	SMSA Express Transportation Co., Ltd. P.O. Box 63259 Riyadh 11526, K.S.A.	Document ID	SMSA-LGS01
smsa. Express	**STANDARD OPERATING PROCEDURE** **INBOUND RECEIVING PROCESS** **(STC Solutions)**	Revision no.	01
		Effective Date	28-11-2021
		Next Revision Date	27-11-2023
		Function	Warehouse
		Page	Page 1 of 3

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 Logistics WH.

3.0 ABBREVIATIONS/ DEFINITION

No.	Term	Description
3.1	WMS	Warehouse Management System
3.2	EHS	Environment Health & Safety
3.3	SOP	Standard Operating Procedure
3.4	SKU	Stock Keeping Unit
3.5	GRN	Goods Receiving Note
3.6	ASN	Advance Shipment Note/Notice
3.7	DN	Delivery Note
3.8	PO	Purchase Order
3.9	ITL	Inbound Team Leader

4.0 RESPONSIBILITY

4.1 ITL 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/Logistics Administrator to Implement the SOP.

5.0 PROCEDURE

5.1 Once the supplier available with shipment inbound team leader shall check the following details.

5.1.1 Stock Arrival with supporting documents from supplier/vendor.

5.1.2 PO/DN/Invoice hard copy.

5.1.3 Any Damage.
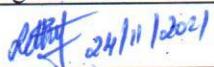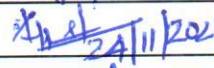
	Name & Designation	Signature
Author/ Originator of Doc Change	NITHIN PAUL TEAM LEADER	24/11/2021
Reviewer (Process Owner)	ANEESH SREEDHARAN TEAM LEADER	24/11/2021
Approving Authority	ASHISH SEN MANAGER LOGISTICS	25-11-2021

	SMSA Express Transportation Co., Ltd. P.O. Box 63259 Riyadh 11526, K.S.A.	Document ID	SMSA-LGS01
SMSA Express		Revision no.	01
	STANDARD OPERATING PROCEDURE INBOUND RECEIVING PROCESS (STC Solutions)	Effective Date	28-11-2021
		Next Revision Date	27-11-2023
		Function	Warehouse
		Page	Page 2 of 3

5.2 If the above supporting documents are available with the shipment and found satisfactory, the ITL shall proceed to offload the truck/vehicle with the help of inbound team.

5.3 If the above details are found unsatisfactory, then the ITL shall reject the shipment and provide the reason to the supplier and ask the supplier to correct the details. Same shall be communicating to customer/client and shall wait for the instruction from customer/client for further actions.

5.4 Inbound Team will check the shipment physically according to the supporting documents (Items/Qty/PO/Shipset/Invoice Number) that matching with physical.

5.5 If any of the details as per point 5.4 are found unsatisfactory or any discrepancy then ITL shall seek the help of customer representative for decision of rejection. If the shipment is rejected, ITL shall note down reason for rejection and the same shall be informed client/customer through email.

5.6 If all above details found satisfactory then ITL /Inbound Team shall sign on the Invoice as an acknowledgement and provide hard copy to supplier/vendor and the original invoice shall be kept with ITL. The scanned copy of invoice shall be shared with client/customer for their information and receiving process in their system.

5.7 ITL then start the receiving process in STAX system by creating the ASN once he gets receiving confirmation (GRN) from the client/customer.

5.8 Once the shipment is received in the STAX system, ITL then take the print out of Receiving summary ticket from STAX system for received items and recheck with Invoice, PO for accurate receiving. Then ITL shall send the ASN via background process of automatic integration to client/customer system.

5.9 After sending the ASN to client/customer, inbound team leader shall arrange the Put away of the wrapped pallets with shrink wrap to the warehouse locations as per system receiving.

5.10 ITL then take all documents including Receiving Ticket summary, Invoice copy, GRN copy and file them for record purposes.

5.11 Environment, Health and Safety considerations.

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

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

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

	Name & Designation	Signature
Author/ Originator of Doc Change	NITHIN PAUL TEAM LEADER	_signed_ 24/11/2021
Reviewer (Process Owner)	ANEESH SREEDHARAN TEAM LEADER	_signed_ 24/11/2021
Approving Authority	ASHISH SEN MANAGER LOGISTICS	_signed_ 25-11-2021

	SMSA Express Transportation Co., Ltd. P.O. Box 63259 Riyadh 11526, K.S.A.	Document ID	SMSA-LGS01
smsa Express	STANDARD OPERATING PROCEDURE INBOUND RECEIVING PROCESS (STC Solutions)	Revision no.	01
		Effective Date	28-11-2021
		Next Revision Date	27-11-2023
		Function	Warehouse
		Page	Page 3 of 3

6.0   RECORD

Title of Record	Custodian	Retention Period
Invoice Copy	Inbound team leader	01 Year
GRN Copy	Inbound team leader	01 Year
Receiving Summary Ticket	Inbound team leader	01 Year

7.0   ATTACHMENT

7.1   NA

8.0   DOCUMENT CHANGE RECORD

Rev No.	Effective Date	Nature of Change	Document Change Request No:
00	03-11-2019	New Document	NA
01	28-11-2021	• Periodic Review • Term 3PL changed to STAX	

END OF THE DOCUMENT

	Name & Designation	Signature
Author/ Originator of Doc Change	NITHIN PAUL TEAM LEADER	24/11/2021
Reviewer (Process Owner)	ANEESH SREEDHARAN TEAM LEADER	24/11/2021
Approving Authority	ASHISH SEN MANAGER LOGISTICS	25-11-2021
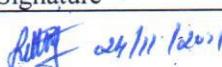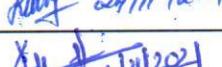
(TO BE USED IN CONJUNCTION WITH SOP No. SMSA-HC18)

Training Document

SOP No.: _____SMSA-LGS01_____   Revision No. _____01_____

SOP Title: _____INBOUND RECEIVING PROCESS (STCS)_____

Trainer : _ANEESH SREEDHARAN_ Emp. No.:_4040_ Sig. :_____ Date : _27-11-2021_

Place: _LOGISTICS SECTION_ Duration (in hours) : _01:00 Hrs_

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
6676	NITHIN PAUL		27/11/2021
8914	RAHIL ARAYLLAKATH		27/11/2021
9019	m.G Jasni. y		27/11/2021
9005	Khalid Bassam		27/11/2021
8286	Emizan Hossain	Acnz	27/11/2021
8467	SHAHID ABBAS		27/11/2021
9107	Umar Parooq		27/11/2021
6628	Mohamed Ibrahim		27/11/2021
7608	Ishan Aslam		27/11/2021
7916	Md. Mahtab		27/11/2021
9284	Muhammad Bilal		27/11/2021
7911	Yasser Fatim Rubeya		27/11/2021
10585	Adnan saeed Alsomali		27/11/2021
4936	Abdul Kuddavy		27/11/2021
9224	Firdaus Grani		27/11/2021
7917	Gulam Rasool	Gulam Rasool	27/11/2021
8342	Rameez Raja		27/11/2021
40707	Sakil		27/11/2021

"Read and Understood"

I have read and understood the following procedure:

SOP No. : _____ SMSA - LGS 01 _____

Revision No.: _____ 01 _____

SOP Title : _____ INBOUND RECEIVING PROCESS (STCS) _____

Name : ANEESH SREEDHARAN _____ Emp. No.: 4040

Sign: _____ _____ Date: 27-11-2021