Operation Procedure for Manufacturing Inventory Module

1.0 PURPOSE:

1.1 To provide an operation procedure for Mfg. Inventory Module in ERP Software.

2.0 SCOPE:

2.1 This procedure is applicable for WH department for handling ERP System.

3.0 RESPONSIBILITIES:

3.1 WH department is responsible to follow the procedure as detailed in this SOP.

3.2 WH Head is responsible to provide training and ensure compliance to the SOP.

4.0 REFERENCES:

4.1 ERP Systems,
Version No.: erp2024

5.0 DEFINITIONS:

5.1 **Enterprise Resource planning:** Is a process by which a company (often a manufacturer) manages and integrates the important parts of its business. An ERP management information system integrates areas such as planning, purchasing, inventory, sales, marketing, finance and human resources.

6.0 PROCEDURE:

6.1   Material Requisition:

6.1.1   Purchase Requisition (PRQ):

6.1.1.1   Specific purpose of the transaction:
This transaction shall be used to raise purchase request for raw/ packing/ Consumable/Miscellaneous materials from warehouse to purchase department.

6.1.1.2   To login the ERP system:
Open Mfg. Inventory module.
Select Sign in to ERP
Put user ID, password and pin.
Click on Sign in button.

6.1.1.3   To raise purchase requisition:

Step 1: Click on Requisition Transactions and then Click on Purchase Requisition.

Step 2: Select location, year and series, Click on New.

Step 3: Select item name from the list. Put required qty.

Step 4: Define required for (if applicable) and required by date.

Step 5: Save the transaction.

Step 6: PRQ number shall be generated automatically on saving the data for RM, PM, Capital   and miscellaneous.

6.1.1.4   To modify the PRQ, Select the required PRQ No. and press enter. Click on modify, change the data required and save the transaction.

6.1.1.5   To verify purchase requisition:

Step 1: Click on Requisition Transactions and then Click on Purchase Requisition.

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Step 2: Select location, year and series, Click on Find.

Step 3: Select the required PRQ No. and press enter.

Step 4: Click on Modify.

Step 5: Click on verify and save the transaction.

6.1.1.6   To authorize purchase requisition:

Step 1: Click on Requisition Transactions and then Click on Purchase Requisition.

Step 2: Select location, year and series, Click on Find.

Step 3: Select the required PRQ No. and press enter.

Step 4: Click on Authorize button.

Step 5: Again Click on Confirm Authorize button; then click on OK.

Step 6: To take print, click on print button and select layout which is required.

Step 7: To clear the existing screen, Click on clear button.

Step 8: To exit from the screen, Click on exit.

6.2   Material Receipt:

6.2.1   Goods receipt note (GRN):

6.2.1.1   Specific purpose of the transaction:

This transaction shall be used to raise Goods inward note for the received raw/packing/ Capital/ Miscellaneous materials.

6.2.1.2   To raise Goods inward note:

Step 1: Login to Inventory module.

Step 2: Click on Mfg. Inventory Transactions and then click on Goods Receipt Note under core Transactions.

Step 3: Select location, year and series. Now click on new button.

Step 4: Select vendor and PO No. Press yes.

Step 5: Specify Invoice no. and date.

Step 6: Enter batch reference no. manually.

Step 7: Click on batch details, feed data as applicable..

Step 8: Click on extra info from batch details and feed data as applicable.

Step 9: Click on Rate details and cross check the values.

Step 10: Define delivery details if required.

Step 11: Click on other billed charges and define values for different elements if required.

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Step 12: Save the transaction.

Step 13: Transaction number shall be generated automatically for Goods inward note.
Eg: MRS/2024/GRN/XXX/00001.

XXX replaced with corresponding transaction series

Step 14: To take print out of GRN, select GRN No. and press enter.

Step 15: Click on Print and select layout id as required

Step 16: To find the existing GRN, click on find, select GRN no. and press enter.

Step 17: To clear the existing screen, click on clear button.

Step 18: To exit from the screen, click on exit.

6.2.2   **Goods receipt from other location (GRL):**

6.2.2.1   **Specific purpose of the transaction:**

This transaction shall be used to raise Goods inward note for the received raw/packing/Consumable/Miscellaneous materials from one plant to another plant.

6.2.2.2   **To raise Goods inward note:**

Step 1: Click on Mfg. Inventory Transactions and then click on Goods Receipt from Other Location under Other Trns.

Step 2: Select location, year and series. Now click on New button.

Step 3: Select MIL ID. or FGO ID. as applicable and Press Yes.

Step 4: Click on extra info and define data as applicable.

Step 5: Click on batch details and define data as applicable.

Step 6: Click on Transfer valuation details; enter the rate details.

Step 7: Save the transaction.

Step 8: Transaction number shall be generated automatically for Goods receipt from other location.
Eg: MRS/2024/GRL/XXX/00001.
XXX replaced with corresponding transaction series

6.2.2.3   **To Verify GRL:**

Step 1: Click on Mfg. Inventory Transactions and then click on Goods Receipt from Other Location under Other Trns.

Step 2: Select location, year and series.

Step 3: To find the existing GRL, click on find, select the required GRL No. and press enter.

Step 4: Click on Modify.

Step 5: Click on Verified and save the transaction.

Step 6: To take print out of GRL, select GRL No. and press enter.

Step 7: Click on Print and select layout id as required

Step 8: To clear the existing screen, click on clear button.

Step 9: To exit from the screen, click on exit.

6.2.3   Goods receipt from other (GRO):

6.2.3.1   Specific purpose of the transaction:

This transaction shall be used to raise Goods inward note for the received raw/packing materials from one item code to another item code within the plant.

6.2.3.2   To raise Goods Inward Note:

Step 1: Click on Mfg. Inventory Transactions and then click on **Goods Receipt from Others** under Other Trns.

Step 2: Select location, year and series. Now click on New button.

Step 3: Select item name.

Step 4: Manually enter batch ref. no. and delivery note qty.

Step 5: Define batch details as applicable.

Step 6: Click on Extra Info. under batch details; enter the data required.

Step 8: Click on Transfer value details; enter the transfer rate.

Step 9: Click on Notes and define details.

Step 10: Save the transaction.

Step 11: Transaction number shall be generated automatically for Goods receipt from others.

6.2.3.3   To verify GRO:

Step 1: Click on Mfg. Inventory Transactions and then click on Goods Receipt from Others under Core Trns.

Step 2: Select location, year and series.

Step 3: To find the existing GRO, click on find, select the required GRO No. and press enter.

Step 4: Click on Modify.

Step 5: Click on Verified and save the transaction.

Step 6: To take print out of GRO, select GRO No. and press enter.

Step 7: Click on Print and select layout id as required.

Step 8: To clear the existing screen, click on clear button.

Step 9: To exit from the screen, click on exit.

6.3 **Return of Rejected Materials:**

6.3.1 **Purchase return note (PRN):**

6.3.1.1 **Specific purpose of the transaction:**
This transaction shall be used to issue purchase return note to the vendor for their rejected raw/packing materials to raise debit note.

6.3.1.2 **To raise purchase return note:**

Step 1: Click on Mfg. Inventory Transactions and then click on **Purchase Return Note** under Core Trns.

Step 2: Select location, year and series. Now click on new button.

Step 3: Select Vendor and GRN No.

Step 4: Select item name.

Step 5: Select Batch ID.

Step 6: Define return/destruction qty.

Step 7: Specify return/destruction reason.

Step 8: Click on Notes and define details.

Step 9: Save the transaction

Step 10: Transaction number shall be generated automatically for PRN.

Eg: MRS/2024/PRN/XXX/00001
XXX replaced with corresponding transaction series

Step 11: To find the existing PRN, select the required PRN No. and press enter.

Step 12: To take print out of PRN, select PRN No. and press enter.

Step 13: Click on Print and select layout id as required.

Step 14: To clear from the existing screen, click on clear button.

Step 15: To exit from the screen, click on exit.

6.4 **Material Issuance:**

6.4.1 **Material issue to production (MIP):**

6.4.1.1 **Specific purpose of the transaction:**
This transaction shall be used for allocation and issuance of raw/packing materials to production department against store requisitions from production (SRP).

6.4.1.2 **To issue the materials to production department:**

Step 1: Click on Mfg. Inventory Transactions and then click on **Material Issue to Production** under Core Trns.

Step 2: Select location, year and series. Now click on new button.

Step 3: Define dated and select against requisition.

Step 4: Click Yes to auto load items.

Step 5: Select batch id as applicable. Verify issue qty.

Step 6: Save the transaction.

Step 7: Transaction number shall be generated automatically for MIP.

Eg: MRS/2024/MIP/XXX/00001
XXX replaced with corresponding transaction series

6.4.1.3 To Modify MIP:

6.3.1.3.1 After completion of Packaging materials dispensing activity, the excessive issued quantity shall be updated in the ERP system in the MIP transaction through modification.

Step 1: Select location, year and series. Now click on Find button. Then Select the required MIP No. and press enter.

Step 2: Click on modify, change the required data and save the transaction.

6.4.1.4 To verify MIP:

Step 1: Click on Mfg. Inventory Transactions and then click on Material Issue to Production under Core Trns.

Step 2: Select location, year and series.

Step 3: To find the existing MIP, click on find, select the required MIP No. and press enter.

Step 4: Click on Modify.

Step 5: Click on verified and save the transaction.

6.4.1.5 To authorize MIP:

Step 1: Click on Mfg. Inventory Transactions and then click on Material Issue to Production under Core Trns.

Step 2: Select location, year and series.

Step 3: To find the existing MIP, click on find, select the required MIP No. and press enter.

Step 4: Click on Authorize.

Step 5: Again Click on Confirm Authorize button; then click on OK.

Step 6: To take print of Raw / packing Material allocation sheet, click print and select layout id as required.

Step 7: To clear the existing screen, click on clear button.

Step 8: To exit from the screen, click on exit.

6.4.2 Material issue to other department (MID):

6.4.2.1 Specific purpose of the transaction:

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6.4.2.1.1   This transaction shall be used to issue raw/packing/consumable/miscellaneous materials to all departments (other than the batch materials) against store requisitions from other department (SRD)/

6.4.2.2   To issue the materials to other department:

Step 1: Click on Mfg. Inventory Transactions and then click on Material Issue to Other Department under Core Trns.

Step 2: Select location, year and series. Now click on New button.

Step 3: Select requisition ID and click yes to auto load items.

Step 4: Select batch ID as required.

Step 5: Save the transaction.

Step 6: Transaction number shall be generated automatically for MID.

Eg: MRS/2024/MID/XXX/00001
 XXX replaced with corresponding transaction series

6.4.2.3   To verify MID:

Step 1: Click on Mfg. Inventory Transactions and then click on Material Issue to Other Department under Core Trns.

 Step 2: Select location, year and series.

Step 3: To find the existing MID, click on find, select the required MID No. and press enter.

Step 4: Click on Modify.

Step 5: Click on Verified and save the transaction.

6.4.2.4   To authorize MID:

Step 1: Click on Mfg. Inventory Transactions and then click on Material Issue to Other Department under Core Trns.

Step 2: Select location, year and series.

Step 3: To find the existing MID, click on find, select the required MID No. and press enter.

Step 4: Click on Authorize.

Step 5: Again Click on Confirm Authorize button; then click on OK.

Step 6: To take print of Raw / packing Material allocation sheet, click print and select layout id as required.

Step 7: To clear from the existing screen, click on clear button.

Step 8: To exit from the screen, click on exit.

6.4.3   Material issue to other plant (MIL):

6.4.3.1   Specific purpose of the transaction:

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This transaction shall be used to issue raw/packing materials from one plant to another plant.

6.4.3.2   To issue the materials from one store to another store:

Step 1: Login to Inventory module.

Step 2: Click on Mfg. Inventory Transactions and then click on **Material Issue to Other Location** under Other Trns.

Step 3: Select location, year and series. Now click on new button.

Step 4: Select Item Name from the list. Put required qty.

Step 5: Select batch id. from the drop down.

Step 6: Put issue qty. same as required qty. or as applicable.

Step 7: To add additional Item Name, click on footer add button.

Step 8: To delete unwanted Item Name, click on footer delete button.

Step 9: Save the transaction.

6.4.3.3   To Verify MIL:

Step 1: Click on Mfg. Inventory Transactions and then click on **Material Issue to Other Location** under Other Trns..

Step 2: Select location, year and series.

Step 3: To find the existing MIL, click on find, select the required MIL No. and press enter.

Step 4: Click on Modify.

Step 5: Click on Verified and save the transaction.

6.4.3.4   To authorize MIL:

Step 1: Click on Mfg. Inventory Transactions and then click on **Material Issue to Other Location** Other Trns..

Step 2: Select location, year and series.

Step 3: To find the existing MIL, click on find, select the required MIL No. and press enter.

Step 4: Click on Authorize.

Step 5: Again Click on Confirm Authorize button; then click on OK.

Step 6: To take print of Raw / packing Material allocation sheet, click print and select layout id as required.

Step 7: To clear the existing screen, click on clear button.

Step 8: To exit from the screen, click on exit.

6.4.4   Material issue to others department (MIO):

6.4.4.1   Specific purpose of the transaction:

6.4.4.1.1   This transaction shall be used to transfer raw/packing materials from one item code to another item code within the plant.

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6.4.4.1.2   Also, this transaction shall be used to sale a materials to a vendor or customer

6.4.4.2   To issue the materials from one item code to another item code:

Step 1: Click on Mfg. Inventory Transactions and then click on **Material Issue to Others** under Other Trns.

Step 2: Select location, year and series. Now click on new button.

Step 3: Select others (Internal) [Select Vendor or customer for sale to vendor or customer]

Step 4: Select item name and define reqd. qty.

Step 5: Select batch ID.

Step 6: Define issue qty.

Step 7: Click on Notes and define details.

Step 8: Save the transaction.

Step 9: Transaction number shall be generated automatically for MIO.

6.4.4.3   To verify MIO:

Step 1: Click on Mfg. Inventory Transactions and then click on Material Issue to Others under Other Trns.

Step 2: Select location, year and series.

Step 3: To find the existing MIO, click on find, select the required MIO No. and press enter.

Step 4: Click on Modify.

Step 5: Click on Verified and save the transaction.

6.4.4.4   To authorize MIO:

Step 1: Click on Mfg. Inventory Transactions and then click on Material Issue to Others under Other Trns.

Step 2: Select location, year and series.

Step 3: To find the existing MIO, click on find, select the required MIO No. and press enter.

Step 4: Click on Authorize.

Step 5: Again Click on Confirm Authorize button; then click on OK.

Step 6: To take print of Raw / packing Material allocation sheet, click print and select layout id as required.

Step 7: To clear the existing screen, click on clear button.

Step 8: To exit from the screen, click on exit.

6.5   Stock Adjustment:

6.5.1   Shortage stock adjustment (SSA):

6.5.1.1   Specific purpose of the transaction:

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This transaction shall be used to adjust the shortage stock of raw/packing materials at the end of consignment reconciliation.

6.5.1.2   To adjust the shortage materials in the stock:

Step 1: Click on Mfg. Inventory Transactions, then click on **Shortage Stock Adjustment** under Other Trns.

Step 2: Select location, year and series. Now click on New button.

Step 3: Select item name.

Step 4: Select batch ID. and define adjust qty.

Step 5: Save the transaction.

Step 6: Transaction number shall be generated automatically for SSA.

Eg: MRS/2024/SSA/XXX/00001
XXX replaced with corresponding transaction series

6.5.1.3   To Verify SSA:

Step 1: Click on Mfg. Inventory Transactions, then click on **Shortage Stock Adjustment**.

Step 2: Select location, year and series.

Step 3: To find the existing SSA, click on find, select the required SSA No. and press enter.

Step 4: Click on Modify.

Step 5: Click on Verified and save the transaction.

6.5.1.4   To authorize SSA:

Step 1: Click on Mfg. Inventory Transactions, then click on **Shortage Stock Adjustment** under Other Trns.

Step 2: Select location, year and series.

Step 3: To find the existing SSA, click on find, select the required SSA No. and press enter.

Step 4: Click on Authorize.

Step 5: Again Click on Confirm Authorize button; then click on OK.

Step 6: To take print select layout id as required.

Step 7: To clear the existing screen, click on clear button.

Step 8: To exit from the screen, click on exit.

6.5.2   Excess stock adjustment (ESA):

6.5.2.1   Specific purpose of the transaction:

This transaction shall be used to adjust the excess stock of raw/packing materials at the end of consignment reconciliation.

6.5.2.2   **To adjust the excess materials in the stock:**

       Step 1.   Click on Mfg. Inventory Transactions and then click on **Excess Stock Adjustment** under Other Trns.

       Step 2.   Select location, year and series. Now click on new button.

       Step 3.   Select Item Name.

       Step 4.   Select batch id.

       Step 5.   Define adjust qty. and save the transaction.

       Step 6: Transaction number shall be generated automatically for ESA.

       Eg: MRS/2024/ESA/XXX/00001
       XXX replaced with Corresponding transaction series

6.5.2.3   **To Verify ESA:**

       Step 1: Click on Mfg. Inventory Transactions and then click on **Excess Stock Adjustment** under Other Trns.

       Step 2: Select location, year and series.

       Step 3: To find the existing ESA, click on find, select the required ESA No. and press enter.

       Step 4: Click on Modify.

       Step 5: Click on Verified and save the transaction.

6.5.2.4   **To authorize ESA:**

       Step 1: Click on Mfg. Inventory Transactions and then click on **Excess Stock Adjustment** under Other Trns.

       Step 2: Select location, year and series.

       Step 3: To find the existing ESA, click on find, select the required ESA No. and press enter.

       Step 4: Click on Authorize.

       Step 5: Again Click on Confirm Authorize button; then click on OK.

       Step 6: To take print select layout id as required.

       Step 7: To clear the existing screen, click on clear button.

       Step 8: To exit from the screen, click on exit.

6.6   **Excess Material Return From Other Department**

6.6.1   **Material return from other department (MRD):**

6.6.1.1   **Specific purpose of the transaction:**

6.6.1.1.1   This transaction shall be used to return the excess packing materials from other department (Except batch materials) to warehouse.

6.6.1.2   **To return the materials from other department:**

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Step 1: Click on Mfg. Inventory Transactions and then click on **Material Return from Other Department** under Core Trns.

Step 2: Select location, year and series. Now click on New button.

Step 3: Select department.

Step 4: Select Item Name.

Step 5: Select batch ID.

Step 6: Define return qty. and return reason.

Step 7: Save the transaction.

Step 8: Transaction number shall be generated automatically for MRD.

6.6.1.3   To Verify MRD:

Step 1: Click on Mfg. Inventory Transactions and then click on **Material Return from Other Department** under Core Trns.**.**

Step 2: Select location, year and series.

Step 3: To find the existing MRD, click on find, select the required MRD No. and press enter.

Step 4: Click on Modify.

Step 5: Click on Verified and save the transaction.

6.6.1.4   To authorize MRD:

Step 1: Click on Mfg. Inventory Transactions and then click on **Material Return from Other Department** under Core Trns.**.**

Step 2: Select location, year and series.

Step 3: To find the existing MRD, click on find, select the required MRD No. and press enter.

Step 4: Click on Authorize.

Step 5: Again Click on Confirm Authorize button; then click on OK.

Step 6: To take print select layout id as required.

Step 7: To clear from the existing screen, click on clear button.

Step 8: To exit from the screen, click on exit.

6.7   QC Intimation from Warehouse

6.7.1   QC Intimation For Testing of GRN

6.7.1.1 Specific purpose of the transaction:

This transaction shall be used to request QC department for testing of raw/packing materials for batches received through GRN/GRL/GRO

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6.7.1.2 To raise QC Intimation:

Step 1: Click on Miscellaneous updates and then click on QC intimation for Testing of GRN

Step 2: Select location, year and series. Now click on New button.

Step 3: Select Item Name

Step 4: Select GRN No., Batch Ref. No.

Step 5: Save the transaction.

Step 6: Transaction number shall be generated automatically for QC test intimation.
Eg: MRS/2024/QIN/XXX/00001
             2024 denotes current financial year.
             XXX Shall is replaced with corresponding transaction series

6.7.1.3 To Verify QC Intimation:

Step 1: Click on Miscellaneous updates and then click on QC intimation for Testing for GRN

  Step 2: Select location, year and series.

Step 3: To find the existing retest intimation, click on find, select the required Intimation No. and press enter.

Step 4: Click on Modify.

Step 5: Click on Verified and save the transaction.

6.7.1.4 To authorize QC Intimation:

Step 1: Click on Miscellaneous updates and then click on QC intimation for Testing of GRN

Step 2: Select location, year and series.

Step 3: To find the existing test intimation, click on find, select the required Intimation No. and press enter.

Step 4: Click on Authorize.

Step 5: Again Click on Confirm Authorize button; then click on OK.

Step 6: Click on Print and select layout id as required.

Step 7: To clear the existing screen, click on clear button.

Step 8: To exit from the screen, click on exit.

6.7.2   QC Intimations for Retesting of GRN:

6.7.2.1   Specific purpose of the transaction:

This transaction shall be used to request QC department for retesting of raw/packing materials for GRN/GRO/GRL batches

6.7.2.2   To raise QC Intimation:

Step1: Click on Miscellaneous updates and then click on QC intimation for GRN Entry.

Step 2: Select location, year and series. Now click on New button.

Step 3: Select Item Name

Step 4: Select GRN No. and Batch Ref. no.

Step 5: Define No. slips as required.

Step 6: Save the transaction.

Step 7: Transaction number shall be generated automatically for QC retest intimation.
Eg: MRS/2024/QIN/XXX/00001
            2024 denotes current financial year.
        MRS denotes location code
            XXX Shall is replaced with corresponding transaction series

6.7.2.3   To Verify QC Intimation:

Step 1: Click on Miscellaneous updates and then click on QC intimation for GRN Entry.

Step 2: Select location, year and series.

Step 3: To find the existing retest intimation, click on find, select the required Intimation No. and press enter.

Step 4: Click on Modify.

Step 5: Click on Verified and save the transaction.

6.7.2.4   To authorize QC Intimation:

Step 1: Click on Miscellaneous updates and then click on QC intimation for GRN Entry.

Step 2: Select location, year and series.

Step 3: To find the existing retest intimation, click on find, select the required Intimation No. and press enter.

Step 4: Click on Authorize.

Step 5: Again Click on Confirm Authorize button; then click on OK.

Step 6: Click on Print and select layout id as required.

Step 7: To clear the existing screen, click on clear button.

Step 8: To exit from the screen, click on exit.

6.8   Un-Authorization of authorized transaction

6.8.1 Un-Authorization Work Bench

6.8.1.1 Specific purpose:

This process is being used to un-authorize any authorized transaction

6.8.1.2 How to unauthorized transaction:

Step 1: Login to inventory module.

Step 2: Click on Authorization and Auditing, and then Click on Un-authorization Work Bench.

Step 3: Select location, year, type and series. Click on Refresh button.

Step 4: Now click on below given buttons to check functionalities.

View/Edit Transaction -> Gives provision to view and edit transaction as per selection in type and series.

Mark as unauthorized -> Gives provision to unauthorized the transaction as per selection in type and series.

Unauthorized all -> Gives provision to unauthorized all the transactions as per selection in type and series.

Step5: To exit from the screen, click on Exit button.

6.9   Closing of Pending or Wrong Transaction:

6.9.1   Document Closing Work Bench

6.9.1.1 Specific purpose:

This process is being used to close pending or wrong transaction

6.9.1.2 To close any transaction:

Step 1: Login to Mfg. Inventory module.

Step 2: Click on Authorization and Auditing, and then Click on Document closing Work Bench.

Step 3: Select location, year, type and series. Click on Refresh button.

Step 4: Now click on below given buttons to check functionalities.

View/Edit Transaction -> Gives provision to view and edit transaction as per selection in   type and series.

Mark as Closed -> Gives provision to close the selected transaction as per selection in type and series.

Mark as Open -> Gives provision to open the selected closed transaction as per selection in type and series.

Close all -> Gives provision to close all the transactions as per selection in type and series.

Step 5: To exit from the screen, click on Exit button.

7.0   ATTACHMENTS:

7.1   NA

8.0   ABBREVIATIONS:

Abbreviation	Full Form
SOP(s)	Standard Operating Procedure(s)
No.	Number
QA	Quality Assurance
qty.	Quantity
Mfg.	Manufacturing

Operation Procedure for Manufacturing Inventory Module

Abbreviation	Full Form
Ref.	Reference
NA	Not applicable
PRQ	Purchase Requisition
SRD	Store requisitions from other department
GRN	Goods Receipt Note
GRL	Goods Receipt from Other Location
GRO	Goods Receipt from Others
MRC	Material Receipt From Other Store
MIP	Material Issue to Production
MID	Material Issue to Other Department
MIO	Material Issue to Others
MIS	Material Issue to Other Store
MIL	Material Issue to Other Location
MRD	Material Return From Other Department
ESA	Excess Stock Adjustment
SSA	Shortage Stock Adjustment
PRN	Purchase Return Note
MSN	Material Scrap Note
QIN	QC Intimation for Retesting of GRN or QC Intimation for Testing of GRN

9.0 CHANGE HISTORY:

Change Control No.	Version	Reason for Changes
NA	00	NEW