

Departmental operational excellence through supply chain sops



SESSION (2013-2015)

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Departmental Operational Excellence through Supply Chain SOPs

A Project submitted in partial fulfillment of the requirement for the degree of Master in Supply Chain Management at School of Professional Advancement University of Management & Technology Lahore

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DEDICATION

“DEDICATED TO OUR BELOVEDTEACHERS”

Acknowledgement

IN THE NAME OF ALLAH THE MOST MERCIFUL AND BENEFICENT

Above all we are indebted to almighty Allah, lord of our life and of everything in the universe and his HOLY PROPHET MUHAMMAD (Peace Be upon Him) whose blessings enabled us to perceive and pursuit higher ideas of life.

The project of “Departmental Operational Excellence through Supply Chain SOPs” is the result of our efforts, which we have made to; complete this extensive and informative project. Certainly we have been able to complete this project with the help of numerous factors, which played a key role in it.

We deem it with an honor and privilege to record sense of gratitude to the respected resource person Sir ZakeeSaadat for his support at every step of our project.

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We feel it a liability to offer heartiest thanks to all our respondents who helped us in completing this project and all our teachers for their inputs and suggestions, which helped us a lot.

Abstract:

SOPs are the bible of any department to run the day to day operations.

It improves the overall working efficiency of department and help the procedures to be standardized to get the same and desired results every time. It cut aside the additional activities and restrict the redo.

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List of Acronyms:

PO	Purchase Order
PRF	Purchase Requisition Form
SIN	Store Issue Note
IRF	Issue Requisition Form
OGP	Outward Gate Pass
IGP	Inward Gate Pass
GRN	Goods Receiving Note
SC	Supply Chain
SCM	Supply Chain Management
SOP's	Standard Operating Procedure

Chapter 1: INTRODUCTION

1.1 Introduction

The supply chain is cohesion of distinct entities running on a specific network of factory owned retailers, distributors, transporters, storage (Warehousing), and suppliers. These different points of chain take part in product manufacturing, production and final dispatch of finished products to the consumers. Thus the whole supply chain can actually be viewed as an integrated/interlinked well-mannered network of a number of companies with coordinated activities to elevate/Improve their productivity from market competition.

Three main functions of Supply chain management include: how, when, and from which Area/location the raw material has to be Picked/supplied/delivered to manufacturing facility. The second point of supply chain management is to deals with transformation of raw material into finished goods. Third main point of Supply Chain management is the transportation of finished goods to the customers through a well-managed and inter-connected network of bulk distributors, wholesalers, and retailers.

With advancement in new technology, companies are coming to realize the importance reliance upon effective supply chains to satisfy the customers/users and to maintain well reputed in the global trade and thoroughly networked/interconnected economies. With the increase in globalization of the information technology and delegation of authority in recent times, many large companies have been well operating joint supply networks with each other, underlining its own special strategic activities of its own relevance. As maintenance of large supply chain networks is both costly and hectic, such inter-organizational mutual ventures have taken the form of a novel contemporary concept of organization.