COURIER INBOUND SOP

1. **Packaging method: One box = One sku and so on.**
   Mixing of skus to be restricted at the supplier/brand/vendor end.

   Scenario 1:
   supplier is not mixing skus in same boxes and following the packing standard as one box = one sku and so on.

Do's		
Sku code	Quantity	Box count
A	200	2
B	100	1
C	300	3
D	150	1

Don't's		
Sku code	Quantity	Box count
A	200	2
B	100	
C	300	3
D	100	

   Scenario 2:
   supplier is not mixing skus inside the inner/small box and all the inner boxes will be specific to one sku only. All inner boxes of multiple skus can be part of one master box.
   For instance: categories such as cosmetics, headphones and etc will be under this scenario.

Do's			
Sku code	quantity	Small box	Master box
A	200	2	1
B	100	1	
C	300	2	1
D	150	3	

Don'ts			
Sku code	quantity	Small box	Master box
A	200	3	1
B	100		
C	300	4	
D	150		

2. **Mandate packing slip on each box packaging** .

   - Each SKU box pack slip format

Particulars	Format	Type
PO number:	**SB*********	Mandatory
Invoice number:	**INV******(As per supplier format)**	Mandatory
EAN barcode:	**############**	Mandatory
SKU Code:	**12516**	Mandatory
SKU NAME:	**DEV SNACKS MASALA PEANUT 150.00 G**	Mandatory
SKU QTY:	**120**	Mandatory

   - Each master box pack slip format

Note: To be followed only if Inner and outer box packing standard followed by the supplier.

Particulars	Format	Type
PO number:	SB*******	Mandatory
Invoice number:	INV****** (As per supplier format)	Mandatory
Count of inner boxes:	6	Mandatory
Count of skus:	3	Mandatory
Total qty	600	Mandatory

3. Supplier/Vendor/Brand to ensure the stock is being loaded in a vehicle with a proper marking/partition as to ensure the stock is not getting mixed with other companies stock.
   - Segregation before unloading will not be under "**Warehouse**" scope.
   - Warehouses will only unload the vehicle based on the marking done on the boxes.
   - The warehouse will not touch any other clients/companies stocks or any kind of additional segregation efforts inside the vehicle and if the loader is able to identify by seeing the box as it belongs to Instamart then it will get unloaded.
4. In case of courier inbound, CCTV will not be provided for PR being rejected by warehouse so discrepancy note will be considered as an authorized final document.
5. All PR rejects under damage, expired, etc to be picked by the vendor within 21 days of discrepancy note getting raised else the stocks will be liquidated at our end without any physical return of stocks & debit will be raised to the vendor.