



PACKAGES LIMITED

**Standard Operating Procedures
for**

**DISPATCH OF STOCKS TO 3RD PARTY
(PARAZELSUS - PZ) AS AN INTERMEDIARY ACTING
ON BEHALF OF PACKAGES LIMITED**

Controlled Document

Version # 1.0

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Contents

1. Determining the level of Stocks to be kept at Parazelsus	2
2. Stock Transfer to Parazelsus Warehouse.....	2
3. Generation of Internal Sales Order	3
4. Generation of Dispatch Notes	3
5. Dispatch of goods to customer	3

1. Determining the level of Stocks to be kept at Parazelsus

Sr. No.	Processes	Responsibility	Document Prepared
1.	The sales team comprising of National Sales Operations Manager (NSOM) and National Key Accounts Manager (NKAM) shall determine the level of stocks (SKU-wise) to be kept at Parazelsus (PZ) Warehouse after the approval of Head of Sales (HOS).	NSOM / NKAM	
2.	The sales team shall then state the SKU and Material-wise stock requirements. (Once approved from HOS, the requirement shall only require subsequent approval in case, the levels are revised)	NSOM / NKAM	SKU and Material wise stock requirement
3.	This approved document shall be shared with Planning Manager (PLN-M) & Planning Executive (PLN-EXC) in BUCP conversion section.	NSOM / NKAM	
4.	Based on the requirements, the conversion team would prepare the required stock for transfer to Logistics department.	PLN-M/ PLN-EXC	

2. Stock Transfer to Parazelsus Warehouse

Sr. No.	Processes	Responsibility	Document Prepared
1.	NSOM shall communicate the Stocks level to be transferred to PZ based on which the Packages Logistics department shall load the vehicles and create a Stock Transfer Note (STN) in SAP. After this, stock shall be transferred to Transit at KHPZ storage location created in SAP.	NSOM and Logistics Department	Stock Transfer Note of Packages Limited
2.	Four copies of STN shall be generated. One copy shall be retained by Logistics department after dispatch and the other copy shall be retained at Packages Gate.	Logistics Department	
3.	The transporter upon arrival at the PZ warehouse in Karachi shall hand over the stock and the two (2) copies of STN to PZ.	Transporter	
4.	The PZ on verification of stock received, shall retain one copy of STN and return the other copy to transporter after proper stamping and confirming receipt of stocks at PZ (this STN shall be used by the transporter for claiming the freight from Packages).	Parazelsus	
5.	The PZ shall generate a Goods Receipt Notes (GRN) on its system. This GRN shall be emailed by PZ to Packages Dispatch Section for transfer of Stocks from transit to KHPZ storage location.	Parazelsus	GRN of Parazelsus
6.	The Logistics department of Packages shall perform a monthly reconciliation of the stock present at the PZ warehouse and stock appearing in KHPZ.	Logistic Department	

3. Generation of Internal Sales Order

Sr. No.	Processes	Responsibility	Document Prepared
1.	Based on the approved purchase order received from customer and closing stock appearing in KHPZ, the Assistant Key Accounts Manager (AKAM) / Key Accounts Manager (KAM) shall prepare an ISO in SAP.	KAM/ AKAM	Internal Sales Order

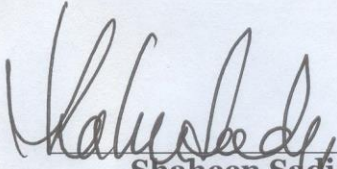
4. Generation of Dispatch Notes

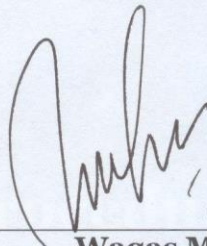
Sr. No.	Processes	Responsibility	Document Prepared
1.	The ISO is forwarded by Key Accounts Sales Team to PZ for dispatch of stocks to Packages Customer.	Sales Office - Key Accounts	
2.	Based on ISO received from Packages the PZ loads the transport vehicles and generates Dispatch Advice (DA) in its system. (The DA generated by PZ shall have Packages Material No. for each SKU wise quantity dispatched)	Parazelsus	Dispatch Advice of Parazelsus (PZ DA)
3.	DA shall be generated in four copies. One copy shall be with PZ warehouse, other copies shall be with the transporter.	Parazelsus	
4.	Once, the DA is generated, one copy shall be emailed to Packages Logistics Department at Lahore via email on immediate basis.	Parazelsus	
5.	Based on email received from PZ, Dispatch Note (DN) of Packages will be prepared by Packages Logistics Department within 12 hours.	Logistics Department	Dispatch Note of Packages (Packages DN)
6.	Logistics Department shall email Packages DN to PZ. Regular procedure will be followed in Packages Limited for generating invoice and booking of sales.	Logistics and Accounts Department	
7.	After the PZ warehouse personnel has received the copy of Packages DN from Lahore office by email, they will print out a copy, attach the copy with PZ DA and allow the transporter to leave the warehouse premises with dispatch.	Parazelsus	

5. Dispatch of goods to customer

Sr. No.	Processes	Responsibility	Document Prepared
1.	The transporter shall leave the loading bay of warehouse with 3 (three) copies of PZ DA and one copy of Packages DN.	Parazelsus	
2.	One copy of PZ DA shall be submitted at PZ warehouse gate office. While, one copy of PZ DA shall be retained by customer.	Parazelsus	
3.	Meanwhile, the original PZ DA and Packages DN copy shall be returned by transporter to PZ after	Parazelsus' Transporter	

Sr. No.	Processes	Responsibility	Document Prepared
	obtaining delivery confirmation from customer by way of stamp and sign on documents.		
4.	The Packages DN copy with customer stamp and confirmation shall be mailed to Packages Dispatch section within 72 hours of Dispatch. The hard copy of the same will be couriered to Packages Logistics Department.	Parazelsus	Scanned copy of Packages DN emailed with Customer acknowledgment


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 16/11/18