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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

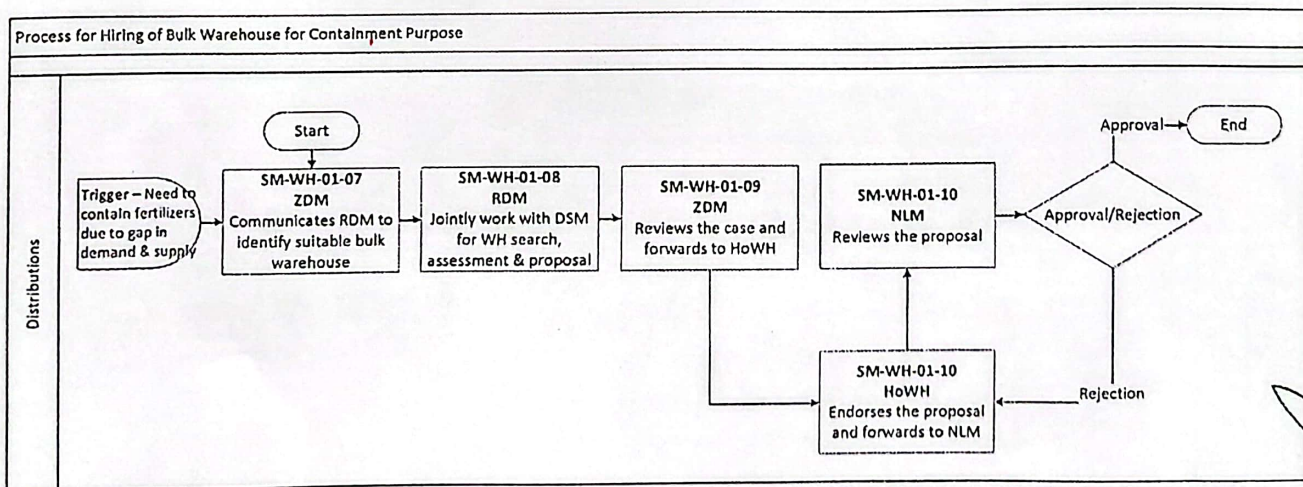
5.3 Hiring of Bulk Warehouse (s) for Containment Purpose (new and additional barrack)

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.



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Narration

Process Reference	Responsibility	Procedure / Activity	Output
SM-WH-01-07	ZDM	Communicates the RDM to look for suitable warehouse for Bulk and / or sale cum bulk warehouse.	Requirement sharing with RDM
SM-WH-01-08	RDM	<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>RSM is taken on board by the RDM for hiring of Bulk WHs in the Region</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 landlord and final negotiated rate • Lease rate being paid by competition 	WH search, assessment, negotiation and proposal

**ORIGINAL
WHEN IN RED**

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Process Reference	Responsibility	Procedure / Activity	Output
		in that district or nearest district <ul style="list-style-type: none"> Average lease rate of the regional WHs Highest lease rate of the regional WH 	
SM-WH-01-09	ZDM	After review, case is forwarded by ZDM to HoWH who seeks final approval from National Logistics Manager for induction of WH	Review by ZDM and HOWH
SM-WH-01-10	HoWH / NLM	HoWh endorses the proposal and NLM approves the hiring of warehouse.	Approval from NLM

5.4 Signing of Lease Agreement and Its Record Keeping

- After approval of Sale / Bulk WH by the management, RDM manages signing of lease agreement from Landlord as per existing format of the lease agreement
- After signing off the agreement both by the Landlord, RDM and witnessing persons, its original copy is dispatched to Head Office Distribution Office for further signing off by the Head of WH and NLM
- Copy of WH intimation and acknowledgement from Agri Extension Department is also made part of lease agreement otherwise HO Distribution Office does not make it part of system.
- After signing off by the NLM, copy of signed agreement is dispatched back to Regional office for record purpose at Regional Office as well as at Warehouse Office
- Copy of signed agreement is also given to landlord for his/her record
- All original lease agreements are retained at Head Office Distribution Office

5.5 Integration of Warehouse with FG System: -

After signing of lease agreement, the integration process is started for warehouse in to FG system.