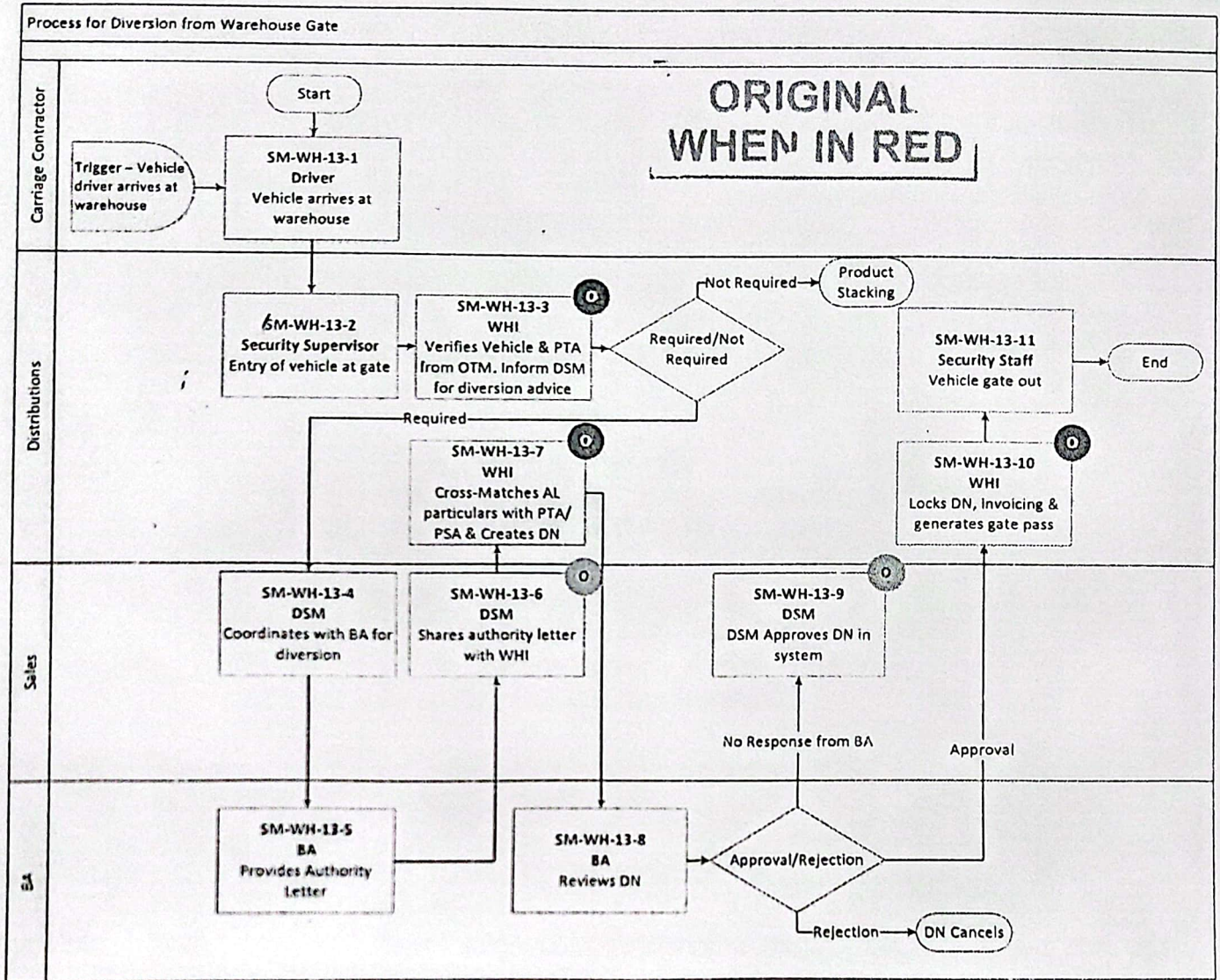


## 5.1 Diversion from Warehouse Gate



### Process Narrative:

Description of the process is as follows:

Reference	Responsibility	Process/ Activity	Output
SM-WH-13.1	Vehicle Driver	Reports at warehouse with vehicle and following documents :-  a. PTA in case of shipment from plant OR PSA in case of t-shipment b. Bilty c. NIC	Vehicle Reporting at Warehouse



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Reference	Responsibility	Process/ Activity	Output
SM-WH-13.2	Security Supervisor	Verify the vehicle and driver particulars and enters the vehicle & driver details in his register Annexure – 4 – Security register	Entry of vehicle at gate
SM-WH-13.3	WHI	Verifies the vehicle & PTA from OTM in case of shipment from plant and punch "Delivery Check In in system" and verifies manual documents in case of t-shipment  Informs the DSM for diversion advice  Performs POD in system (Ref SOP Product Receiving)  In case diversion is not required, he will manage offloading (Ref to product receiving and stacking policy – SM-WH-03)	Verification of documents
SM-WH-13.4	DSM	Coordinates with respective BA to whom vehicle is required to be diverted DSM will also share PTA / PSA with respective BA to prepare authority letter using same particulars of vehicle and driver on AL	Coordination with BA for diversion
SM-WH-13.5	Business Associate (BA)	BA provides Authority Letter to DSM on whatsapp / hard copy of AL  <i>For particulars of Authority letter, refer to Annexure 1.</i>	Authority Letter
SM-WH-13.6	DSM	Shares authority letter with WHI (via whatsapp / hard copy / email)	Sharing of AL with WHI
SM-WH-13.7	WHI	WHI cross-matches the AL particulars with PTA / PSA.  WHI verifies the BA signatures on Authority Letter with SS card.  After verification, WHI enters the following required details in system and generates DN  1. CO Number; 2. Product Name & Quantity (bags/MT) to be issued; 3. Shipment ID for CAN; 4. Vehicle & Bilty Number;	DN Creation



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Reference	Responsibility	Process/ Activity	Output
		<p>5. Driver Name, his CNIC &amp; Mobile Number; 6. Any other required field as per DN form</p> <p><i>For particulars of document, refer to Annexure 2</i></p>	
SM-WH-13.8	Business Associate (BA)	<p>BA reviews and approves / rejects the DN in system through Sarsabz Asaan App after validation at his end.</p> <p>In case BA rejects DN, system cancels DN in system.</p>	DN Approval (BA)
SM-WH-13.9	DSM	<p>In case DN is not approved by BA through App due to some technical issues, DSM approves the DN after ensuring following:</p> <ul style="list-style-type: none"> <li>Matching the authority letter with SS card and DN particulars</li> <li>Confirmation from BA telephonically.</li> </ul> <p>DSM may reject the DN if he thinks it does not belong to his respective BA. In case DSM rejects DN, system cancels DN in system.</p>	DN Approval (DSM)
SM-WH-13.10	WHI	<p>In case of shipment from plant, WHI mentions the diversion KM's in OTM as per actual KM's as well as mention on hard copy of PTA (verified from SP list with distances from WH) as per prevailing policy. Annexure - 3</p> <p>In case of transshipment, WHI mentions the diversion KM's on the DN copy as per actual KM's under prevailing diversion protocol.</p> <p>After approval of DN, locks the DN and raise the invoice in system of the particular vehicle</p> <p>Two copies of DN are generated, one designated for the Warehouse record</p>	<p>Punching of Diversion KMs</p> <p>DN WH copy and Gate pass</p>
SM-WH-13.11	Security Staff	<p>Security staff verifies physical stock on vehicle with gate pass, enters details of vehicle in security register and let vehicle leave WH premises.</p>	Verification of gate pass with vehicle particulars and gate out of vehicle



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Reference	Responsibility	Process/ Activity	Output
		No vehicle is gated out without gate pass.  <i>Refer to Annexure 4 - Security Register.</i>	
		System sends details of daily Dispatches to respective RSM & RDM next day at 9.00 AM. <i>Refer to Annexure 5 - Region wise Daily Sales Summary Report.</i>	Daily Sales Summary Report – Region wise

**ORIGINAL**  
**WHEN IN RED**