	SMSA Express Transportation Co., Ltd. P.O. Box 63259 Riyadh 11526, K.S.A.	Document ID	SMSA-FL01
	STANDARD OPERATING PROCEDURE FULFILMENT RECEIVING PROCESS	Revision no.	00
		Effective Date	15-05-2019
		Next Revision Date	14-05-2021
		Function	Warehouse
		Page	Page 1 of 2

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


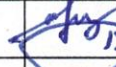

4.0 RESPONSIBILITY


- 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 SENGUPTA ASSISTANT MANAGER	 12-05-2019
Reviewer (Process Owner)	XURELIO B. WY LOGISTICS CLERK	 12-07-2019
Approving Authority	Hussain Badamt RIS Fulfillment Manager	 12-05-2019

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		Page	Page 2 of 2

- 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

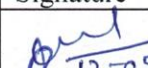


8.0 Attachment

- 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	ASHISH SINGH ASSISTANT MANAGER	 12-05-2019
Reviewer (Process Owner)	AURELIO B. WY LOGISTICS CLERK	 12-05-2019
Approving Authority	Hussein Badawy RTS / Fulfillment Manager	 12-05-2019

