

 <p>SMSA P.O. Box 63259 Riyadh 11526, K.S.A.</p>	SMSA P.O. Box 63259 Riyadh 11526, K.S.A.	Document ID	SMSA-HC02
	STANDARD OPERATING PROCEDURE INBOUND RECEIVING PROCESS	Revision no.	06
		Effective Date	01-06-2025
		Next Revision Date	31-05-2027
		Function	Warehouse
		Page	Page 1 of 5

1.0 PURPOSE

1.1 This document lays down the procedure of all Inbound receiving from suppliers

2.0 SCOPE

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

3.0 ABBREVIATIONS/DEFINITION

No.	Term	Description
3.1	SOP	Standard Operating Procedure
3.2	ASN	Advance Shipment Note/Notice
3.3	DN	Delivery Note
3.4	PO	Purchase Order
3.5	EHS	Environment Health & Safety
3.6	&	And
3.7	MOI	Ministry of Interior
3.8	WMS	Warehouse Management System
3.9	%	Percent
3.8	SKU	Stock Keeping Unit

4.0 RESPONSIBILITY

- 4.1 The Inbound Team Leader shall be responsible for ensure the procedure implementation and update for this procedure to fulfill operational and customer requirements. Any special written notice / specific requirements from customer will overwrite the procedure as stated below.
- 4.2 It is also the responsibility of SMSA Project Manager and Pharmacist to Implement the SOP.
- 4.3 It is the responsibility of Pharmacist for the quality checking of shipment and approval for receiving to Inbound Team Leader.

5.0 PROCEDURE

- 5.1 The Inbound receiving process starts with the Inbound Team Leader coordinate the delivery/appointment schedule with NUPCO also show in Flow Chart A.
- 5.2 Inbound team leader shall check the appointment schedule sent by NUPCO for the inbound receiving date wise and item wise and plan the unloading and space accordingly.
- 5.3 Once the supplier available with shipment inbound team leader shall check the following details.

 - 5.3.1 Stock Arrival Form signed by MOI.
 - 5.3.2 PO hard copy if required.
 - 5.3.3 Invoice copy.
 - 5.3.4 PO available in WMS of NUPCO.
 - 5.3.5 In transit temperature of truck according to shipment desired temperature.

Author/ Originator of Doc Change	Name & Designation <i>MO AYAD MOHAMED AWI PHARMACUT</i>	Signature <i>[Signature]</i>
Reviewer (Process Owner)	<i>M. J. M. Tareel Warehouse Supervisor</i>	<i>29-05-2025 31/05/2025</i>

 <p>SMSA P.O. Box 63259 Riyadh 11526, K.S.A.</p>	Document ID	SMSA-HC02
	Revision no.	06
	Effective Date	01-06-2025
	Next Revision Date	31-05-2027
	Function	Warehouse
	Page	Page 2 of 5

5.3.6 Pallet arrangement and height in the truck.

5.3.7 Any Damage.

5.4 Inbound team leader and Pharmacist shall fill out the inbound shipment checklist during the whole receiving process at different stages of the receiving as per Annexure A and shall sign the checklist once completed for record purpose.

5.5 After checking all above details and found satisfactory the inbound team leader shall proceed to unload the truck or vehicle with the help of handlers.

5.6 If the above details found unsatisfactory then the inbound team leader shall be communicating to NUPCO and shall wait for the instruction from NUPCO for further actions.

5.7 After unloading the inbound team leader and Pharmacist shall check the following details.

5.7.1 Item's description as per PO vs Invoice vs Physical.

5.7.2 Item's quantity as per PO vs Invoice vs Physical.

5.7.3 Batch/Lot No. as per PO vs Invoice vs Physical.

5.7.4 Shelf life 66% remaining from the date for receiving.(If less than 66% then the item shall be rejected, but if Guarantee letter is available then item shall be received with approval from NUPCO inbound team).

5.7.5 Expiry date as per PO vs Invoice vs Physical.

5.7.6 Any damage.

5.7.7 Loose quantity shall be checked 100 %, full quantity pallets shall be random checked from outside.

5.8 If any of the details as per point 5.6 and following found unsatisfactory or any discrepancy then inbound team leader shall seek the SMSA pharmacist, NUPCO or MOI representative for decision for reject. Once the shipment is reject, reschedule the delivery with the help of NUPCO with correct details.

5.9 Inbound clerk then start the receiving process in WMS of NUPCO by creating the ASN. Also Bar code label shall be printed out as per the quantity of boxes containing Item Code, Batch number, Expiry date, quantity in the box. Once the label is printed then inbound team leader shall arrange the labeling process with the help of handlers on each box according to SKU type. In laboratories, Dental or some medical supplies item's having three or more different items together in one SKU then the bar code label shall be pasted in a box making the kit, pack, test into one SKU.

5.10 Once the shipment is received in the NUPCO WMS, inbound team leader then take the print out of Receiving summary ticket from WMS system for received items and recheck with Invoice, PO for accurate receiving. Then, inbound team leader shall send the ASN via background process of automatic integration to NUPCO WMS.

5.11 After sending the ASN to WMS of NUPCO and Barcode label pasted on box inbound team leader shall arrange the Put away of the wrapped pallets with shrink wrap to the warehouse locations as per section wise in the warehouse racking. Once the put away is done inside the racks inbound team leader shall update the rack locations of the put away pallets in the NUPCO WMS.

Author/ Originator of Doc Change	Name & Designation <i>MOAYAD MOHAMMEDAN PHARMACIST</i>	Signature <i>[Signature]</i>
Reviewer (Process Owner)	<i>m. J. M. Jareed Warehouse Supervisor</i>	<i>29-05-2025</i> <i>[Signature]</i>

	SMSA P.O. Box 63259 Riyadh 11526, K.S.A.	Document ID	SMSA-HC02
	STANDARD OPERATING PROCEDURE	Revision no.	06
	INBOUND RECEIVING PROCESS	Effective Date	01-05-2025
		Next Revision Date	31-05-2027
		Function	Warehouse
		Page	Page 3 of 5

5.12 Inbound team leader then take all document including Receiving Ticket summary, Invoice copy, PO copy, in transit temperature record copy, inbound checklist and file them for record purposes.

5.13 Flow Chart Notes:

5.13.1 Upon arrangements of the re-supply / replacement for the rejected items, work process follows accordingly to Start point of flow chart A.

5.14 Environment, Health and Safety considerations.

5.14.1 Trucks for deliver the inbound shipment shall be turned off their engine during unloading the trucks.

5.14.2 Safe manual lifting practices should be followed as per Method statements for EHS.

5.14.3 Upon noticing any Damaged items, that need to dispose of such material must be placed in quarantine area into the hazardous waste bags or identified it by wrapping and labelling by hazardous waste or tape.

5.14.4 As per NUPCO request we are using in our facility NUPCO WMS .

5.15 RSD checking process during the inbound Process:

5.15.1 Pharmacist check and approve items in RSD system.

5.15.2 Pharmacist register the notification ID of RSD in documents of receiving (ASN)

5.15.3 If there no transaction in RSD system for the items , Pharmacist raise a complaint to SFDA by E-mail.

6.0 RECORD

Title of Record	Custodian	Retention Period
Inbound Shipment Checklist	Inbound team leader	03 Years
Invoice and PO copy	Inbound team leader	03 Years
In transit temperature record	Inbound team leader	03 Years
Receiving Summary Ticket	Inbound team leader	03 Years

7.0 Attachment

7.1 Flow Chart A
7.2 Annexure-A

8.0 DOCUMENT CHANGE RECORD

Rev No.	Effective Date	Nature of Change	Document Change Request No:
01	23-10-2016	New Document	NA

Author/ Originator of Doc Change	Name & Designation <i>MCAYAD MOHAMED AIN</i> <i>PHARMACIST</i>	Signature <i>J-555</i>
Reviewer (Process Owner)	Name & Designation <i>M.J.M. Janeed</i> <i>Warehouse Supervisor</i>	Signature <i>29-05-2025</i> <i>31/05/2025</i>

 <p>SMSA P.O. Box 63259 Riyadh 11526, K.S.A.</p> <p>STANDARD OPERATING PROCEDURE INBOUND RECEIVING PROCESS</p>	Document ID	SMSA-HC02
	Revision no.	06
	Effective Date	01-06-2025
	Next Revision Date	31-05-2027
	Function	Warehouse
	Page	Page 4 of 5

02	01-02-2018	<p>The changes made in the SOP as below:</p> <ul style="list-style-type: none"> SOP Document ID amended as SMSA-HC unique ID format for all SOP. Amended the point 1.1 under Purpose, by adding the SOP for all inbound receiving and deleting the Ad-hoc receipt and new project receipt as that procedure not applicable. Incorporated new abbreviation under section 3 as available in SOP. Incorporated point 4.3 for the responsibilities of Pharmacist. Amended point 5.1 by replacing Supplier with NUPCO. Deleted the existing point 5.2 and 5.3 for Ad Hoc and New project receiving as not applicable in current process. Incorporated new points from 5.2 to 5.15 as per current ad actual process of inbound receiving. Incorporated Annexure- A for inbound Shipment Receiving checklist. Obsoleted Flow Chart-B and Flow Chart- C as such process and procedure not applicable in current process. Incorporated the actual documents for record under section 6.0. 	CR0199
		<ul style="list-style-type: none"> Amended (Annexure-A) Inbound Shipment Checklist. Point 5.8 removed. 6.0 Record amended . 	
03	30/06/2024	<ul style="list-style-type: none"> Added point 5.14.4 As per NUPCO request we are using in our facility (BY) Blue Yonder Warehouse Management System. 	

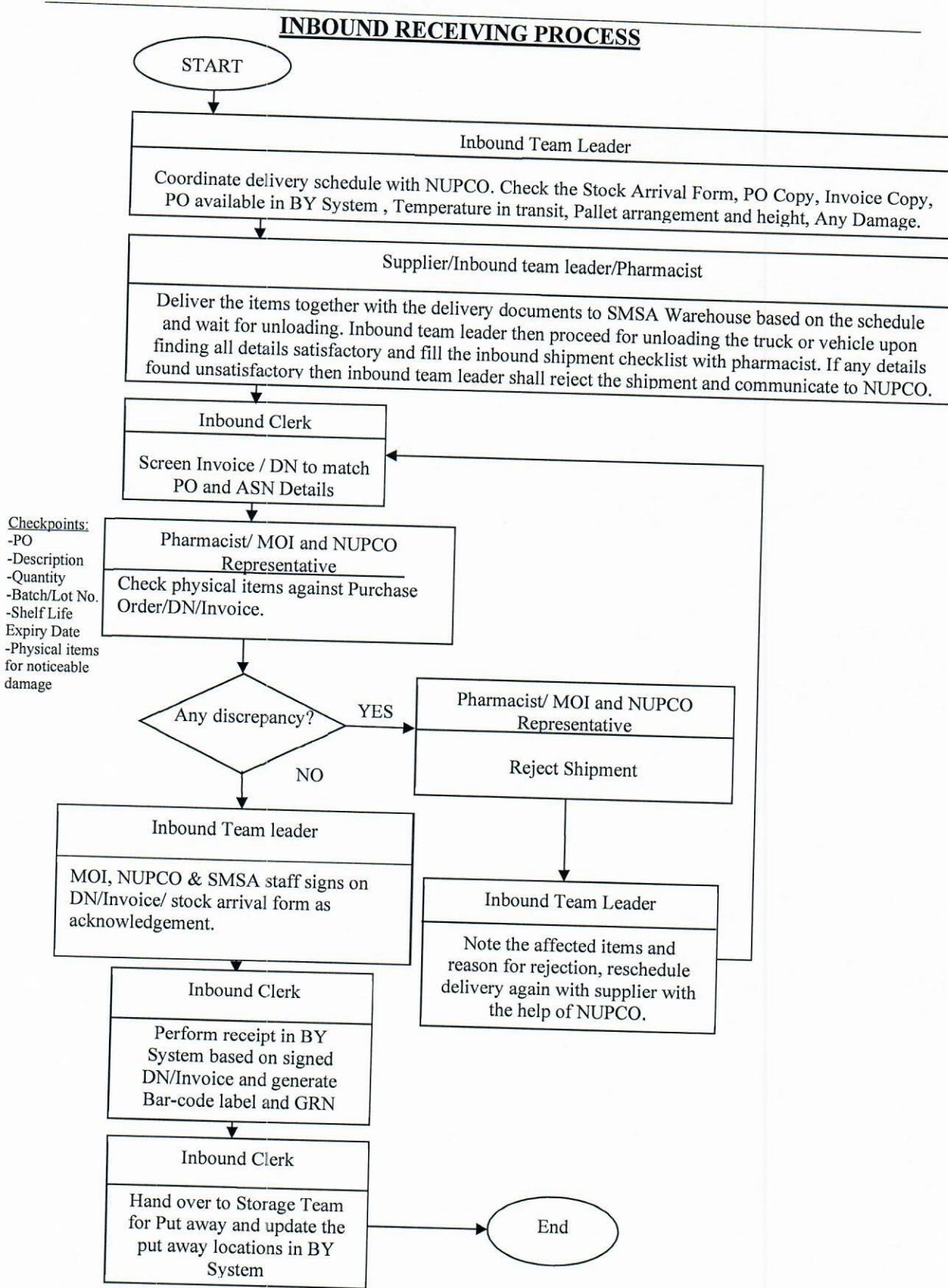
Author/ Originator of Doc Change	Name & Designation <i>MOAYAD MOHAMED AW</i> <i>PHARMACIST</i>	Signature <i>25</i>
Reviewer (Process Owner)	<i>M. J. M. Faried</i> <i>Warehouse Supervisor</i>	<i>24-05-2025</i> <i>31/05/2025</i>

 SMSA STANDARD OPERATING PROCEDURE INBOUND RECEIVING PROCESS	SMSA P.O. Box 63259 Riyadh 11526, K.S.A.	Document ID	SMSA-HC02
	Revision no.	06	
	Effective Date	01-06-2025	
	Next Revision Date	31-05-2027	
	Function	Warehouse	
	Page	Page 5 of 5	

04	10/03/2025	<ul style="list-style-type: none"> Amended point 5.3.4 by adding NUPCO WMS . Amended point 5.7.4 by adding NUP inbound team. Adding point 5.7.7 Loose quantity shall be checked 100 %, full quantity pallets shall be random checked from outside. Amended point 5.10. by adding NUPCO WMS . Amended point 5.11 by adding NUPCO WMS . Amended point 5.14.4 by adding NUPCO WMS . Adding the points : <ul style="list-style-type: none"> 5.15 RSD checking process during the inbound Process: <ul style="list-style-type: none"> 5.15.1 Pharmacist check and approve items in RSD system. 5.15.2 Pharmacist register the notification ID of RSD in documents of receiving (ASN) 5.15.3 If there is no transaction in RSD system for the items , Pharmacist raise a complaint to SFDA by E-mail. 	
----	------------	---	--

END OF THE DOCUMENT

Author/ Originator of Doc Change	Name & Designation <i>MOAYAD MOHAMED AW</i> <i>PHARMACIST</i>	Signature <i>29-05-2025</i>
Reviewer (Process Owner)	<i>M. I. M. Tareef</i> <i>Warehouse Supervisor</i>	<i>31/05/2025</i>



(Annexure-A)
Inbound Shipment Checklist

Check Points	Observation	Remarks
Receiving date & time:		
Supplier's Name:		
Truck Plate No:		
Purchase order No:		
Supplier's invoice No:		
Shipment No :		
Temperature inside truck when arrived:		
Data logger report:	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Expiration date allowed to receipt items (2/3 or 66% of total shelf life):	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Number of items delivered is correct:	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Number of units delivered is correct	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Quantity of each package is correct	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Items is correct (generic, and brand name)	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Dosage form is correct	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Strength is correct	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Unique identifiers is present	<input type="checkbox"/> Yes <input type="checkbox"/> No	
No visible evidence of damage or leaking containers (describe if present)	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Form (1) created	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Items delivered using standard size Pallets	<input type="checkbox"/> Yes <input type="checkbox"/> No	

Notes:-----

Received By: _____

Checked By: _____