

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	67-12-2021
	Next Revision Date	06-12-2023
	Function	Warehouse

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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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- 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.



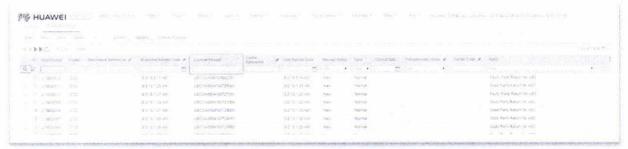


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5.10.2 ASN Receipt- Select WMS →Inbound → Inbound ASN/Receipt, click do the search or enter the specific Receipt number in the External Receipt box to find.



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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5.10.5 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.



5.10.6 Check the corresponding code line after confirming the correct number of goods received according to the code, and select Submit to complete the goods received.



5.10.7 ASN Putaway- In the ASN shelf interface, select the corresponding document status or input document at External Receipt for searching.

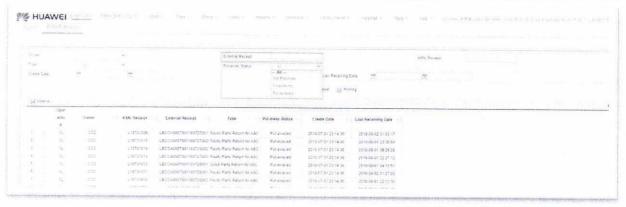
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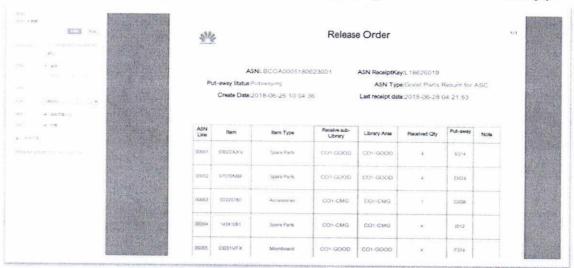
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5.10.8 Select the document that needs to be shelves and click on the printing button to print the list.



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 + sublibrary", and the current unstocked coding is recommended to be empty.

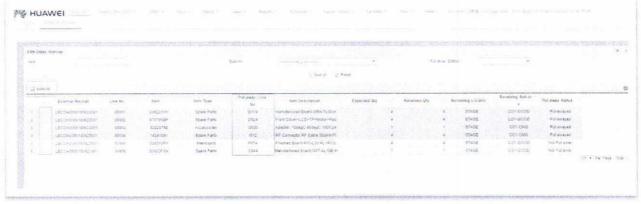


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5.10.10 Click the button to the left of the document to be published, and expand the current document details. Maintain the corresponding racking position, check the corresponding code, and click the "Putaway" button to execute the rack.



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.

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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 transections 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	WOHLYMAND MYGUK	wholen
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Reviewer (Process Owner)	ASMISH SEN LOGENTESS	0/5/2-202
Approving Authority	ASMISH'SEN	ins
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Daily Inventory Count Annexure-A

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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. : ST	1SA-HOW 1	_
Revision No.: _	O.T	_
SOP Title	Subound	PROCESS

Name: MOHAMMAD WAQAR Emp. No.: 7030

Sign: Date: 06-12-2021

Annexure-A

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

Training Document

SOP No.:	SMSA-HI	NO1	Revision No.	<u>7</u>
	SNBOUNG			· ·
Trainer : ⊻	TOTAMMAD WROAR	Emp. No.: 7030	Sig. : Noted	Date: 06-12-2021
	Name; W/H			

The above subject information was preserved to me as part of SMSA training program. I have read and / or understand the material and have had the opportunity to discuss this material with trainer .

Trainee(s)			
Emp. No.	Name	Signature	Date
9092	BALVINDER SINGH	Bak	06-12-2021
10460	YEASIN ARAFAT	Jeaning	06-12-202
9858	ABOUL LOTIF	Abdu	06-12-202
9809	ARMANDO D. AVENIDO	delt	06-12-202
9063	Adlitya Sen	T Aust	06-12-202
10517	Erlindo C. Cojacte Jr.	25	06-12-12
9091	PRATEEK RANA	Leokana	06-12-2021
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