## Purpose

The main and basic purpose of this documented procedure is to dispatch our finished Good products to our valuable customers with minimum lead time and under most economical way

## Scope

Scope of this documented procedure is to create and develop Co-ordination of store department with sales & marketing, Production and Administration Departments to deliver the finished good materials to respective customers

## Responsibilities

The following persons/ departments are responsible for Dispatches of goods:

* **Sales & Marketing management**

To put customers demands and requirement in sales order

* **Production management**

To plan and produce required product

* **Store management**

To prepare a delivery plan according to available products and existing Sales order, product loading, weighing and preparation of related documents

* **Admin management**

To provide and arrange vehicles according to best possible and economized delivery route map both from internal and external sources

* **Security In charge**

To observe and check entire loading process, check related documents, verify concerned approval and get the vehicle out from the factory

* **General Manager**

To check and sign outward gate pass

## Procedure

* To update daily sales order according to new demands from customers
* To be in close touch with production department to be aware of production vs requirement
* Vehicle arrangements
* Loading of FG product
* To ensure both 1st and 2nd weighing
* Preparation and approval of concerned documents

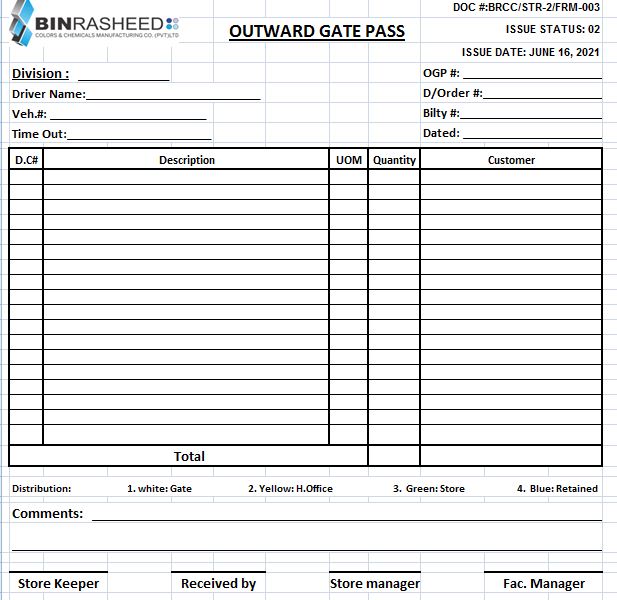
1. **Operational steps**

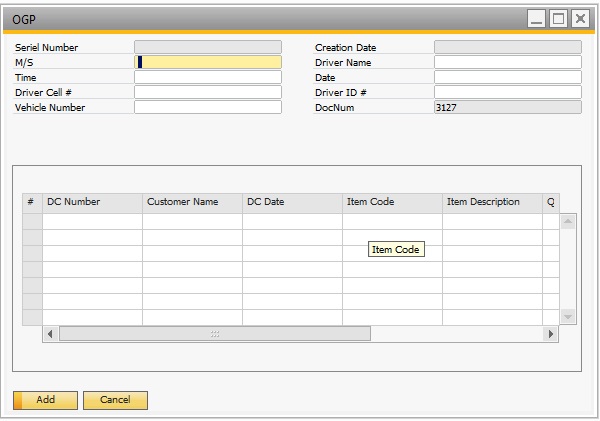
* Store management will update himself regarding latest production schedule, daily production planning and status on regular basis to be aware of upcoming deliveries and dispatches
* Store department will prepare, fix and final the days route map for available, expected and ready to dispatch deliveries
* The priority will be fixed on company vehicle to deliver required material but in case of external source the store department will prepare and final the most and best possible economical way of delivery to entertain customers within economized and well managed over heads with the coordination of administration
* Security department will check the vehicle and driver on main entrance and will inform store department about his arrival
* Store In charge or supervisor will call him on main weighing bridges and will check and record 1st weighed of the vehicle
* Loading of material will be started by store workers in front of security person under store in charge / store supervisor directions and guidance
* After complete loading store person, security guard and vehicle driver all will verify loaded quantities
* 2nd weighing will be taken by concerned store person to verify and find out exact and net weighed of Finished Good material against required quantity in sale order
* After verification of net weighed store person will prepare and generate concerned gate pass and delivery challan (DC) from SAP signed by store management and general manager. In case on any problem and inconvenience in SAP operation store person will prepare and generate manual gate pass (OGP) but will update in SAP on prior basis when the operation starts again
* Security office will re-check the OGP and let off the vehicle for delivery

1. **Precautions**

* The entire loading process should be done and completed in front of store I/C or shift supervisor
* A person from security department should be present during loading process
* The entire process should be perform under lot of care and focus to avoid each and every kind of material loss
* Any kind of damaged, leaked and below the standard material should not be picked for loading and delivery purpose, if found than should be isolated and inform concern department/person for re-packing
* Store person should perform both 1st and 2nd weighing process with lot of care and responsibility and will make sure the vehicle is free from each and every kind of external/ non related objects or anything else
* Store person will verify OGP before getting approval from concerned authorities
* Store person will make sure about material to be delivered and valid customer address

## Associated Documents and Records

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