

PROCESS FLOW FOR COURIER OF LAPTOPS BY EMPLOYEES TO BOEING INDIA OFFICE

Process as given below will be followed by employees to courier laptops to Boeing India Offices.

This Process will involve

1. Sharing this Process, and List of employees with the Managers who need to courier laptops to Boeing India offices. List shared will contain Asset No. and Tentative cost.
2. Managers to intimate their employees to dispatch the Laptop through reputed courier service in their city by following this process.
3. Employees to securing E-Way Bill
4. Employees to share As-Is picture with Managers, BIES and IT
5. Employees to properly pack the asset
6. Employees to courier the asset through reputed courier company in the city
7. Employees to pay courier charges through corporate card/personal card
8. Employees to expense the cost incurred and settle/reclaim the cost.

E-Way Bill.

1. Employees contact BIES and Finance Team to get E-Way bill. Location wise Focal details are given below:-

Location	BIES Focal	Finance Focal
Bangalore	Mathur, Nisha <nisha.mathur@boeing.com>	Sarin, Vibhav <vibhav.sarin@boeing.com>
Delhi	Jha, Sandeep <sandeep.jha@boeing.com>	Sarin, Vibhav <vibhav.sarin@boeing.com>
Chennai	Jayavelu, Karthik <karthik.jayavelu@boeing.com>	Karmegam, Suman <suman.karmegam@boeing.com>

2. Employees will share their Asset ID and Tentative cost (Shared earlier).
3. If the asset cost is not mentioned in the list, employees to receive the same from Dhanaraj, Prithviraj prithviraj.dhanaraj@boeing.com

Sharing As-Is picture.

1. Employees to take pictures of asset in as is condition, and share it with their Managers, BIES & IT (DL India IT Support-WFH (COVID-19) (DL-IndiaITSupportWFHCOVID19@exchange.boeing.com))

Packing of Asset. On receiving E-Way Bill, employees to pack the asset in double bubble wrap and pack it in carton, seal it. Some essential instructions are given below:

1. Pack each equipment with two layers of Kraft liner roll (Brown paper)
2. Bubble wrap and pack each equipment with two layers of padding.
3. Laptop and charger needs to be packed separately as per the procedure highlighted above.
4. Place the items carefully in the carton box
5. Please fill the gaps with bubble wrap or papers to avoid misplacement during transit

6. Pack the carton box with proper tape
7. Put the gate pass, computing check forms and other documents inside the carton box before packing

Courier service of the asset and payment for the service.

1. Employees to find a reputed Courier service provider in their city.
2. Employee to handover the e-way bill, asset, to the identified courier company in the city.
3. Employee to pay the courier service for transportation with insurance through corporate card or personal card.
4. Employee to share the Air Way Bill No. with BIES and IT.

Expensing and reclaiming the cost.

1. Employees to expense the charge through LER at Travel@Boeing by choosing LER→ 11. Local Expenses → Other Explain option
2. Fill the details
 - **Transaction Date** (date of service)
 - **City** (from where Laptop is being couriered)
 - **Payment Type** (appropriate type)
 - **Vendor Name** (name of courier service)
 - **Amount in INR** (per the bill amount including tax and insurance)
 - **VAT Receipt Status** (Receipt) (and attach the scan of Bill)
 - **Detailed Description and Business Purpose** – Shipment of Company Asset (Laptop) with Insurance-
 - **Explanation why LER** - “Postage/Shipping/Freight of Company Asset - Loaner Laptop ”

New Expense		
Expense Type LER - Other **Explain	Transaction Date 05/25/2021	City (Required field)
Payment Type Cash/Out of Pocket	Vendor Name xxx Courier Service	Amount 3,000.00 INR
VAT Receipt Status Receipt		
Provide DETAILED description and Business Purpose (NO ACRONYMS)	Provide explanation why LER Other **Explain was selected	
Shipment of Company Asset (Laptop) with Insurance	Postage/Shipping/Freight of Company Asset - Loaner Laptop	