

Elkayem Auto Ancillaries (PVT) Ltd., Hosur & Mysore Units.				
Responsibility & Authority		Doc No :LKM/SLS/DI/18- P		
		Rev No&Date : 00/01-08-2017		
Invoice & Accounts Activities				
S.No.	Responsibility & Authority	Co - Ordination	Reference	Document No
1	Arranging Triplicate copy submission to Accounts	Sales, Accounts	****	Supporting Document
2	Maintain 1S & 2S activities .	Stores	****	LKM/QMS/DI/26
3	Invoice Preparation as per Sales Delivery Advice	Sales, Accounts, ISD	ERP	LKM/SLS/DI/22
4	Invoice copy sent to customer end.	Sales, Accounts, ISD	ERP , Customer Portal	****
5	Daily verification of Invoice pending status	Sales, Accounts	ERP/ E-way bill	****
6	Barcode Generation / ASN / E-way Bill as Per Invoice	Sales	Customer Portal / E-waybill	LKM/SLS/DI/11
7	Receiving Acknowledgement copy from driver and closing trip sheet	Sales	****	****
8	All customer Supplementary Invoice Preparation	Accounts	****	****
9	Empty Container updation in Dispatch Register	Sales	****	****
10	Raising Trip sheet and verifying Invoice,Barcode,Eway bill as per checklist	Sales Team	****	LKM/SLS/DI/23
11	Updation of Sales return register as per MRA Doc	Sales,Accounts,Q AD	ERP	LKM/SLS/DI/08
12	Barcode label sticker printing	Sales	TCS Software	LKM/SLS/DI/47
13	Preparation of Delivery Challan	Team	ERP	****
14	Updation of Scarp Invoice	Accounts	ERP	LKM/SLS/DI/08
15	Invoice Preparation for other dept	Team	ERP	****
16	Follow Procedure as per IATF 16949:2016 QMS	HOD & MQMS	Manual	****
17	Dispatch list updation in ERP, making invoice.	Finance	ERP	LKM/SLS/DI/08
18	Any other Job assigned by HOD.	***	***	****
19	Log Book maintenance.	Sales Team	Sales LOG Book	****
Additional Responsibility				
S.N O.	Key Role		Responsibility	
1	Daily JIT call pending updation 3 hour once in JIT call dashboard		Giridharan.M / Manikandan.S.R	
Prepared by :		Approved by :		