

KEY RECEPTION SOP - Fabric

Company name: Leading Star				
Dept: BU3				
Module: Key Reception SOP				
SOP Name: Key Reception Fabric				
Date: 09-10-23				
Version: V1				
Creator:				
Approval:				
Approval signature:				
Changing note:				
Purpose: Key reption Fabric				
Scope:				
Abbreviation:				
SOP		JOB Description/Material	Person In Charge	Time
<div>1.Receive Document from Supplier</div> <div></div>		1.Receive information from Supplier + Packing list / invoice / email + Shipping Document	Ms	Weekly routine
<div>2.Checking document</div> <div></div>		2, Inform to WH of delivery fabric	Ms/WH	Weekly routine
<div>3.Check actual received Q'ty</div> <div></div>		3.WH checking actual of receiving: 3.1 If OK: Key receipt on ERP	Ms/WH	Weekly routine
<div>3.1. Ms inform gap to supplier via email</div> <div></div>				
<div>3.2 WH key receipt to ERP</div> <div></div>		3.2 If having gap: warehouse feedback for MS to inform supplier.	Ms/WH	Weekly routine
<div>'4. Key Receipt</div> <div></div>		4.1 Ms copy data from PKL and update to file PO Follow 4.2. Compare data b/t file SR ,sheet SR _Link: https://docs.google.com/spreadsheets/d/1AnmRslBeZ9li2oc1Cr7mJ5w6Mv9AQURZm4v0okeM6S8/edit#gid=118995926	Ms	Weekly Friday
<div>4.1. Ms update qty from PKL to file PO Follow up</div> <div></div>				
<div>'4. Ms key actual receipt</div> <div></div>		4. Ms key actual receipt qty to link	Ms	Weekly Friday