

Standard Operating Procedure (SOP)

Pre-Receipt Notification and Scheduling

This SOP details the **pre-receipt notification and scheduling** process, ensuring timely communication and coordination between suppliers and receiving departments. It covers procedures for advance notice of incoming shipments, scheduling delivery times to optimize workflow, confirming shipment details, and managing any necessary adjustments. The objective is to streamline receipt operations, minimize delays, and enhance overall supply chain efficiency.

1. Purpose

To establish a standardized process for advance notification and scheduling of incoming shipments, facilitating smooth receipt operations and optimal resource utilization.

2. Scope

This SOP applies to all staff involved in receiving goods, supply chain coordination, and external suppliers delivering materials to the facility.

3. Responsibilities

Role	Responsibilities
Supplier	Notify receiving department in advance; provide shipment details; adhere to scheduled delivery windows.
Receiving Department	Review notifications; schedule delivery times; allocate resources; confirm shipments; communicate changes as necessary.
Supply Chain Manager	Ensure compliance with SOP; resolve escalations; monitor workflow effectiveness.

4. Procedure

- Advance Notification by Supplier**
 - Suppliers must provide written notification (email or portal) to the receiving department at least **[Insert timeframe, e.g. 48 hours]** before delivery.
 - Notification should include: PO number, items, quantities, estimated arrival date/time, carrier info, and special handling instructions (if any).
- Review and Scheduling**
 - Receiving department reviews notification for completeness and confirms delivery window availability.
 - Schedule is allocated based on current receiving workload and dock availability.
 - Confirmation (or request for reschedule, if needed) is sent to the supplier within **[Insert timeframe, e.g. 24 hours]**.
- Pre-Delivery Confirmation**
 - The day prior to scheduled delivery, supplier reconfirms shipment details and expected arrival time.
 - Any discrepancies or delays must be communicated immediately to the receiving department.
- Receiving Preparation**
 - Receiving team prepares space, equipment, and resources necessary for the scheduled delivery.
 - Verify staffing and safety requirements.
- Managing Changes & Adjustments**
 - If changes to schedule or shipment details occur, both parties must coordinate promptly to minimize impact.
 - All adjustments are recorded and communicated to relevant stakeholders.

5. Documentation & Records

- Maintain copies of all notifications, confirmations, and schedule adjustments.
- Retain records as per company policy or regulatory requirements.

6. Revision History

Version	Date	Description	Author
1.0	[Insert Date]	Initial SOP release	[Insert Name]