Standard Operating Procedure (SOP)

Raw Material Delivery Scheduling and Notification Procedures

This SOP details the **raw material delivery scheduling and notification procedures**, outlining the steps for coordinating delivery times, communicating schedules to suppliers and internal teams, managing delivery documentation, and ensuring timely receipt of materials. The goal is to optimize supply chain efficiency, prevent delays in production, and maintain clear communication channels between all parties involved in raw material delivery.

1. Purpose

To ensure effective scheduling, communication, documentation, and receipt of raw material deliveries, thus supporting efficient production and inventory management.

2. Scope

This SOP applies to all employees involved in scheduling, receiving, and documenting raw material deliveries, as well as communication with suppliers.

3. Responsibilities

- **Supply Chain/Procurement Team:** Schedule deliveries, communicate with suppliers, and notify internal teams.
- **Warehouse/Receiving Team:** Prepare for incoming deliveries, verify, and document receipt.
- **Quality Control:** Inspect received raw materials as per company protocol.
- **Suppliers:** Adhere to scheduled delivery times and provide required documentation.

4. Procedure

Step	Action	Responsible	Documentation/Notes
4.1	Review production schedule and raw material requirements.	Supply Chain/Procurement	Production Schedule, Material Requirement Plan
4.2	Contact supplier to propose delivery dates/times based on requirements and warehouse capacity.	Procurement	Email/Call Logs
4.3	Confirm delivery schedule with supplier in writing (email or system notification).	Procurement	Confirmed Delivery Schedule, Email Records
4.4	Communicate confirmed delivery schedule to internal stakeholders (warehouse, receiving, QC, production planning).	Procurement	Internal Notification (email, ERP, calendar invite)
4.5	Prepare warehouse/receiving area for delivery (allocate space, assign staff).	Warehouse/Receiving	Receiving Checklists
4.6	Receive delivery and verify delivery documentation (delivery note, PO, COA, etc.).	Warehouse/Receiving	Delivery Documentation
4.7	Notify internal teams of delivery receipt; update inventory records.	Warehouse/Receiving	Inventory System Update, Delivery Notification

| 4.8 | Escalate discrepancies or delays to supply chain/procurement for resolution. | Warehouse/Procurement | Incident/Non-Conformance Report |
| 4.9 | Archive all delivery documentation according to company policy. | Warehouse/Procurement | Document Storage (physical or digital) |

5. Communication Protocol

- All delivery schedules must be confirmed in writing.
- Urgent changes or delays must be communicated immediately via phone and followed up in writing.
- Internal notifications should use agreed channels (ERP, email, or internal messaging).

6. Related Documents

- Production Schedule
- Material Requirement Plan (MRP)
- Purchase Orders (POs)
- Delivery Notes and Invoices
- Certificates of Analysis (COA), if applicable
- Receiving Checklists

7. Revision History

Version	Date	Description of changes	Approved by
1.0	2024-06-05	Initial release	[Name/Title]