CHECK-OUT & CHECK-IN PROCEDURE

Nigerian Bottling Company Ltd RC 902

(A member of Coca-Cola Hellenic Group)

TABLE OF CONTENT

1.0   DOCUMENT CONTROL

Creation No.	Creation Date	Author	Note
1.0	December 2018	Misan Ilesanmi	Creation
2.0	July 2023	Joseph Adma	Revision

2.0   OBJECTIVE

The objective of this procedure is to:

- Provide timely tracking and recording of corporate assets (raw materials, finished goods, returnable containers, pallets, cold drink equipment, and non-standard inventory) going to and from Coca-Cola Hellenic locations.
- Ensure that drivers are made accountable for the assets in their possession.

3.0   POLICY STATEMENT

As a business, controlling the in-flow and out-flow of our assets is an important strategy to enshrine governance and accountability in our system, hence, this procedure should be strictly adhered to.

4.0   SCOPE AND APPLICATION

Check-Out and Check-In procedures apply to all vehicles carrying the company's assets, as stated in 2.0 above, entering/ leaving Coca-Cola Hellenic facilities.

5.0   GLOSSARY AND ACRONYMS

Check-In – The process of counting and recording NBC assets on trucks when entering Coca-Cola Hellenic facilities.

Check-Out – The process of counting and recording NBC assets on trucks when leaving Coca-Cola Hellenic facilities.

Finished Goods - completed manufactured products which are ready for sales and delivery.

Check-Form - refers to a formatted sheet used by checkers and security personnel to count and record goods seen on a truck.

Blind Check- physical inventory taken by personnel who perform a hands-on count of inventory on the truck without access to the materials and quantities currently shown on shipment documents or load list. It is usually done on a blank check form.

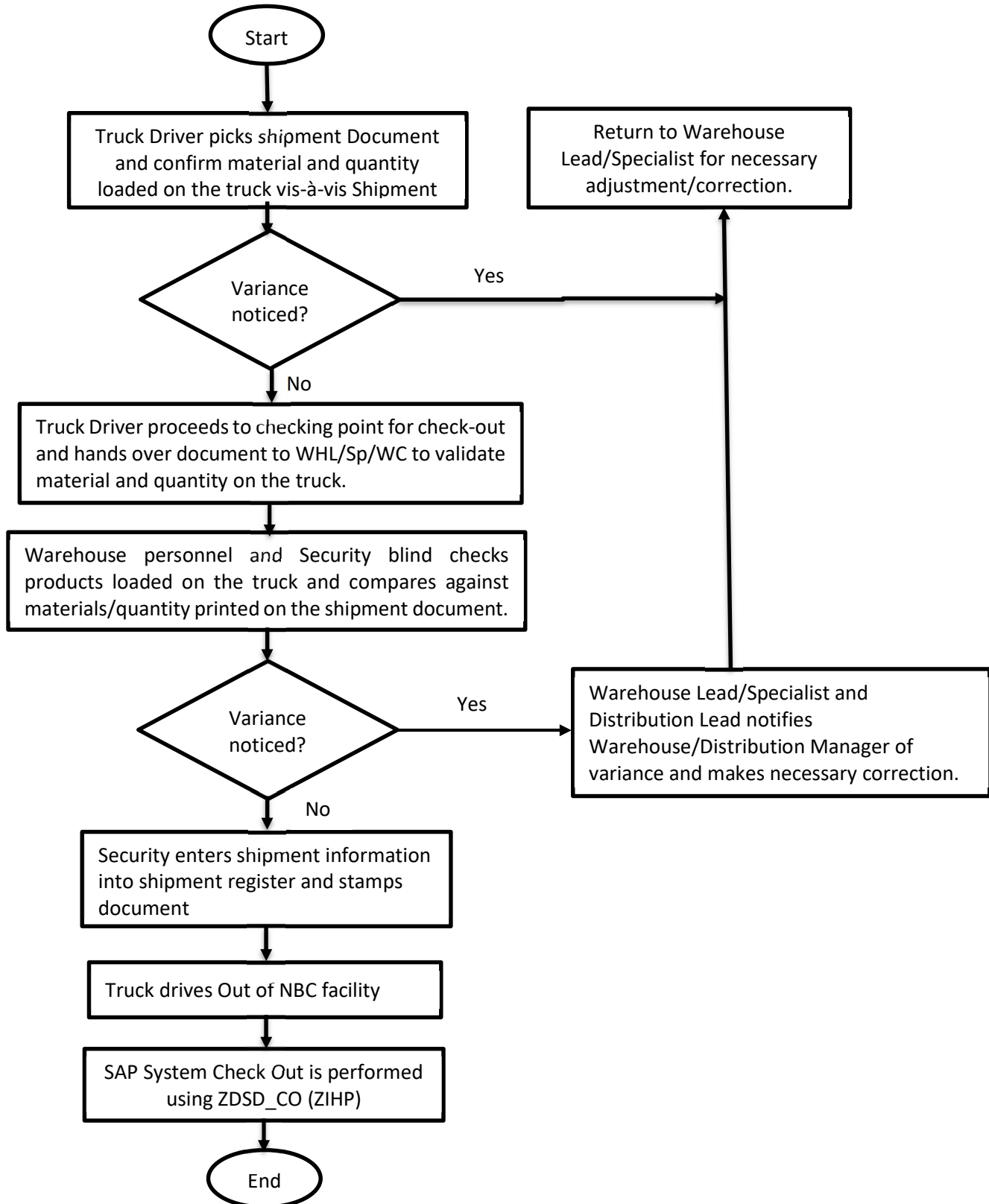| Acronyms	Meaning
DSD	Direct Store Delivery
NBC	Nigerian Bottling Company
SR	Security Representative
WC	Warehouse Checker
WHL/Sp	Warehouse Lead/Specialist

6.0   ROLES AND RESPONSIBILITIES

Check-Out Process (DSD/Haulage)

STEPS	WHOM	ACTIVITY
1	Truck Driver	• Collects shipment documents from the WHL/Sp when he arrives and thoroughly checks what is loaded on the truck he is assigned, against what is seen on his load list to ensure there is no variance and he signs off. • Drives truck to the gate and hands over the load-list to WHL/Sp for verification.
2	Warehouse Lead / Specialist	• Assigns a checker and security to do a check of the product on the driver's truck and fill the applicable document. • Performs system check-out in SAP after truck leaves premises.
3	Warehouse Checker	• Checks truck and takes record of materials found on the truck with their respective quantities. • Takes the shipment document to the WHL/Sp to perform system check-out in SAP.
4	Security Representative	• Validates accuracy of the check and hands over shipment documents to the driver to proceed for booking at the check-out gate. • Uses the signed shipment document to book on DSD/Haulage register at the check-out gate.

Check-In Process (DSD/Haulage)

STEPS	WHOM	ACTIVITY
1	Truck Driver	• Updates shipment document with materials on the truck and signs before entering Coca-Cola Hellenic facility. • Drives into the Plant/Depot, signs-In on the security (DSD/Haulage) register and gives his shipment document to the WHL/Sp/SR • Drives to the Warehouse or leaves truck at the gate for parking driver as applicable.
2	Warehouse Lead /Specialist/ Checker/ Security Representative	• Does a blind check of the empties/FGs on the truck or the returned product (trade returns/defective product) if any and fills the applicable document. • Signs-off on the shipment document to validate accuracy of the check.
3	Warehouse Manager / Warehouse Lead	• Specifies truck to be stripped and assign strippers as applicable (see Glass Policy)
4	Warehouse Checkers	• Takes the shipment document to the WHL/Sp to perform Check-In in SAP system and also scan document to Route Settlement for shipment settlement after booking at the gate. • For Haulage, physically confirms the quantity received, signs-off and hands over document to WHL/Sp.
5	Warehouse Lead / Specialist	• Checks in materials returned on SAP system. • Post all returns (Pallets, Authorized trade returns etc.) to appropriate storage types and location on system. • Scans shipment document (Invoice) to route settlement for shipment settlement - DSD • For haulage, files shipment document.

7.0 PROCESS FLOWCHART

7.1 CHECK-OUT PROCESS

```
                              ┌─────────┐
                              │  Start  │
                              └────┬────┘
                                   ↓
  ┌──────────────────────────────────┐      ┌──────────────────────────────┐
  │ Truck Driver picks shipment      │      │   Return to Warehouse        │
  │ Document and confirm material    │      │ Lead/Specialist for necessary│
  │ and quantity loaded on the truck │      │   adjustment/correction.     │
  │ vis-à-vis Shipment               │      └──────────────────────────────┘
  └──────────────┬───────────────────┘                       ↑
                 ↓                                            │
            ◇ Variance ───────Yes──────────────────────────→ │
              noticed? ◇                                      │
                 │                                            │
                 No                                           │
                 ↓                                            │
  ┌──────────────────────────────────┐                       │
  │ Truck Driver proceeds to checking│                       │
  │ point for check-out and hands    │                       │
  │ over document to WHL/Sp/WC to     │                       │
  │ validate material and quantity    │                       │
  │ on the truck.                     │                       │
  └──────────────┬───────────────────┘                       │
                 ↓                                            │
  ┌──────────────────────────────────┐                       │
  │ Warehouse personnel and Security │                       │
  │ blind checks products loaded on   │                       │
  │ the truck and compares against    │                       │
  │ materials/quantity printed on the │                       │
  │ shipment document.                │                       │
  └──────────────┬───────────────────┘                       │
                 ↓                                            │
            ◇ Variance ───────Yes──────→ ┌────────────────────┴───────────┐
              noticed? ◇                 │ Warehouse Lead/Specialist and  │
                 │                       │ Distribution Lead notifies     │
                 No                      │ Warehouse/Distribution Manager │
                 ↓                       │ of variance and makes necessary│
  ┌──────────────────────────────────┐  │ correction.                    │
  │ Security enters shipment         │  └────────────────────────────────┘
  │ information into shipment        │
  │ register and stamps document     │
  └──────────────┬───────────────────┘
                 ↓
  ┌──────────────────────────────────┐
  │ Truck drives Out of NBC facility │
  └──────────────┬───────────────────┘
                 ↓
  ┌──────────────────────────────────┐
  │ SAP System Check Out is performed│
  │ using ZDSD_CO (ZIHP)             │
  └──────────────┬───────────────────┘
                 ↓
              ┌─────────┐
              │   End   │
              └─────────┘
```

7.2   CHECK-IN PROCESS

Start

Truck Driver fills the shipment document with returns from trade before entering the plant and hands shipment document to Security/ Warehouse personnel at the gate.

Warehouse Checker and Security blind checks what is on the truck independently and compares with the shipment document.

Discrepancy noticed?

Yes → Warehouse and Security personnel escalates to Warehouse/ Transportation managers and ensures document is updated to reflect actual return.

No

Driver proceeds for stripping if required or unloading while Security Rep takes document for booking.

Actual return equals expected return?

Yes

No → Warehouse personnel issues a debit note for material/quantity difference and scans to Route settlement to debit deliveryman.

Warehouse Lead/Specialist does system check-in on SAP system using T. Code ZDSD_CI and scans invoice to Route Settlement team to perform shipment settlement.

End

8.0 POLICY ADMINISTRATION

The Warehouse Manager shall be responsible for the administration and enforcement of this Policy.

9.0   EXCEPTIONS

There are currently no exceptions to this policy.

10.0   EFFECTIVE DATE

This policy is effective upon approval by the Country General Manager.

11.0 ACKNOWLEDGEMENT AND APPROVALS

By signing off, I confirm that I am aware of the process and main requirements of this Procedure and that the statements of the Procedure are <u>acceptable</u>. Furthermore, I agree to use the given authority according to the requirements, determined by this Procedure.
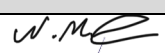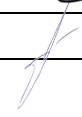
POLICY & PROCEDURE CODIFIED BY:

Name	Position	Signature	Date
Joseph Adma	Warehouse Contracts Manager		20.07.2023

POLICY & PROCEDURE REVIEWED BY:

Name	Position	Signature	Date
Opeyemi Awodire	Finance Business Partner - SC		24.07.2023
Ismaila Yusuf	Country Logistics Director		25.07.2023
Niyi Giwa	BSO Alliance Manager		24.07.2023

APPROVED BY:

Name	Position	Signature	Date
Neil Spickett	Supply Chain Director		31/7/23
Goran Sladic	Country General Manager		2.08.2023