

Elkayem Auto Ancillaries (PVT) Ltd., Hosur & Mysore Units.

Responsibility & Authority

Doc No :LKM/SLS/DI/18- H

Rev No&Date : 00/01-08-2017

Leyland & FED Dispatch Activities

S.No.	Responsibility & Authority	Co - Ordination	Reference	Document No
1	AL Plan sheet updation	Sales	Plan Vs. Actual	LKM/SLS/DI/20
	TAFE(FED) Schedule preparation.	Sales Team	TAFE(FED) Schedule file	LKM/SLS/DI/05
	TAFE(FED) Sales order preparation.	Sales Team	ERP	LKM/SLS/DI/08
2	AL ASN Downloaded & Convert to Our Excel Format for planning	Sales	ASN Preparation	LKM/SLS/DI/09
	Rejection parts follow-up and collection.	Sales Team	Customer Rejection	LKM/QAD/DI/58
	Planning As Per Customer Requirements.	Sales Team	Tafe(FED) And AL Plan Sheet	LKM/SLS/DI/20
3	Receiving Dispatch Plan Mail from KNL for Invoicing & Commitments	KNL Sales	Invoice Request	LKM/SLS/DI/54
4	Daily verification of dispatch summary with Invoice Qty	Sales	*****	*****
5	Invoice Preparation for Leyland / FED	Sales, Accounts	*****	LKM/SLS/DI/22
6	Customer Rejection Monitoring.	QAD, Finance	Customer Rejection Register	LKM/QAD/DI/58
7	Customer Complaint Monitoring.	QAD, Finance	Customer Complaint Register	LKM/QAD/DI/58
8	Filling (sales check list, po, customer-corr, daily plan vs. actual).	Sales	*****	*****
9	LR preparation for TAFE(FED)	Sales Team	Checklist	LKM/SLS/DI/23
10	Acknowledgment copy Register updation	Finance	Acknowledgment Register	*****
11	Sales Order Short close / Updation	Sales	***	LKM/SLS/DI/08
12	FG (D3 Closing).	RM.Store	D3 Register	*****
13	TAFE(FED) & AL P.O Followup	Sales	***	***

14	As Per Planned Qty dispatch to TAFE (FED) & verify it	Sales Team	Checklist	LKM/SLS/DI/23
15	Rejection parts follow-up and collection.	Sales Team	Customer Rejection	LKM/QAD/DI/58
16	All Original Copy Submission (Courier).	Finance	Original Invoices Submission Register	*****
17	Customer communication for dispatch	Sales Team	***	***
18	Preparing ASN & Checklist For Invoice Qty.	Sales Team	***	***
19	Follow Procedure as per IATF 16949:2016 QMS	HOD & MQMS	Manual	***
20	Customer vehicle planning and arrange as per our dispatch plan.	***	***	***
21	Any other Job assigned by HOD.	***	***	***
22	Ensure Discipline among the workmen	Operator/ CL / Helper	****	****
23	Provide suggestions /feedback to improve store productivity	Sales Team	CIP Register	LKM/QMS/DI/30
24	Any other Job assigned by HOD.	HOD	****	****

Additional Responsibility

S.N O.	Key Role	Responsibility
1	Daily verification of dispatch summary with Invoice Qty	Deepa.M

Prepared by :

Approved by :