
		E.I.D. PARRY (INDIA) LTD, PARRY NUTRACEUTICALS DIVISION, OONAIYUR.		 murugappa
		STANDARD OPERATING PROCEDURE		
Title:		Inventory (Other than Finished Goods) Management		
SOP No.: 003/2021		Version No.1	Page 1 of 5	
Effective Date	01.01.2022	Next Review Date	31.12.2022	

1.0 Purpose

The purpose of this Standard Operating Procedure (SOP) is to describe the Procedure and guidelines for Receiving, Storage and Issuing of supplies Raw Material, Consumable stores & packing Material at Parry Nutraceuticals Division.

2.0 Scope

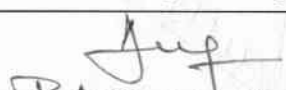
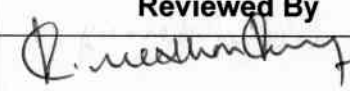
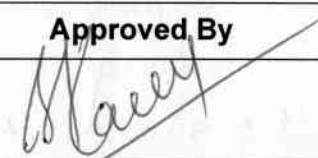
This procedure is applicable for handling all the items, other than Finished Goods, Received, Stored and Issued at the Unit.



3.0 Responsibility

The SOP is applicable to all staffs involved in receiving, verification, storing and issuing, requesting, and using the supplies Raw Material, Consumable stores & packing Material at Parry Nutraceuticals Division. The Responsibility of for Receiving, Verification, Storage and Issuing of supplies lies with the stores staff and technical users.

4.0 Abbreviations & Definitions

SAP	- System Applications and Products
DC	- Delivery Challan
RM	- Raw Material
PM	- Packing Material
GRN	- Goods Receipt Note
PR	- Purchase Requisition
PO	- Purchase Order
ROL	- Reorder Level
FIFO	- First In First Out

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 Jey RAMASAMY.A.L	 K. MADHAN KUMAR.	 S. RAMAKRISHNAN.

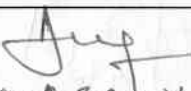
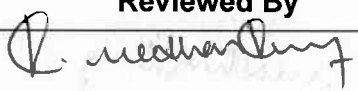
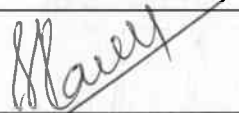
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OPEX – Operating/Revenue Expenditure

5.0 Procedure

5.1 Receiving and Inspection

- As and when materials reach plant, security personnel shall inform stores/Warehouse personnel. All the materials are received with documents like Delivery Challan/Invoice.
- These documents are stamped by security personnel in gate by mentioning sl.no, date, time, vehicle no and same are copied in their inward register based on Invoice / DC presented by vendor / transporter.
- Security personnel shall handover invoice/ DC copies to stores personnel and obtain signature as proof of receipt in their register
- At the time of receiving the goods, the receiving personnel from stores should seek assistance with user from user department to help inspect and verify the supplies against the purchase order.
- Receiving personnel should verify carton, box, packs, piece for any visible damages. If damage is visible write a goods return note that fail inspection and arrange return and or replacement with the supplier immediately.
- After this, stores personnel shall make the Gate Entry in SAP using Tcode "ZEID_NRET_IN".
- After passing Gate entry in SAP, Stores personnel shall do GRN in Tcode MIGO. While making GRN, following details shall be taken care by Store personnel.
 - Purchase order
 - Document Date, Posting Date
 - Vendor Invoice number in Delivery Note Field
 - Mention vehicle details in Bill Lading
 - Mention Gate Entry Serial number in Header Text
 - Then selection of Material, Entering quantity, storage location and batch number (if applicable).
 - In Extra Info Tab, enter employee id of GRN preparer & approver
 - After entering above details, click save button to post GRN
 - Write GRN no in Invoice
- Once GRN is complete, material moves to Quality Inspection in SAP.
- Stores personnel shall send mail to user to clear Quality Inspection in SAP


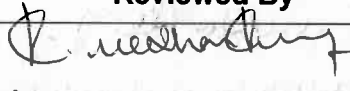

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- User shall perform the Quality clearance in SAP immediately through T- Code QA32 after ensuring grade, variety, expiry date to the purchase order specification of the goods supplied.
- Once user cleared Quality in SAP, a printout of the GRN should be attached to the Supplier invoice and delivery note and sent to finance for accounting and payment processing not later than Four day after receipt of shipment.
- Stores personnel shall get signature from Finance Personnel while handing over invoices in Bill submission register
- Sometimes goods are delivered directly to the end user because of their Cold Storage requirements, handling specifications, or are of a hazardous nature (ex. Chemicals for Lab & ETP). In this case the responsible person should submit delivery documents to the stores within 24 hours after the delivery.
- In case of quality rejection in SAP by user, defective material shall be returned to vendor with debit note within 30days from receipt of materials.
- For preparing return debit note, below procedure should be followed.
 1. Stores personnel to raise return PR, return PO, return gate pass & return GRN
 2. In vendor invoice, mention return GRN and submit to finance for raising debit note
- In case of Emergency Purchase with due approval from Unit Head, invoice receipt and accounting shall be ratified within week time.
- In case of non-receipt of invoice during material receipt due to transporter / supplier fault, invoice should be followed up with vendor and accounted within 10days

6.2 Storage & Issue

- Immediately after receiving and inspection of materials, all the items should be placed in the respective storage area with yellow tag indicating material code, description, and quantity.
- All the items should be stored according to their Lot/Batch number in a manner that will facilitate issuing on a "FIFO" basis for RM and PM.
- Store in-Charge shall maintain Re-Order level for Critical RM & PM based on the historic consumption pattern. This Critical RM & PM material list along with ROL details will be maintained at plant level
- Refill of stock should be made timely based on reorder levels, safety stock and consumption Pattern.

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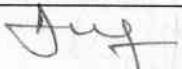
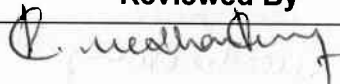
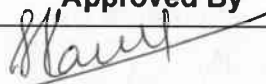
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- As and when User requires, materials shall be issued against indent slip. Only the Quantity of items requested for should be issued from Stores.
- Stores personnel shall receive User's Indent slip and check for material code, material name / description, required quantity and usage area.
- Indent slips must be authorized by Dept Heads, in case of absence, next level executives shall authorize the indent slips
- Stores personnel shall check and issue the material physically against duly signed indent slip
- Slow moving (no movement for 180 days, except critical spares) / Non-moving (no movement for 365 days, except critical spares) materials shall be reviewed by the store personnel every month and reports to be circulated to all users
- For any write-off to be performed, prior approval shall be obtained from Unit Head, Finance Head, Business Head and CFO.
- Physical verification of all stock items shall be carried by stores team as follows:
 - Raw materials (PN22, PN24 & Salt)- Daily basis
 - Diesel, Firewood – Daily basis
 - All Packing materials – Fortnightly basis
 - Stores Spares- Monthly basis.
- Plant finance is responsible to take care of Conducting Physical verification of inventory through Third Party Chartered accountant firm once in a year.
- Findings / outcome of physical verification shall be documented with signature of user and stores personnel.
 - If any variation is noted between physical and book stock, the same shall be approved by plant head / Plant Finance head based on the note of deviation with details remarks.
 - Based on approval, necessary entries will be passed in the SAP.

6.0 Reference

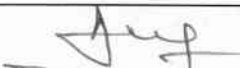
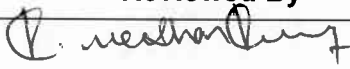
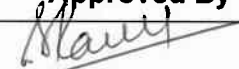
- For Storage of Raw & Packing Materials, refer stores SOP: PNO/SOP/MTL/005
- For Issuance of Raw & Packing Materials, refer stores SOP: PNO/SOP/MTL/006

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7.0 Change History

Version	Effective Date	Details of Changes
01	01-01-2022	New SOP

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