



# PHARMA DEVILS

WAREHOUSE DEPARTMENT

## STANDARD OPERATING PROCEDURE

|   |                        |
|---|------------------------|
| <b>Department:</b> Warehouse  | <b>SOP No.:</b>        |
| <b>Title:</b> Transfer of Raw Material/Packing Material From One Store Location to Another Store Location | <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 a Procedure for Transfer of Raw Material / Packing material from one Store location to another store location.
- 2.0 SCOPE:**  
This SOP is applicable for Transfer of Raw Material / Packing material from one Store to another store.
- 3.0 RESPONSIBILITY:**  
Operating Person – Warehouse  
Operating Person - PPIC
- 4.0 ACCOUNTABILITY:**  
Head – Warehouse  
Head – PPIC
- 5.0 ABBREVIATIONS:**  
PPIC            Production Planning & Inventory Control  
QA              Quality Assurance  
SOP             Standard Operating Procedure  
WH              Warehouse  
Pvt.             Private  
Ltd.             Limited
- 6.0 PROCEDURE:**
- 6.1** Raw Materials/Packing Material shall be transferred from one store location to other store location in plant as per requirement.
- 6.2** Stock verification shall be done by warehouse person / PPIC in SAP system as well as physical availability of material.
- 6.3** Transfer of material from one location to another location shall be done through SAP according T- Code ZBTRN2 (Storage Location to Storage Location Transfer Note) as per below SAP screen



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**Page No.:**

Print Preview of LP01 Page 00001 of 00001

Storage Location to Storage Location Transfer Note

|   |  |               |  |
|---|--|---------------|--|
| From :                                    |  | Transfer No   |  |
| Storage Location : General (RM/PM) (1001) |  | Transfer Date |  |
| To Branch :                               |  |               |  |
| Storage Location :                        |  |               |  |

| S/No. | Name of Item | UOM | Quantity | Batch No | Weighted by | Checked by |
|-------|--------------|-----|----------|----------|-------------|------------|
| 1     |              | KG  |          |          |             |            |

- 6.4 Intact / loose quantity of material shall be issued by store person based on transfer note received.
- 6.5 Issued material shall be sealed using cable tie and status label shall be affixed on container as per **Annexure-II**.
- 6.6 Transfer material shall be loaded in company vehicle and send the material along with one deputed person.
- 6.7 Receiving site store person shall ensure the intactness of the seal and status label on container and verify the transfer note correctness and allow to unload the material.
- 6.8 Material transfer inward details shall be filled in **Annexure-I “Material Transfer Inward”**
- 6.9 De-dust the material container as per available facility of De-Dusting Tunnel, Vacuum Cleaner or dry clean cloth.
- 6.10 Warehouse person load the material on de dusting tunnel and ring the bell.
- 6.11 Transfer the material by lift or ground floor warehouse approved area and enters the bin location.
- 6.12 **Transfer of Solvents:**
  - 6.12.1 Solvents Material shall be transferred from one store location to other store location in plant as per requirement.
  - 6.12.2 Q.A person verify the container label with material details and process for dispensing.

## 7.0 ANNEXURES:



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| ANNEXURE No.  | TITLE OF ANNEXURE                        | FORMAT No. |
|---------------|--|------------|
| Annexure – I  | Material Transfer Inward                 |            |
| Annexure – II | Container Label Transfer Issued Material |            |

**ENCLOSURES:** SOP Training Record

### 8.0 DISTRIBUTION:

- Controlled Copy No.01                      Quality Assurance
- Controlled Copy No.02                      Warehouse
- Master Copy                                      Quality Assurance

### 9.0 REFERENCES:

Not Applicable.

### 10.0 REVISION HISTORY:

#### CHANGE HISTORY LOG

| Revision No. | Change Control No. | Details of Changes | Reason for Change | Effective Date | Updated By |
|--------------|--------------------|--------------------|-------------------|----------------|------------|
|              |                    |                    |                   |                |            |





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### ANNEXURE-II CONTAINER LABEL TRANSFER ISSUED MATERIAL

|                          |  |
|--------------------------|--|
| Name of Material         |  |
| Material Code            |  |
| SAP Batch No             |  |
| Consignment Qty.         |  |
| Issued Quantity          |  |
| Storage Condition        |  |
| Issued By Store & Date   |  |
| Verified By (Q.A) & Date |  |