



MOULD

12th Apr 2023



PREPARED BY
HEMA'S ENTERPRISES PVT LTD

PROJECT OBJECTIVE:

This project is to develop the mould process for the plant from Product development team to vendor with the particular details for the approval to confirm the mould to deliver to the plant.

PROJECT DESCRIPTION:

The project is to capturing the mould order initiation from PD to product deliverable by vendor. These processes consist of different roles with different approvals/verifications and upload like (2D/3D mould diagram, asset code, cost centre code, PO, performance invoice, calculation sheets to processing the mould order and vendor finalizing and payment process after these process the vendor will submit the mould samples to organization for trail after the trail approval then the vendor will start to working on the major production and deliver the mould to the plant directly.

PROJECT SCOPE:

S.NO	MENU	DESCRIPTION
1.	PRODUCT DEVELOPMENT	<p>PD will initiate and develop the product for the plant Either it will be NPD or EPD.</p> <ul style="list-style-type: none"> – PD will request a mould and PD will enters a brand name, SKU, UOM. – After, PD will select the business division for plant. – PD will capture the category of project and also capture the projection of product growth and should upload 2D model to the MED for approval.
2.	MED	<ul style="list-style-type: none"> – MED will review the submitted 2D model and will give the remarks for the model and again submit to PD.
3.	PD	<ul style="list-style-type: none"> – After review by MED, again PD will upload photo copy with particular document and sign off.
4.	MED	<ul style="list-style-type: none"> – MED should get the quotation details from the vendors manually. – MED will upload the quotes of minimum three and in case there will be one quote the MED should give the justification for selecting the quote by filling up the checklist.
5.	BUSINESS HEAD	<ul style="list-style-type: none"> – The business head should approve the quote and the mould details in case the BH had any quires they should revert for the changes to MED. – These details should viewable by Business finance team, marketing team.
6.	BUSINESS FINANCE	<ul style="list-style-type: none"> – Business finance will submit the cost centre code to MED. Business Finance will upload the calculation with excel sheet format and PDF model after it will submitted to MED.
7.	MED	<ul style="list-style-type: none"> – The MED will request the Asset code for mould from vendor invoice team. – Automatically the details will fetch from the vendor invoice team after the asset code was captured.
8.	PURCHASE TEAM	<ul style="list-style-type: none"> – If quote amount is above 5 lakhs, all detail will pass through CAPEX process after that automatically capture from MED Team for approval.
9.	MED	<ul style="list-style-type: none"> – MED will capture the approved details. And it move to legal team.
10.	LEGAL TEAM	<ul style="list-style-type: none"> – After approval legal team will negotiate the price

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		<p>with vendor based on quotation.</p> <ul style="list-style-type: none"> – Legal team will fix and finalise the vendor. – Legal team will capture the percentage. Based on percentage they will fix the price amount and submitted to MED.
11.	MED	<ul style="list-style-type: none"> – After legal team approval. Re-quote will be capture. – MED will request the revised quote from the vendor which is finalized with legal team. – Re-quote value will automatically move to (purchase team, legal team and finance team) simultaneously.
12.	PURCHASE TEAM	<ul style="list-style-type: none"> – Purchase team will release the purchase order to MED through SAP.
13.	MED	<ul style="list-style-type: none"> – MED Will capture the purchase order with SAP integrated. – Then MED will submit purchase order to vendor.
14.	VENDOR	<ul style="list-style-type: none"> – Vendor will submit the performance invoice and mould drawing to MED for final verification.
15.	PURCHASE TEAM	<ul style="list-style-type: none"> – Once the details are verified from the vendor side then Purchase team will make the advance payment. – After the payment was made, report will move to MED.
16.	MED	<ul style="list-style-type: none"> – Vendor will submit the sample product to MED. – MED will start the trials for the Sample bottle, dimension report are tested and will be submitted to Pd team.
17.	PD	<ul style="list-style-type: none"> – Pd team will test the product by manufacturing production. Both PD & MED will test the mould. – If PD approve the trial mould it will move to MED.
18.	MED	<ul style="list-style-type: none"> – If the trial mould is approve. MED will request vendor for order and start to production. – If it not approve, it will move to vendor for changes. – Once the order is confirmed then the vendor will manufacture and sent directly to plant.