




## APPROVAL

Role	Name	Function	Signature
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Reviewer	Mauro Rinaldi	RAQM	
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## PURPOSE

This instruction describes processes and responsibilities related to receiving and inspecting incoming inventory.

## SCOPE

This instruction covers the processes for physical and electronic receipt of finished goods in the ASPIVIX warehouse and its related inspection process.

## RESPONSIBILITIES

Responsible for establishing, implementing, and maintaining this instruction is the International Operations Manager.

INT OPS or SPS is responsible for receiving the goods physically and electronically and performing first initial inspection in Odoo: "Inbound Control". RAQM is responsible for performing the second inspection in Odoo: "Batch Release".

## DOCUMENT HISTORY

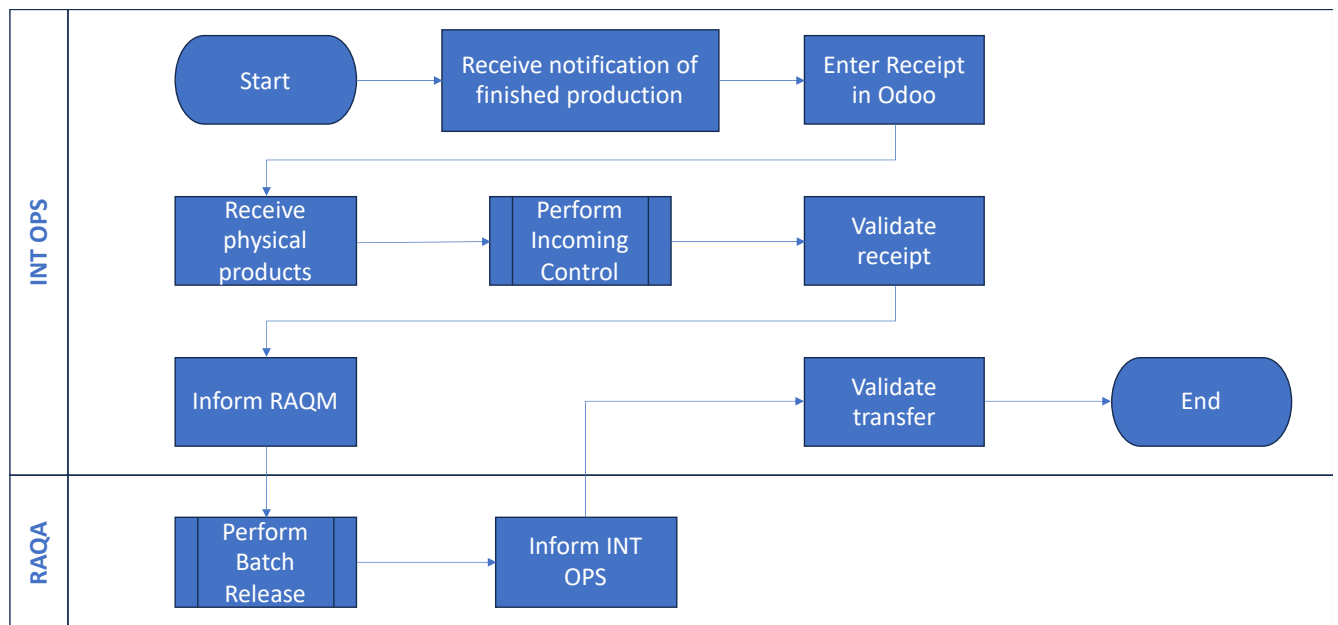
Description of Changes	Version
Initial Version.	A
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applicable	

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## 1 PROCESS FLOWCHART



## 2 PROCEDURE DESCRIPTION

### INT OPS/SPS

- 1.1. INT OPS/SPS records receipt in Odoo.  
When a product production is finalized and ready to be sent to an ASPIVIX warehouse, record the expected receipt in Odoo as an Immediate Transfer. Register the item code, the expected quantities, lots, and expiry dates. Upload accompanying documents in the inventory electronic transfer. Odoo generates a unique receipt number in its Inventory application.
- 1.2. INT OPS/SPS perform the first inspection upon physical receipt in the destination warehouse. Enter Odoo's related electronic transfer and perform Inbound Control upon the physical receipt of the goods. This control aims at controlling the basic integrity of the shipment, recording any damaged goods, and verifying shipment documentation with actual receipts.
- 1.3. Once done, INT OPS/SPS validates the receipt and notifies RAQM about the new inbound and the validation of the first control.

### RAQM

- 1.4. R&D performs the second inspection and communicates the result with a test report to RAQM.
- 1.5. RAQM validates the results, enters Odoo's related inventory electronic transfer or its related quality check, and records the Batch Release. This control ensures that all quality specifications are met before commercializing each product's lot.
- 1.6. Once done, RAQM informs INT OPS/SPS about the validation of the second control.

### INT OPS/SPS

- 1.7. INT OPS/SPS Validate the transfer.  
Odoo automatically updates inventory levels based on transfer completion.

## 3 REFERENCES

### 3.1 Procedures, instructions, and guidelines

NA

### 3.2 Templates and Forms

NA

## Certificate of Completion

### INS-207-4 Receiving and Inventory Inspection\_Rev.B-clean.pdf

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