with driver then (vehicle go to second weight if applicable).
2. Stores create the Returnable Gate Pass with approval note & other information available on the approval note in 4 copies & 2 copies of e waybill (if applicable) & take receiver signature on gate pass. (01 copy with copy of approval note for security, 2 copies with stores along with 1 copy of e waybill and 1 for the vendor(receiver/driver) with e waybill).
3. Security out the vehicle with the token no or by gate pass number.
4. When material return by the vendor after completion of work with the said gate pass, security make the return entry on the gate pass with seal & in date. If vendor failed to send the gate pass, store send the extra copy to gate for entry (done weighment if applicable).
5. After checking the material, Store sent the receive material to the user along with the gate pass for unloading & user acknowledge the receipt of material on the gate pass (with remarks) & store give the acknowledgement to driver either on LR or weighment slip (if applicable).

**Stores Dept. – Gate Pass – Non-Returnable with GRN**

1. Requisition for Gate Pass created by Purchase Department with approval note. Approval note consisting of Material description, QTY, Vendor name & code, mode of transport, GST Clearance (GST Percentage HSN code), value, reason for sending the material, approved by HOD, ED Steel along with vendor credit note.

|  |  |
| --- | --- |
| Empty vehicle from outside the plant for lifting the material: -  If empty vehicle coming for lifting the material, token created by gate against approval note with vehicle information, driver name, in time etc. | Vehicle from inside the plant: - |

1. Vehicle go to the weighbridge for first weight if applicable. After loading of material, security guard put his signature on the document available with driver then (vehicle go to second weight if applicable).
2. Stores create the Returnable Gate Pass with approval note & other information available on the approval note in 4 copies & 2 copies of e waybill (if applicable) & take receiver signature on gate pass. (01 copy with copy of approval note for security, 2 copies with stores along with 1 copy of e waybill and 1 for the vendor(receiver/driver) with e waybill).

**Stores Dept. – Gate Pass – Non-Returnable without GRN**

Raw material like quick lime, fluxes received at gate 4, truck go to weighbridge for first weight , weighbridge operator keep all doc and give unloading advice( contains, token no, vehicle no, gross weight, party, material etc ) to the driver for unloading at the concern department. As vehicle recaches at unloading point user inform for lab sampling before unloading.

1. **Case One :-**
2. If material is rejected and the vehicle is not unloaded, user put the remarks on the unloading advice, reason of rejection & send the vehicle back to the weighbridge for second weight & inform to purchaser.
3. Weighbridge operator take second weight & all papers of vehicle are hand over to driver with final weighment slip & send him to stores for non-returnable gate pass.
4. Requisition for Gate Pass created by Purchase Department with approval note. Approval note consisting of Material description, QTY, Vendor name & code, mode of transport, GST Clearance (GST Percentage HSN code), value, reason for sending the material, approved by HOD, ED Steel along with vendor credit note.
5. Stores create the Non-Returnable Gate Pass with approval note & other information available on the approval note in 3 copies of gate pass printed with 2 copies of e waybill (if applicable generated by the transporter after gate pass preparation or against vendor credit note) & take receiver signature on gate pass. 01 copy with copy of approval note for security, 1 copy with stores along with 1 copy of e waybill and 1 for the vendor(receiver) with e waybill & xerox copy of vendor invoice.
6. Security out the vehicle with the token no or by gate pass number.
7. **Case Two :-**
8. Material rejected after unloading.
9. Requisition for Gate Pass created by Purchase Department with approval note. Approval note consisting of Material description, QTY, Vendor name & code, mode of transport, GST Clearance (GST Percentage HSN code), value, reason for sending the material, approved by HOD, ED Steel along with vendor credit note.
10. Empty vehicle from outside the plant for lifting the rejected material, token created by gate against approval note with vehicle information, driver name, in time etc. (go to weighbridge for first weight) after loading material in front of security guard (vehicle go to weighbridge for second weight) & signature by the security guard on approval note, Stores create the Non-Returnable Gate Pass with approval note, token no & other information available on the approval note.
11. Gate pass prepared: - 3 copies of gate pass printed with 2 copies of e waybill (if applicable generated by the transporter after gate pass preparation or against vendor credit note) & take receiver signature on gate pass. 01 copy with copy of approval note for security, 1 copy with stores along with 1 copy of e waybill and 1 for the vendor(receiver) with e waybill.
12. Security out the vehicle with the token no or by gate pass number

For materials like return of empty cylinder & spares for Murethi

**Stores Dept. – Gate Pass – Non-Returnable Contractor material.**

1. Requesting Dpt. Raises work/service pr.
2. Purchase finalizes vendor & released the service/work order.
3. Vendor sends Vehicle at Gate 1 with vendor’s own material with challan consisting of material details, service order no etc.
4. Security generated the token no against contractor name & keeps 1 copy of challan/invoice for their records.
5. Contractor (vendor) give one copy of challan at stores with gate entry no & stores keep material record by maintaining in the excel sheet for further process.
6. If contractor requires to take out his own material for repairing purpose or refiling purpose or after the completion of job, Fill the details of material with old token no ( in which material has been taken in the plant premises) in the their letter head, approved by site HOD, ( if work is completed , final approval taken from ED SPD)
7. First contractor go to the security with the letter head for new token no. Security generated the new token no with checking the old records & old token no. & after new token no provided by security, store person checks the records from the excel sheet entry against contractor name & prepare non-returnable gate pass.
8. After gate pass prepared, 3 copies of gate pass printed & take receiver signature on gate pass. 01 copy for security, 1 copy with stores and 1 for the vendor(receiver).
9. Security out the vehicle with the token no.

10) After repairing vendor take the material back to plant or new material, the same process is follows from sl no3.