SOP Template: Notification of Receipt to Involved Parties

This SOP details the process for **notification of receipt to involved parties**, ensuring timely and accurate communication when a receipt or acknowledgment is received. It covers the identification of relevant stakeholders, methods of notification, documentation requirements, and follow-up procedures to maintain clear and effective communication across departments or teams involved.

1. Purpose

To establish a standardized process for notifying relevant parties upon receipt of documents, goods, or acknowledgments to ensure transparent, timely, and documented communication.

2. Scope

This SOP applies to all staff members responsible for receiving and processing receipts or acknowledgments that require notification to internal or external stakeholders.

3. Responsibilities

- **Recipient:** Initiate notification, complete documentation, and ensure notifications are sent to all required parties.
- **Stakeholders:** Acknowledge receipt notifications and respond as needed.
- **Supervisors/Managers:** Oversee compliance with this SOP and address any issues or delays.

4. Procedure

1. **Identify Receipt**
   Confirm the nature of the receipt (e.g., goods received, document, acknowledgment) and verify its details.
2. **Determine Involved Parties**
   Refer to project records, distribution lists, or prior agreements to identify all stakeholders who must be notified.
3. **Prepare Notification**
   Draft a notification containing:
   - Date of receipt
   - Description of the item received
   - Reference or tracking numbers, if applicable
   - Recipient's name and department
   - Any actions required by recipients
4. **Select Notification Method**
   Choose one or more of the following, as appropriate:
   - Email (preferred for record-keeping)
   - Internal messaging system
   - Phone call or in-person notification (followed by written confirmation)
   - Document management platform notification
5. **Send Notification**
   Issue the notification promptly to all identified parties.
6. **Document the Notification**
   File a copy of the notification and related receipt in the designated system (e.g., document management system, shared drive).
7. **Follow-Up**
   Confirm that all parties have received and, if required, acknowledged the notification. Escalate to supervisor if response is delayed or lacking.

5. Documentation Requirements

- Notification log (date, method, parties notified)
- Copies of notifications sent
- Receipt/acknowledgment documentation
- Follow-up records and responses from stakeholders

6. Related Forms/Templates

- Notification of Receipt email template
- Notification log template

7. Revision History

Version	Date	Description	Author
1.0	2024-06-16	Initial SOP release	Your Name