



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:

The screenshot displays the Metis software interface. The left sidebar shows a navigation tree with 'SQ130' selected. The main window shows a 'Receipt Backflush' screen with search options and a data table. The table lists transactions for 'L-CARNITINE FUMARATE' with columns for Tran Id, Tran Date, Site, Location, C..., Conf. Dt, Item, and Item Description. The bottom status bar shows 'User : E22210 | Site : SQ130'.

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



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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 SI: 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 Backflush process. The main window is titled "Receipt Backflush Home" and contains the following sections:

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

The bottom of the window shows the user information: "User : E22210 | Site : SQ130 |". The Windows taskbar at the bottom includes icons for Start, Internet Explorer, and other 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 the Receipt Backflush process. The left-hand navigation pane shows a tree structure with categories like BI Reports, Distribution, Manufacturing, Masters, Production, Quality Control, and Inquiry. The main window is titled 'Receipt Backflush Home' and contains search options for 'View Receipt Backflush Data For' with fields for 'trandatefrom' and 'trandateto', and a 'Calendar Month' dropdown set to '201411'. Below this is a 'My Search Condition' section with a 'View Data' button. The central data table lists transactions with columns for Tran Id, Tran Date, T..., Site, Location, C..., Conf. Dt, Item, and Item Description. The table contains 10 rows of data for L-CARNITINE FUMARATE transactions. At the bottom, a status bar shows 'Exception', 'Progress', 'Notification', and 'Properties' tabs, with messages for saved transactions: 'Saved Id 5548FF0529 (Finished at 11:43 AM) OK' and 'Saved Id 5548FF0530 (Finished at 11:44 AM) OK'. The user information at the bottom left reads 'User : E22210 | Site : SQ130 |'.

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								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	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.