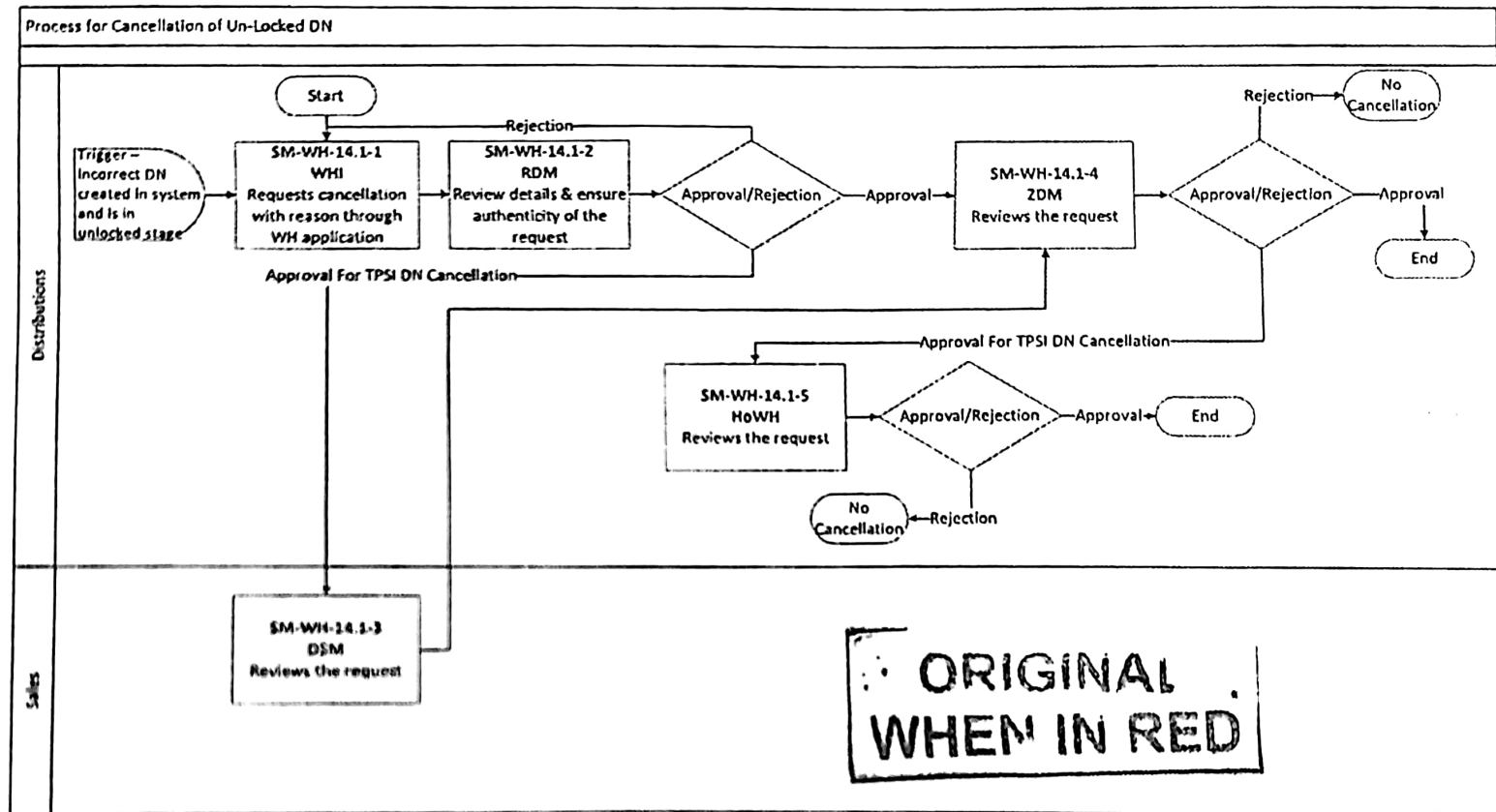


5.1 Process for Cancellation of Un-Locked DN:



Narration

| Sr. No. | Responsibility | Process / Activity | Output |
|------------|----------------|--|-------------------------|
| SM-WH-14.1 | WHI | <p>Trigger: This process shall be initiated in case any incorrect DN is created in system and DN is in unlocked stage.</p> <p>After identification of incorrect DN, WHI shall request cancellation through warehouse application along with reason for cancellation.</p> | DN Cancellation Request |

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| DOCUMENT CODE | sM-WH-14 | REV. # | 00 | REV. DATE | | PAGE | 7 of 15 |
|---------------|----------|--------|----|-----------|--|------|---------|

| Sr. No. | Responsibility | Process / Activity | Output |
|------------|----------------|---|-----------------------------------|
| | | <p>A system based workflow alert will be sent to respective RDM for review and action</p> <p>In case of TPSI DN: WHI will also share picture/scan copy of Watch & Ward register "TP Support Docs" for In/Out of vehicle in case of loading from WH floor to ensure that vehicle is not gated out from WH premises. This supporting document will be sent by WHI to concern RDM and DSM via separate email.</p> <p>Ref. to Annex – B (format for cancellation request)</p> | |
| SM-WH-14.2 | RDM | <p>RDM shall review the details of cancellation request which includes the following information:-</p> <ol style="list-style-type: none"> Sales District Warehouse Details Cancel Reason Loading Type Delivery Note Type Delivery Note # Delivery Date Lock Status Quantity <p>RDM shall ensure authenticity of reason for cancelation after due verification as per Annex-A</p> <p>In case of TPSI DN: RDM will ensure to review TP Support Docs before approving TP DN</p> <p>RDM after reviewing the request will either accept or reject DN cancellation</p> <p>In case of Approval, a system based workflow alert will be sent to respective ZDM for review and action.</p> | Review of DN cancellation request |
| SM-WH-14.3 | DSM | <p><u>In case of cancellation of Third Party Sales Invoice DN:</u></p> <p>DSM after reviewing the request will either accept or reject DN cancellation in system.</p> <p>After approval of DSM, a system based workflow alert will be sent to respective ZDM for review and action.</p> | |

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| DOCUMENT CODE | sM-WH-14 | REV. # | 00 | REV. DATE | | PAGE | 8 of 15 |
|---------------|----------|--------|----|-----------|--|------|---------|

| Sr. No. | Responsibility | Process / Activity | Output |
|------------|----------------|---|--|
| | | DSM will ensure to review TP Support Docs before approving TP DN | |
| SM-WH-14.4 | ZDM | <p>ZDM after reviewing the request will either accept or reject DN cancellation</p> <p>After approval of ZDM, system will auto cancel the DN and an alert shall be send to respective RDM.</p> <p>In case of TPSI DN, ZDM will ensure to review TP Support Docs before approving TP DN.</p> <p>In case DN cancellation is prolonged for next day then system based alert shall be sent to ZDM (Information Technology (IT) will map in system for this alert)</p> | DN Cancellation in system & confirmation |
| SM-WH-14.5 | HoWH | <p><u>In case of cancellation of Third Party Sales Invoice DN:</u></p> <p>HoWH after reviewing the request will either accept or reject DN cancellation</p> <p>After approval of HoWH, system will auto cancel the DN and system based alert shall be send to respective RDM.</p> | Cancellation of DN and its intimation |

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