5.4 Truck to Truck Loading at Warehouse

For loading of product from Truck to truck, Ref. to Product Dispatch and invoicing policy.

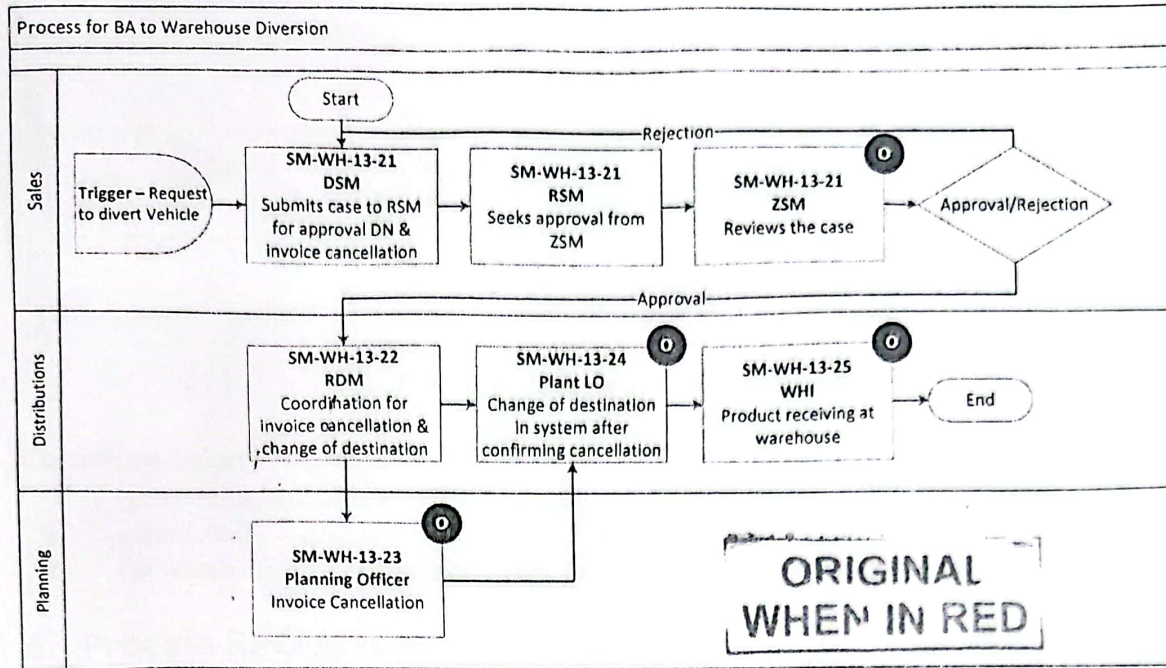a. FIFO will not be implemented for truck to truck loading

5.5 Process for product diversion (BA to Warehouse):

ORIGINAL
WHEN IN RED

The purpose of this process is to define the way forward in case any vehicle against CC order is required to be diverted from BA shop to FG warehouse due any of the following scenarios :-

a. There is law & order disturbance on the route from plant to BA SP
b. In case of natural disaster
c. In case of sale return

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Process for BA to Warehouse Diversion

Process Narration:

Sr. No.	Responsibility	Process / Activity	Output
SM-WH-13.21	DSM	DSM submit the case to RSM for approval of DN & invoice cancellation	Vehicle diversion approval
	RSM	RSM seeks approval from ZSM	
	ZSM	ZSM grants approval	
		After getting approval, DSM requests the respective RDM for further process.	
SM-WH-13.22	RDM	RDM coordinates with HO Planning team for cancellation of Invoice in system.	Coordination for cancellation of invoice and change of destination in system
		RDM also coordinates with the respective plant distribution team for the vehicle diversion to the nearest warehouse.	
SM-WH-13.23	Planning Officer	Planning officer takes invoice cancellation approval from head of planning and manages cancellation of DN/Invoice after taking support from IT and finance	Invoice Cancellation

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Sr. No.	Responsibility	Process / Activity	Output
		team along with adjustment in BA ledger (Ref. to Sale Return Policy)	
SM-WH-13.24	Plant Logistics officer	After confirmation of invoice cancellation, plant logistics officer changes the destination in system and directs the respective carriage contractor to divert the vehicle at the suggested warehouse after seeking freight adjustment approval from NLM (Already approved freight slabs shall be used for actual delivery point)	Change of destination in system
SM-WH-13.25	WHI	WHI verifies the vehicle in OTM and completes the delivery Check-in and POD entry in system (Ref. to Product Receiving and Stacking policy)	Product receiving at WH