**Logistics Procedure**

**For Backorderable, In Stock**

**Step 1:**

Mail from the Mohammed will be received.

Compare the mail and the excel sheet.

Check whether the mail and the excel sheet has same number of devices.

If any discrepancy is seen in mail and excel follow only the excel Sheet.

For prepaid devices we don’t do the logistics if it exits remove it.

Compare the live site weeks and days and the current given changes and make a note in excel as comparison.

**Step 2:**

Three conditons in Logistics:

1. If weight time >3-4 Business Days-----------🡪Backorderable-------With the orange color blink.
2. 1-2 Business Days then ---🡪In Stock.
3. EOL is only for the -🡪Out of Stock.

**Step 3:**

Go to the ATG tool

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Non Versioning

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Inventory

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Copy and Search for the name of the devices ipad, mobile phones

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Set one of the three conditions above

**Step 4:**

* Proceeding to this Go to Project in ATG tool.
* Create a new project in Logistics
* Under Device Delivery Time
* Make the necessary changes as per conditions. Only for 1-2 Weeks remove/Add the product in all.
* 1-2 busimness days don’t add in any thing
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**EOL (Out Of Stock)**

**Step 1:**

Compare the mail and the excel sheet.

Check whether the mail and the excel sheet has same number of devices.

**Step 2:**

Go to the ATG tool

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Non Versioning

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Copy and Search for the name of the devices if the device does not appear, do advance search using keyword or device sku, otherwise create a new inventory using device sku.

(device sku should be taken from the project)

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Set as Out of Stock

**Step 3:**

* In ATG, Go to the project and search under Device SKU for the name of device.
* In front of device name and Management Name give the (----) to indicate Device has been EOL.
* Proceeding this in End date mentioned the end date.
* In device (parent products)check the number of SKU’s. If all the device SKU has been ended then end the device using the same procedure or else leave the Device(product) as such.
* Further, Go to Bundle SKU under filter Included device, select the related plans associated to the device and remove it.
* Bundle Sku---Filter---Included Device---is ---Choose item---type the name of device---related plans will be displayed.
* By multi edit select all the plans of associated devices and select in Name and Management Name Prepend and update end date.

**Step 4:**

* Touch points has to be checked to the related links of this particular EOL which we have done in all the related pages.
* Check whether in below links are not redirecting to EOL product.
* Check with the merchantizing page in wiki and also in Google excel sheet.
* If the entire page has been EOL it has to made changes in VCA as well------Separate procedure.
* After checking in all the touchpoints of EOL devices. Push the project in ATG. Publish in Vca if Changes exists.
* Run API in VCA home page.
* Download the Json link and clear the Cache /mobile phones, Business/Mobile phones and check in live.

UNEOL:

For coming back the EOL device to live make the changes as remove the --- and end date in device SKU and check with related device.

Select all related bundles and use the export file to remove all the --- and end date.

Important note: Check for the current plans whether it has been associated to bundle.

And then Run API in the VCA in right hand side

Download the JSON link.

And copy that link and cache it.

Added device has to be run in cludo.