

 UGEE CHEMICALS	SNO Warehouse SOP	<b>SOP</b> Standard Operating Procedure
<b>FINISHED PRODUCT RECEIVING PROCEDURE</b>		
SOP #: UCL/IBDWHSE/CD/Q/08.0	Issuance Date: Revision Date:	As at last Signature Maximum 2 years from Issuance Date
	Effective Date:	20 Working Days from Issuance date

### PURPOSE

To outline the process of receiving finished products into Ibadan plant warehouse.

### SCOPE

This procedure covers all finished products receipts into the warehouse.

### RESPONSIBILITIES

#### FP Receipt Technician

- Responsible for overall receipt process, and adherence to all standards
- Responsible for adequate inspection of truck and product, capturing defects, and overall reconciliation
- Responsible for ensuring that products are moved to the right location physically and on ERP.
- Responsible for pre-staging of all the finished products offloaded for reconciliation before moving them to their respective storage location.
- Responsible to ensure system GR is done within 24 hours of receipt
- Responsible to ensure products are moved from the truck to the receipt location, and subsequently to the storage location.

#### Warehouse QA Leader

- Responsible for ensuring all quality standards are maintained during the whole unloading process
- Ensures that the right Stacking Pattern Standard (SPS) is always available at receiving area to ensure balanced inventory.
- Communicates to sending sites all QA related outages.




### PPE / Tools REQUIRED

- Safety boots
- Safety Goggles
- Reflective jacket
- Cotton hand gloves

### PROCEDURE

#### 1 Finished Product Receipt

1.1 Finished Products will be transported from production end of line in trucks meeting quality standards.

<b>SOP OWNER</b>  Babalola Ilesanmi Site Stewardship Date: 28/10/22	<b>QA APPROVAL</b>  Alawode Olujide Date: 31/10/22	<b>STEWARDSHIP APPROVAL</b> -----NA----- Date:	<b>AUTHORISATION</b>  Owolabi Emmanuel Date: 07/11/22
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- 1.2 Trucks will arrive in possession of documents (Transfer posting note) or ERP print out detailing FP Code, Product description, Number of Pallets, and quantity cases and batch. Posting must be completed from the sending site prior to product offload at the warehouse.
- 1.3 Upon arrival of the truck at the warehouse, truck will go into the dock station dedicated to the intra site truck and will notify the security at the loading bay of its arrival. The security personnel will notify the FP receipt technician of its arrival via phone call.
- 1.4 The FP receipt technician on duty must have all documents retrieved from the driver before offloading starts.
- 1.5 The FP receiving technician will ensure that the truck is well chocked in line with standard, and the driver submits the key to the security.
- 1.6 The FP is unloaded by receiving forklift operator into the pre-staging location of the warehouse. The FP Receiving Technician on duty will go to the pre-staging location and do a blind count of the products.
- 1.7 The FP Receiving technician on duty will then reconcile the blind count data with the quantity and batches stated in the document as submitted by the truck driver and write his name and signature on the document as a proof of reconciliation.
- 1.8 After signing off, a copy of Transfer Posting Notes (TPN) or ERP printout will be given to the driver.
- 1.9 Finished Product Receiving Technician must ensure defects are captured and documented using Q alert system with prompt fixing of quality outages i.e. dusty product should be cleaned, bad pallets should be changed, product with loosed wrap issue should also be fixed.
- 1.10 Upon final reconciliation of receipts, FP receipt technician will then direct the Receiving contractors to move the products to the final storage location. Each storage row will contain one FP code according to the current warehouse SKU storage allocation mapping. The receiving Technician will back check where and how the product was stored to ensure correctness. Any miss must be corrected.
- 1.11 All Pallets received must have at least identification label in the pouch of each pallet (RPW) before moving them from the dock area to the pre-staging location.
- 1.12 The receipt technician completes GR of the received products. GR of all received products should be completed immediately after reconciliation. If there is any reason for goods receipt to exceed one business day, a one pager mail must be sent on time to the plant manager for proper awareness.
- 1.13 All quantity discrepancies will be addressed, and the warehouse manager notified on all outages captured for appropriate actions. The receiving technician and security will both sign off the relevant document clearly stating the discrepancy.
- 1.14 If the finished products from the F&HC has more than 5% or more physical damage, the whole truck will be returned to the line.

## **2 E.O Product Receipts**

- 2.1 Sending site will communicate to the warehouse manager, FP receiving technician and warehouse QA leader of EO evacuation plans.
- 2.2 EO product will be received into the warehouse following procedures above.
- 2.3 Upon final reconciliation of receipts, FP receipt technician will then direct the receiving contractors to move the products to the reject cage for storage and ensure the presence of at least one RED label by the side of pallet and system GR is completed on ERP.



**3 HANDLING OF DISCREPANCIES**

- 3.1 In case of any discrepancy (shortage or overage), FP Receiving Technician will confirm this shortage in the presence of security on duty.
- 3.2 The discrepancies are to be resolved between the line evacuation technician and the finished product receiving technician immediately such a discrepancy is captured.
- 3.3 FP receiving technician will provide enough details of the nature of the difference to the line evacuation technician, clearly write the discrepancies on the supporting document (TPN).

**End Of Procedure****SOP RELATED ATTACHMENTS**

Attachment 1 – Qualification Sheet

Attachment 2 – Model Answers

**DEFINITIONS**

FHC– Fabric and Home Care  
FP – Finished Product  
TPN – Transfer Posting Note  
RPW– Reusable pallet Wrapper