Check List for Depot/warehouse Operation under the Guidelines of statutory compliances and those should be adhered at any point of time under the answerability of a person in Charge to actualize the commercial activity.

1. Display of Licenses and Registration Certificates on the Notice Board with its update validity
2. Physical stock and Book stock should be conciliate at any point of time
3. On beginning of the financial year i,e 01.04.2XXX; Serial numbers of Invoices should be intimated to department for during the year uses; and unused serial numbers of informed invoices shall be returned back to H.O at the end of financial year i,e 31.03.2XXX.
4. All Cancelled invoices should be kept in one place and should be intimated to department with acknowledgement in time to time with its serial numbers.
5. Invoices and related documents should be signed by Authorised person only. Whose are authorised by management through transferring the power of right to sign on its behalf.
6. Materials should be received at Depot from other location on proper checking of Invoices along with Consignment note in line permits being used for that movement. (Ensure the acceptance is correct; before unloading the materials)
7. Invoices should be generated on the basis of Orders from Customers and those Orders should be kept in file record for producing on demand at any future date
8. Printed copy of Invoices should be provided to Customers once at a time; No more copy is allowed to print for the same Invoice using pre-serial Invoice stationery.
9. Photocopy of the existing Invoice can be provided with a mark as "true Copy" on approved request from customers in case of misplaced by them.
10. No soft copy of Invoice in any format is allowed to issue and provide in repeat to the Customer.
11. Goods Invoiced to customers should be dispatched with immediate time/day; without holding those in same place for an aforesaid time/day.
12. Registers for goods received, Invoice Issued and Dispatch should be maintained at depot to reconcile the stock at any point of time to avoid the mismatch between visible stocks with book stock. (Ensure it's updating with each single hour)
13. Before and after printing of Invoices, ensure twice a time that all category of information in SAP are required to generate an Invoice have been filled up correctly without any Skip.
14. Ensure Consignment notes and Local permits/ out station permits have been properly filled up before proceeding to dispatch the goods to customer place or other depot location.
15. Rejection of materials and its approved correspondence from respective concern in relation to prepare further document should be kept in systematic principle to get easy access.
16. Damage and loss of materials should be accounted properly as per SOP with approved communication and documentation; could be produced in demand for verification.
17. Statutory return copies of respective location should be kept in operation place and keep update in timely manner at the end of month, Quarter and year.
18. All registers, all files having invoices and related documents should be kept in safe custody with organised manner to find out easily a single transaction at any point of time.
19. Statutory forms (Used/unused) like Permits/Waybills/ C forms / F forms/E1 forms along with related Case files should be kept in safe custody for their easy accessibility in future date
20. Clear and Prompt communication should be with Legal/taxation Team/Local Consultant; seeking any advisable guidance and also in response to them on querying information.

Your add on suggestion are welcome and appreciable..

Thanks.. Ashutosh Biswal