

Elkayem Auto Ancillaries (PVT) Ltd., Hosur & Mysore Units.													
Responsibility & Authority											Doc No :LKM/SLS/DI/18- P		
											Rev No&Date : 00/01-08-2017		
M.Deepa-Jr.Officer (Dispatch & Accounts activities)													
S.N o.	Responsibility & Authority	Co - Ordination	Reference	Document No	Frequency / Target	Target 25-26	Actual	Target 26-27	Develop the second line person / Alternate	Sales Activity Contribution	Training Title	Before Training Skill Level 24-25	After Training Skill Level 25-26
1	Daily verification of dispatch summary with Invoice Qty	Sales	****	****	Daily Followup	100%	80%	100%	R.Uma	Documentation	Knowledge on Accountability & Traceability	L3	L4
2	Arraning Triplicate copy submission to Accounts	Sales, Accounts	****	Supporting Document	Daily Followup	100%	90%	100%	M.Giridharan	Documentation	Daily Works Management	L2	L3
3	Invoice copy sent to customer end.	Sales, Accounts, ISD	ERP , Customer Portal	****	Daily Followup	100%	85%	100%	M.Giridharan	Dispatch Activity	Knowledge on Software Skill	L2	L3
4	Invoice Preparation as per Sales Delivery Advice	Sales, Accounts, ISD	ERP	LKM/SLS/DI/22	Daily Followup	100%	85%	100%	Dispatch Incharge	Documentation	Knowledge on Software Skill	L3	L4
5	Barcode Generation / ASN / E-way Bill as Per Invoice	Sales	Customer Portal / E-waybill	LKM/SLS/DI/11	Daily Followup	100%	85%	100%	Dispatch Incharge	Dispatch Activity	Knowledge About Kanban,JIT,MRP & Perimum Feright	L3	L4
6	Verification of mail sent to all customer	Sales, Accounts, ISD			Daily Followup	100%	85%	100%	M.Giridharan	Dispatch Activity	Knowledge on Software Skill	L2	L3
7	Verifying Invoice with Barcode,Eway bill , Gate entry	Sales, Accounts, ISD	Mail	****	Daily Followup	100%	90%	100%	Dispatch Incharge	Documentation		L3	L4
8	Daily Vehicle wise Trip updation & communicate in VTT Group	Sales	****	****	Daily Followup	100%	60%	100%	Dispatch Incharge	Documentation		L1	L2
9	All customer Supplementary Invoice Preparation	Accounts	****	****	As per plan	100%	80%	100%	M.Giridharan	Documentation		L1	L2
10	Empty Container updation in Dispatch Register	Sales	****	****	As per plan	100%	75%	100%	Dispatch Incharge	Documentation	Knowledge on Accountability & Traceability	L2	L3
11	Updation of Sales return register as per MRA Doc	Sales,Accounts, QAD	ERP	LKM/SLS/DI/08	As per plan	100%	90%	100%	M.Giridharan	Documentation	Knowledge on Software Skill	L1	L2
12	Preparation of Delivery Challan	Team	ERP	****	As per plan	100%	80%	100%	M.Giridharan	Documentation	Knowledge on Software Skill	L1	L2
13	Follow Procedure as per IATF 16949:2016 QMS	HOD & MQMS	Manual	****	****	****	****	****	****	Documentation	Knowledge of QMS /IATF 16949	L1	L2
14	Any other Job assigned by HOD.	***	***	****	****	****	****	****	****	Others			
Prepared by :										Approved by :			