



SOW for complete operational flow for



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1. Overview

The current SOW document helps to streamline and collect the detailed requirements of **Singhania Logistics** for complete logistics automation. It is essential to gain a comprehensive understanding of processes, roles and responsibilities, transporter allocation process and involved intricacies, current way of operations including LR creation, vendor settlement, and cost calculation. This information is used as a source to specify and describe the customizing settings that need to be implemented to achieve the project goals.

1.1 Project Objectives

The purpose of the document is the fulfillment of following objectives for Singhania Logistics:

- The system should be able to create an Indent for specific orders as per bidding process
- The bids received can be evaluated and allocation can be done
- Order should be created based on bidding/manual basis and the whole operational flow should be systematically followed to ensure smooth functioning of the processes.

2. Processes

- Production Orders generated for the transporter with type of vehicle and date & time of vehicle requirement in Elixia System.
- Based on requirements an indent will be generated in Elixia's system which will be having following fields:
 - Date and time when vehicle is required
 - Type of truck
 - Quantity
 - Material
 - Origin and destination of the trip
 - Vehicle No. Driver Name and Phone Number
- The Indent generated will be sent to all the transporters for bidding. The number of transporters bidding for the order within the stipulated time **(to be given by Singhania**

Logistics) will be considered for order allocation. The final review will be done by Singhanian logistics and the order will be allotted to the transporter of choice.

- Based on the bid order will be generated in the system and LR will be created.
- Against each vehicle empty and loaded trips will be created based on the customers requirement followed by uploading of PODs after trip completion which can be done either through the desktop/computer or through Mobile app.
- Trip will be financially closed after doing driver/vendor settlement.
- Based on the operations certain reports and insights can be generated which can be used to pass on the information to Singhanian's clients and which can be further utilized to take more informed decision about the current operations.
- Scope of work doesn't end here, and it can be further extended to include Fleet Maintenance Module - Responsible for maintaining work shop driven activities of the vehicle and documents storage and alerts, CRM – Automated order booking through customer, creating service invoices, ticketing and trip analysis including ETAs and Books – for the generation Balance sheet, profit and loss statements, fund flow and cash flow

Operational Process Flow Diagram



