



PHARMA DEVILS

**SOP FOR PREPARATION & DISTRIBUTION OF GOODS RECEIPT
NOTE**

SOP No.:

1.0 OBJECTIVE:

To lay down the procedure preparing & distribution of Goods receipt note of incoming Raw and Packing materials.

2.0 SCOPE:

This SOP is applicable for preparing & distribution of GRN.

3.0 RESPONSIBILITY:

Store Executive shall be responsible for implementing the SOP.

4.0 PROCEDURE:

4.1 Material shall receive as per SOP.

4.2 Upon the basis of challan/bill, Data shall enter into the computer program "MARG" to prepare Goods Receipt Note.

4.3 Upon taking entry in computer, programme gives automatically GRN No. serializes.

4.3.1 Raw material GRN Serial No.

4.3.2 Packing material Series start.

4.3.3 Consumable material series starts.

4.4 Data shall feed in computer MARG software as per following manner-

4.4.1 Master entries → Data entry → Marg inventory → Purchase → Bill/Challan → New → software comes in GRN mode & store executive feed sr. no. 4.5 informations in software & take print out in triplicate.

4.5 GRN must be dully filled with all the details as follows.

(1) Name of Supplier

(2) Challan No./Inv. No.& Date

(3) L.R.No.

(4) Date of Receipt

(5) Purchase Order No & Date

(6) Material Description

(7) Quantity Received

(8) Gate Inward No.

(9) Batch No.

(10) Mfg.Date



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(11) Exp.Date

4.6 Three copies of goods receipt note are prepared & one copy is given to the quality control department as a test requisition slip. At the approval or rejection of material quality control department gives a material release report to store Executive. Second copy of GRN sent to account department along with material release report after approving by Manager commercial. Third copy shall remain with store department.

5.0 REVISION HISTORY;

Revision No	Reason for revision	Superseded from and date
00	New SOP	

6.0 REFERENCES:

Receipt, Identification & Storage of Raw & Packaging Material.

7.0 ABBREVIATIONS:

SOP : Standard operating procedure

G.R.N: Goods Receipt Note

Mfg. : Manufacturing

Exp. : Expiry

8.0 ANNEXURE:

Specimen Copy of GRN generated by “ MARG ” software.