

Elkayem Auto Ancillaries (PVT) Ltd., Hosur & Mysore Units.													
Responsibility & Authority											Doc No :LKM/SLS/DI/18-M		
											Rev No&Date : 00/01-08-2017		
<u>S.R.Manikandan- Jr.Officer (Dispatch & Invoice Preparation)</u>													
S.No .	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	Invoice Preparation / Transfer Invoice for all dept	Team	ERP	****	Daily Followup	100%	90%	100%	M.Deepa	Documentation	Knowledge on Software Skill	L3	L4
2	GEML Opening Stock updation	HOD	***	***	Daily Followup	100%	85%	100%	N.Puviyarasu	Dispatch Activity	Knowledge on Accountability & Traceability	L2	L3
3	GEML supply updation in Plan vs Actual sheet	Sales Team	Daily Commitment Sheet	LKM/SLS/DI/20	Daily Followup	100%	75%	100%	N.Puviyarasu	Sales Planning	Knowledge about customer requirement	L1	L2
4	Dispatch register monitoring.	Sales Team	Dispatch Register	Supporting Document	Daily Followup	100%	80%	100%	N.Puviyarasu	Dispatch Activity	Daily Works Management	L2	L3
5	Daily Commitment Followup(GEML)	Sales Team	Daily Commitment Sheet	LKM/SLS/DI/20	Daily Followup	100%	85%	100%	N.Puviyarasu	Dispatch Activity	Knowledge about customer requirement	L2	L3
6	Barcode Generation / ASN as Per Invoice	Sales	Customer Portal	****	Daily Followup	100%	90%	100%	M.Deepa	Documentation	Knowledge on Software Skill	L3	L4
7	E-way Bill Generation as Per Invoice	All Dept	E-way bill website	LKM/SLS/DI/11	Daily Followup	100%	90%	100%	M.Deepa	Documentation		L3	L4
8	Updation of Sales return register as per MRA Doc	Sales,Accounts,QAD	ERP	LKM/SLS/DI/40	As per plan	100%	90%	100%	M.Deepa	Documentation		L3	L4
9	Checklist preparation.	Sales Team	***	LKM/SLS/DI/23	Daily Followup	100%	85%	100%	N.Puviyarasu	Dispatch Activity	Daily Works Management	L2	L3
10	Vehicle loading as per sales check list in front of QA & Driver.	Sales Team	***	LKM/SLS/DI/23	Daily Followup	100%	88%	100%	N.Puviyarasu	Dispatch Activity	Transporter,inter&Intra communication skill	L3	L4
11	Empty unloading activities and updating the register..	Sales Team	***	Supporting Document	Daily Followup	100%	88%	100%	N.Puviyarasu	Dispatch Activity	Knowledge on Analytical skill	L3	L4
12	Receiving the acknowledgement copy and close the trip sheet.	Sales Team	***	****	Daily Followup	100%	85%	100%	N.Puviyarasu	Documentation	Knowledge on Accountability & Traceability	L2	L3

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13	Material storing in a minimum space and issuing by FIFO method.	Sales Team	FIFO priority index	LKM/SLS/DI/16	Daily Followup	100%	75%	100%	N.Puviyarasu	FG Store Activity	Sales Department Procedure	L2	L3
14	Rejection material unloading verifying the invoice with material	Sales Team	***	LKM/QAD/DI/58	As per plan	100%	75%	100%	N.Puviyarasu	Dispatch Activity		L2	L3
16	Log Book maintenance.	sales Team	LOG Book	Supporting Document	****	100%	60%	100%	N.Puviyarasu	Documentation	Knowledge on Accountability & Traceability	L1	L1
17	Follow Procedure as per IATF 16949:2016 QMS	HOD & MQMS	Manual	****	****	****	****	****	****	Documentation	Knowledge of QMS /IATF 16949	L1	L2
18	Ensure Discipline among the workmen	Operator/ CL / Helper	****	****	****	****	****	****	****	Manpower	Efficient utilization of manpower & People Development	L1	L2
19	Any other Job assigned by HOD.	Sales Team	***	****	****	****	****	****	****	Others			
S.No .	Authority	Co - Ordination	Reference										
1	Sanction for OT Slip and Outpass for CL												
Prepared by :										Approved by :			