

 SMSA Express	SMSA Express Transportation Co., Ltd. P.O. Box 63259 Riyadh 11526, K.S.A.	Document ID	SMSA-FL01
		Revision no.	00
		Effective Date	15-05-2019
		Next Revision Date	14-05-2021
		Function	Warehouse
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1.0 PURPOSE

1.0 The purpose of this procedure is to lay down fulfillment receiving process as the customer required.

2.0 SCOPE

2.1 This procedure is applicable to all SMSA Employee working with fulfillment Section Warehouse.

3.0 ABBREVIATIONS/ DEFINITION

No.	Term	Description
3.1	SOP	Standard Operating Procedure
3.2	FL	Fulfilment
3.3	SKU	Stock Keeping Unit
3.4	3PL	Third Party Logistics

4.0 RESPONSIBILITY

4.1 The Inventory Clerk should be responsible for the email communication with the customers, adjusting and uploading data onto the system.

4.2 The inventory Clerk should be responsible for counting, scanning, and checking the SKUs quantity, printing the SKU labels, and adding the quantities on the system.

4.3 The Picker should be responsible of receiving and checking the SKUs quantity before sorting and storage on the Racks.

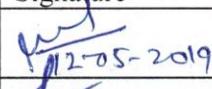
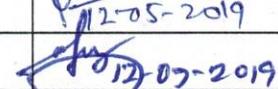
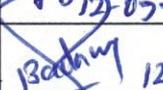
4.4 The Handlers should be responsible for receiving the shipments from the customers, opening the shipments, applying the proper scans as per the operating procedure, sorting and palletizing the shipments,

4.5 The Supervisor should be responsible for ensuring the proper scans and operating procedures are followed by the fulfillment staff.

5.0 SAFETY PRECAUTIONS

5.1 Wear PPEs such as Safety Shoes, Safety Helmet, Safety Harness, Gloves and etc.

6.0 PROCEDURE

	Name & Designation	Signature
Author/ Originator of Doc Change	ASHISH SEN & ACCEPTANT MANAGER	 12-05-2019
Reviewer (Process Owner)	JURELIO B. WY LOGISTICS CLERK	 12-05-2019
Approving Authority	Hussain Badami RTS (F) Fulfilment Manager	 12-05-2019

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- 6.1 The shipments received directly from the customers in Fulfillment section Warehouse and undelivered shipments received from RTS section.
- 6.2 Open the shipment and sort the items as per SKU number.
- 6.3 Print the barcode label for SKU number and paste on the items.
- 6.4 Check the quantity by scanning the SKU barcode with the gun scanner.
- 6.5 Add the quantity to 3PL system per SKU number and assign the location for each SKU.
- 6.6 Palletize/Sort the items as per SKU number and move to the assigned locations on Racks/Shelves.
- 6.7 Apply COD RTS Scan with comment “Fulfillment project item Added to Stock”.
- 6.8 Send email to the customer, informing them the received quantity and update Stock status Report.

7.0 RECORD

Title of Record	Custodian	Retention Period
NA	NA	NA

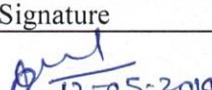
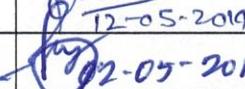
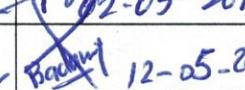
8.0 Attachment

- 8.1 Flow Chart A

9.0 DOCUMENT CHANGE RECORD

Rev No.	Effective Date	Nature of Change	Document Change Request No:
00	15-05-2019	New Document	NA

END OF THE DOCUMENT

	Name & Designation,	Signature
Author/ Originator of Doc Change	ASWAD S. S. ASSISTANT MANAGER	 12-05-2019
Reviewer (Process Owner)	AURELIO B. WY LOGISTICS CLERK	 12-05-2019
Approving Authority	Hussein Badawy RTS / Fulfillment Manager	 Badawy 12-05-2019

