

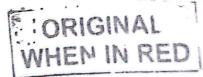
Process Matrix:

Sr. No.	Responsibility	Process / Activity	Output
S&M.WH.04.18	WHI	WHI generate request (via email) for diversion of vehicle to any other warehouse mentioning any of the following reasons:-	Reporting of space constraints
		Due to space constraintChange in shipment plan	
S&M.WH.04.19	RDM	In case of Zero Freight Impact:	hornette kannon og mytrologie in 1970.
		- RDM seeks approval from ZDM	
		In case of freight impact (up):	
		a. In case of Bulk WH : Shall seek approval from HoWH	Vehicle diversion planning an approval
		 In case of Sale WH : Shall seek approval from RSM 	
		After approval, RDM communicates with respective LO for change of destination WH in system	
5&M,WH.04.20	Logistics Officer	In case of Zero freight impact, LO to get LM endorsement before changing destination in OTM	Extra Freigl





Sr. No.	Responsibility	Process / Activity	Output
		In case of OTM based shipments, respective Logistics will share the Extra Freight Impact with LM for endorsement For Forward diversion on Same Route:	
		 Auto adjustment by OTM for secondary Destination (If Fixed Slab is same then no additional cost will be paid) 	
		For Parallel / Forward diversion on different route • Auto adjustment by OTM for secondary Destination	
		 Slab of the secondary destination will be applied on the additional travelled distance(KMs verified from Google Maps) for secondary destination (Additional KMs via Google Maps – (Secondary Destination distance in OTM - Primary destination KM in OTM) 	
		LO will share freight calculation with LM	
		If the slab is not approved at the time of request then after approval of freight slab, newly approved slab rate for the secondary destination will be applied on the additional travelled distance for secondary destination	
	LM	LM reviews the Calculations and forwards to ZDM for further approval	Verifies and forwards
	ZDM	ZDM will make proposal for additional freight due to WH-WH Diversion along with reason and forwards to HOWh for approval	Proposal for Diversion
	HOWh	Verifies the need for WH-WH diversion and approves diversion.	Reviews, approval of diversion and
		For freight approval refers to HOL.	forward
	HOL	HOL will review the freight analysis and approve the extra freight cost to be incurred	Verify and Approve
	LM	Instructs LO/DA Allocation to intimate the transporter and move the vehicle to secondary destination	Forwards to LO/DA
		Instructs LO/DA freight to do manual adjustment in the shipment in case of Parallel/ Forward diversion on different Route	1









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Sr. No.	Responsibility	Process / Activity	Output
	LO/DA Allocation	LO/DA changes the destination warehouse code and name in system Instruct the CC to move the vehicle to the secondary destination	Diverts in OTM and Intimates
	СС	Moves the vehicle from primary destination to secondary destination	Diverts the vehicle
	WHI	Will perform POD in OTM	Shipment POD
	/ LO/DA Freight	LO/DA verifies that freight of secondary destination is applied in OTM In Case of Parallel or forward diversion on different route, LO/DA freight to do manual adjustment in the shipment as per Approval and sends approval to IA for verification	Manual adjustment for additional freight
	IA	Approves he manual adjustment in OTM	Approves adjustment in OTM
	LO/DA	Process the bill in OTM as per freight invoicing SOP	Billing