	SMSA Express Transportation Co., Ltd. P.O. Box 63259 Riyadh 11526, K.S.A.	Document ID	SMSA-HW01
	STANDARD OPERATING PROCEDURE INBOUND RECEIVING PROCESS	Revision no.	01
		Effective Date	07-12-2021
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1.0 PURPOSE

- 1.1 This document is issued to standardize the inbound operations, make sure there are legal and valid orders and evidence during the inbound, as well, inbound information can be accurately maintained to system/standing-book in time, guarantee the inventory's asset security and consistency between inventory and account.

2.0 SCOPE

- 2.1 This procedure is applicable to all SMSA Employee working with Huawei Spare part Warehouse.

3.0 ABBREVIATIONS/ DEFINITION

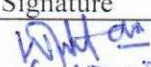
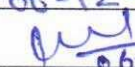
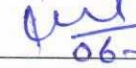
No.	Term	Description
3.1	SOP	Standard Operating Procedure
3.2	POD	Proof of Delivery
3.3	&	And
3.4	CWMS	Central Warehouse Management System
3.5	%	Percent
3.6	SKU	Stock Keeping Unit

4.0 RESPONSIBILITY

- 4.1 The receiving shipping operator/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 to implement the SOP.
- 4.3 It is the responsibility of receiving shipping operator/team leader for the quality checking of shipment and approval for receiving.

5.0 PROCEDURE


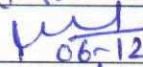

- 5.1 The Inbound receiving process starts with the receiving shipping operator/team leader checks the delivery/appointment schedule with Supplier or Customer. The Inbound pre alert shall be sent via email from the customer to SMSA.
- 5.2 Receiving shipping operator/team leader shall check the appointment schedule for the inbound receiving and plan the unloading and space accordingly.
- 5.3 Once the supplier available with shipment receiving shipping operator/team leader shall check the following details.

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Author/ Originator of Doc Change	MUHAMMAD WAQAR TEAM LEADER	 06-12-2021
Reviewer (Process Owner)	ASHISH S GU MANAGER LOGISTICS	 06-12-2021
Approving Authority	ASHISH S GU MANAGER LOGISTICS	 06-12-2021

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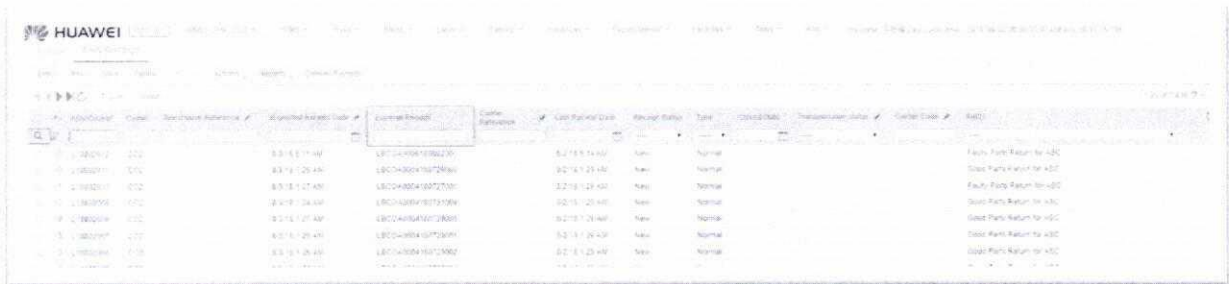
- 5.3.1 Packing List from pre alert email.
- 5.3.2 Invoice/Delivery challan copy.
- 5.3.3 POD copy of supplier
- 5.3.4 Any physical damage to the vehicle.
- 5.4 After checking all above details and found satisfactory the receiving shipping operator/team leader shall proceed to unload the truck or vehicle.
- 5.5 If the above details found unsatisfactory then the receiving shipping operator/team leader shall hold the shipment and provide the reason to the supplier and ask the supplier to correct the details. Same shall be communicating to Customer and shall wait for the instruction from Customer for further actions.
- 5.6 Receiving shipping operator/team leader shall sign the POD copy to supplier by counting the actual boxes, Pallets mention on the suppliers delivery challan.
- 5.7 After unloading the receiving shipping operator/team leader shall check the following details.
 - 5.7.1 Item's description as per packing list vs Invoice vs Physical.
 - 5.7.2 Item's quantity as per packing list vs Invoice vs Physical.
 - 5.7.3 Any physical damage on boxes or material.
- 5.8 If all above details found satisfactory then receiving shipping operator/team leader shall acknowledge the receipt of material.
- 5.9 If any of the details as per point 5.7 and following found unsatisfactory or any discrepancy then receiving shipping operator/team leader seek the Customer representative for decision for reject or accept. Once the shipment is rejecting, receiving shipping operator/team leader shall note down reason for rejection and items to be rejected and reschedule the delivery with the help of customer with correct details.
- 5.10 Receiving shipping operator/team leader then start the receiving process in CWMS system as below.
 - 5.10.1 Enter cwms.huawei.com in Internet explorer and enter the login interface of CWMS. Enter the account number and password to log in. Select the corresponding warehouse name.



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5.10.2 ASN Receipt- Select WMS →Inbound→ Inbound ASN/Receipt, click do the search or enter the specific Receipt number in the External Receipt box to find.



5.10.3 Click on the far left of the document bank to enter the document details interface. You can see the goods, description, quantity and sub-warehouse under the current document.

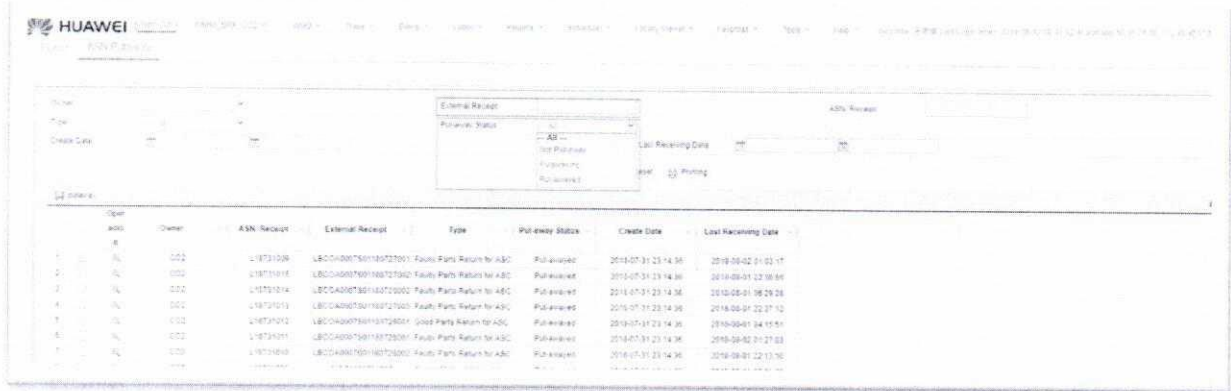


5.10.4 ASN Receive- In the ASN receiving interface, select the corresponding document status or input document at External Receipt for searching.



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5.10.8 Select the document that needs to be shelves and click on the printing button to print the list.




5.10.9 According to the current encoding in the library, the shelf listing sheet recommends the shelf storage location with the dimension of "Item + sub-library", and the current unstocked coding is recommended to be empty.

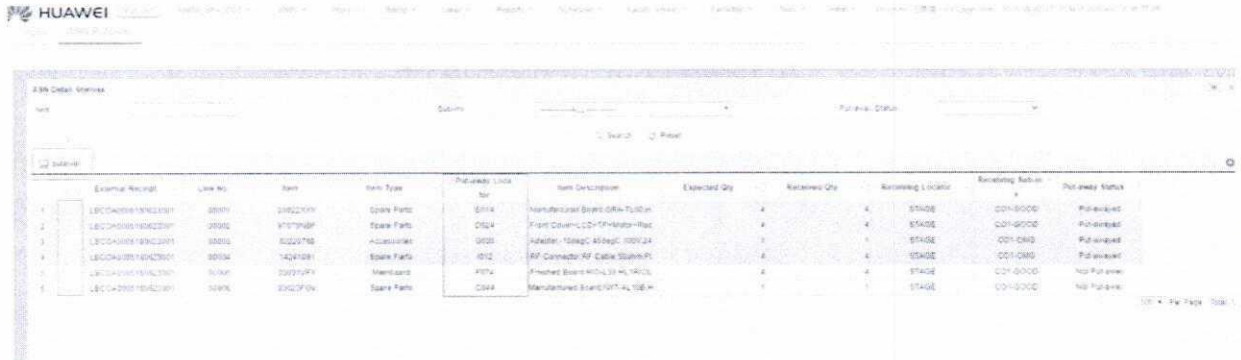


ASN Line	Item	Item Type	Receive sub-Library	Library Area	Received Qty	Put-away	Note
0001	03022XKV	Spare Parts	CO1-GOOD	CO1-GOOD	4	0314	
0002	9705989	Spare Parts	CO1-GOOD	CO1-GOOD	4	0314	
0003	0220780	Accessories	CO1-CMG	CO1-CMG	1	G038	
0004	1434101	Spare Parts	CO1-CMG	CO1-CMG	4	0312	
0005	03031VFX	Mainboard	CO1-GOOD	CO1-GOOD	4	0314	

Name & Designation	Signature
Author/ Originator of Doc Change	MUHAMMAD WAQAR TEAM LEADER
Reviewer (Process Owner)	ASADISH SEN MANAGER LOGISTICS
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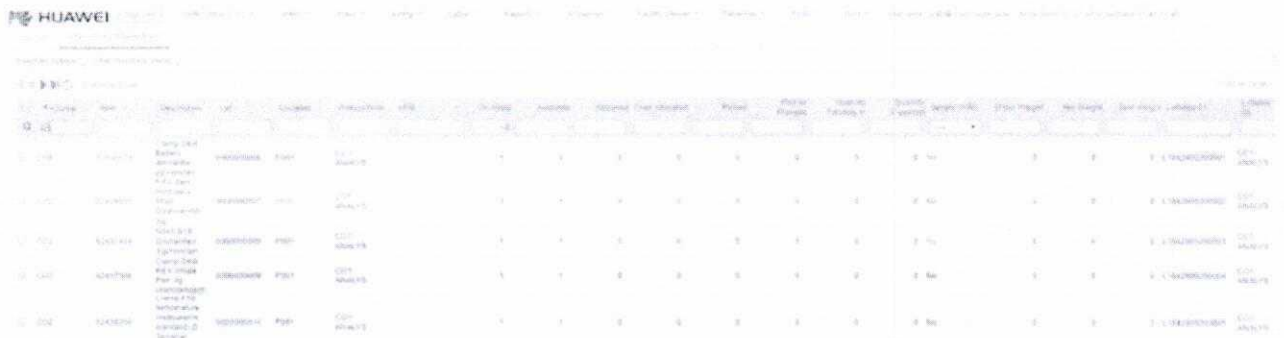
	SMSA Express Transportation Co., Ltd. P.O. Box 63259 Riyadh 11526, K.S.A.		Document ID	SMSA-HW01
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5.10.10 Click the button to the left of the document to be published, and expand the current document details. Maintain the corresponding racking position, check the corresponding code, and click the “Putaway” button to execute the rack.



External Receipt	Line No	Item	Item Type	Putaway Code	Item Description	Expected Qty	Received Qty	Receiving Location	Receiving Sub-Location	Putaway Status
LEO0400010000000001	00001	20022000	Spare Parts	0014	Manufactured Spare Parts-TUJUN	4	4	STAGE	001-0000	Putawayed
LEO0400010000000001	00002	91070000	Spare Parts	0014	Print Copier-LCD Color-Minor-Pac	4	4	STAGE	001-0000	Putawayed
LEO0400010000000001	00003	91070000	Accessories	0020	Adapter-15000-10000-10000-10000	4	4	STAGE	001-0000	Putawayed
LEO0400010000000001	00004	14200000	Spare Parts	0012	RF Connector-10000-10000-10000	4	4	STAGE	001-0000	Putawayed
LEO0400010000000001	00005	20022000	Manufactured	0014	Manufactured Spare Parts-TUJUN	4	4	STAGE	001-0000	Putawayed
LEO0400010000000001	00006	20022000	Spare Parts	0014	Manufactured Spare Parts-TUJUN	4	4	STAGE	001-0000	Putawayed

5.10.11 Store Query- WMS→Execution→Inventory→Inventory Balances. The serial number generated by the system in the order in which the inbound order is received. It is composed of the internal single number ASN/Receipt+ code line number Line # of the inbound order.




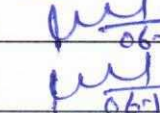

Line No	Description	Unit	Location	Physical Qty	Available Qty	Reserved Qty	Total Qty	Physical Qty	Available Qty	Reserved Qty	Total Qty
001	20022000	00001	STAGE	4	4	0	4	4	4	0	4
002	91070000	00002	STAGE	4	4	0	4	4	4	0	4
003	91070000	00003	STAGE	4	4	0	4	4	4	0	4
004	14200000	00004	STAGE	4	4	0	4	4	4	0	4
005	20022000	00005	STAGE	4	4	0	4	4	4	0	4
006	20022000	00006	STAGE	4	4	0	4	4	4	0	4

5.10.12 Inventory Query- WMS→Execution→Inventory→Store Query.

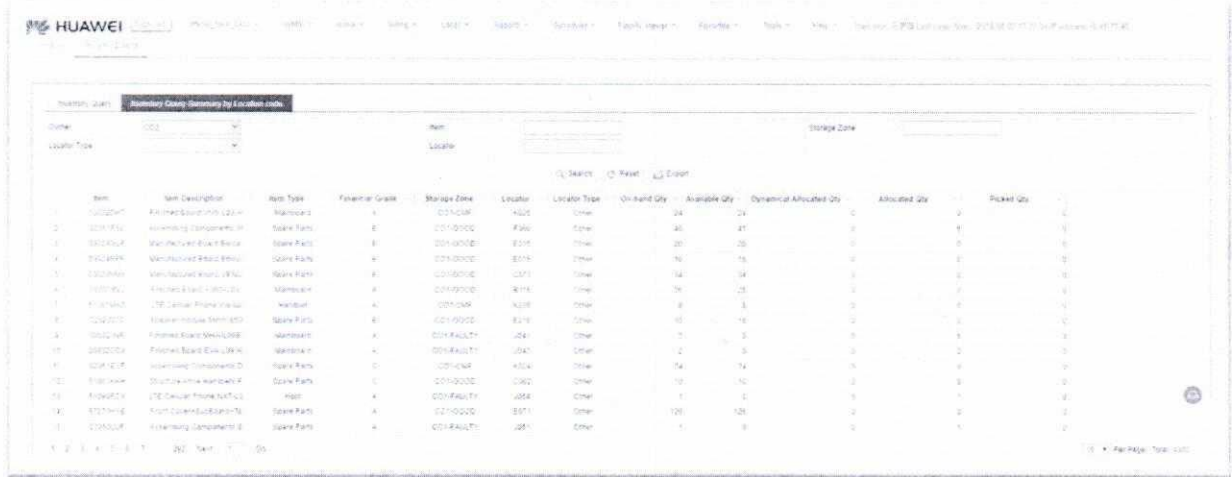


Location	Item	Physical Qty	Available Qty	Reserved Qty	Total Qty
STAGE	20022000	4	4	0	4
STAGE	91070000	4	4	0	4
STAGE	91070000	4	4	0	4
STAGE	14200000	4	4	0	4
STAGE	20022000	4	4	0	4
STAGE	20022000	4	4	0	4

5.10.13 Inventory Query-Summary by Location code.

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- 5.11 Receiving shipping operator/team leader shall check the inventory for the inbound transactions for each day after Putaway in the system for inventory accuracy.
- 5.12 Annexure-A shall be used for checking the inventory.
- 5.13 All related documents shall be filed for record purposes.
- 5.14 Environment, Health and Safety considerations.
 - 5.14.1 Vehicles/ Trucks for deliver the inbound shipment shall be turned off their engine during unloading the trucks.
 - 5.14.2 Safe manual lifting practices shall be followed

6.0 RECORD

Title of Record	Custodian	Retention Period
Packing list	Team Leader	01 Year
ANNEXURE-A	Team Leader	01 Years

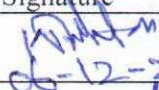
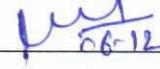
7.0 Attachment

7.1 ANNEXURE-A

8.0 DOCUMENT CHANGE RECORD

Rev No.	Effective Date	Nature of Change	Document Change Request No:
00	03-11-2019	New Document	NA
01	07-12-2021	Periodic Review, No Change	

END OF THE DOCUMENT

	Name & Designation	Signature
Author/ Originator of Doc Change	MOHAMMAD NAQAR TEAM LEADER	 06-12-2021
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Approving Authority	ASHISH SEN MANAGER LOGISTICS	 06-12-2021

Date:-

Sr.No.	Item	Location	System Qty	Physical Qty	Difference/Remarks
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
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Count By:-

Checked By :-

Annexure-B

(To be used in conjunction with SOP No. SMSA-HC18)

“Read and Understood”

I have read and understood the following procedure:

SOP No. : SMSA - HWC 1

Revision No.: 01

SOP Title : INBOUND PROCESS

Name : MUHAMMAD WAQAR Emp. No.: 7030

Sign: 

Date: 06-12-2021

(TO BE USED IN CONJUNCTION WITH SOP No. SMSA-HC18)

SOP No.: SMSA - H/W01 Revision No. 01

SOP Title: INBOUND PROCESS

Trainer: MUHAMMAD NAGAR Emp. No.: 7030 Sig.: [Signature] Date: 06-12-2021

Place: Huawei W/H Duration (in hours): 00:40

[illegible]