# Business Process Flow

## Raw Material Stores

These pages are annexed to the Raw Materials Business Process Flow Diagrams. A detailed analysis is presented in this part of the document so that the end-user gets an idea about the fields of information that captures the data dynamically from the database on the server. The user will also know which fields of information has to be inserted by him/her and which fields will be generated by the system on its own.

In the accompanying Annexures (I through XII), each document related to the Raw Material Stores is separately defined with the list of fields and related activities. These are largely arrived at based on the business process flow shown in the Diagrams. There could be alternative process flows and hence, the fields may change based on changes adopted in the processes.

Details of annexures are as following:

| Annexure No. | Description |
|---|---|
|  |  |
| I | Primary Goods Inward Register |
| II | Materials Receipt Slip |
| III | Report on Shortage in Materials Received |
| IV | Request for Insurance Claim Inspection |
| V | Request for Quality Inspection |
| VI | Sample Withdrawal Slip for Quality Control |
| VII | Material Release (Quality Control) Order |
| VIII | Material Non-Release (Quality Control) Order |
| IX | Raw Material Bin Card |
| X | Bill of Materials |
| XI | Intermediates Production Report (Oil Extraction Report) |
| XII | Materials Return Note |

ANNEXURE: I

## <u>Anar Pharmaceuticals Limited</u>

**Document Title: PRIMARY GOODS INWARD REGISTER**

| Sr. No. | Fields of Information | Action | Source Document | Source Database | Recipient Database |
|---|---|---|---|---|---|
| | | | | | |
| 1 | Sr. No. | Manually given by watchman when materials arrive at the factory gate | None | None | None |
| 2 | Date | -do- | None | None | None |
| 3 | Time | -do- | None | None | None |
| 4 | Invoice No. (if available) | To be inserted | Invoice from the supplier | None | None |
| 5 | Invoice Date | To be inserted | -do- | None | None |
| 6 | Delivery Challan No. | To be inserted | Delivery Challan from the supplier | None | None |
| 7 | Delivery Challan Date | To be inserted | -do- | None | None |
| 8 | Description of goods/materials received | To be inserted | Invoice or Delivery Challan from the supplier | None | None |
| 9 | Quantity in the documents | To be inserted | -do- | None | None |
| 10 | Actual Quantity Received | To be inserted | Physical Verification | None | None |
| 12 | Unit of Measure (Units, Nos., KG, Liters etc.) | To be inserted | -do- | None | None |
| 13 | Shortage in Qty. Received | To be inserted | Physical Verification | None | None |
| 14 | Condition of goods / materials | To be inserted | Visual inspection | None | None |
| 15 | Received From | To be inserted | Invoice or Delivery Challan from the supplier | None | None |
| 16 | Transporter's Name | To be inserted | Lorry Receipt (or as the case may be) | None | None |
| 17 | Lorry Receipt No. | To be inserted | -do- | None | None |
| 18 | Type of vehicle (truck, tempo, loading rickshaw etc.) | To be inserted | Visual observation by the watchman | None | None |

| Sr. No. | Fields of Information | Action | Source Document | Source Database | Recipient Database |
|---|---|---|---|---|---|
| 19 | Watchman's Name | To be inserted | None | None | None |
| 20 | Watchman's signature | Watchman to sign | None | None | None |
| 21 | Storekeeper's (#1) signature | Storekeeper 1 to sign | None | None | None |
| 22 | Remarks | To be inserted (esp. short receipts and damages to goods / materials received) | Visual inspection by Storekeeper 1 | None | None |

This is a primary document while the goods/materials enter the factory premises for the first time. Since the watchman creates the initial record, this may be maintained manually in a multi-columnar register form. This is the reason why there is "None" in the Source Database and Recipient Database Columns. Once the fields of information are exported to Recipient Database (i.e. the database which use these fields of information for their own activities), the latter will be updated with these fields of information without duplicate entries.
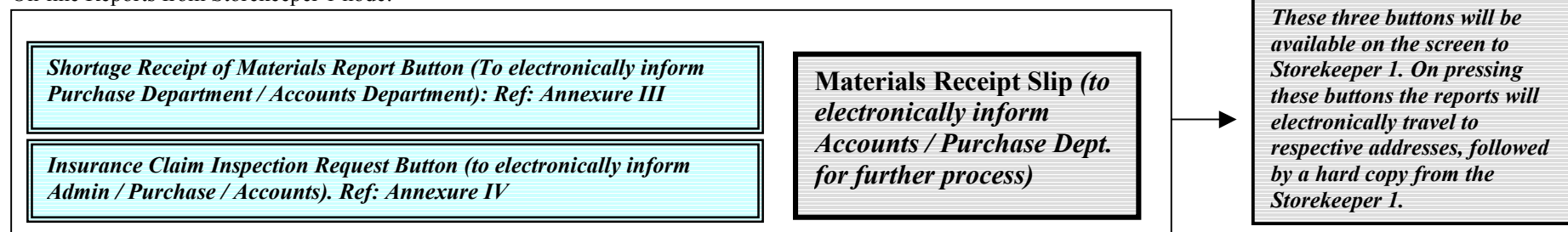
# Anar Pharmaceuticals Limited

**Document Title:**            **MATERIAL RECEIPT SLIP**
**Method of Creation:**            **Computerised**

| Sr. No. | Fields of Information | Action | Source Document | Source Database | Recipient Database |
|---|---|---|---|---|---|
|  |  |  |  |  |  |
| 1 | Slip No. | System generated through created/defined sequence in application software | None | None |  |
| 2 | Date | System Date | None | None |  |
| 3 | Sr. No. (for more than one material received in one delivery challan/invoice) | System generated | None | None |  |
| 4 | Description of material received | Select from system generated user-defined list | Invoice/Delivery Challan from Supplier | Materials Master |  |
| 5 | Manufacturer | Select from user-defined Manufacturer Master | Invoice/Delivery Challan from Manufacturer | Manufacturer Master |  |
| 6 | Supplier | Select from user-defined Supplier Master | Invoice/Delivery Challan from Supplier | Supplier Master |  |
| 7 | Manufacturer's Batch No. | To be manually inserted | -do- | None |  |
| 8 | Qty. as per Invoice/Delivery Challan | -do- | -do- | None |  |
| 9 | Actual Qty. Received (in good "issuable" condition) | -do- | Physical verification | None |  |
| 10 | Short Receipts | -do- | -do- | None |  |
| 11 | Condition of Goods / Material Received | -do- | Visual Inspection | None |  |
| 12 | Qty. of Damaged Goods / Materials | -do- | Visual Inspection | None |  |
| 13 | Unit of Measure (UOM) | Auto inserted | Invoice/Delivery Challan from Supplier | Materials Master to have UOM |  |
| 14 | Invoice No. | To be manually inserted | Invoice from supplier/mfgr. | None |  |
| 15 | Invoice Date | -do- | -do- | None |  |
| 16 | Delivery Challan No. | To be manually inserted | Delivery Challan form supplier/mfgr. | None |  |

| 17 | Delivery Challan Date | -do- | -do- | None | |
|----|----------------------|------|------|------|--|
| 18 | Purchase Order No. | System Generated based on the Description of Material and Mfgr./Supplier's Name | Invoice/Delivery Challan from Supplier (Optional and for matching only) | Purchase Orders Database (pending orders) | |
| 19 | Purchase Order Date | -do- | -do- | -do- | |
| 20 | Lorry Receipt No. | To be manually inserted | Lorry Receipt | None | |
| 21 | Lorry Receipt Date | -do- | Lorry Receipt | None | |
| 22 | Transporter's Name | -do- | Lorry Receipt | None | |
| 23 | Rate / unit | Auto inserted from Purchase Order | Cross check with Invoice (if accompanying materials) _for comparison with Auto-inserted rate._ | Purchase Order Database under reference | |
| 24 | Amount (Rs.) Total | Auto inserted based on Rate * Actual Units received (including damaged goods- depending on conditions of supplies) | -do- | -do- | |
| 25 | Balance Qty. to be delivered from the Purchase Order (Partially fulfilled P.O.) | Auto inserted based on the Qty. in the P.O. and receipts (nett of shortages) | None | Purchase Order Database under reference | |
| 26 | Storekeeper's Name | To be manually inserted | | | |
| 26 | Storekeeper (1)'s Signature (electronic signature for transmittal, actual signature on hard copy) | To sign | | | |
| 27 | Purchase Dept.'s signature (on hard copy) | | | | |
| 28 | Accounts Dept.'s signature (on hardcopy) | | | | |

On-line Reports from Storekeeper 1 node:

| | | |
|---|---|---|
| **Shortage Receipt of Materials Report Button (To electronically inform Purchase Department / Accounts Department): Ref: Annexure III**<br><br>**Insurance Claim Inspection Request Button (to electronically inform Admin / Purchase / Accounts). Ref: Annexure IV** | **Materials Receipt Slip** *(to electronically inform Accounts / Purchase Dept. for further process)* | *These three buttons will be available on the screen to Storekeeper 1. On pressing these buttons the reports will electronically travel to respective addresses, followed by a hard copy from the Storekeeper 1.* |

**ANAR PHARMACEUTICALS LIMITED**

**Document Title:**          **REPORT ON SHORTAGES IN MATERIALS RECEIVED**
**Method of Creation:**      **Computerised**

| Sr. No. | Fields of Information | Action | Source Document | Source Database | Recipient Database |
|---|---|---|---|---|---|
| 1 | Report No. | System generated sequence from application software | None | None | |
| 2 | Report Date | System Date | None | None | |
| 2a | From:      To:      CC: | Select from List of Depts. | None | Dept. Database | |
| 3 | Description of Goods / Materials | System generated | Materials Receipt Slip (Annx: II) | Inventory | |
| 4 | Materials Receipt Slip No. | System generated | Materials Receipt Slip (Annx: II) | Inventory | |
| 5 | Materials Receipt Slip Dated | System generated | Materials Receipt Slip (Annx: II) | Inventory | |
| 6 | Invoice No. (if any) | -do- | -do- | -do- | |
| 7 | Invoice Date | -do- | -do- | -do- | |
| 8 | Delivery Challan NO. Delivery Challan Date | -do- | -do- | -do- | |
| 9 | Supplier's Name | -do- | -do- | -do- | |
| 10 | Manufacturer's Name | -do- | -do- | -do- | |
| 11 | Purchase Order No. | -do- | -do- | Purchase Orders Database (pending orders) | |
| 12 | Purchase Order Dated | -do- | -do- | -do- | |
| 13 | Qty as per Invoice / Delivery Challan Qty actually Received Qty. Short Received | -do- | -do- | Inventory | |
| 14 | Unit of Measure (Kg, Units, No., Liters) | -do- | -do- | -do- | |
| 15 | Rate (Rs.)/unit | -do- | -do- | Purchase Orders Database (pending orders) | |
| 16 | Amount (Rate * Qty. Short Received) | User defined formula | -do- | -do- | |

| Sr. No. | Fields of Information | Action | Source Document | Source Database | Recipient Database |
|---|---|---|---|---|---|
| 17 | Lorry Receipt No. | System generated | -do- | Inventory | |
| 18 | Lorry Receipt Date | -do- | -do- | Inventory | |
| 19 | Transporter's Name | -do- | -do- | Inventory | |
| 20 | Storekeeper's Name | | | | |
| 21 | Storekeeper (1)'s Signature (electronic signature for transmittal, actual signature on hard copy) | To sign | | | |
| 22 | Accounts Dept. Signature (on hard copy) | To sign | | | |
| 23 | Purchase Dept.'s Signature (on hard copy) | To sign | | | |

> *Copy of this document to be sent electronically to Purchase Department / Accounts Department to facilitate their work hereafter. Four hard copies should be printed and distributed as following:*
> - *Storekeeper's file,*
> - *Accounts Department for confirmation,*
> - *Purchase Department for confirmation,*
> - *Supplier for information and action.*

In case of variation of rate in P.O. and Invoice the Purchase Department should be informed automatically.

**ANAR PHARMACEUTICALS LIMIETD**

**Document Title:**          REQUEST FOR INSURANCE INSPECTION FOR DAMAGED GOODS / MATERIALS
**Method of Creation:**     Computerised

| Sr. No. | Fields of Information | Action | Source Document | Source Database | Recipient Database |
|---|---|---|---|---|---|
| 1 | Request No. | System generated sequence from application software | None | None | |
| 2 | Date | System Date | None | None | |
| 3 | From: | Auto insert Department Name and address | None | Department / Location Master | |
| 4 | To:     cc:      cc: | Select from list | None | -do- | |
| 5 | Text | Auto insert from user defined template. | User defined templates | User defined templates | |
| 6 | Description of Goods / Materials | System generated | Materials Receipt Slip (Annx: II) | Inventory | |
| 7 | Materials Receipt Slip No. | System generated | Materials Receipt Slip (Annx: II) | Inventory | |
| 8 | Materials Receipt Slip Dated | System generated | Materials Receipt Slip (Annx: II) | Inventory | |
| 9 | Invoice No. (if any) | -do- | -do- | -do- | |
| 10 | Invoice Date | -do- | -do- | -do- | |
| 11 | Delivery Challan No. Delivery Challan Date | -do- | -do- | -do- | |
| 12 | Supplier's Name | -do- | -do- | -do- | |
| 13 | Manufacturer's Name | -do- | -do- | -do- | |
| 14 | Purchase Order No. | -do- | -do- | Purchase Orders Database (pending orders) | |
| 15 | Purchase Order Dated | -do- | -do- | -do- | |
| 16 | Qty. of Damaged Goods / Materials | -do- | -do- | Inventory | |
| 17 | Unit of Measure | -do- | -do- | -do- | |

| Sr. No. | Fields of Information | Action | Source Document | Source Database | Recipient Database |
|---|---|---|---|---|---|
| 18 | Rate (Rs.) / Unit | -do- | -do- | Purchase Orders Database (pending orders) | |
| 19 | Amount (Rate * Qty.) | System generated | Materials Receipt Slip (Annx: II) *(The rate to be cross verified by the Storekeeper 1)* | Purchase Orders Database (pending orders) | |
| 20 | Lorry Receipt No. | System generated | -do- | Inventory | |
| 21 | Lorry Receipt Date | -do- | -do- | -do- | |
| 22 | Transporter's Name | -do- | -do- | -do- | |
| 23 | Insurance Arranged By | Auto insert from | Purchase Order under reference *(standard or specific terms and conditions of purchase order)* | Purchase Orders Database (pending orders) | |
| 24 | Name of Insurance Company | -do- | -do- | -do- | |
| 25 | Address of the Insurance Company | -do- | -do- | -do- | |
| 26 | Insurance Policy No. | -do- | -do- | -do- | |
| 27 | Insurance Policy Date | -do- | -do- | -do- | |
| 28 | Storekeeper's Signature (Electronic signature for this request to travel to Accounts/Purchase / Administration, and signature on hardcopy) | To sign | None | None | |
| 29 | Purchase Dept.'s Signature (on hardcopy) | To sign | None | None | |
| 30 | Accounts Dept.'s Signature (on hardcopy) | To sign | None | None | |
| 31 | Date of Signature | To be written manually | None | None | |

User Defined Template of Text in the above request:

Dear Sir,
We have received damaged goods/materials at the stores. The details are as following. Please arrange for inspection to raise claim for insurance.
**DETAILS OF GOODS/MATERIALS RECEIVED IN THE DAMAGED CONDITIONS**

*Copy of this document to be sent electronically to Purchase Department / Accounts Department to facilitate their work hereafter. Four hard copies should be printed and distributed as following:*
- *Storekeeper's file, Accounts Department for confirmation, Purchase Department for confirmation,Administration Dept. for information and action.*

**ANAR PHARMACEUTICALS LIMITED**
**1/7, GIDC Industrial Estate**
**Local – 382 725 (N.G.)**

**Document Title:**                          **REQUEST FOR QUALITY INSPECTION**
**Method OF Creation of Document:**     **Computerised**

| Sr. No. | Fields of Information | Action | Source Document | Source Database | Recipient Database |
|---|---|---|---|---|---|
|  |  |  |  |  |  |
| 1 | RQI Ref. No. | System generated sequence from application software | None | None |  |
| 2 | Date | System Date | None | None |  |
| 3 | To: (address) | Select from user defined addresses or pre-feed | None | Database of user-defined templates |  |
| 4 | From: (address) | -do- | None | -do- |  |
| 5 | Text: (formal request description – Refer text box at the end of this document)) | Auto insert | None | Database of user-defined templates |  |
| 6 | Description of Materials to be quality tested | Auto inserted from the Materials Receipt Slip (Annx: II) or select from List of MR Slips for control purpose | Material Receipt Slip | Inventory |  |
| 7 | Grade/Quality (IP, BP, USP, Commercial) | Select from Pharma Grade or Commercial | Pre-fed options to be selected from | Inventory |  |
| 8 | Supplier's Name | -do- | -do- | Purchase Order Database |  |
| 9 | Manufacturer's Name (Including "SELF" for intermediates like extracted oil) | -do- | -do- | -do- |  |
| 10 | Manufacturer's Batch No. (including self's Batch No.) | -do- | -do- | None |  |
| 11 | Qty. Received   # Units                  # No. per Unit                  # Total | -do- | -do- | None |  |
| 12 | Unit of Measure (Nos., Kg, Liters, Units) | -do- | -do- | None |  |
| 13 | Invoice No. | -do- | -do- | None |  |

| Sr. No. | Fields of Information | Action | Source Document | Source Database | Recipient Database |
|---------|---------------------|--------|-----------------|-----------------|-------------------|
| 14 | Invoice Date | -do- | -do- | None | |
| 15 | Delivery Challan No. | Auto inserted from the Materials Receipt Slip (Annx: II) or select from List of MR Slips for control purpose | Material Receipt Slip | None | |
| 16 | Delivery Challan Date | -do- | -do- | None | |
| 17 | Storekeeper's Name | To be manually inserted | | | |
| 18 | Storekeeper (1)'s Signature<br># Electronic Signature to intimate QC Dept.<br># Actual signature on hardcopy to conform to Drug Rules | To sign | None | None | |

User Defined Text Template (Point 5 above):

From: Material Stores Department, Anar Pharmaceuticals Limited, Local (N.G.)

To: Quality Control Department, Anar Pharmaceuticals Limited, Local (N.G.)

Dear Sir,

**QUALITY TESTING OF MATERIALS: REQUEST FOR QULAITY INSPECTION**

We have received materials as per following details. Please carry out quality testing of these materials and submit results of analytical test to us.  Till we receive results from you, the materials are kept in "UDER TESTING AREA" and will not be issued ofr production purpose.

**Details of Materials Received**

On creation of this document place the material details into Material Ledger Card (Bin Card) in – Status – Under Test columns.

**ANAR PHARMACEUTICALS LIMITED**

**Document Title:**  **Intimation of Withdrawal of Samples**
**Method of Creation:**  **Computerised**

| Sr. No. | Fields of Information | Action | Source Document | Source Database | Recipient Database |
|---|---|---|---|---|---|
| 1 | Material Withdrawal Slip Ref. No. | System Generated sequence through application software | None | None | |
| 2 | Date | System Date | None | None | |
| 3 | RQI Reference No:<br>                 Dated: | Auto insert from Ref. No. & Date of Request for Quality Inspection (Annx: V) | Request for Quality Inspection (Annx: V) | Inventory | |
| 4 | To: (address) | Select from user defined addresses or pre-feed | None | Database of user-defined templates | |
| 5 | From: (address) | -do- | None | -do- | |
| 6 | Text: (formal request description – Refer text box at the end of this document)) | Auto insert | None | Database of user-defined templates | |
| 7 | Description of Materials to be quality tested | Auto inserted from the Materials Receipt Slip (Annx: II) or select from List of MR Slips for control purpose | Material Receipt Slip | Inventory | |
| 8 | Supplier's Name | -do- | -do- | Purchase Order Database | |
| 9 | Manufacturer's Name (Including "SELF" for intermediates like extracted oil) | -do- | -do- | -do- | |
| 10 | Manufacturer's Batch No. (including self's Batch No.) | -do- | -do- | None | |
| 11 | Qty. Received  # Units<br>                 # No. per Unit<br>                 # Total | -do- | -do- | None | |
| 12 | Unit of Measure (Nos., Kg, Liters, Units) | -do- | -do- | None | |
| 13 | Invoice No. | -do- | -do- | None | |
| 14 | Invoice Date | -do- | -do- | None | |

| Sr. No. | Fields of Information | Action | Source Document | Source Database | Recipient Database |
|---|---|---|---|---|---|
| 15 | Delivery Challan No. | Auto inserted from the Materials Receipt Slip (Annx: II) or select from List of MR Slips for control purpose | Material Receipt Slip | None | |
| 16 | Delivery Challan Date | -do- | -do- | None | |
| 17 | Qty. Withdrawn as Samples for Quality Testing<br># Units<br># No. per Unit<br># Total | To be inserted manually | None | None | |
| 18 | Unit of Measure ((Nos., Kg, Liters, Units) | | | | |
| 19 | Grade/Quality | Auto insert from Request for Quality Inspection (Annx: V) | Request for Quality Inspection | Inventory | |
| 20 | Signature of Chemist<br># Electronic Signature to wire this document electronically to Storekeeper<br># Signature on Hardcopy for confirmation (as per Drug Rules) to Storekeeper | To sign | | | |

User Defined Text Template (Point 6 above):

From: Quality Control Department, Anar Pharmaceuticals Limited, Local
To:      Storekeeper, Anar Pharmaceuticals Limited, Local

Dear Sir,

**WITHDRAWAL OF SAMPLES FOR QUALITY ASSURNACE**

We have withdrawn the samples for quality inspection as per following details. We shall intimate to you our findings once the test results are available.

**DETAILS OF SAMPLES WITHDRAWN**

**ANAR PHARMACEUTICALS LIMITED**
**1/7, GIDC Industrial Estate, Local – 382 725 (N.G.)**

**Document Title:**          **MATERIAL RELEASE ORDER (QUALITY CONTROL)**
**Method of Creation of Document:**          **Computerised**

| Sr. No. | Fields of Information | Action | Source Document | Source Database | Recipient Database |
|---|---|---|---|---|---|
| 1 | MRO Ref. No. | System generated sequence through application software | None | None | |
| 2 | Date | System Date | None | None | |
| 3 | RQI Reference No: <br> Dated: | Auto insert from RQI Ref. No. & Date (of Request for Quality Inspection) | Intimation of Withdrawal of Samples | Quality Control Database | |
| 4 | Material Withdrawal Slip Ref No. <br> Dated | Auto insert from Ref. No. of Intimation of Withdrawal of Samples | -do- | Quality Control Database | |
| 5 | To: (address) | Select from user defined addresses or pre-feed | None | Database of user-defined templates | |
| 6 | From: (address) | -do- | None | -do- | |
| 7 | Text: (formal material release description – Refer text box at the end of this document) | Auto insert | None | Database of user-defined templates | |
| 8 | Description of Material | Auto insert | Intimation of Withdrawal of Samples | Quality Control Database | |
| 8a | Supplier's Name | Auto insert | -do- | -do- | |
| 9 | Manufacturer's Batch No. (incl. Self's Batch No.) | -do- | -do- | -do- | |
| 10 | Manufacturer's Name | -do- | -do- | -do- | |
| 11 | Qty. Received   # Units <br> # No. per Unit <br> # Total | -do- | -do- | -do- | |
| 12 | Unit of Measure (Nos., Kg, Liters, Units) | -do- | -do- | -do- | |
| 13 | Invoice No. | -do- | -do- | -do- | |
| 14 | Invoice Date | -do- | -do- | -do- | |

| Sr. No. | Fields of Information | Action | Source Document | Source Database | Recipient Database |
|---|---|---|---|---|---|
| 15 | Delivery Challan No. | -do- | -do- | -do- | |
| 16 | Delivery Challan Date | -do- | -do- | -do- | |
| 17 | Qty. Withdrawn as Samples for Quality Testing<br># Units<br># No. per Unit<br># Total | To be inserted manually | None | None | |
| 18 | Analytical Test Report No.<br>Dated | Auto inserted | Analytical Test Report | Quality Control Database | |
| 18a | Name of Chemist / Analyst | | | | |
| 19 | Signature of Chemist / Analyst<br># Electronic Signature to wire this document electronically to Storekeeper<br># Signature on Hardcopy for confirmation (as per Drug Rules) to Storekeeper | To sign | None | None | |

Note: Storekeeper need not receive a copy of the Analytical Test Report. Procedurally, on receipt of the Request for Quality Inspection, the QC Department carries out the testing and arrives at the test results. Based on the test results it prepares the Analytical Test Report. However for the purpose of stores, only Material Release Order is sufficient. The ATR will be in the database of the QC Department only. The Fields of Information for the ATR will be separately discussed in the Business Process for Quality Assurance, a separate module in itself.

User defined Text Template (Point 7 above):

From: Quality Control Department, Anar Pharmaceuticals Limited, Local
To:     Storekeeper, Anar Pharmaceuticals Limited, Local

Dear Sir,

**MATERIAL RELEASE ORDER (QUALITY INSPECTION)**

We have carried out the analytical test for the quality inspection of the samples of material withdrawn as per the following details. The material(s) comply with the prescribed standards. We are releasing the said material for use.

**Details of Material Released for Use**

ANNEXURE VIII

**ANAR PHARMACEUTICALS LIMITED**
**1/7, GIDC Industrial Estate, Local – 382 725 (N.G.)**

**Document Title:**          **MATERIAL NON-RELEASE ORDER (QUALITY CONTROL)**
**Method of Creation:**      **Computerised**

| Sr. No. | Fields of Information | Action | Source Document | Source Database | Recipient Database |
|---|---|---|---|---|---|
| 1 | MNRO Ref. No. | System generated sequence through application software | None | None | |
| 2 | Date | System Date | None | None | |
| 3 | RQI Reference No: <br> Dated: | Auto insert from RQI Ref. No. & Date (of Request for Quality Inspection) | Intimation of Withdrawal of Samples | Quality Control Database | |
| 4 | Material Withdrawal Slip Ref No. <br> Dated | Auto insert from Ref. No. of Intimation of Withdrawal of Samples | -do- | Quality Control Database | |
| 5 | To: (address) | Select from user defined addresses or pre-feed | None | Database of user-defined templates | |
| 6 | From: (address) | -do- | None | -do- | |
| 7 | Text: (formal material release description – Refer text box at the end of this document) | Auto insert | None | Database of user-defined templates | |
| 8 | Description of Material Received & Quality Tested | Auto insert | Intimation of Withdrawal of Samples | Quality Control Database | |
| 8a | Supplier's Name | -do- | -do- | | |
| 9 | Manufacturer's Batch No. (incl. Self's Batch No.) | -do- | -do- | -do- | |
| 10 | Manufacturer's Name | -do- | -do- | -do- | |
| 10 | Qty. Received   # Units <br> # No. per Unit <br> # Total | -do- | -do- | -do- | |
| 11 | Unit of Measure (Nos., Kg, Liters, Units) | -do- | -do- | -do- | |
| 12 | Invoice No. | -do- | -do- | -do- | |
| 13 | Invoice Date | -do- | -do- | -do- | |

| Sr. No. | Fields of Information | Action | Source Document | Source Database | Recipient Database |
|---------|---------------------|--------|-----------------|-----------------|--------------------|
| 14 | Delivery Challan No. | -do- | -do- | -do- | |
| 15 | Delivery Challan Date | -do- | -do- | -do- | |
| 16 | Qty. Withdrawn as Samples for Quality Testing<br># Units<br># No. per Unit<br># Total | To be inserted manually | None | None | |
| 17 | Analytical Test Report No.<br>Dated | Auto inserted | Analytical Test Report | Quality Control Database | |
| 17a | Name of Chemist / Analyst | | | | |
| 18 | Signature of Chemist / Analyst<br># Electronic Signature to wire this document electronically to Storekeeper<br># Signature on Hardcopy for confirmation (as per Drug Rules) to Storekeeper | To sign | None | None | |

Note: Storekeeper need not receive a copy of the Analytical Test Report. Procedurally, on receipt of the Request for Quality Inspection, the QC Department carries out the testing and arrives at the test results. Based on the test results (QUALITY APPROVED OR DISAPPROVED) it prepares the Analytical Test Report. However for the purpose of stores, only Material Release Order is sufficient. The ATR will be in the database of the QC Department only. The Fields of Information and user defined templates for (each materials separately) for the ATR will be separately discussed in the **Business Process for Quality Assurance**, a separate module in itself.

User defined Text Template (Point 7 above):

From: Quality Control Department, Anar Pharmaceuticals Limited, Local
To:      Storekeeper, Anar Pharmaceuticals Limited, Local

Dear Sir,

### MATERIAL NON-RELEASE ORDER (QUALITY INSPECTION)

We have carried out the analytical test for the quality inspection of the samples of material withdrawn as per the following details. The material(s) comply with the prescribed standards <u>BUT ARE NOT FOUND SUITABLE FOR OUR USE</u>. We are <u>NOT RELEASING</u> the said material for use.

**Details of Material NOT RELEASED for Use**

**ANAR PHARMACEUTICALS LIMITED**          **ANNEXURE: IX**
**1/7 GIDC ESTATE, Local 382 725**

**Document Title:**                       **Bin Card (Materials Ledger Card)**
**Method of Creation of Document:**       **Computerised**

| Sr. No. | Fields of Information | Action | Source Document | Source Database | Recipient Database |
|---------|---------------------|--------|-----------------|-----------------|-------------------|
| 1 | Description of Material | To be inserted initially, then selected | Materials Master | Inventory | |
| 2 | Unit of Measure | -do- | -do- | -do- | |
| 3 | Ledger Folio No. | System generated sequence through application software | None | None | |
| 4 | **MAIN FIELD (1): RECEIPTS** | Pre-defined | None | | |
| 5 | **LIST OF SUBFIELDS** | | | | |
| 6 | • Date ------------------------------------- | System Date | None | | |
| 7 | • Name of Supplier ----------------------- | Auto insert | Material Receipt Slip | Inventory | |
| 8 | • Invoice No. ----------------------------- | -do- | Material Receipt Slip or Party's A/c if this info is not available while updating RECEIPTS | Inventory or A/c Payable Database | |
| 9 | • Invoice Date ---------------------------- | -do- | -do- | -do- | |
| 10 | • Delivery Challan No. ------------------ | -do- | Material Receipt Slip | Inventory | |
| 11 | • Delivery Challan Date ----------------- | -do- | -do- | -do- | |
| 12 | • Manufacturer's Name ----------------- <br> • Supplier's Name | -do- | -do- | -do- | |
| 13 | • Qty. Received -------------------------- | -do- | -do- | -do- | |
| 14 | • Status $$$ | -do- | Material Withdrawal Slip | Quality Control Database | |
| 15 | • Document Reference <br> ❑ MRO / MNRO <br> ❑ Ref. No. <br> ❑ Date | Auto insert | Depending upon the document prepared by the QC Dept. Ref No & date from the same document. | -do- | |

| Sr. No. | Fields of Information | Action | Source Document | Source Database | Recipient Database |
|---|---|---|---|---|---|
| 16 | • Analytical Test Report No.    ------------<br>• Date | Auto insert | Related ATR for the MRO / MNRO prepared by the QC Dept. | Quality Control Database | |
| | **MAIN FIELD (2): ISSUED** | | | | |
| 17 | • Sr. No. | System generated sequence | Application software | None | |
| 18 | • Date | System Date | None | None | |
| 19 | • Document Reference<br>• Material Issue Voucher No. (BoM NO.) / Materials Returned Note No.<br>• Date | Auto Insert | Material Issue Voucher computer created by Manufacturing Dept. and wired to Storekeeper 1 or in case of rejections MRN No. | Manufacturing Database or Inventory Database as the case may be. | |
| 20 | • Name of Product | -do- | -do- | -do- | |
| 21 | • Product Batch Size | -do- | -do- | -do- | |
| 22 | • Product Batch No | -do- | -do- | -do- | |
| 23 | • Analytical Test Report No. | -do- | Analytical Test Report | Quality Control Database | |
| 24 | • Qty Issued | Auto insert or Manual overriding in case of stock –out situation | Material Issue Voucher (normal circumstances) or Manual overriding. In latter case trigger to fire for stock out position *(Ref note at the end)* | Inventory / Materials Planning/ Purchase Module | |
| 25 | • Qty Returned to Supplier | Auto insert | Material Non-Release Order | QC Database / Inventory Database | |
| 26 | Qty. on Hand *(4 sub-columns)*<br>❑ Primary Storage<br>❑ Under Test<br>❑ Released<br>❑ Found Not Suitable | User defined formula. Result to appear in relevant sub-column depending on Status of material | MRS / MWS / MRO / MNRO | Inventory Database or QC Database depending upon the events taking place | |
| 27 | Remarks | | | | |

**Note on Stock-out position:** The Material Procurement Plan is to be linked with the Manufacturing / Production Plan, which in turn will depend on the Master Sales Plan for each Brand of the company. The material purchases will be coordinated based on quantity on hand, lead time, minimum investment in stock required, possibility of implementing Just-in-Time Inventory management etc. If the planning is effective, the stock-out possibilities are remote. However, the system should be designed to take care of such eventualities, let it occur once in ten years. If the system is allowed to function arithmetically (though it could be subjected to "not-below zero" constraints), it can theoretically return a negative inventory. Hence, the reason to provide for manual overriding facility.

*$$$*      Status: 1. Primary Storage, 2. Under Test, 3. Released, 4. Found Not Suitable. The status of material keeps on changing on happening of different events like withdrawal of samples, release order, non- release order etc. The status should be updated automatically. See the following guideline:

- ♦      *Primary Storage* is effective when the Storekeeper prepares the *Material Receipt Slip*.
- ♦      *Under Test* is effective when the QC Dept prepares *Material Withdrawal Slip*.
- ♦      *Released* is effective when the QC department prepares the *Materials Release Order*.
- ♦      *Not Found Suitable* is effective when the QC Dept prepares the *Material Non-Release Order.*

**ANAR PHARMACEUTICALS LIMITED**                                                   **ANNEXURE: X**
**1/7 GIDC ESTATE, LOCAL: 382 725**

**Document Title:**                  **MATERIAL ISSUE VOUCHER or BILL OF MATERIALS** *(Ref. Note below this document)*
**Method of Creation of Document:**   **Computerised**

| Sr. No. | Fields of Information | Action | Source Document | Source Database | Recipient Database |
|---|---|---|---|---|---|
| 1 | Material Issue Voucher No. | System generated sequence through application software | None | None | |
| 2 | MIV Date | System Date | None | None | |
| 3 | Department | Select from pre-fed drop-down multiple options or from *Department Master* | None | Department Master (Manufacturing Database) e.g. Ayurvedic Ointment, Antiseptic Cream etc. | |
| 4 | Name of Product to be Manufactured | Select from pre-fed drop-down multiple options or from *Product Master* | None | Product Master (Manufacturing Database) | |
| 5 | Batch No. | System generated sequence through application software | None | None | |
| 6 | Batch Size *(Ref. Note below this document)* | Select from pre-fed drop-down list of numeric tonnage of batch size | None | Production Batch Size Master (Manufacturing Database) | |
| 7 | Recipe | Select from *Product Recipe Master* | None | Product Recipe Master that details combinations of ingredients of each Recipe for each Product (Manufacturing Database) | |
| 8 | Ingredients <br> • Material A <br> • Material B <br> • Material C <br> • ----------- | Auto insert or user-defined templates for each recipe per product. | None | -do- <br> *There may be templates for each recipe per product.* | |
| 9 | Unit of Measure (Kg, Units, Liters, Nos.) | Auto insert | None | Product Recipe Master that details combinations of ingredients of each Recipe for each Product (Manufacturing Database) | |
| 10 | Per 100 gram formula (Input Standard) | Auto insert | None | -do- | |
| 11 | Qty. Required | Auto insert | None | -do- | |

| Sr. No. | Fields of Information | Action | Source Document | Source Database | Recipient Database |
|---|---|---|---|---|---|
| 12 | Signature of Production Manager<br><br># Electronic Signature to wire this document to Storekeeper<br># Signature on hardcopy to follow | To sign | None | None | |
| 13 | At this point the electronic document travels to stores through server, followed by a hardcopy to adhere to Drug Rules. The following Fields of Information are added at the stores level b the storekeeper. | | | | |
| 14 | Qty. Issued | Auto insert or manual overriding: Storekeeper to manually insert the actual quantity issued *(Ref note to Annx: IX on Page # 23)* | Materials Issue Voucher | Manufacturing Database | |
| 15 | Analytical Test Report No. *(separately for each ingredient / material Issued)*<br><br>• Material A<br>• Material B<br>• Material C<br>• ----------- | Auto insert for each ingredient / material. There may be more than one ATR No. in case a particular material has come from different suppliers or at different time or is manufactured in different batches by manufacturer-suppliers. | None | Quality Control Database / Inventory Database | |
| 16 | Date of Issue of Material | System Date | None | None | |
| 17 | Signature of Storekeeper<br><br># Electronic Signature to wire this document to Production Manager<br># Signature on hardcopy to follow | To sign | None | None | |

Notes:
1. This document is to be prepared by the Manufacturing Department. It is also known as Bill of Materials.
2. Standard Batch Size is 1000 kg. However, flexibility should be incorporated in the system to take care of higher batch size.
3. The Manufacturing database to have a list of recipes for each product. Depending on the Recipe no. opted, the MIV template gets selected. The Quantity Required will be a variant of Batch Size and Recipe.
4. Hardcopies should follow electronic messages for physical records to meet with the Drug Rules.
5. The same document will be used to requisition material for production of Intermediates to be used for end product.

**ANAR PHARMACEUTICALS LIMITED**                                                    **ANNEXURE: XI**
**1/7 GIDC ESTATE, LOCAL: 382 725**

**Document Title:**                     **INTERMEDIATES AVAILABILITY REPORT** *(Ref. Note below this document)*
**Method of Creation of Document:**     **Computerised**

| Sr. No. | Fields of Information | Action | Source Document | Source Database | Recipient Database |
|---|---|---|---|---|---|
| 1 | Report No. | System generated sequence through application software | None | None | |
| 2 | Date | System date | None | None | |
| 3 | Text template *(see note below this document)* | Select from user defined templates | User defined templates | User defined templates | |
| 4 | Batch No. <br> ❑ From: <br> ❑ To: | System generated sequence through application software | None | None | |
| 5 | ❑ Batch Size <br> ❑ No. of Batches <br> ❑ Total Qty | Select from pre-fed drop-down list of numeric tonnage of batch size, Manually insert No. of Batches & define formula (No. of Batches * Batch Size) | None | Production Batch Size Master (Manufacturing Database) | |
| 6 | Beginning Date of Manufacturing | To be inserted manually | None | None | |
| 7 | End Date of Manufacture | To be inserted manually | None | None | |
| 8 | Process Documents, if any & Reference No. | Select from user defined drop-down list (may select "None", if so) | Process Chart, if available / prepared | Manufacturing Database | |
| 9 | Unit of Measure | -do- | -do- | -do- | |
| 10 | ❑ Raw Materials Input ### <br> ❑ Qty Used <br> ❑ Unit of Measure <br> ❑ MIV (BoM) No. & Date <br> ❑ Input / Output Ratio: Yield | Auto insert from relevant MIV (BoM). To calculate Yield define formula (Total Qty Mfg / Total Qty of all Raw Materials). Weight should be a common denominator | MIV | Inventory & Manufacturing | |
| 11 | Storage Location | Select from User-defined Storage Location | None | Manufacturing Database | |
| 12 | Name & Signature of Production Manager <br><br> # Electronic Signature to wire this | To sign | | | |

| Sr. No. | Fields of Information | Action | Source Document | Source Database | Recipient Database |
|---------|---------------------|--------|-----------------|-----------------|-------------------|
| | document to Storekeeper<br># Signature on hardcopy to follow<br># Signature of Storekeeper on hardcopy | | | | |

Notes:

The Manufacturing Department will requisition material from stores for production of intermediates like extracted herbal oils. Such intermediates are produced within the factory of Anar. These intermediates will be an input to manufacture of finished products. The intermediates so produced will be reported to the Storekeeper, who in turn will issue them to the Production Manager. Internally, a formal quality inspection will have to be done with the requisite documentation before the intermediates are issued to the Production Manager against Materials Issue Voucher. For the Storekeeper receipt of intermediate is same as receiving materials from outside. The only difference is the details of intermediates produced are not entered into the Watchman's Primary Goods Inward Register as these are produced within the manufacturing facilities.

User defined Text Template (Refer Point No. 3 above):

> From: Production Department, Anar Pharmaceuticals Limited, Local.
> To    : Storekeeper, Anar Pharmaceuticals Limited, Local.
>
> Dear Sir,
>
> **AVAILABILITY OF ADDITIONAL QUANTITY OF INTERMEDIATES (EXTRACTED HERBAL OILS)**
>
> We have manufactured extracted oils / intermediates as per following details. These will be available for issue for production subject to the quality inspections.
>
> **Details of Extracted Oil / Intermediates available**

### This will be in a tabular form, as under:

| Description of Material | Qty. Consumed | Unit of Measure | MIV (BoM) No. | Date |
|------------------------|---------------|-----------------|---------------|------|
| | | | | |
| | | | | |
| | | | | |

**ANAR PHARMACEUTICALS LIMITED**                                                **ANNEXURE: IX**
**1/7 GIDC ESTATE, Local 382 725**

**Document Title:**                     **MATERIALS RETURNED NOTE (To be printed on letterhead)**
**Method of Creation of Document:**     **Computerised**

| Sr. No. | Fields of Information | Action | Source Document | Source Database | Recipient Database |
|---|---|---|---|---|---|
| 1 | Ref. No. | System generated sequence through application software | None | None | |
| 2 | Date | System Date | None | None | |
| 3 | To (address) | Select from Party Master | Material Non-Release Order | Purchase Database | |
| 4 | Text template *(see note below this document)* | Select from user defined template | User defined templates | User defined templates | |
| 5 | Description of Materials | Auto insert | Material Non-Release Order | Quality Control Database | |
| 6 | Manufacturer's Batch No. | -do- | -do- | -do- | |
| 7 | Qty.   # Units<br>        # Nos. per Unit<br>        # Total | -do- | -do- | -do- | |
| 8 | Unit of Measure Nos., Kg, Liters | | | | |
| 9 | Invoice No. | -do- | -do- | QC Database / Inventory Database | |
| 10 | Invoice Date | -do- | -do- | -do- | |
| 11 | Delivery Challan No. | -do- | -do- | -do- | |
| 12 | Delivery Challan Date | -do- | -do- | -do- | |
| 13 | • Storekeeper's electronic signature to wire a copy to Accounts / Purchase Dept. for information<br>• Storekeeper's Co-Signature on hardcopy<br>• Chemist's Co-Signature on hardcopy | To sign | | | **Contd…** |

Note: This document will be signed jointly by the storekeeper and Chemist for control purpose.

User Defined Text Template (See point 4 above)

To: (Supplier's Name)


Dear Sir,

### RETURN OF MATERIAL PURCHASED

We had purchased the following materials from you to be used in our manufacturing activity. It is not found suitable for our use. We request you to kindly take the materials back from our warehouse at Local within 7 days from the date of this letter.

### Details of Materials