	SMSA Express Transportation Co., Ltd. P.O. Box 63259 Riyadh 11526, K.S.A.	Document ID	SMSA-LGS03
smsa Express		Revision no.	01
	STANDARD OPERATING PROCEDURE INBOUND RECEIVING PROCESS (FVC Project)	Effective Date	28-1-2021
		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	FVC	First Video Communications
3.3	SOP	Standard Operating Procedure
3.4	SKU	Stock Keeping Unit
3.5	RC	Receiving confirmation
3.6	ASN	Advance Shipment Note/Notice
3.7	DN	Delivery Note

4.0 RESPONSIBILITY

4.1 Project Clerk 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 arrives WH with shipment, Clerk - Project shall check the availability of below document with supplier

    5.1.1 POD (Proof of Delivery Document).

5.2 If the above supporting document is available, then Clerk - Project shall proceed to offload the truck/vehicle.

5.3 After offloading, Clerk - Project will check the shipment details (AWB, Number of pieces) are matching with POD.

	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

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		Function	Warehouse
		Page	Page 2 of 3

5.4   If the shipment details are matching with POD, then Clerk - Project will accept the shipment and inform the customer through email and requesting DN for the physical inspection of the shipment.

5.5   If the shipment details are not matching with POD, then the Clerk -Project will seek the help of customer by sending email with notes of mismatching and do further process as per the instruction of customer.

5.6   Once receiving the DN from the customer, Project Clerk will check the shipment physically and if the DN match with the physical shipment, then the Project Clerk will create ASN and confirm receipt in STAX. Project Clerk will generate the Receiving Summary Ticket from STAX and share with customer as RC.

5.7   If the DN is not matching with physical shipment or find any discrepancies, the same shall be informed to customer, follow further procedures based on their instruction.

5.8   Project Clerk then will update the Inbound Report based on the receipt that he confirmed in STAX.

5.9   Project Clerk then takes all documents including Receiving Ticket summary, DN copy, POD copy and file them for record purposes.

5.10   Environment, Health and Safety considerations.

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

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

    5.10.3   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.

6.0   RECORD

Title of Record	Custodian	Retention Period
DN Copy	Project Clerk	01 Year
POD Copy	Project Clerk	01 Year
Receiving Summary Ticket	Project Clerk	01 Year

7.0   Attachment

7.1   NA

	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	ASNILH SEN MANAGER LOGISTICS	25-11-2021

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		Next Revision Date	27-11-2023
		Function	Warehouse
		Page	Page **3** of **3**

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	NISHIN 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

Training Document

SOP No.: _SMSA - LGS03_   Revision No. _01_

SOP Title: _INBOUND RECEIVING PROCESS (FVC)_

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)			Date
Emp. No.	Name	Signature	
6676	NITHIN PAUL		27/11/2021
8914	RAHIL ARAYILAKATH		27/11/2021
9019	MG Rusni.y		27/11/2021
9005	Khalid Bassam		27/11/2021
8286	Emran Hossain		27/11/2021
8467	SHAHID ABBAS		27/11/2021
9107	Usman Farooq		27/11/2021
6628	Mohamed Ibrahim		27/11/2021
7608	Khan Aslam		27/11/2021
7916	Md. Mahtab		27/11/2021
9284	Muhammad Bilal		27/11/2021
7911	Yasser Fahim Rubeya		27/11/2021
10585	Adnan Saeed Alsomali		27/11/2021
4936	Abdul kudduas		27/11/2021
9224	Firdaus Gani		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 03 _____

Revision No.: _____ 01 _____

SOP Title   : INBOUND RECEIVING PROCESS (FVC)

Name : ANEESH SREEDHARAN   Emp. No.: 4040

Sign: _____   Date: 27-11-2021