

MOULD DEVELOPMENT

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PREPARED BY
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PROJECT OBJECTIVE:

To develop a portal for mould development from Mould design to Mould delivery to the Plant. Inbetween the process multiple approvals, Design revision, Multiple trail versions should need to be carried out within the portal.

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, proforma 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. Then to submit the data in the portal.– Then within particular timeline PD should upload 2D softcopy 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.– MED will only send back the model for review and will not rejects.
3.	PD	<ul style="list-style-type: none">– As per MED's feedback, PD should change the design and again upload the photo PDF document to MED, the process gets continue until the design qualifies DFM checks.
4.	MED	<ul style="list-style-type: none">– Once Design closed MED will do a Mould Development Sign off with Marketing, PD, Purchase, Planning team (Details of the Mould to be developed will be shared).– Once design signoff then MED will collect multiple quote from vendors for project costing.– 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.– Once the quote is captured within the portal, MED should get the project cost approval from business head. At the same time Business finance can able to view the process.
5.	BUSINESS HEAD	<ul style="list-style-type: none">– Business head need to review the quote and to share the feedback or review upon the shortlisted quote.– Incase of query raising, BH can able to raise the query back to the MED with remarks.

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		<ul style="list-style-type: none"> Once BH approves the quote, it should get forwarded to Business finance.
6.	BUSINESS FINANCE	<ul style="list-style-type: none"> Business finance will view the approval and then business finance will submit the cost centre code to for the updated Mould. Business finance will upload the calculation with excel sheet format and PDF model. Then it will be submitted to MED.
7.	MED	<ul style="list-style-type: none"> After received the cost centre code, MED will initiate asset code creation for mould through vendor invoice team.
8.	VENDOR INVOICE TEAM	<ul style="list-style-type: none"> Vendor invoice team will manually enter the asset code with the details or can be pull from the SAP.
9.	MED	<ul style="list-style-type: none"> If project value is above 5 lakh MED should prepare a capex report and MED head will take it to capex committee approval. Once capex committee approves the proposal MED head will pass the report to MED purchase team.
10	PURCHASE TEAM	<ul style="list-style-type: none"> Purchase team will raise the capex approval to top management via ticketing tool and the signed document will be returned for mould development initiation.
11.	LEGAL TEAM	<ul style="list-style-type: none"> After approval legal team will negotiate the price with vendor based on quotation. Legal team will fix and finalise the vendor. Legal team will capture the negotiate in terms of percentage. Based on percentage they will fix the price amount and submitted to MED.
12.	MED	<ul style="list-style-type: none"> After legal team approval. Re-quote request to be raised and it should be captured in the portal. MED will request the revised quote from the vendor which is finalized with legal team. Re-quote value will automatically move to (purchase team and legal team) simultaneously.
13.	PURCHASE TEAM /MED	<ul style="list-style-type: none"> Purchase team will release the purchase order to MED through SAP. MED had internal person only to deals MED purchase.
14.	MED	<ul style="list-style-type: none"> MED Will capture the purchase order with SAP integrated. MED will share purchase order to vendor. As per the PO, Vendor will share the Proforma

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		invoice & Mould diagram to the MED. Those details also should be captured within the portal by MED.
16.	PURCHASE TEAM /MED	<ul style="list-style-type: none"> – Once the details are verified from by the MED then Purchase team will make the advance payment. – After the payment was made, report will move to MED.
17.	MED	<ul style="list-style-type: none"> – Vendor will initiate pilot mould development (time line differs based on projects) and submit the sample product to MED. – MED will check the Sample bottle, dimension report are tested and will be submitted to Pd team.
18.	PD	<ul style="list-style-type: none"> – Pd team should check the fit and function for the sample and share the report in pdf and excel format. – If PD approves the samples trial mould is approved. – In case sample fail in fit and function PD need to mention the problems to be addressed and share the report.
19.	MED	<ul style="list-style-type: none"> – If the trial mould is approve. MED will initiate the commercial mould manufacturing. – In case the modifications were on design then PD need to address design correction and submit the updated model with 2d drawing – If it not approve, it will move to vendor for changes. (Incase the defects are manufacturing errors). – Once the order is confirmed then the vendor will initiate Commercial mould and sent directly to plant.