

	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:	02
		Effective Date:	01/7/2026
		Next Revision Date:	30/06/2029
		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 Employees working with Huawei Spare part Warehouse.

3.0 ABBREVIATIONS / DEFINITIONS

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

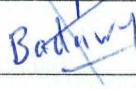
- 4.1 The receiving shipping operator/team leader shall be responsible for ensuring the procedure implementation and update for this procedure to fulfill operational and customer requirements.
- 4.2 Any special written notice/ specific requirements from customer will overwrite the procedure as stated below.
- 4.3 It is also the responsibility of SMSA Project Manager to implement the SOP.
- 4.4 It is the responsibility of receiving shipping operator/team leader for the quality checking of shipment and approval for receiving.

	Name & Designation	Signature	Date
Author/Originator of the DOC change	Firthows Ahmed		01/07/26
Reviewer (Process Owner)	Aneesh Sebastian		01-07-26
Approving Authority	Hussein Mustafa Badawy		01-07-26

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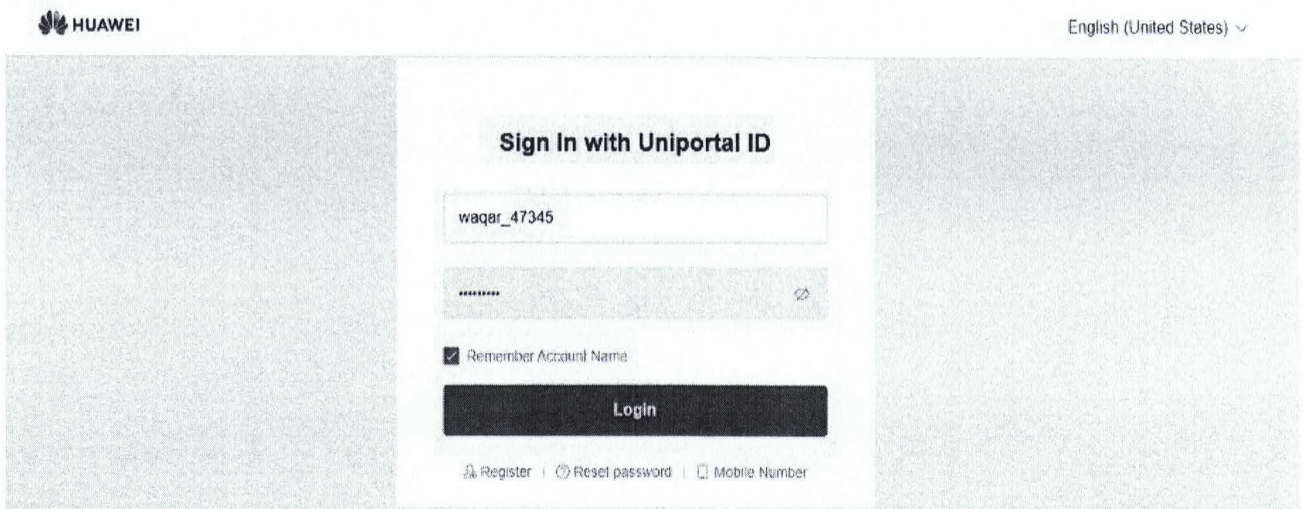
5.0 PROCEDURE

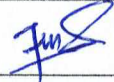
- 5.1 The Inbound receiving process starts with the receiving shipping operator/team leader checks the delivery/appointment schedule with Supplier or Customer. The Inbound pre alert shall be sent via email from the customer to SMSA.
- 5.2 Receiving shipping operator/team leader shall check the appointment schedule for the inbound receiving and plan the unloading and space accordingly.
- 5.3 Once the supplier is available with shipment, the receiving shipping operator/team leader shall check the following details:
 - 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 are found unsatisfactory, then the receiving shipping operator/team leader shall hold the shipment, provide the reason to the supplier, and ask the supplier to correct the details. Same shall be communicated to the 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 mentioned on the supplier's 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 are found satisfactory, then the receiving shipping operator/team leader shall acknowledge the receipt of material.

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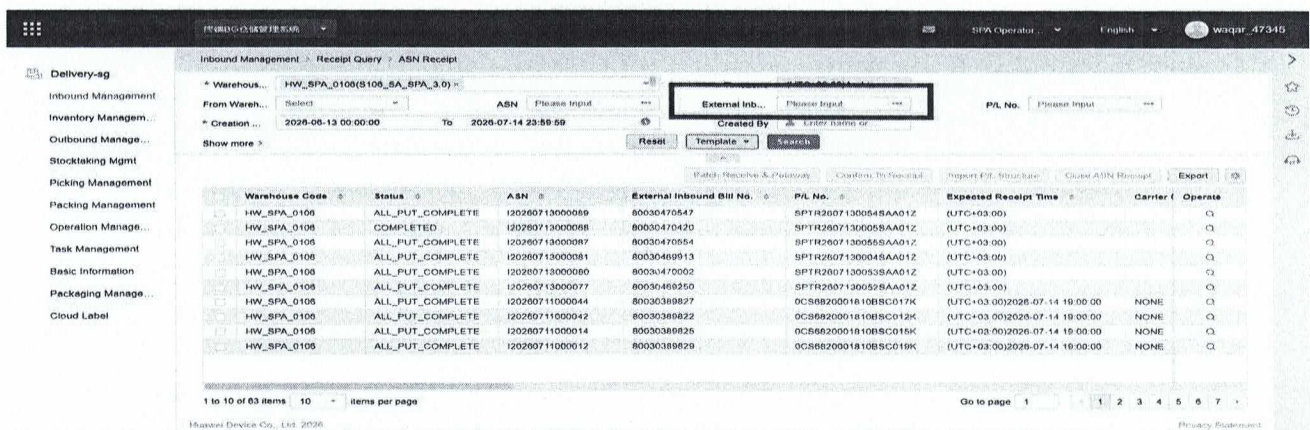
- 5.9 If any of the details as per point 5.7 are found unsatisfactory or any discrepancy is noted, the receiving shipping operator/team leader shall seek the Customer representative for a decision to reject or accept. Once the shipment is rejected, the operator/team leader shall note down the reason for rejection and items to be rejected, and reschedule the delivery with the help of the customer with correct details.
- 5.10 Receiving shipping operator/team leader then starts 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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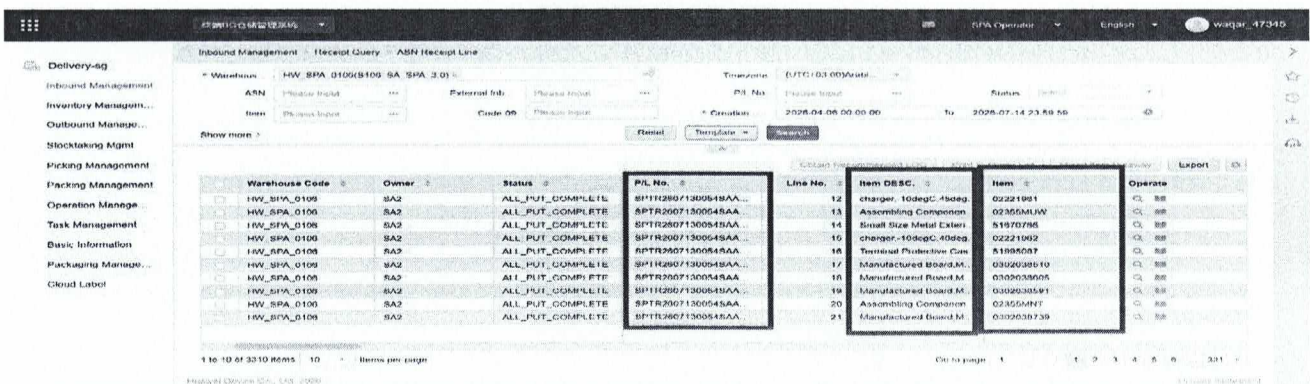
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5.10.2 ASN Receipt - Select WMS Inbound -> Inbound ASN/Receipt, click do the search or enter the specific Receipt number in the External Receipt box to find.



Warehouse Code	Status	ASN	External Inbound Bill No.	PIL No.	Expected Receipt Time	Carrier	Operate
HW_SPA_0106	ALL_PUT_COMPLETE	120260713000089	80030470847	SPTTR26071300045AA01Z	(UTC+03:00)		
HW_SPA_0106	COMPLETED	120260713000088	80030470420	SPTTR26071300055AA01Z	(UTC+03:00)		
HW_SPA_0106	ALL_PUT_COMPLETE	120260713000087	80030470564	SPTTR26071300055AA01Z	(UTC+03:00)		
HW_SPA_0106	ALL_PUT_COMPLETE	120260713000081	80030469913	SPTTR26071300045AA01Z	(UTC+03:00)		
HW_SPA_0106	ALL_PUT_COMPLETE	120260713000080	80030470002	SPTTR26071300053AA01Z	(UTC+03:00)		
HW_SPA_0106	ALL_PUT_COMPLETE	120260713000077	80030469250	SPTTR26071300052AA01Z	(UTC+03:00)		
HW_SPA_0106	ALL_PUT_COMPLETE	120260711000044	80030389827	OC86820001810BSC017K	(UTC+03:00)2026-07-14 18:00:00	NONE	
HW_SPA_0106	ALL_PUT_COMPLETE	120260711000042	80030389822	OC86820001810BSC012K	(UTC+03:00)2026-07-14 18:00:00	NONE	
HW_SPA_0106	ALL_PUT_COMPLETE	120260711000014	80030389826	OC86820001810BSC018K	(UTC+03:00)2026-07-14 18:00:00	NONE	
HW_SPA_0106	ALL_PUT_COMPLETE	120260711000012	80030389829	OC86820001810BSC019K	(UTC+03:00)2026-07-14 18:00:00	NONE	

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.

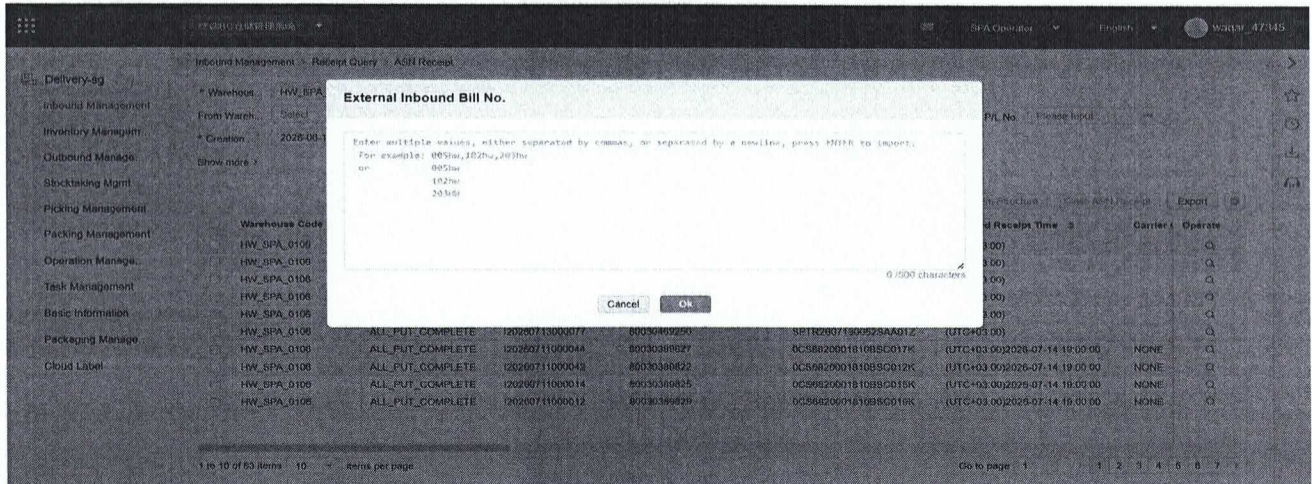


Warehouse Code	Owner	Status	PIL No.	Line No.	Item DESC.	Item	Operate
HW_SPA_0106	SA2	ALL_PUT_COMPLETE	SPTTR26071300045AA...	12	changer 10degC 4degC	02221991	
HW_SPA_0106	SA2	ALL_PUT_COMPLETE	SPTTR26071300045AA...	13	Assembling Component	02355AMJW	
HW_SPA_0106	SA2	ALL_PUT_COMPLETE	SPTTR26071300045AA...	14	Small Size Metal Extern	01870765	
HW_SPA_0106	SA2	ALL_PUT_COMPLETE	SPTTR26071300045AA...	15	changer 10degC 4degC	02221992	
HW_SPA_0106	SA2	ALL_PUT_COMPLETE	SPTTR26071300045AA...	16	Thermal Protective Can	01895087	
HW_SPA_0106	SA2	ALL_PUT_COMPLETE	SPTTR26071300045AA...	17	Manufactured Board M.	0302038510	
HW_SPA_0106	SA2	ALL_PUT_COMPLETE	SPTTR26071300045AA...	18	Manufactured Board M.	0309035005	
HW_SPA_0106	SA2	ALL_PUT_COMPLETE	SPTTR26071300045AA...	19	Manufactured Board M.	0309035091	
HW_SPA_0106	SA2	ALL_PUT_COMPLETE	SPTTR26071300045AA...	20	Assembling Component	02355AMT	
HW_SPA_0106	SA2	ALL_PUT_COMPLETE	SPTTR26071300045AA...	21	Manufactured Board M.	0302038739	

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



External Inbound Bill No.

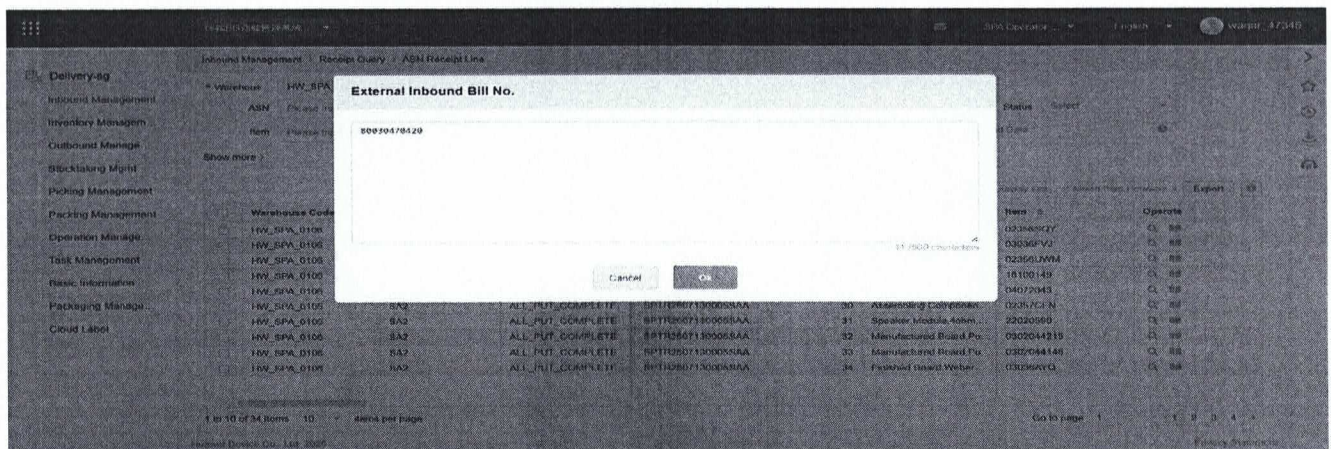
Enter multiple values, either separated by commas, or separated by a newline, press ENTER to input.
For example: 005hw,102hw,203hw
or:
005hw
102hw
203hw

9,500 characters

Cancel OK

Warehouse Code	Status	Receipt Time	Carrier	Operate
HW_SPA_0100	ALL_PUT_COMPLETE	120200711000077	80030809200	SPTR20071300529A01Z
HW_SPA_0100	ALL_PUT_COMPLETE	120200711000044	80030808027	0C50820001810BSC017K
HW_SPA_0100	ALL_PUT_COMPLETE	120200711000043	80030808022	0C50820001810BSC012K
HW_SPA_0100	ALL_PUT_COMPLETE	120200711000014	80030808025	0C50820001810BSC015K
HW_SPA_0100	ALL_PUT_COMPLETE	120200711000012	80030808021	0C50820001810BSC010K

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.



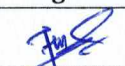
External Inbound Bill No.

00070478420

9,500 characters

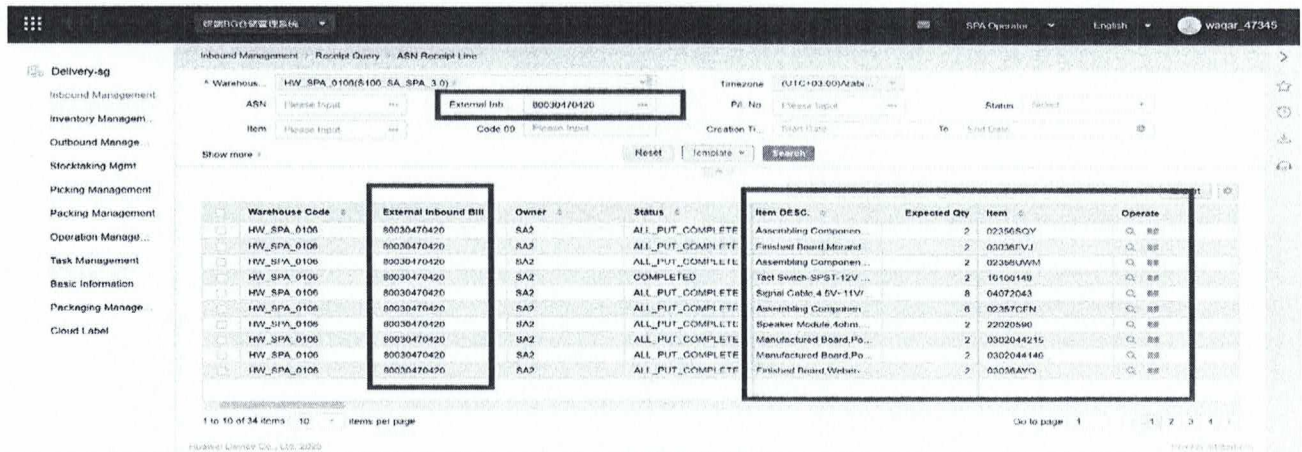
Cancel OK

Item	Description	Quantity	Operate
033300V2	033300V2	1	OK
033300V2	033300V2	1	OK
033300V2	033300V2	1	OK
033300V2	033300V2	1	OK
033300V2	033300V2	1	OK

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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.



The screenshot shows the 'Inbound Management - ASN Receipt Line' interface. The 'External Inb' field is set to 80030470420. The table displays the following items:

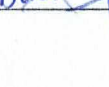
Warehouse Code	External Inbound Bill	Owner	Status	Item DESC.	Expected Qty	Item	Operate
HW_SPA_0106	80030470420	SA2	ALL_PUT_COMPLETE	Assembling Componen...	2	02356SOY	CL, RE
HW_SPA_0106	80030470420	SA2	ALL_PUT_COMPLETE	Finished Board Mirror...	2	03036TVJ	CL, RE
HW_SPA_0106	80030470420	SA2	ALL_PUT_COMPLETE	Assembling Componen...	2	02356UWM	CL, RE
HW_SPA_0106	80030470420	SA2	COMPLETED	Tact Switch-SPST-12V...	2	16100149	CL, RE
HW_SPA_0106	80030470420	SA2	ALL_PUT_COMPLETE	Signal Cable 4 5V-11V...	8	04072043	CL, RE
HW_SPA_0106	80030470420	SA2	ALL_PUT_COMPLETE	Assembling Componen...	6	02357CFN	CL, RE
HW_SPA_0106	80030470420	SA2	ALL_PUT_COMPLETE	Speaker Module 4ohm...	2	22020590	CL, RE
HW_SPA_0106	80030470420	SA2	ALL_PUT_COMPLETE	Manufactured Board Po...	2	0302044215	CL, RE
HW_SPA_0106	80030470420	SA2	ALL_PUT_COMPLETE	Manufactured Board Po...	2	0302044146	CL, RE
HW_SPA_0106	80030470420	SA2	ALL_PUT_COMPLETE	Finished Board Weber...	2	03036AVQ	CL, RE

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



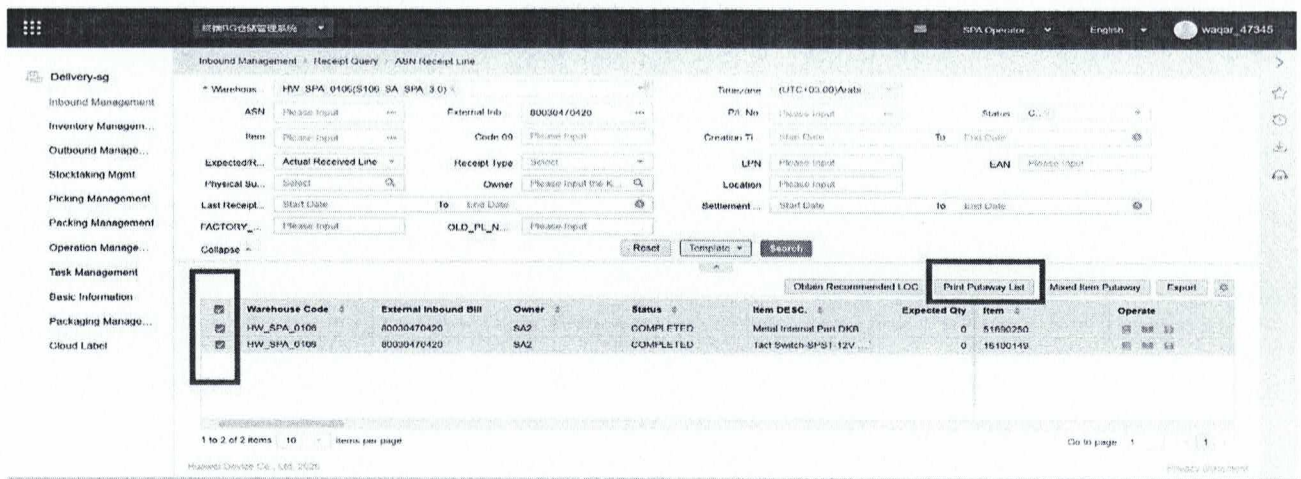
The screenshot shows the 'Inbound Management - ASN Receipt Line' interface. The 'External Inb' field is set to 80030470420. The 'Status' dropdown is set to 'COMPLETED'. The table displays the following items:

Warehouse Code	External Inbound Bill	Owner	Status	Item DESC.	Expected Qty	Item	Operate
HW_SPA_0106	80030470420	SA2	ALL_PUT_COMPLETE	Assembling Componen...	2	02356SOY	CL, RE
HW_SPA_0106	80030470420	SA2	ALL_PUT_COMPLETE	Finished Board Mirror...	2	03036TVJ	CL, RE
HW_SPA_0106	80030470420	SA2	ALL_PUT_COMPLETE	Assembling Componen...	2	02356UWM	CL, RE
HW_SPA_0106	80030470420	SA2	COMPLETED	Tact Switch-SPST-12V...	2	16100149	CL, RE
HW_SPA_0106	80030470420	SA2	ALL_PUT_COMPLETE	Signal Cable 4 5V-11V...	8	04072043	CL, RE
HW_SPA_0106	80030470420	SA2	ALL_PUT_COMPLETE	Assembling Componen...	6	02357CFN	CL, RE
HW_SPA_0106	80030470420	SA2	ALL_PUT_COMPLETE	Speaker Module 4ohm...	2	22020590	CL, RE
HW_SPA_0106	80030470420	SA2	ALL_PUT_COMPLETE	Manufactured Board Po...	2	0302044215	CL, RE
HW_SPA_0106	80030470420	SA2	ALL_PUT_COMPLETE	Manufactured Board Po...	2	0302044146	CL, RE
HW_SPA_0106	80030470420	SA2	ALL_PUT_COMPLETE	Finished Board Weber...	2	03036AVQ	CL, RE

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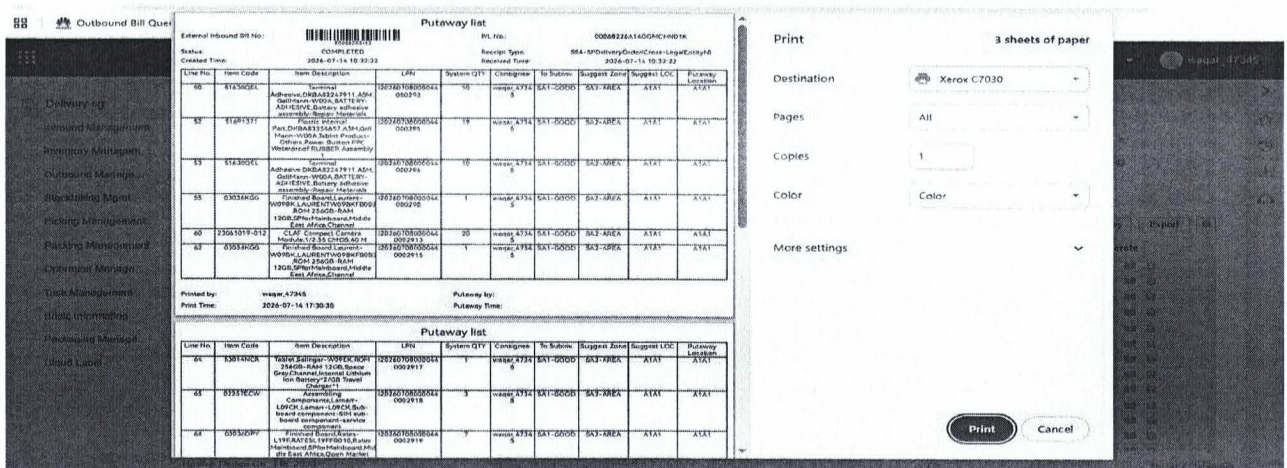
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5.10.8 Select the document that needs to be shelved and click on the printing button to print the list.



Warehouse Code	External Inbound Bill	Owner	Status	Item Desc	Expected Qty	Item	Operate
HW_SPA_0106	A0030470420	SA2	COMPLETED	Mental Internal Part DKR	0	51650250	88 88 88
HW_SPA_0109	80020470420	SA2	COMPLETED	Fact Switch SPB1-12V	0	16100149	88 88 88

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.

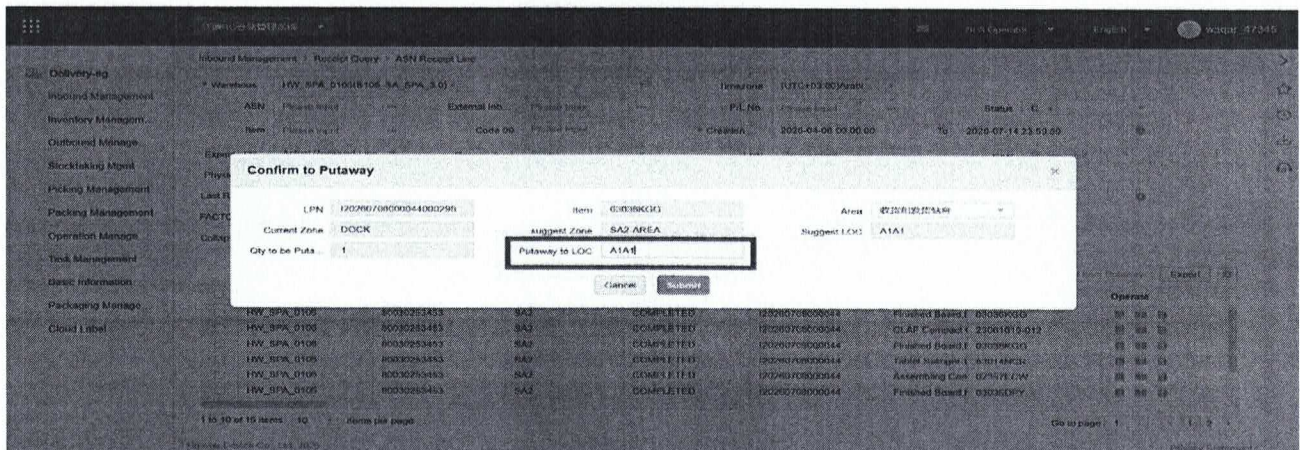


Line No	Item Code	Item Description	LBN	System QTY	Consignee	To Subline	Suggest Zone	Suggest LOC	Putaway Location	Putaway Time
56	81150261	Assemble-DKBAS212111 ADP	12750708005041	10	WATER A734	EX1-0000	BA3-AREA	ATAT	ATAT	2026-07-14 10:32:22
57	81150261	Assemble-DKBAS212111 ADP	12750708005041	10	WATER A734	EX1-0000	BA3-AREA	ATAT	ATAT	2026-07-14 10:32:22
58	81150261	Assemble-DKBAS212111 ADP	12750708005041	10	WATER A734	EX1-0000	BA3-AREA	ATAT	ATAT	2026-07-14 10:32:22
59	81150261	Assemble-DKBAS212111 ADP	12750708005041	10	WATER A734	EX1-0000	BA3-AREA	ATAT	ATAT	2026-07-14 10:32:22
60	81150261	Assemble-DKBAS212111 ADP	12750708005041	10	WATER A734	EX1-0000	BA3-AREA	ATAT	ATAT	2026-07-14 10:32:22
61	81150261	Assemble-DKBAS212111 ADP	12750708005041	10	WATER A734	EX1-0000	BA3-AREA	ATAT	ATAT	2026-07-14 10:32:22

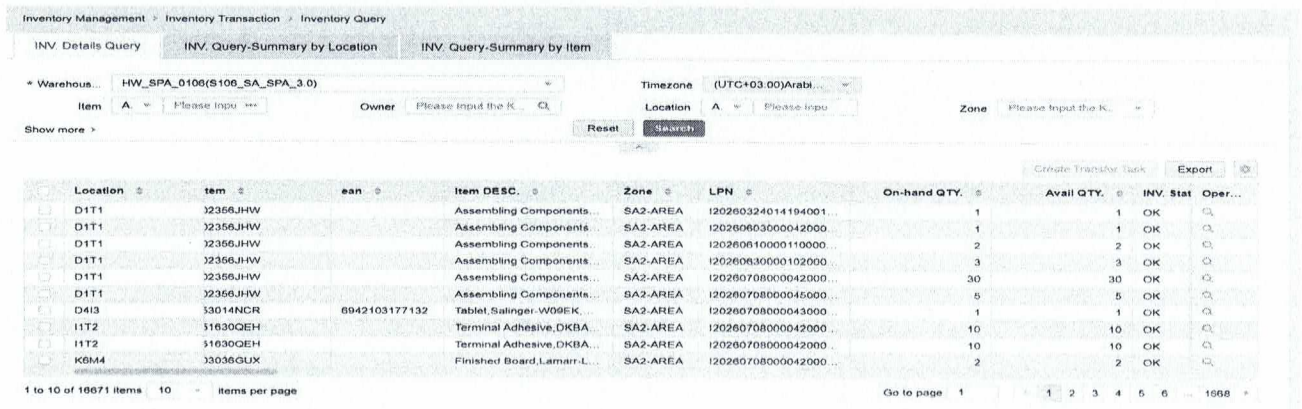
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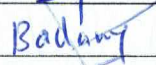
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5.10.10 Click the button to the left of the document to be published, and expand the current document details. Maintain the corresponding racking position, check the corresponding code, and click the 'Putaway' button to execute the rack.



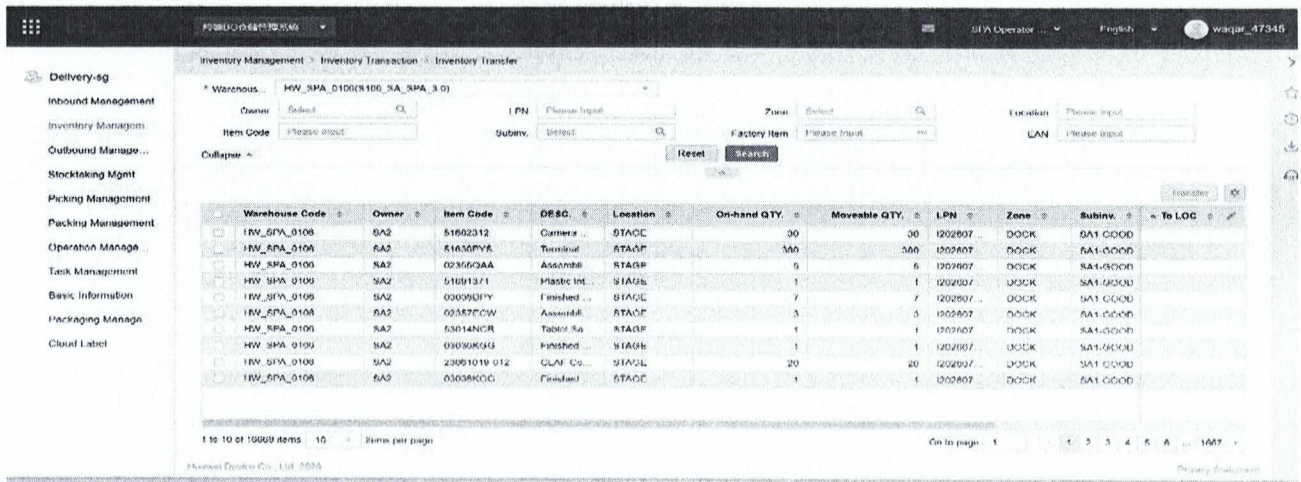
5.10.11 Store Query - WMS Execution -> Inventory -> Inventory Balances. The serial number is generated by the system in the order in which the inbound order is received. It is composed of the internal single number ASN/Receipt + code line number Line # of the inbound order.



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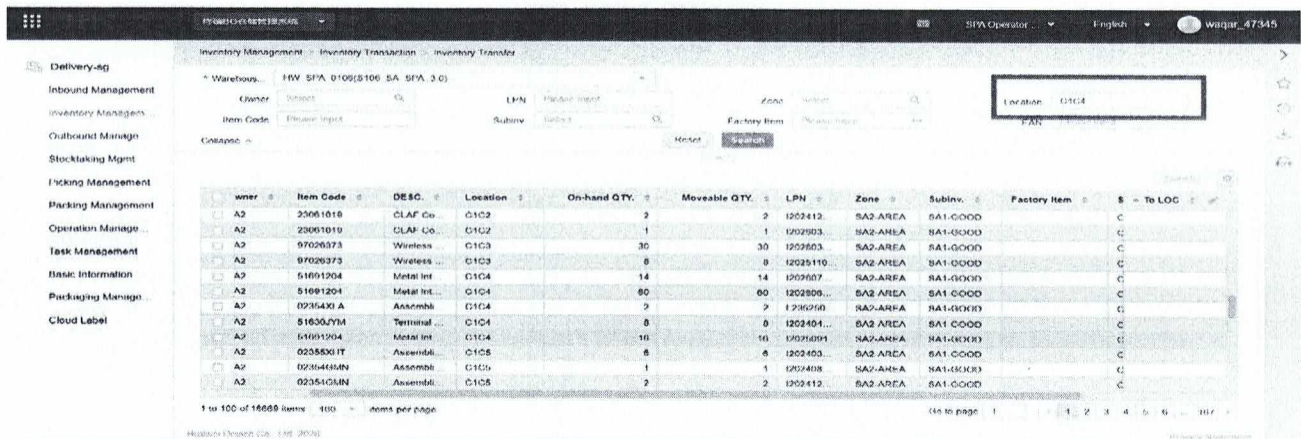
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5.10.12 Inventory Query-WMS -> Execution -> Inventory -> Store Query.

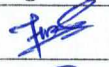


Warehouse Code	Owner	Item Code	DESC.	Location	On-hand QTY.	Moveable QTY.	LPN	Zone	Subinv.	To LOC
HW_SPA_0106	SA2	51602312	Camera	STAGE	30	30	1202807	DOCK	SA1-0000	
HW_SPA_0106	SA2	51602312	Terminal	STAGE	300	300	1202807	DOCK	SA1-0000	
HW_SPA_0106	SA2	023553AA	Assembl	STAGE	5	5	1202807	DOCK	SA1-0000	
HW_SPA_0106	SA2	51601371	Plastic Int	STAGE	1	1	1202807	DOCK	SA1-0000	
HW_SPA_0106	SA2	030950FY	Finished	STAGE	7	7	1202807	DOCK	SA1-0000	
HW_SPA_0106	SA2	03357CZW	Assembl	STAGE	3	3	1202807	DOCK	SA1-0000	
HW_SPA_0106	SA2	53014NCR	Tablet Sa	STAGE	1	1	1202807	DOCK	SA1-0000	
HW_SPA_0106	SA2	03090K03	Finished	STAGE	1	1	1202807	DOCK	SA1-0000	
HW_SPA_0106	SA2	23061019 012	CLAF Co.	STAGE	20	20	1202807	DOCK	SA1-0000	
HW_SPA_0106	SA2	03058K0G	Finished	STAGE	1	1	1202807	DOCK	SA1-0000	

5.10.13 Inventory Query-Summary by location code



Owner	Item Code	DESC.	Location	On-hand QTY.	Moveable QTY.	LPN	Zone	Subinv.	Factory Item	To LOC
A2	23061018	CLAF Co.	C1C2	2	2	1202812	SA2-AREA	SA1-0000		
A2	23061019	CLAF Co.	C1C2	1	1	1202803	SA2-AREA	SA1-0000		
A2	97026373	Wireless	C1C3	30	30	1202803	SA2-AREA	SA1-0000		
A2	97026373	Wireless	C1C3	8	8	12025110	SA2-AREA	SA1-0000		
A2	51691204	Metal Int	C1C4	14	14	1202807	SA2-AREA	SA1-0000		
A2	51691204	Metal Int	C1C4	80	80	1202806	SA2-AREA	SA1-0000		
A2	023553AA	Assembl	C1C4	2	2	12362550	SA2-AREA	SA1-0000		
A2	51602312	Terminal	C1C4	8	8	1202401	SA2-AREA	SA1-0000		
A2	51601371	Metal Int	C1C4	16	16	09976091	SA2-AREA	SA1-0000		
A2	0235501T	Assembl	C1C5	6	6	1202403	SA2-AREA	SA1-0000		
A2	02354464UN	Assembl	C1C5	1	1	1202408	SA2-AREA	SA1-0000		
A2	0235101UN	Assembl	C1C5	2	2	1202412	SA2-AREA	SA1-0000		

	Name & Designation	Signature	Date
Author/Originator of the DOC change	Firthows Ahmed		01/07/26
Reviewer (Process Owner)	Aneesh Sebastian		01-07-26
Approving Authority	Hussein Mustafa Badawy		01-07-26

	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:	02
		Effective Date:	01/7/2026
		Next Revision Date:	30/06/2029
		Function:	Warehouse
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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 delivering the inbound shipment shall turn off their engine during unloading the truck.
- 5.14.2 Safe manual lifting practices shall be followed.

6.0 NOTE

- 6.1 Stoppage of all manual process as per the email confirmation from Huawei. Email attached.

Important Reminder for RTC and DC: Regarding the Necessity of Reiterating System Instructions and the Importance of Inventory Security

Wangchao (Rocky, Device Service) <wangchao.chao@huawei.com>
To: SMSA Huawei RTC1; SMSA Huawei RTC2; SMSA Huawei DC3; Meiyazhang; Sufaimalebbe ahmed firthows; Muhammad Waqar
Cc: Yinfeng (Peak); Heqilong (Robert); Wangyuan(Ethan,CEO); Jujianjian; Wuyiqi(Wilke); Hussein Mustafa Badawy; Ali Mahmoud Asumayil; Ahmed Mahmoud Abd El Latif; ABDUL NASIR(Service,Operations); Khan Imran
① Follow up. Start by 16 December 2025. Due by 16 December 2025. Tue 16/12/2025 10:37

Dear SMSA Team

After greetings,

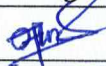
Huawei sincerely thanks our partners for the professional services provided.

Please note this routine reminder and notification: To fully protect the legitimate rights and interests of our partners and safeguard Huawei's asset security, we reiterate the importance of accurate inventory management and the necessity that all operations must be supported by system documents. We kindly request your management and operational teams to ensure that all Huawei warehouses, including RTC and DC, all outbound request should only come from system. Any instructions outside the system should not trigger legitimate outbound requests (including but not limited to those issued by Huawei employees or supervisors responsible for operations with you).

Thanks for your continuously support for HUAWEI business.

Rocky Wang
Service Business Department
Saudi Arabia-Riyadh-Olaya Tower, 26F of B-Tower, Olaya street, Riyadh 12213.
Mobile: +966 532931756 (KSA) / 008618682072970 (China)
Email: wangchao.chao@huawei.com

2025 Better Together

	Name & Designation	Signature	Date
Author/Originator of the DOC change	Firthows Ahmed		01/07/26
Reviewer (Process Owner)	Aneesh Sebastian		01-07-26
Approving Authority	Hussein Mustafa Badawy		01-07-26

	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:	02
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		Next Revision Date:	30/06/2029
		Function:	Warehouse
		Page:	Page 11 of 11

7.0 RECORD

Title of Record	Custodian	Retention Period
Packing list	Team Leader	03 Year
ANNEXURE-A	Team Leader	03 Year

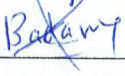
8.0 ATTACHMENT

8.1 ANNEXURE-A

9.0 DOCUMENT CHANGE RECORD

Rev No.	Effective Date	Nature of Change	Document Change Request No:
00		New Document	
01		Periodic Review, No Change	

END OF THE DOCUMENT

	Name & Designation	Signature	Date
Author/Originator of the DOC change	Firthows Ahmed		01/07/26
Reviewer (Process Owner)	Aneesh Sebastian		01-07-26
Approving Authority	Hussein Mustafa Badawy		01-07-26

Annexure-A

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

Training Document

SOP No.: SMSA-HW01 Revision No: 02

SOP Title: INBOUND PROCESS

Trainer: Firthous Anameel Emp No: 8494 Sign: [Signature]

Place: Huawei WtH Date: 01/07/2026 Duration (in hours): 00:40

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.

Trainees			
Emp. No.	Name	Signature	Date
9063	Aditya	<u>[Signature]</u>	01-07-2026
12664	Matheen	<u>[Signature]</u>	1-7-2026
9858	Lodiy	<u>[Signature]</u>	01-07-2026
8690	Jabir Hussain	<u>[Signature]</u>	01/07/2026
12547	M-FAISAL NADEEM	<u>[Signature]</u>	01/07/2026
10517	Erlinda	<u>[Signature]</u>	01/07/2026
12679	MEGATHAGAN	<u>[Signature]</u>	01/07/2026
10460	YEASIN ARAFAT	<u>[Signature]</u>	01-07-2026

Annexure-B

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

"Read and Understood"

I have read and under stood the following procedure:

SOP No. : SMSA-HW01

Revision No. : 02

SOP Title : INBOUND PROCESS

Name : Furthous Ahmed

Emp No : 2494

Sign : 

Date : 01/07/2026