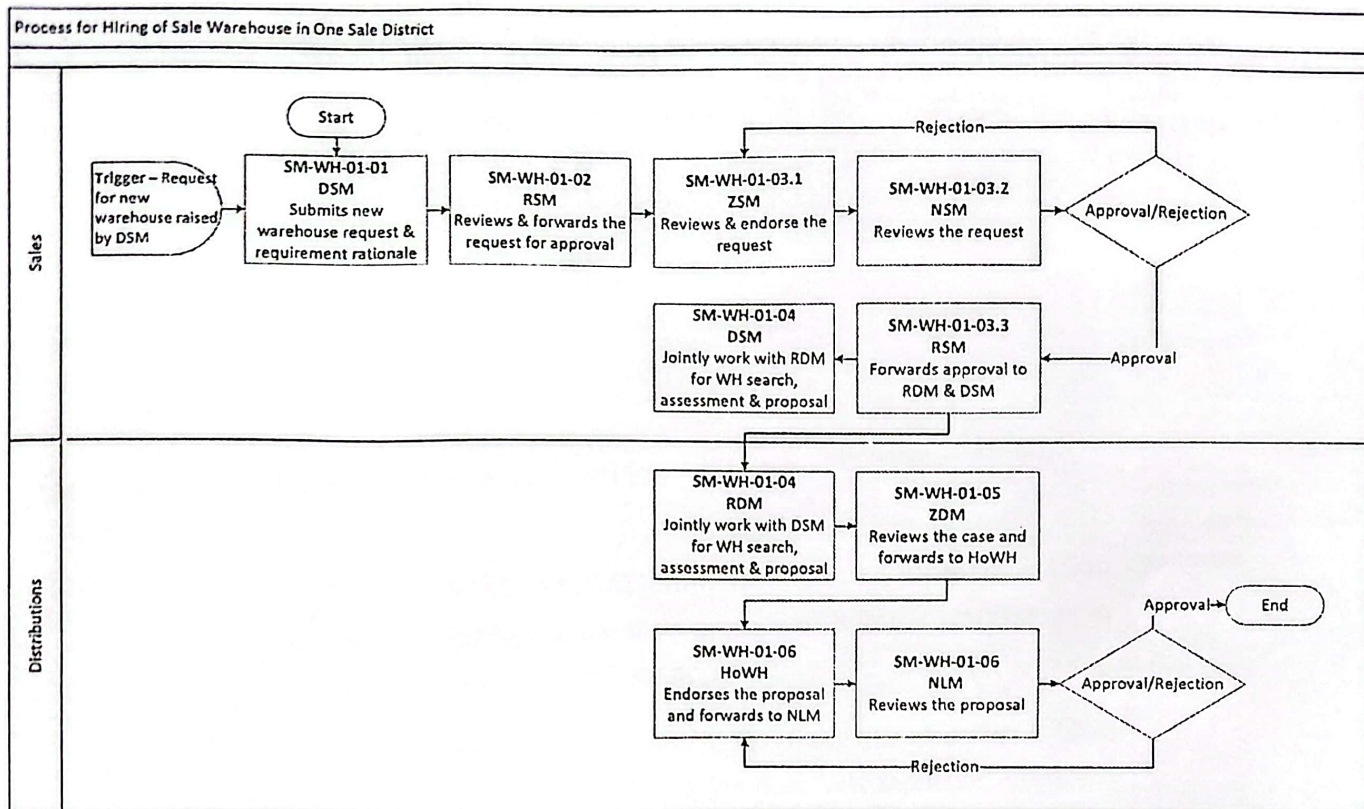


Policy for Hiring & Vacation of Warehouses

ORIGINAL
WHEN IN RED

ISSUE DATE	
EFFECTIVE DATE	
DOCUMENT NUMBER	SM-WH-01/00/2024

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Narration

Process Reference	Responsibility	Procedure / Activity	Output
SM-WH-01-01	DSM	<p>DSM generates the request for new warehouse with following details:</p> <ol style="list-style-type: none"> Product wise annual sales forecast / historical sale of the district Forecast about sales turnover from warehouse Number of dealers coverage from warehouse Number of total sale points coverage from the warehouse with distance of each SP from WH Detail of competition's warehouses present in the same locality. Required warehouse capacity (Sqft & mt) as per potential sale of the area. Ideally, storage space is equal to 03 months sale forecast of product mix (Ref. Annexure 1 for WH induction) 	New warehouse request & requirement rationale

ORIGINAL
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Process Reference	Responsibility	Procedure / Activity	Output
SM-WH-01-02	RSM	Reviews the requests and forwards for endorsement and approval from ZSM	Critical review of rationale presented by DSM
SM-WH-01-03	ZSM / NSM	ZSM endorses and NSM approves the warehouse	Approval as per management hierarchy
SM-WH-01-04	RDM / DSM	<p>After approval from NSM</p> <p>RDM and DSM jointly work around for identification hiring / acquisition process of suitable warehouse in the district as per approval.</p> <p>RDM & DSM jointly fill WH induction checklist is filled and signed off by RDM (Ref. WH Induction Checklist where minimum scoring of 70 is mandatory otherwise can be rejected) (annexure 2)</p> <p>After filling WH induction checklist, negotiation is done by RDM with landlord for fixation of lease rate & alignment of landlord about key terms of lease agreement along with actual measurement of covered area including barracks and office.</p> <p>Final proposal is submitted by RDM to Zonal Distribution Manager (ZDM) along with following necessary documents / information: -</p> <ul style="list-style-type: none"> • WH induction Checklist • Name of the Region & District • Landlord name & NIC • Latitude / longitude of the WH location • Area of the office and barracks in Sqft (barrack wise) • Initial rate demanded by the 	WH search, assessment, negotiation and proposal

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Process Reference	Responsibility	Procedure / Activity	Output
		landlord and final negotiated rate <ul style="list-style-type: none"> Lease rate being paid by competition in that district or nearest district Average lease rate of the regional WHs Highest lease rate of the regional WH 	
SM-WH-01-05	ZDM	After review, case is forwarded by ZDM to HoWH who seeks final approval from National Logistics Manager for induction of WH	Case/proposal sharing with warehousing management
SM-WH-01-06	HoWH / NLM	HoWH endorses the proposal and NLM approves the hiring of warehouse.	Approval from NLM

5.3 Hiring of Bulk Warehouse (s) for Containment Purpose (new and additional barrack)

Bulk WHs are hired for containment of fertilizers due to gap in demand & supply.

Priority for addition of storage space is at Plant Fed Zones (PFZ) i.e. RYK / MUX regions in order to have forward trans-shipments anywhere in the country as & when required by the sales team.

Bulk WHs are hired at other regions if required.

Bulk warehouses are decided by HoWh and ZDMs based on space analysis.

