	SMSA Express Transportation Co., Ltd. P.O. Box 63259 Riyadh 11526, K.S.A.	Document ID	SMSA-LGS07
smsa Express	STANDARD OPERATING PROCEDURE INBOUND RECEIVING PROCESS (LEBARA Project)	Revision no.	01
		Effective Date	28-11-2021
		Next Revision Date	27-11-2023
		Function	Warehouse
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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	SOP	Standard Operating Procedure
3.3	SKU	Stock Keeping Unit
3.4	PUP	Pick Up
3.5	ASN	Advance Shipment Note/Notice
3.6	WH	Warehouse
3.7	RTS	Return Shipments

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   Customer will request PUP of Inbound items from their premises through email

5.2   Upon receiving request of PUP, Project Clerk will arrange logistics couriers to collect the Inbound Items from customer.

5.3   Logistics courier while attending PUP, will ensure that Invoice with details is available with shipment and collect the PUP.

	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	ACHISH SEN MANAGER LOGISTICS	25-11-2021

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5.4   While receiving the PUP at WH, Project Clerk will conduct physical inspection of the shipment collected by matching with Invoice.

5.5   If the physical items and quantity matching with Invoice, then the Project clerk will inform the same to customer and proceed to receiving the shipment in STAX by creating ASN.

5.6   If the physical items and quantity does not match with Invoice, Project Clerk will seek the help of customer by sending email with notes of mismatching and do further process as per the instruction of customer.

5.7   Project Clerk will generate the receiving summary ticket from STAX and file it along with AWB, Invoice for record.

5.8   Environment, Health and Safety considerations.

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

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

       5.8.3   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.

5.9   Return shipments are received by ecommerce department and after appropriate scans, they are forwarded to Project Clerk.

5.10   Project Clerk will receive the RTS at WH. Open the shipment, check and count the items and then receive them back to Inventory in STAX again.
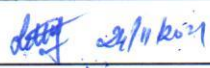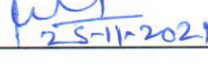
6.0   RECORD

Title of Record	Custodian	Retention Period
Invoice & AWB	Project Clerk	01 Year
Receiving Summary Ticket	Project Clerk	01 Year

7.0   ATTACHMENT

7.1   NA

8.0   DOCUMENT CHANGE RECORD

	Name & Designation	Signature
Author/ Originator of Doc Change	NITHIN PAUL TEAM LEADER	29/11/2021
Reviewer (Process Owner)	ANEESH SREEDHARAN TEAM LEADER	24/11/2021
Approving Authority	ASHISH SEN MANAGER LOGISTICS	25-11-2021

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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 - LGS 07_   Revision No. _01_

SOP Title: _INBOUND RECEIVING PROCESS (LEBARA)_

Trainer : _ANEESH SREEDHARAN_ Emp. No.: _4040_ Sig. : _[signature]_ 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	[signature]	27/11/2021
8914	RAHIL ARAYILAKATH	[signature]	27/11/2021
9019	M.G fusni .y	[signature]	27/11/2021
9005	Khalid Bassam	[signature]	27/11/2021
8286	Emran Hossain	[signature]	27/11/2021
8467	SHAHID ABBAS	[signature]	27/11/2021
9107	omer Barooq	[signature]	27/11/201
6628	Mohamed Ibrahim	[signature]	27.11.2021
708	Khan Aslam	[signature]	27/11/2021
7916	Md. Mahtab	[signature]	27/11/2021
9284	Muhammad. Bilal	[signature]	27/11/2021
7911	Hasser Fahim Rubeya	[signature]	27/11/2021
10585	Adnan Saeed Alsomali	[signature]	27/11/2021
4936	Abdul Kuddaas	[signature]	27/11/2021
9224	Firdaus Ganii	[signature]	27/11/2021
7917	Gulam Rasool	GulamRasool	27/11/2021
8342	Rameez Raja	[signature]	27/11/2021
40707	Sakil	[signature]	24-11-2021

"Read and Understood"

I have read and understood the following procedure:

SOP No. : _SMSA-LGS 07_

Revision No.: _01_

SOP Title : _INBOUND RECEIVING PROCESS (LEBARA)_

Name : _ANEESH SREEDHARAN_   Emp. No.: _4040_

Sign: _X____   Date: _27-11-2021_