



DECODING PHARMA

QUALITY ASSURANCE DEPARTMENT

STANDARD OPERATING PROCEDURE

Department: Quality Assurance	SOP No.:
Title: Receipt Back Flush	Effective Date:
Supersedes: Nil	Review Date:
Issue Date:	Page No.:

1. **Purpose:** The purpose of this SOP is to describe the procedure for structure conversion for transferring one material item code to other item code.
2. **Scope:** This procedure is applicable to receipt back flush at
3. **References & Annexures:**
 - 3.1 **References:** NA
 - 3.2 **Annexures:** NA
4. **Responsibilities:**
 - 4.1 **Quality Assurance :**
 - 4.1.1 After Approval QA Shall proceed as per SOP.
 - 4.2 **Quality Control:**
 - 4.2.1 To give approval for code to code transfer.
 - 4.3 **FDD:**
 - 4.3.1 To give approval for code to code transfer.
 - 4.4 **Regulatory Affairs, Quality Head & Plant Head or designee:**
 - 4.4.1 To review and approve the SOP.
5. **Distribution:**
 - 5.1 Quality Assurance.
 - 5.2 Quality Control.
 - 5.3 Production.
6. **Abbreviations & Definitions of Terms :**
 - 6.1 **Abbreviations:**
 - 6.1.1 **SOP :** Standard Operating Procedure
 - 6.2 **Definitions of Terms :** NA
7. **Procedure:**
 - 7.1 Production department will request QA to transfer the materials from one item code to another.
 - 7.2 After receiving the request from production, QA shall confirm whether the material is complies as per new code specification or not from QC/FDD.
 - 7.3 After getting approval for code to code transfer from QC/FDD, QA shall then proceed as per below mentioned procedure.
 - 7.4 Menu Path:

Step -I:

Metis → Login → Manufacturing → Masters →

Production → Receipt Back Flush → Click Add New →



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Back Flush Type: C → Item Code :Entry New Item Code →

Location : Entry Location (Materials Available at location) →

Pack Code : Dummy → QC Req : No → Site Code Mfg :SQ13

Kindly refer print screen:

Metis

Enterprise Explorer

Item Site Planning Home | Receipt Backflush Home | *Receipt Backflush | *Item Site Planning

Search Options

View Receipt Backflush Data For :

Navigation Help

trandatefrom:

trandatesto:

Calendar Month: 201411

My Search Condition

View Data

Tran Id: 5548FF0535

Tran Id	Tran Date	T...	Site	Location	C...	Conf. Dt	Item	Item Description
5548FF0535	29/11/14		SQ130	R3F07	Y	29/11/14	BD067900AA	L-CARNITINE FUMARATE
5548FF0534	29/11/14		SQ130	R3Y06	Y	29/11/14	BD067900AA	L-CARNITINE FUMARATE
5548FF0533	29/11/14		SQ130	R3F06	Y	29/11/14	BD067900AA	L-CARNITINE FUMARATE
5548FF0532	29/11/14		SQ130	R3H02	Y	29/11/14	BD067900AA	L-CARNITINE FUMARATE
5548FF0531	29/11/14		SQ130	R3G06	Y	29/11/14	BD067900AA	L-CARNITINE FUMARATE
5548FF0530	29/11/14		SQ130	R3F05	Y	29/11/14	BD067900AA	L-CARNITINE FUMARATE
5548FF0529	29/11/14		SQ130	R3F07	Y	29/11/14	BD067900AA	L-CARNITINE FUMARATE
5548FF0528	29/11/14		SQ130	R3F04	Y	29/11/14	BD067900AA	L-CARNITINE FUMARATE
5548FF0527	29/11/14		SQ130	R3P08	Y	29/11/14	BD067900AA	L-CARNITINE FUMARATE
5548FF0526	29/11/14		SQ130	R3H04	Y	29/11/14	BD067900AA	L-CARNITINE FUMARATE

Home Page

Exception | Progress | Notification | Properties

Saved Id 5548FF0529 (Finished at 11:43 AM) OK

Saved Id 5548FF0530 (Finished at 11:44 AM) OK

User : E22210 | Site : SQ130



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Basic

Tran ID: Tran Date: 29/11/14 Tran Type:
Order No: Reference No:
Backflush Type: C Part Quantity:
Description: Structure Conversion
Item Code: BD067900AA L-CARNITINE FUMARATE
Bom:
Quantity: 0.000 Unit: KGS

Inventory

Site:
Lot No: Lot Sl: 15
Location:
Pack Code: DUMMY No of Articles: 0
Gross Weight: 0.000 Tare Weight: 0.000 Net Weight: 0

Inventory

Remarks:

Inventory Detail

Header Detail

Exception Progress Notification Properties

User : E22210 | Site : SQ130



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The screenshot displays the Metis software interface for the Receipt Back Flush process. The main window is titled 'Receipt Backflush Home' and contains several sections:

- Inventory:** Includes a 'Remarks' field.
- Inventory Detail:** Contains fields for 'Mfg. Date' (DD/MM/YY), 'Grade' (LC), 'Exp. Date' (DD/MM/YY), 'QC Reqd' (No), and 'Site Code Mfg.'.
- Accounting:** Displays 'Inventory Val...' (0.000), 'Amount' (0.000), 'Tax Amount' (0.000), 'Gain/Loss A/C', 'Discount' (0.000), and 'Net Amt' (0.000).
- Others:** Includes 'Confirmed' (N), 'Confirm Date' (29/11/14), 'Prepared by', 'Approved by', 'Add Date' (DD/MM/YY hh:mm), 'Change Date' (DD/MM/YY), 'Add User', 'Change User', 'Add Term', and 'Change Term'.

The status bar at the bottom indicates 'User : E22210 | Site : SQ130 |'. The Windows taskbar at the very bottom shows the Start button and icons for various applications.

Step -II:

Details ➡ Item Code: **Type Old Item Code** ➡ Click on Stock ➡ Select One

A.R. No. ➡ Finish ➡ Save ➡ Select the View data ➡ Confirm.



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The screenshot displays the Metis software interface for 'Receipt Backflush' data. The left sidebar shows a navigation tree with categories like BI Reports, Distribution, Manufacturing, Masters, Product Structure, Production, Quality Control, and RCP. The main window shows search options and a data table.

Search Options:
View Receipt Backflush Data For :
trandatefrom:
trandateto: Calendar Month 201411

My Search Condition: [View Data]

Tran Id	Tran Date	T...	Site	Location	C...	Conf. Dt	Item	Item Description
5548FF0535	29/11/14		SQ130	R3F07	Y	29/11/14	BD067900AA	L-CARNITINE FUMARATE
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5548FF0533								L-CARNITINE FUMARATE
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5548FF0528	29/11/14		SQ130	R3P04	Y	29/11/14	BD067900AA	L-CARNITINE FUMARATE
5548FF0527	29/11/14		SQ130	R3P08	Y	29/11/14	BD067900AA	L-CARNITINE FUMARATE
5548FF0526	29/11/14		SQ130	R3H04	Y	29/11/14	BD067900AA	L-CARNITINE FUMARATE

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8. History:

Revision No	Effective Date	Revision Details	CC No.