

Employee Name : Gomathi Iyer
Manager's Name : Gomathi Iyer
Goalsheet Approval Date : 09-Dec-2016

KRA Category : Customer

KRA Weightage : 15 _

Key Performance Indicator (KPI) description	Unit	KPI Weightage	Value	(1) Unsatisfactory Performance	(2) Needs Improvement	(3) Good Solid Performance	(4) Superior Performance	(5) Outstanding Performance
1. Closing of open PO	Text			Beyond 7th of every month	By 7th of every month	By 6th of every month	By 5th of every month	By 4th of every month
2. GST Roadmap - align All vendors to ensure they are GST compliant and educate them on same and make them GST compliance ready for dealing with them	Text			Beyond 6 months of VVF preparedness is informed	Within 6 months of VVF preparedness is informed	Within 5 months of VVF preparedness is informed	Within 4 months of VVF preparedness is informed	Within 3 months of VVF preparedness is informed
3. GST - Effecting changes in SAP and checking including testing and giving clearance for production	Text			Over 20 days of Central team clarity received	Within 20 days of Central team clarity received	Within 15 days of Central team clarity received	Within 10 days of Central team clarity received	Within 7 days of Central team clarity received
4 Account Balance confirmation to get within Of Accounts informing us.	Text			Over 2.5 months	Get 100% confirmation within 2.5 months	Get 100% within 2 months	Get 100% within 1 months	Get 100% within 15 days

KRA Category : Business

KRA Weightage : 40 _

Key Performance Indicator (KPI) description	Unit	KPI Weightage	Value	(1) Unsatisfactory Performance	(2) Needs Improvement	(3) Good Solid Performance	(4) Superior Performance	(5) Outstanding Performance
1. Creating PO communicating to parties same day of buyer confirmation (all received during the day)	Text			Below 97%	97% PO to be made on same day	98% PO to be made on same day	99% PO to be made on same day	100% PO to be made on same day
2. Sending MIS including LC status report everyday duly updated with information as of previous day .by	Text			After 3 pm in 100% case	By 3pm in 100% case	By 2.30 pm in 100% case	By 2pm in 100% case	1.00 pm in 100% case
3. Obtaining Bills from factories and submitting to accounts (Receiving invoices from factory and submitted to accounts within ... days of unloading) - working days	Text			Beyond 5 days	Within 5 days	Within 4 days	Within 3 days	Within 2 days
4. LC Application to be made within a day of receipt of limit and signed document. Amendment, if any to be applied within 1 day of requirement	Text			Below 90%	90 to 95% cases on same day	95 to 98% cases on same day	98 to 100% cases on same day	100% cases on same day
5. Submitting BOE to Treasury readied for payment within ... days of receipt of bills from factory	Text			Submitting to accounts beyoond 1 day after due date of bill	Submitting to accounts 1 day after due date of bill	Submitting to accounts on due date of bill	Submitting to accounts 1 day before due date of bill	Submitting to accounts 2 days before due date of bill

KRA Category : People
KRA Weightage : 15 _

Key Performance Indicator (KPI) description	Unit	KPI Weightage	Value	(1) Unsatisfactory Performance	(2) Needs Improvement	(3) Good Solid Performance	(4) Superior Performance	(5) Outstanding Performance
1. Learn Import documentation from PO to shipment follow up and other operational matters	Text			By December 2015	By November 2015	By October 2015	By September 2015	By August 2015
2 Team project - putting all information in Share Folder, Generate specific individual MIS as required.	Text			Beyond 31st December 2016	By 31st December 2016	By 30 November 2016	By 31st October 2016	By October 15, 2016
3. Generation of Newer ideas and ways of working + Monthly meeting and presentation	Text			NA	NA	1 ideas every 2nd Month from July 2016	2 ideas every 2nd Month from July 2016	3 ideas every 2nd Month from July 2016

KRA Category : Process
KRA Weightage : 15 _

Key Performance Indicator (KPI) description	Unit	KPI Weightage	Value	(1) Unsatisfactory Performance	(2) Needs Improvement	(3) Good Solid Performance	(4) Superior Performance	(5) Outstanding Performance
1 Meeting with all Kosher & Halal Audit Compliance requirements for both Import and Domestic Purchase - for Taloja and Baddi Plant	Text			100% audit compliance before audit	100% audit compliance before 3 weeks of audit	100% audit compliance before a month of audit	Ensure 100% compliance atleast within 3 weeks of supply	Ensure 100% compliance before supplies
2 Documentation for Audit process and ensuring no adverse remark for both Kosher and Halal	Text			Completion of Audit beyond 15th October	Timely completion of Audit by 15th October	Timely completion of Audit by 30th September	Obtain Certificates by 30th August 2015	Timely completion of Audit with No NC by Mid August 2015
3. Checking Debit note within ...days of receipt and submitting to accounts for payment	Text			Checking and clearing after 5 days	Checking and clearing within 5 days	Checking and clearing within 4 days	Checking and clearing within 3 days	Checking and clearing within 2 days

KRA Category : Process
KRA Weightage : 15 _

Key Performance Indicator (KPI) description	Unit	KPI Weightage	Value	(1) Unsatisfactory Performance	(2) Needs Improvement	(3) Good Solid Performance	(4) Superior Performance	(5) Outstanding Performance
1 Raising PRF, PO and Communication to Vendor, LC Processing, BOE preparation for purchase part	Text			Next Day of intimation by 10 am	Next Day of intimation by 12 noon	Same Day of intimation by day end	Same Day of intimation by 4pm	Same Day of intimation by 2pm
2 Raising Sales Contract, Sales Order and Sales Invoice	Text			Next Day of intimation by 10 am	Next Day of intimation by 12 noon	Same Day of intimation by day end	Same Day of intimation by 4pm	Same Day of intimation by 2pm
3 Edelweiss Reconciliation on weekly by Every Tuesday	Text			By Every Tuesday after 6pm	By Every Tuesday by 6.00 pm	Every Tuesday by 5.00pm	Every Tuesday by 4pm	Every Tuesday before 3pm
4 Control sheet on structured financing	Text		

