

Standard Operating Procedure

Title: Receipt of Incoming Goods

Department	Warehouse		Document no	WAR-005	
Prepared by:		Date:		Supersedes:	
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Document Owner

Warehouse Manager

Affected Parties

All warehouse staffs

Purpose

To describe procedures and conditions for accepting Incoming Goods.

Scope

This procedure is to be followed in the activities of receiving Raw Materials and Components into the Warehouse from external suppliers.

Definition

Consignment note	Shipping note provided by the courier listing goods shipped
Incoming Invoice	Invoice of the shipment provided by the supplier
Dispensary	Location of Warehouse specially controlled environment used for Raw material Sampling and dispensing to production
Slip shifted pallet	Specially prepared cardboard used on the top of empty pallet.
DR	Deviation Report
GRS	Goods Receipt Slip
Raw Material code no.	Unique number assigned all Raw materials
Laboratory Batch No.	Unique number assigned to each incoming material before laboratory testing
Manufacturer's batch no.	Batch number of each material assigned by the original manufacturer.
Site ID label	Company Identification label
Bin Sheet	Pallet identification form
Non-com. Run Sheet	A form used to record delivery of non-component goods
Non component goods	Components which are not directly used for batch production
Component goods	Components which are directly used in the batch production
Incoming Goods Log Book	Log book kept in warehouse where attributes of all incoming goods are entered
C of A	Certificate of Analysis provided by the manufacturer after laboratory testing
Quarantine area	Area where Raw materials and finished goods are temporarily kept before lab. testing
Sampler	Warehouse staffs working for sampling of raw materials and components.

Related Documents

Form-005	Non-Component Run Sheet
Form-020	Bin Sheet
Form-075	Goods Receipt Slip Form
Form-080	Site Identification Label

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Note: Temperature Monitors Report and/or MSDS provided by the supplier/manufacturer delivered to the Analytical Laboratory (with a copy of the invoice and Certificate of Analysis if available).

1.5. Drums

1.5.1. Physically check that the seal on each drum is in position and has not been broken. If the seal is not there or is broken, make a note on all copies of the incoming invoice the following information:

1. Seal Broken - not there;
2. Drum Number (where applicable);

1.5.2. **UNDER NO CIRCUMSTANCES should the suspect DRUM BE RECEIVED if the above requirement cannot be met.** Then notify the Warehouse Manager or if not available, the Purchasing Team.

1.6. Temperature Monitors on Imported Drums

The Temperature Monitor Report may be located on the side of the drum. Do not allow drums to be exposed to outside temperatures. Contact Dispensary for collection immediately.

2. Goods Booking In

It is important that once goods have been accepted, proper documentation and data entry is performed so as to ensure accurate records are kept.

After receipt of goods, Check the Raw Material code number.

- Print out one blank copy of **GRS (Form-075)** and write down the Raw material description and Raw material code number.
- Print out one **Site ID label (Form-080)** per container/drum and write down the Raw material description and Raw material code number on each of those. (See SOP WAR-050 if extra labels needed).
- Print out one **Bin Sheet (Form-020)** per pallet.
(i.e. **If a shipment has one pallet of five containers, than take 1x1 GRS form, 1x1 Bin sheet and 1x5 ID labels**).
- Warehouse to assign **GRS number** on the **GRS form**. Each GRS number is an eight digit number in the format of YYXXXXXX, starting with the last two digits of the year, followed by a consecutive number up to 100000 deliveries started from 000001.

For example: GRS number for 10th delivery of the year 2005 will be
05000010.

- Fill up the blank spaces on the **GRS form**.
- Warehouse to assign a laboratory batch number for each raw material or component received and write the batch number on the Site labels.
- Each laboratory batch number is a 10 digit number in a format of YY.MM.000000. Where, YY represents the last two digits of the year and MM represents the month, followed by a consecutive number up to 100000 deliveries starting from 000001.
- Attach a Bin sheet on each pallet containing raw material or component.

2.1. Incoming Invoice Tray

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- 3.3. Ensure all items on each pallet, (e.g. box, drum, roll) have **Site labels** attached.
- 3.4. Ensure all pallets or goods are free from dust or dirt before moving into the Bulk Store.
- 3.5. Warehouse personnel will move each pallet to the available Bulk Store location and Storage bin. Then update the movement item **4** on the **GRS**.

4. Appendix- Flowchart for warehouse Receiving Goods

