


ARTISAN LABS	Supply Chain Job Breakdown SOP-003.4-2B	Issued By/ Date: Rylan Matu 06/14/2022
		Approved By/ Date

Description:		How to Receive an Ingredient in Dataninja		
Personal Protective Equipment		N/A		
Equipment, Tools, Supplies & Materials:		Computer, Dataninja, Ingredient receive excel		
STEP	Image	Important Steps (What)	Key Points (How)	Reasons (Why)
	A simple photo of the step being completed	A logical segment of the operation when something happens to advance the work.	Anything in a step that may: 1. Make or break the job. 2. Injure the worker. 3. Make the work easier to do, i.e. "knack", "trick", special timing, or a bit of information.	Reasons for each key point.
1		Receiving an ingredient in Dataninja	<ol style="list-style-type: none"> Go to "Receiving" tab in Dataninja Find the matching PO from Dataninja that goes with the ingredient that came in Click on "Receive" next to the ingredient Put in Supplier Lot number Click "Next" Put in the expiration date If there are multiple cases of the ingredient, make sure to put the number of labels needed for each container under the "Labels" tab Next to the labels tab, put in the amount of kg that is in each container Click "Receive" Out in the warehouse by Bobby's desk, those labels are printed at the zebra printer 	Each ingredient needs to be labeled so compounder can scan them in for each batch compounded

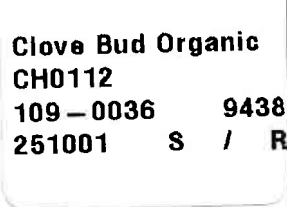
Document history	
Version No.	Reason for change
01	New document

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			<ol style="list-style-type: none"> 11. Grab the labels and ingredient and label ingredient with label 12. Put in the "Quarantined" trays by the compounding room out in the production room 13. Going back to dataninja, go to part number and put in the SDS where the Paper with three lines icon is (Reference picture to the left) 14. To put the COA in, click on the square with the arrow coming out by the ingredient's identifier 15. Once in the ingredient's unique batch, put the COA in the same icon the SDS was put into 	
2		Receiving the ingredient in the Ingredient Receiving and QC-2022 excel sheet	<ol style="list-style-type: none"> 1. Find the correct part number for the ingredient just received in dataninja in the excel 2. If the part number isn't put in yet, insert a new row below the number it's supposed to be under 3. Go across the row and fill in the correct information needed under each column 4. To find the QC attributes and it's specifications refer to the ingredient's SDS where the color, odor and appearance is located. 5. If the ingredient's SDS includes either pH or specific gravity include that as well but most ingredients are just the three specs. 	

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3		Making a label of received ingredient for quality	<ol style="list-style-type: none"> 1. To make a label use the zebra app 2. On the first line, put ingredient's name 3. Under the name put the supplier's lot number found on the COA 4. Under that, put the ingredients part number and unique identifier on same line 5. Under that put the expiration date starting with the year, month and day (250412) 6. On the same line put S / R 	Quality Manager needs this label when getting quality samples of these ingredients
4		Putting away the ingredient's physical SDS	<ol style="list-style-type: none"> 1. When an ingredient is received for the first time, the SDS needs to be printed out and put away in the SDS binder out in the production room 2. Put the SDS in a paper liner and on top of the SDS put the ingredient's part number 3. Locate the correct binder the SDS needs to go in based on the first three numbers of ingredient's part number 4. Put the SDS in the binder in the correct order of the part numbers 	Physical SDS are needed out in production room in case of chemical spill
5				
6				

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