

Elkayem Auto Ancillaries (PVT) Ltd., Hosur & Mysore Units.				
Responsibility & Authority			Doc No :LKM/SLS/DI/18-L	
			Rev No&Date : 00/01-08-2017	
Sales Documentation Activities				
S.No.	Responsibility	Co - Ordination	Reference	Document No
1	Daily Sales plan VS Actual updation.	Sales	Sales Plan vs Actual	LKM/SLS/DI/20
2	Daily Sales MIS updation.	Sales	Sales plan VS Actual	LKM/SLS/DI/20
3	TVS M Web Lkm Opening Stock Updation	Customer	Customer Website	****
4	Sales Projection updation	Sales	****	****
5	Customer Rejection / Complaint Monitoring.	QAD,Finance	Customer Rejection Register	LKM/QAD/DI/58
5	Hard & Soft Copies of File Maintenance.	Sales	****	Supporting Document
6	Barcode Label generation in TSC Software	Sales	*****	*****
7	Sales Presentation (Monday meeting& DWM meeting)	Sales	****	****
8	Customer MSL File Updation & mail to customer	Sales	*****	*****
9	GRN Follow up Download, Updating and pending GRN mail to customer.	Finance	GRN Follow up	LKM/SLS/DI/12
10	Customer return empties accounting in dispatch register	Sales	Dispatch Register	Supporting Document
11	Web Schedule Updation	Sales	Customer Portal	*****
12	ODC Updation	Team	****	****
13	KPI Updation	Sales	****	LKM/QMS/DI/10
14	P.O Follow-up	Sales, Costing, Accounts, ISD	****	LKM/SLS/DI/50
15	Barcode Qty and Invoice Qty verified	Sales	****	****
16	FG Checking & Acknowledgment copy Scanning & Submit to Accounts.	Finance	Acknowledgment Register	*****
17	Sales Order Short close / Updation	Sales	ERP	LKM/SLS/DI/08
19	Filling (sales check list, po, customer-corr, daily plan vs. actual).	Sales	*****	*****
20	COPQ Updation	QAD	****	****
21	Monthly transportation trips calculated and update in system.	FG.Store	Transportation	Supporting Document
22	Barcode Label Procurement	Sales	*****	LKM/SLS/DI/47
23	Monthly Presentation (MRM,MPRM,ECM)	Sales	****	****
24	To assist HOD to Prepare Company's Business Plan and monitor to Achieve it's Goals & Objectives.	HOD	Business Plan	****
25	Maintenance of QMS Documents & Implementation of new requirements	Sales , QMS	****	****
26	Stationary items follow up.	Consumable	Stationary Note	****
27	To avoid Premium freight and maintain the register.	Production, Purchase, Finance	Premium freight Register	LKM/SLS/DI/27

28	JIT call performance updation day wise	Sales	Daily JIT call Status	****
29	Monthly sales report preparation.	HOD	sales report	****
32	Follow Procedure as per IATF 16949:2016 QMS	HOD & MQMS	Manual	****
34	Kaizen Result updation Monitoring	Sales	Kaizen file	LKM/QAD/DI/130
35	CIP / Suggestion to improvement DPR	Team,HOD	CIP file	LKM/QMS/DI/30
36	Any other Job assigned by HOD.	HOD	****	****
Additional Responsibility				
S.N O.	Key Role		Responsibility	
1	MD data presentation		Jannathul Firdhous	
2	MIS Preparation / Sales Report		Poovizhi.N	
3	Manpower Followup		Praveena.S	
4	Preparation of Packing Standard for new parts		Poovizhi.N	
5	Barcode Label generation in TSC Software		Umamageshwari.R	
Prepared by :			Approved by:	