



**STANDARD OPERATING PROCEDURE**

<b>Department:</b> Production	<b>SOP No.:</b>
<b>Title:</b> Transferring finished goods from packing department to FG store	<b>Effective Date:</b>
<b>Supersedes:</b> Nil	<b>Review Date:</b>
<b>Issue Date:</b>	<b>Page No.:</b>

**1.0 OBJECTIVE:**

To lay down the procedure for Transferring finished goods from packing department to FG store.

**2.0 SCOPE:**

This procedure is applicable for Transferring of finished goods from packing department to FG store.

**3.0 RESPONSIBILITY:**

Officer / Executive / Assistant Manager

Head Production: To ensure execution & compliance.

Head QA: To ensure the compliance.

**4.0 PROCEDURE:**

- 4.1 After completion of packing activity in a day shift (Partial / Full), enter the Finished goods quantity in ERP (WORK ORDER RECEIPT) and transfer the goods to BSR as per following procedure.
- 4.2 After completion of packing activity for full batch, Find out the last shipper and ensure whether the last shipper is full or loose.
- 4.3 If the Last shipper contains less pack instead of full quantity then affix "LOOSE PACK" label as per Annexure - II (Font color of " LOOSE PACK" shall be white with red band background).
- 4.4 Write product name, batch No., Mfg., Exp., Case No., Quantity on loose pack label which is checked and verify by both Production and IPQA officer as per annexure -II.
- 4.5 Strike out the quantity preprinted on the shipper and write the actual quantity which is checked and verify by both Production and IPQA officer and sign on it.
- 4.6 Enter the FG Work Order in the work order field in ERP.



# PHARMA DEVILS

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- 4.7 Verify the MFG. Date / EXP. Date as per the BMR / BPR in the receipt needed and enter the total packed quantity which includes finished goods qty. & samples qty. Enter the received quantity in Rec. quantity field enter the MRP of the Product in MRP field.
- 4.8 Select the appropriate Location code and Location with the help of popup and enter the E-MRN Status in the field.
- 4.9 Enter the Quantity in despatchable Qty., Control sample Qty., Stability Sample Qty., Other Sample Qty. and Pre-shipment Qty., and Regulatory Sample Qty. (if required) in their respective field as per given preview.

The screenshot displays the 'ITM - Work Order Receipt' application window. The left pane shows the 'Enterprise Explorer' tree with 'F. Work Order Receipt' selected under 'Production'. The main window shows a 'Basic' tab with a form containing the following fields and values:

- Tran Id: [ ] Tran Date: 26/06/13
- Tran Type: Final Product Work Order: [ ]
- Site Code: [ ] Operation: [ ]
- Start Date: 01/01/00 Completion Date: 26/06/13 Exp Date: DD/MM/YY
- Mfg. Date: DD/MM/YY
- Item Code: [ ]
- QC Required: [ ] Unit: [ ] Rec. Quantity: 0
- UOM Con: 1 Alt Unit: [ ] Conv Qty: 0 Unit Std: [ ] Std Qt: [ ]
- W/O Quantity: 0 Cumulative Rec. Qty.: [ ]
- Yield % with Recov.: 0 MRP: [ ] Yield % without Recov.: 0
- Loc Code: [ ] Lot No: [ ] Lot Sl: [ ]
- Appr Location: [ ] EMRN Status: [ ]
- Pack Code: [ ] Potency %: 0
- Site Code Own: [ ] Process Hours: 0 Cancel B/o: Yes
- Emp Code Aprv: [ ]
- QC Ref: [ ] No of Articles: 0
- Dimension: [ ] Sample: [ ]
- Inprocess Failure: [ ] Yield %: 0
- Remarks: [ ]
- Despatchable Qty.: 0 Regu. Qty.: 0 Control Samp. Qty.: 0
- Stab. Samp. Qty.: 0 Preship. Qty.: 0 Other Samp. Qty.: 0
- Gross Weight: 0 Tare Weight: [ ] Net Weight: 0



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4.10 Check all the filled entry in the ERP, then Save and Confirm the Receipt by verifying the print preview of FGTN.

ITM - Work Order Receipt Home - Eclipse SDK

File Edit Navigate Search Project ECF Run Window Help

Internal Web Browser

http://172.16.0.4/Reports/CrystalReport.asp?RPTID%7EA5\_TRAN\_ID%7EA5\_RIGHTS=488%7E09WG1G0364%7EY

1 of 1 48%

Preview

**FINISHED GOODS TRANSFER NOTE**

To: Finished Goods Store - Dispatch Section.

FGTN NO. :  
FGTN DATE :  
PRODUCT NAME :  
UNIT :  
BATCH NO. :  
BATCH SIZE :  
BATCH SIZE (PKG.) :  
MANUFACTURING DATE :  
EXPIRY DATE :  
MARKET :  
PACK SIZE :  
B.R.P. (in No.) :

S.No.	Particulars	No. of Shoppers	No. of Cart (in Qty/Shop)	Quantity (in Unit)
1.	Despatch Quantity			
	a) In-bulk Shipper	20	20	2000
	b) Loose Shipper	1	40	40
	Total Despatch Quantity	21		2040
2.	Control Sample Quantity			20
3.	Stability Sample Quantity			1
4.	Other Sample Quantity			1
5.	Preshipment Quantity			1
6.	Regulatory Sample Quantity			1
7.	Total Quantity Packed			2064

Checked By: Production (Sign./ Date)      Verified By: IPQA (Sign./ Date)      Received By: PG Store (Sign./ Date)

Done



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- 4.11 Take dual print FGTN and after Verification by IPQA, Transfer the packed quantity to the Finished goods store. The entry for the day shall be recorded with the FGTN no. in the Batch Packing Record.
- 4.12 Last FGTN for a batch shall be prepared after reconciliation of the packing activity.
- 4.13 On receipt of FGTN, Stores officer / In charge shall verify the quantity received on the transfer note and transfer the goods to finished goods stores.
- 4.14 Store Officer / In charge shall endorse the FGTN, One copy of FGTN shall be retained by stores and the second copy of same shall be attached in the BPR.
- 4.15 All the details of FGTN like date, FGTN No. and quantity shall be recorded in the BPR.
- 4.16 In case of ERP not functioning, make entries manually as per annexure I and when ERP start functioning then follow 4.10 to 4.11.

### 5.0 ANNEXURE (S):

Annexure-I: Specimen for Finished Goods Transfer Note

Annexure-II: Specimen for Loose Pack label.

### 6.0 REFERENCE (S) :

SOP: Preparation, approval, distribution control, revision and destruction of Standard Operating Procedure (SOP).

### 7.0 ABBREVIATION (S) /DEFINITION (S) :

BPR : Batch Packing Record

FGTN : Finished Goods Transfer Note

No. : Number

FG: Finished Goods

## REVISION CARD

S.No.	REVISION No.	REVISION DATE	DETAILS OF REVISION	REASON (S) FOR REVISION	REFERENCE CHANGE CONTROL No.
1	00	----	----	New SOP	---