



NIGERIAN BOTTLING COMPANY LIMITED

STANDARD OPERATING PROCEDURE



POLICY ON CREATION OF PREFORM PRODUCTION ORDER



Nigerian Bottling Company Ltd RC 902
(A member of Coca-Cola Hellenic Group)

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1.0 DOCUMENT CONTROL

Revision No.	Revision Date	Author	Note
1.0	February 2020	Segun Oduwole	Creation
2.0	September 2023	Odozi Charles	Revision

2.0 OBJECTIVE

The objective of this policy is to provide a guideline for the creation of preforms production orders on the Husky Lines to ensure seamless engagement between the various units of Supply Chain in a manner that guarantees regular production and supply of preforms and resin materials respectively.

3.0 POLICY STATEMENT

Preforms production orders shall be created wholly within the Advanced Planner Optimiser module on SAP and in line with procedure as laid down in this policy document, with regards to planned sales as will be released by Demand Planning, planned production as will be arranged by Supply Network Planning and preforms production availability and capacity of the Husky Lines.

4.0 SCOPE AND APPLICATION

While this Policy shall cover all aspects relating to the creation of production orders for preforms, it will apply primarily to those activities within the Planning and Production Departments. Activities beyond these two work units shall be governed by existing Policies and Procedures in those Functions and Departments.

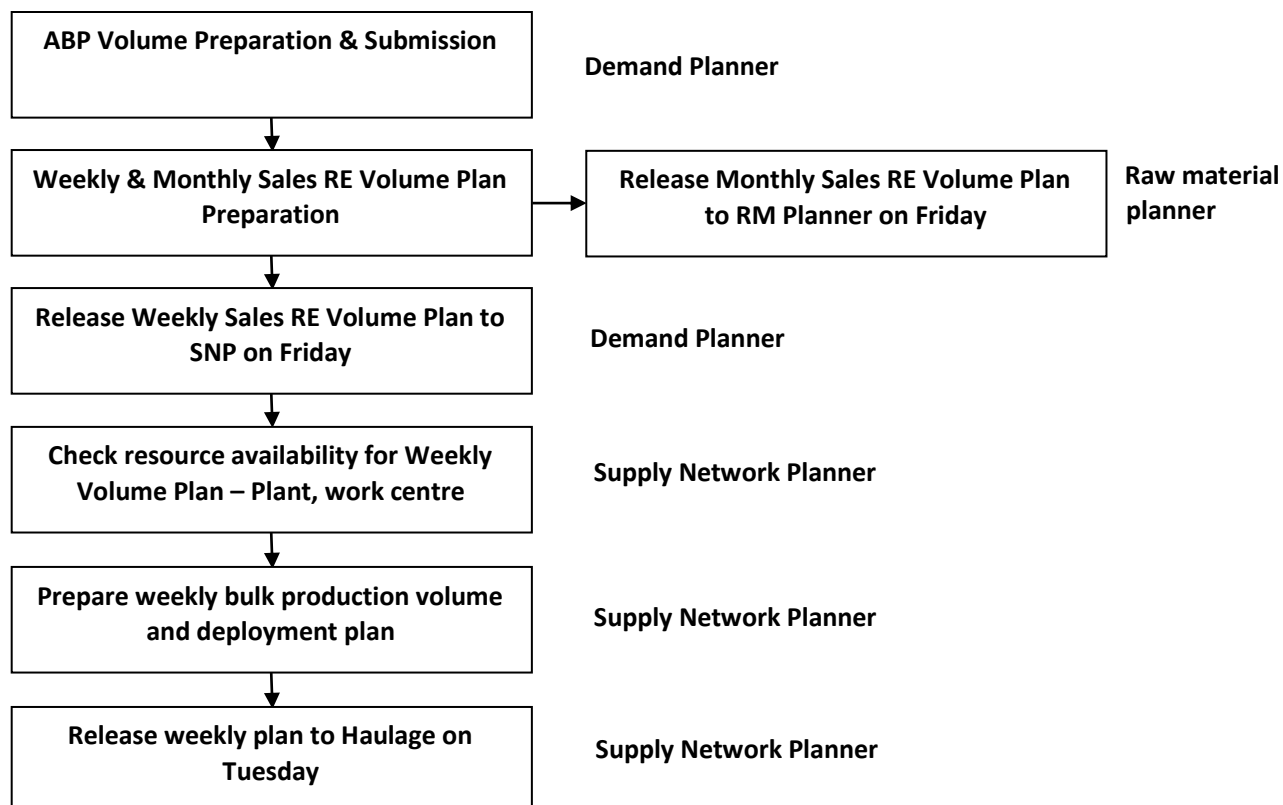
5.0 DEFINITION OF TERMS

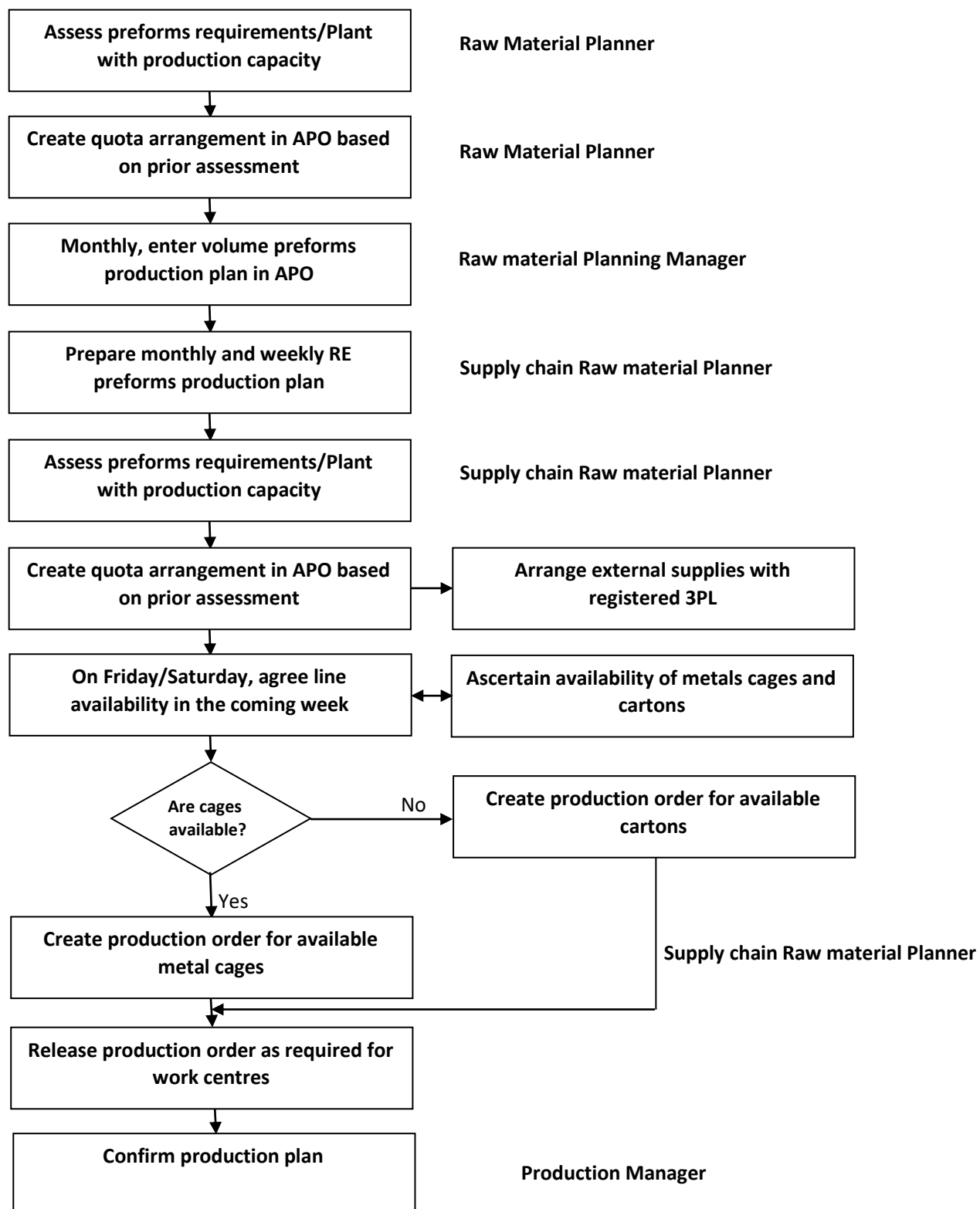
ABP:	Annual Business Plan
PM:	Production Manager
DM	Demand planner
APO:	Advanced Planner Optimiser
BOM:	Bill of Material
PPDS:	Production Planning and Detail Scheduling
RE:	Rolling estimate
RMP:	Raw material planner
RMPM	Raw material Planning manager
SNP:	Supply Network Planning/Planner
S&Op:	Sales and Operations meeting
YTG:	Year-to-Go

6.0 ROLES AND RESPONSIBILITIES

S/N	ROLES	RESPONSIBILITY
1.	Plant Manager	<ul style="list-style-type: none"> Has oversight on all production order execution and actual production in the Plant
2.	Demand Planner	<ul style="list-style-type: none"> Prepares sales volume for ABP within the APO Delivers ABP volume based on the group ABP calendar Prepares monthly RE sales volume Prepares YTG RE volume as part of monthly RE forecast Participates in monthly S&Op meeting to agree on consensus volume Releases weekly RE volume on Friday of every week for RE for the third week and next 15 weeks as current and next week is frozen
3.	Supply Network Planner	<ul style="list-style-type: none"> Does capacity leveling on Friday to Saturday i.e. evaluates resource availability alongside production capacity Agrees production plan with Area Production Manager on a weekly basis Determines internal and external (3PL) production volumes and facilitates supplies by external sources Releases planned production plan Ensures production planned covers demand requirement of the Plants
4.	Raw Material Planner	<ul style="list-style-type: none"> Monthly, evaluates material requirement as generated from the system based on SNP production plan Evaluates weekly material requirement based on firmed production plan which is in line with SNP production order

S/N	ROLES	RESPONSIBILITY
		<ul style="list-style-type: none">▪ Checks that raw materials are available for planned production▪ Ensures materials are checked and sourced between Tuesday and Friday in readiness for actual production
5.	Production Manager	<ul style="list-style-type: none">▪ Obtains production order▪ Carries out actual production based on the production order for a specific Line▪ Posts production per shift, delivers finished goods to Warehouse and execute usage variance▪ Checks both raw materials and BOM for correctness and in order to ensure material availability to fulfil BOM requirements
6.	Raw Material Manager	<ul style="list-style-type: none">▪ Accesses scheduled production plan▪ Stages raw materials required for production order on the system▪ Carries out physical staging of raw materials required for the production order

7.0 PROCEDURAL STEPS – Demand Planning

8.0 PROCEDURAL STEPS – Raw Material & Supply Network Planning

9.0 POLICY ADMINISTRATION

The National Head of Planning shall be responsible for the administration and enforcement of this Policy.

10.0 EXCEPTIONS

There is currently no exception to this policy and procedure.

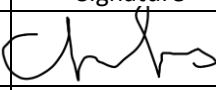

11.0 EFFECTIVE DATE

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



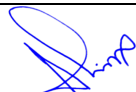
12.0 ACKNOWLEDGEMENT AND APPROVALS

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 acceptable. Furthermore, I agree to use the given authority according to the requirements, determined by this Procedure.

POLICY & PROCEDURE CODIFIED BY:

Name	Position	Signature	Date
Odozi Charles	Business Efficiency & Process Manager		03/08/23
Olayinka Oyewo	Raw Material planning manager		04/08/23

POLICY & PROCEDURE REVIEWED BY:

Name	Position	Signature	Date
Dare Abegunrin	Supply chain Planning Manager		30/08/2023
Opeyemi Awodire	Finance Business Partner, Supply Chain		01.09.2023
Niyi Giwa	BSO Alliance Manager		18.09.2023

APPROVED BY:

Name	Position	Signature	Date
Abiodun Peters	Country Legal Director		
Neil Spickett	Country Supply Chain Director		
Adrian Lupu	Chief Financial Officer		
Goran Sladic	Country General Manager		