

## 8. SUPPLY CHAIN MANAGEMENT



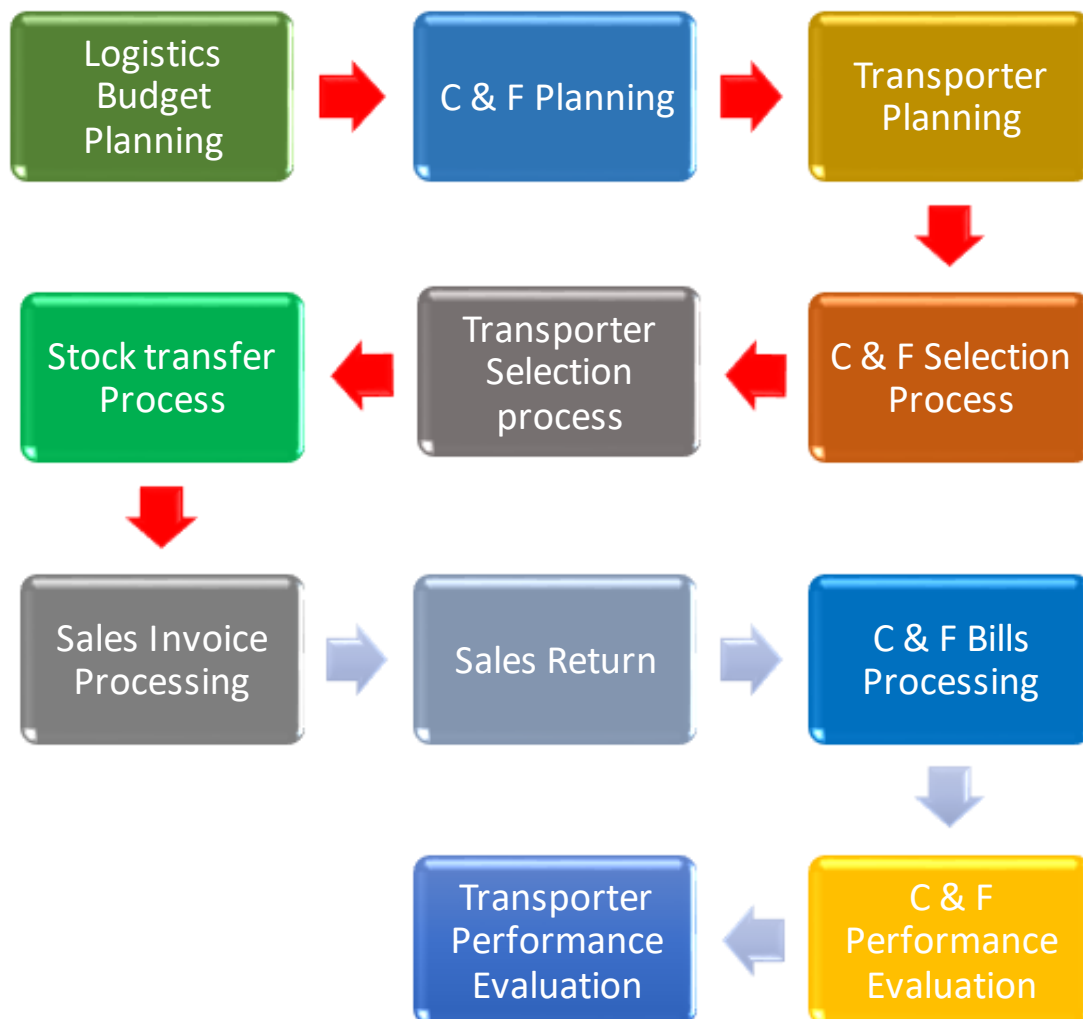
## 8. SUPPLY CHAIN MANAGEMENT

### PROCESS SUMMARY

#### Objective:

- Production of quality parent seeds based on the production requirement
- Timely supply of required quantity with quality parents seed for hybrid seed production

#### Process Overview:



### Process beginning:

- Logistics Budget Planning

### Process ending:

- Transporter Performance Evaluation

### Key Inputs

Particulars	From	Document Code
Production Plan	Production	
Sales Plan	Sales	S&M/COM/003
Service Provider Profile	C&F, Transporter	SCM/COM/005
Stock Transfer Request Letter	Distributor	SCM/COM/014
Inter Party Transfer Advice	Distributor	SCM/COM/013
Sales Indent	RBM/DBM	S&M/COM/025
C&F, Transporter Bills	C&F, Transporter	-
C&F Performance Remarks	Distributor, Sales	SCM/COM/020
Transporter Performance remarks	Sales, Production etc.	SCM/COM/023

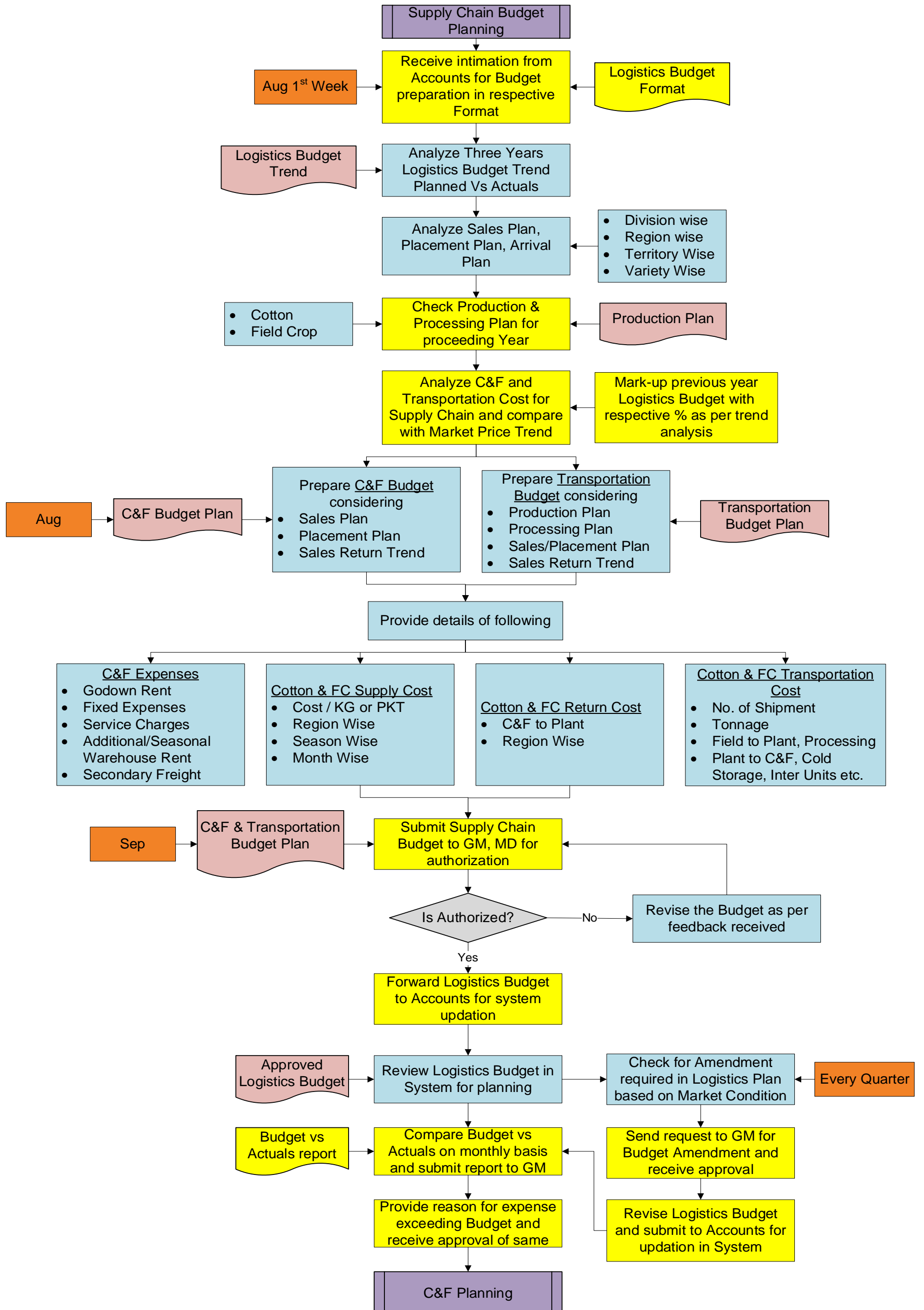
### Key Outputs

Particulars	To	Document Code
C&F Budget	Respective Department	SCM/COM/002
Transporter budget	Respective Department	SCM/COM/003
C&F Agreement	C&F	SCM/COM/007
Transporter Agreement	Transporter	SCM/COM/011
Truck Loading Checklist	Sales, Dispatch, Security	SCM/COM/012
Sales Order	Sales	SCM/COM/015
Sales Invoice	Distributor, Transporter	SCM/COM/016
Sales return Note	Distributor	SCM/COM/017
Sales Transfer Note	Plant	SCM/COM/018
C&F Evaluation	Sales, Distributor, F&A etc.	SCM/COM/019
Transporter Evaluation	Sales, Production, F&A etc.	SCM/COM/022

## Key Documents / Register / Files

S no	Document / Register Name	Document Format	Document Code
1	Logistic Budget Trend	Excel	SCM/COM/001
2	Production Plan	Excel	GEN/COM/035
3	Sales Plan	Excel	S&M/COM/003
4	Placement Plan	Excel	S&M/COM/024
5	Arrival Plan	Excel	PRC/COT/025
6	C&F Budget Plan	Excel	SCM/COM/002
7	Transportation Budget Plan	Excel	SCM/COM/003
8	Logistics Budget	Excel	SCM/COM/004
9	C&F Inspection Checklist	Excel	SCM/COM/005
10	C&F Price Comparison Statement	Excel	SCM/COM/006
	C&F Agreement	Word	SCM/COM/007
11	Godown Change Letter	Word	SCM/COM/008
12	Transporter Checklist	Excel	SCM/COM/009
13	Transporter Price Comparison Statement	Excel	SCM/COM/010
	Transporter Agreement	Word	SCM/COM/011
14	Truck Loading Checklist (Parameters)	Excel	SCM/COM/012
15	Inter Party Transfer Advice	Word	SCM/COM/013
16	Stock Transfer Request Letter	Word	SCM/COM/014
17	Sales Indent	System Generated	S&M/COM/025
18	Sales Order	System Generated	SCM/COM/015
19	Sales Invoice	System Generated	SCM/COM/016
20	Stock Return Note – SRN	System Generated	SCM/COM/017
21	Stock Transfer Note	System Generated	SCM/COM/018
22	C&F Evaluation	Excel	SCM/COM/019
23	C&F Performance Scorecard	Excel	SCM/COM/020
24	C&F Closure Checklist	Excel	SCM/COM/021
25	Transporter Evaluation	Excel	SCM/COM/022
26	Transporter Performance Scorecard	Excel	SCM/COM/023
27	Transporter Closure Checklist	Excel	SCM/COM/024

## 8.1 SUPPLY CHAIN BUDGET PLANNING



### Sub-process Owner:

SCM Manager

### Departments Involved:

Marketing & Sales  
Production & Processing  
Parent Seed  
SCM  
F&A

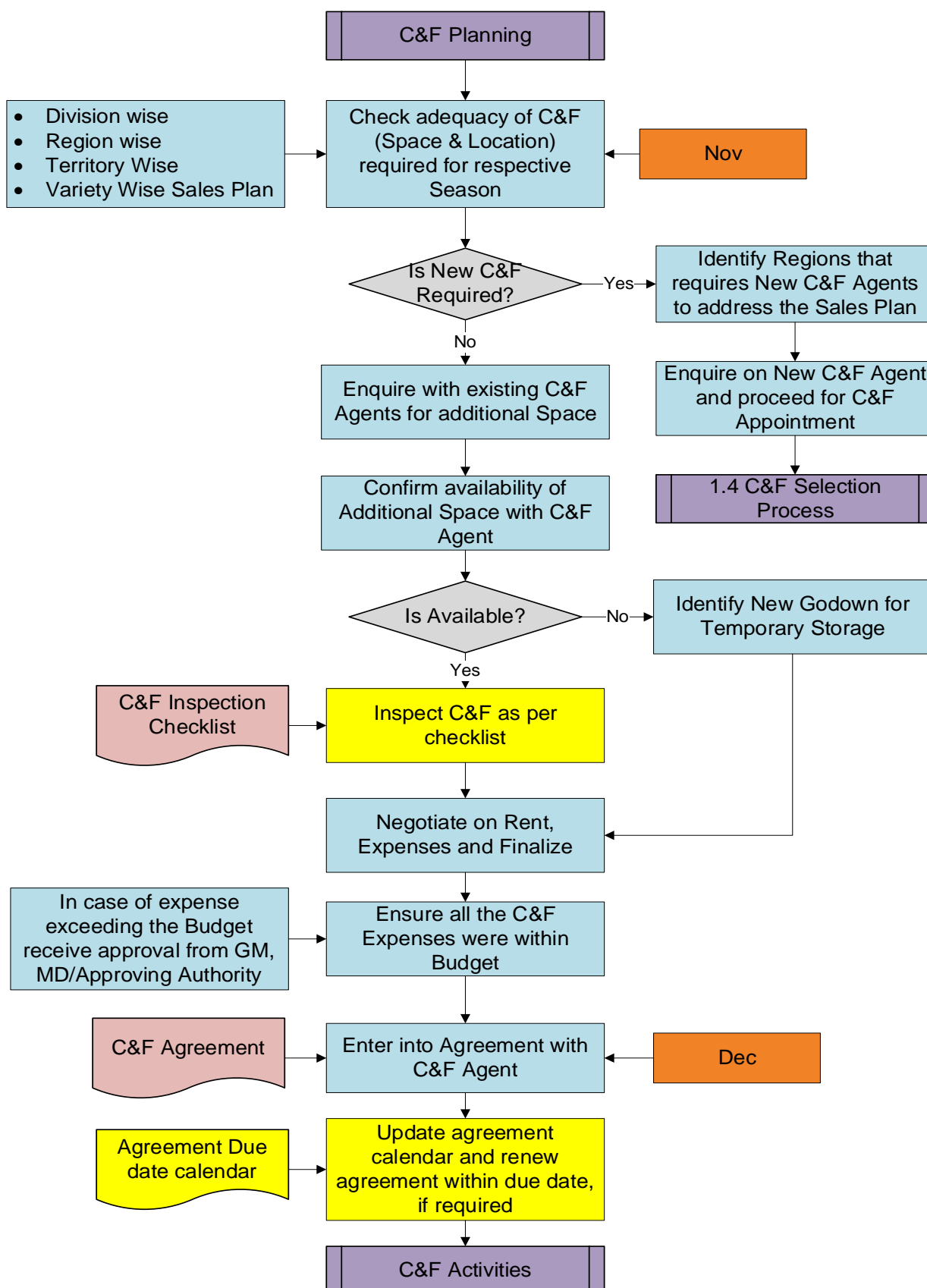
### Key activities:

- 8.1.1 SCM Budget Analysis
- 8.1.2 Preparation & Approval of C&F and Transportation Budget
- 8.1.3 SCM budget Amendment

Process	Maker	Checker	Approver
<b>8.1.1 SCM Budget Analysis</b>			
1) Receive intimation from accounts for budget preparation in respective template	SCM Manager		
2) Analyze Three Years Logistics Budget Trend - Planned Vs Actuals	Logistic In-Charge	SCM Manager	-
3) Analyze Sales Plan, Placement Plan, Arrival Plan for respective <ul style="list-style-type: none"> <li>• Division wise</li> <li>• Region wise</li> <li>• Territory Wise</li> <li>• Variety Wise</li> </ul>	Logistic In-Charge	SCM Manager	-
4) Check Parent Seed, Production & Processing Plan for proceeding Year of cotton and field crop	Respective Head	SCM Manager	-
5) Analyze C&F and Transportation Cost for Supply Chain and compare with Market Price	Logistic In-Charge	SCM Manager	-
6) Mark up previous year logistics budget with respective % as per trend analysis	Logistic In-Charge	SCM Manager	
<b>8.1.2 Preparation &amp; Approval of C&amp;F and Transportation Budget</b>			
1) Prepare C&F Budget considering <ul style="list-style-type: none"> <li>• Sales Plan</li> <li>• Placement Plan</li> <li>• Sales Return Trend</li> </ul> Prepare Transportation Budget considering <ul style="list-style-type: none"> <li>• Production Plan</li> <li>• Processing Plan</li> <li>• Sales/Placement Plan</li> <li>• Sales Return Trend</li> </ul>	Logistic In-Charge	SCM Manager	-
2) Provide details of following <ul style="list-style-type: none"> <li>➤ C&amp;F Expenses <ul style="list-style-type: none"> <li>• Godown Rent</li> <li>• Fixed Expenses</li> </ul> </li> </ul>	Logistic In-Charge	SCM Manager	-

Process	Maker	Checker	Approver
<ul style="list-style-type: none"> <li>• Service Charges</li> <li>• Additional/Seasonal Warehouse Rent</li> <li>• Secondary Freight</li> <li>• Cotton &amp; FC Supply Cost               <ul style="list-style-type: none"> <li>• Cost / KG or PKT</li> <li>• Region Wise</li> <li>• Season Wise</li> <li>• Month Wise</li> </ul> </li> <li>• Cotton &amp; FC Return Cost               <ul style="list-style-type: none"> <li>• C&amp;F to Plant</li> <li>• Region Wise</li> </ul> </li> <li>• Cotton &amp; FC Transportation Cost               <ul style="list-style-type: none"> <li>• No. of Shipment</li> <li>• Tonnage</li> <li>• Field to Plant, Processing</li> <li>• Plant to C&amp;F, Cold Storage, Inter Units etc.</li> </ul> </li> </ul>			
3) Submit Supply Chain Budget to Senior GM – MFG, MD for authorization	SCM Manager	Senior GM – MFG	-
4) On authorized, forward Logistics Budget to MD/Approving Authority for Approval	SCM Manager	Senior GM – MFG	MD/ Approving Authority
5) On approval, forward the approved Logistics Budget to accounts department for updation in System	Logistic In-Charge	SCM Manager	-
6) In case of not authorized/approved, revise the budget as per feedback received	Logistic In-Charge	SCM Manager	-
<b>8.1.3 SCM Budget Review and Amendment</b>			
1) Compare budget vs actual on monthly basis and submit report to Senior GM – MFG	SCM Manager	Senior GM – MFG	
2) Provide reason for expenses exceeding budget and receive approval for same	SCM Manager	Senior GM – MFG	
3) Check for Amendment required in Logistics Plan based on Market Condition	-	SCM Manager	-
4) Send request to Finance for Budget Amendment and receive approval	SCM Manager	F&A Head	-
5) Revise the Logistics Budget and submit to MD/ Approving Authority for Approval	SCM Manager	F&A Head	MD/ Approving Authority
6) On Approval from MD/ Approving Authority, intimate to respective Departments	Logistic In-Charge	SCM Manager	-

## 8.2 C&F PLANNING





**Sub-process Owner:**

SCM Manager

**Departments Involved:**

Marketing & Sales

SCM

F&A

**Key activities:**

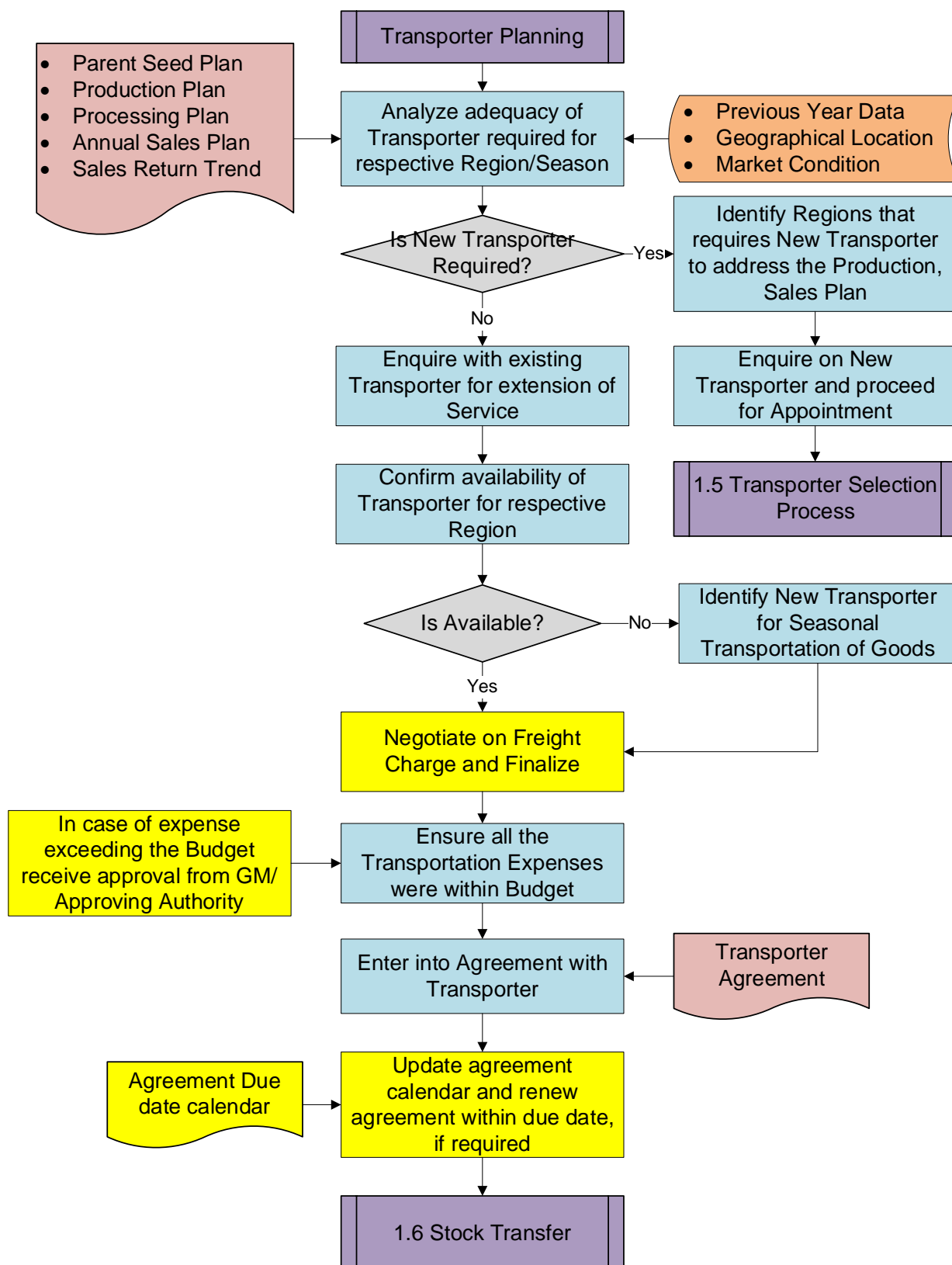
8.2.1 Check C&F Requirement

8.2.2 Identification of Temporary/Additional Godown

8.2.3 Finalizing of Temporary/Additional Godown

Activity	Maker	Checker	Approver
<b>8.2.1 Check C&amp;F requirement</b>			
1) Check adequacy of C&F (Space & Location) required for respective Season for respective <ul style="list-style-type: none"> <li>• Division wise</li> <li>• Region wise</li> <li>• Territory Wise</li> <li>• Variety Wise Sales Plan</li> </ul>	Logistic In-Charge	SCM Manager	-
2) In case of new C&F required, Identify Regions that requires New C&F Agents to address the Sales Plan and	Logistic In-Charge	SCM Manager	-
3) Enquire on New C&F Agent and proceed for C&F Appointment	Logistic In-Charge	SCM Manager	-
<b>8.2.2 Identification of Temporary/Additional Godown</b>			
1) For additional space requirement, enquire with existing C&F Agents and confirm availability of additional Space	Logistic In-Charge	SCM Manager	-
2) In case of space available, then inspect the C & F as per checklist	Logistic In-Charge	SCM Manager	
3) In case of space not available, identify New Godown for temporary Storage	Logistic In-Charge	SCM Manager	-
4) Negotiate on Rent, Expenses and Finalize the same	Logistic In-Charge	SCM Manager	-
<b>8.2.3 Finalizing of Temporary/Additional Godown</b>			
1) Ensure all the C&F Expenses were within Budget	Logistic In-Charge	SCM Manager	-
2) In case of expense exceeding the Budget receive approval from Finance & MD/Approving Authority and	Logistic In-Charge	SCM Manager	F&A Head/ MD
3) On finalizing, enter into agreement with respective C&F Agent	Logistic In-Charge	SCM Manager	-
4) Update agreement calendar and renew agreement within due date as per requirement	Logistic In-Charge	SCM Manager	

## 8.3 TRANSPORTER PLANNING



**Sub-process Owner:**

SCM Manager

**Departments Involved:**

Marketing & Sales  
Production & Processing  
Parent Seed  
Admin  
SCM  
F&A

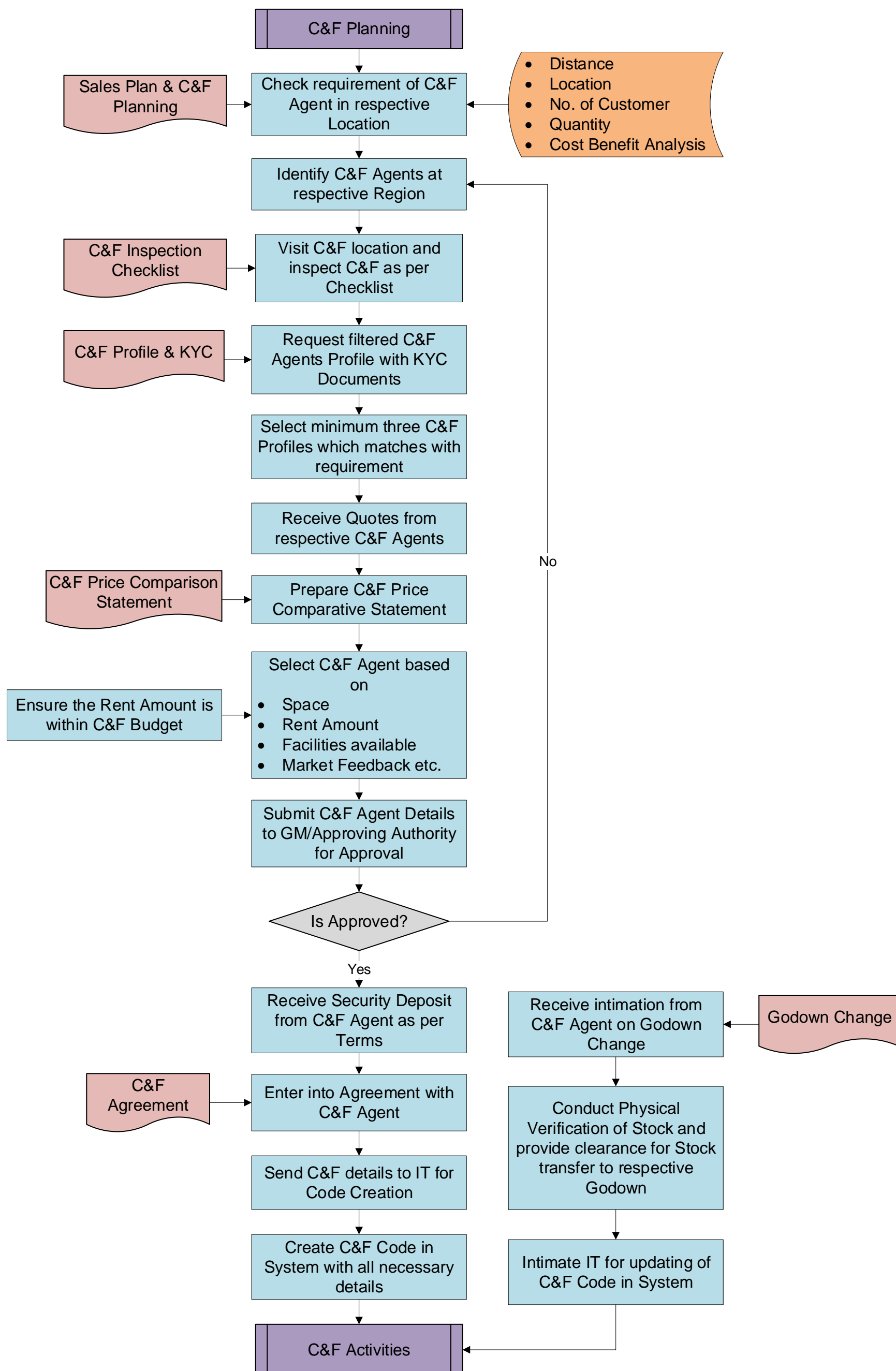
**Key activities:**

- 8.3.1 Check Transporter Requirement
- 8.3.2 Existing Transporter - Extension of Service
- 8.3.3 Finalizing of Transporter Terms

Activity	Maker	Checker	Approver
<b>8.3.1 Check Transporter Requirement</b>			
1) Analyze adequacy of Transporter required for respective Region/Season based on Previous Year Data, Geographical Location and Market Condition for the following plan <ul style="list-style-type: none"> <li>• Parent Seed Plan</li> <li>• Production Plan</li> <li>• Processing Plan</li> <li>• Annual Sales Plan</li> <li>• Sales Return Trend</li> </ul>	Logistic In-Charge	SCM Manager	-
2) In case of new transporter required, identify Regions that requires New Transporter to address the Production, Sales Plan etc.	Logistic In-Charge	SCM Manager	-
3) Enquire on New Transporter and proceed for Appointment	Logistic In-Charge	SCM Manager	-
<b>8.3.2 Existing Transporter - Extension of Service</b>			
1) In case of no new transporter required, enquire with existing Transporter for extension of Service	Logistic In-Charge	SCM Manager	-
2) Confirm availability of Transporter for respective Region	Logistic In-Charge	SCM Manager	-
3) In case of Transporter not available, Identify New Transporter for Seasonal Transportation of Good and Negotiate on Service Charge to Finalize	Logistic In-Charge	SCM Manager	-
<b>8.3.3 Finalizing of Transporter Terms</b>			
1) On Transporter available, Negotiate on Service Charge and Finalize	Logistic In-Charge	SCM Manager	-
2) Ensure all the transportation expenses were within the	Logistic	SCM	

Activity	Maker	Checker	Approver
budget	In-Charge	Manager	
3) In case of expense exceeding the Budget receive approval from Finance, MD/Approving Authority and ensure all the Transportation expenses were within budget	Logistic In-Charge	SCM Manager	F&A Head/ MD
4) Enter into Agreement with Transporter	Logistic In-Charge	SCM Manager	-
5) Update agreement calendar and renew agreement within due date if required	Logistic In-Charge	SCM Manager	-

## 8.4 C&F SELECTION PROCESS



**Sub-process Owner:**

SCM Manager

**Departments Involved:**

Logistics

Sales & Marketing

F&A

**Key activities:**

8.4.1 Identification of New C&F

8.4.2 C&F Inspection

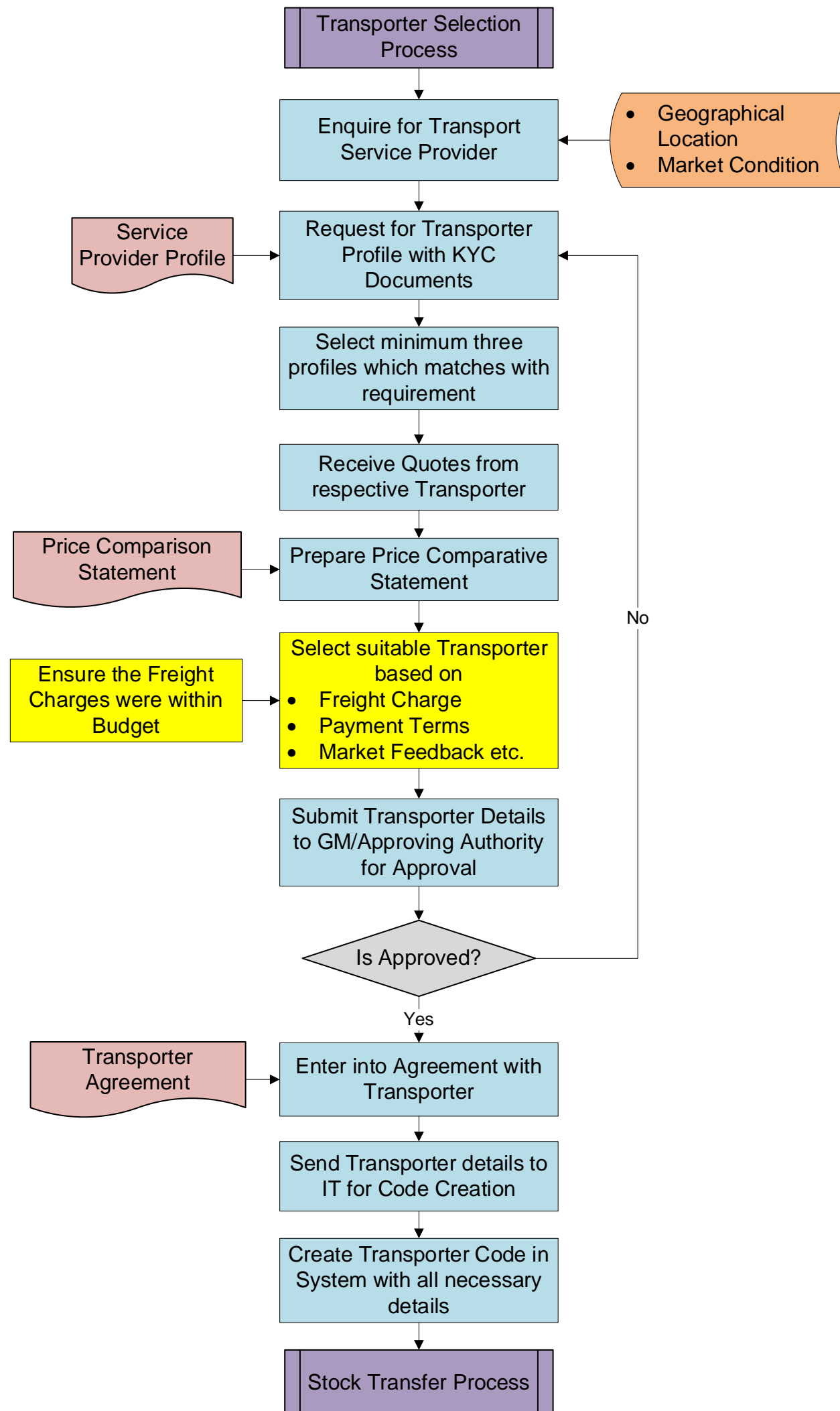
8.4.3 Approval of New C&F

8.4.4 Godown Change Process

Activity	Maker	Checker	Approver
<b>8.4.1 Identification of New C&amp;F</b>			
1) Check requirement of C&F Agent in respective Location based on Sales & C&F Plan. Analyze the following criteria for selection <ul style="list-style-type: none"> <li>➤ Distance</li> <li>➤ Location</li> <li>➤ No. of Customer</li> <li>➤ Quantity</li> <li>➤ Cost Benefit Analysis</li> </ul>	Logistic In-Charge	SCM Manager	-
2) Identify C&F Agents at respective Region	Logistic In-Charge	SCM Manager	-
<b>8.4.2 C&amp;F Inspection</b>			
1) Visit C&F location and inspect C&F as per Checklist	Logistic In-Charge	SCM Manager	-
2) Request filtered C&F Agents Profile with KYC Documents	Logistic In-Charge	SCM Manager	-
3) Select minimum three C&F Profiles which matches with requirement	Logistic In-Charge	SCM Manager	-
4) Receive Quotes from respective C&F Agents	Logistic In-Charge	SCM Manager	-
5) Prepare C&F Price Comparative Statement	Logistic In-Charge	SCM Manager	-
6) Select C&F Agent based on <ul style="list-style-type: none"> <li>• Space</li> <li>• Rent Amount</li> <li>• Facilities available</li> <li>• Market Feedback etc.</li> </ul> Ensure the Rent Amount is within C&F Budget and then	Logistic In-Charge	SCM Manager	-

Activity	Maker	Checker	Approver
<b>8.4.3 C&amp;F Approval</b>			
1) Submit C&F Agent Details to GM/Approving Authority for Approval	Logistic In-Charge	SCM Manager	-
2) In case of not approved, check with other C&F Agents at respective Region	Logistic In-Charge	SCM Manager	-
3) On approval, receive Security Deposit from C&F Agent as per Terms	Logistic In-Charge	SCM Manager	Respective GM/ Approving Authority
4) Enter into Agreement with C&F Agent	Logistic In-Charge	SCM Manager	-
5) Send C&F details to IT for Code Creation	SCM Manager	IT	-
6) Create C&F Code in System with all necessary details	IT	SCM Manager	-
<b>8.4.4 Godown Change Process</b>			
1) Receive intimation from C&F Agent on Godown Change	C&F Agent	Logistic In-Charge	-
2) Conduct Physical Verification of Stock and provide clearance for Stock transfer to respective Godown	Logistic In-Charge	SCM Manager	-
3) Intimate IT for updating of C&F Code in System	SCM Manager	IT	-

## 8.5 TRANSPORTER SELECTION PROCESS





**Sub-process Owner:**

SCM Manager

**Departments Involved:**

Logistics

Sales & Marketing

**Key activities:**

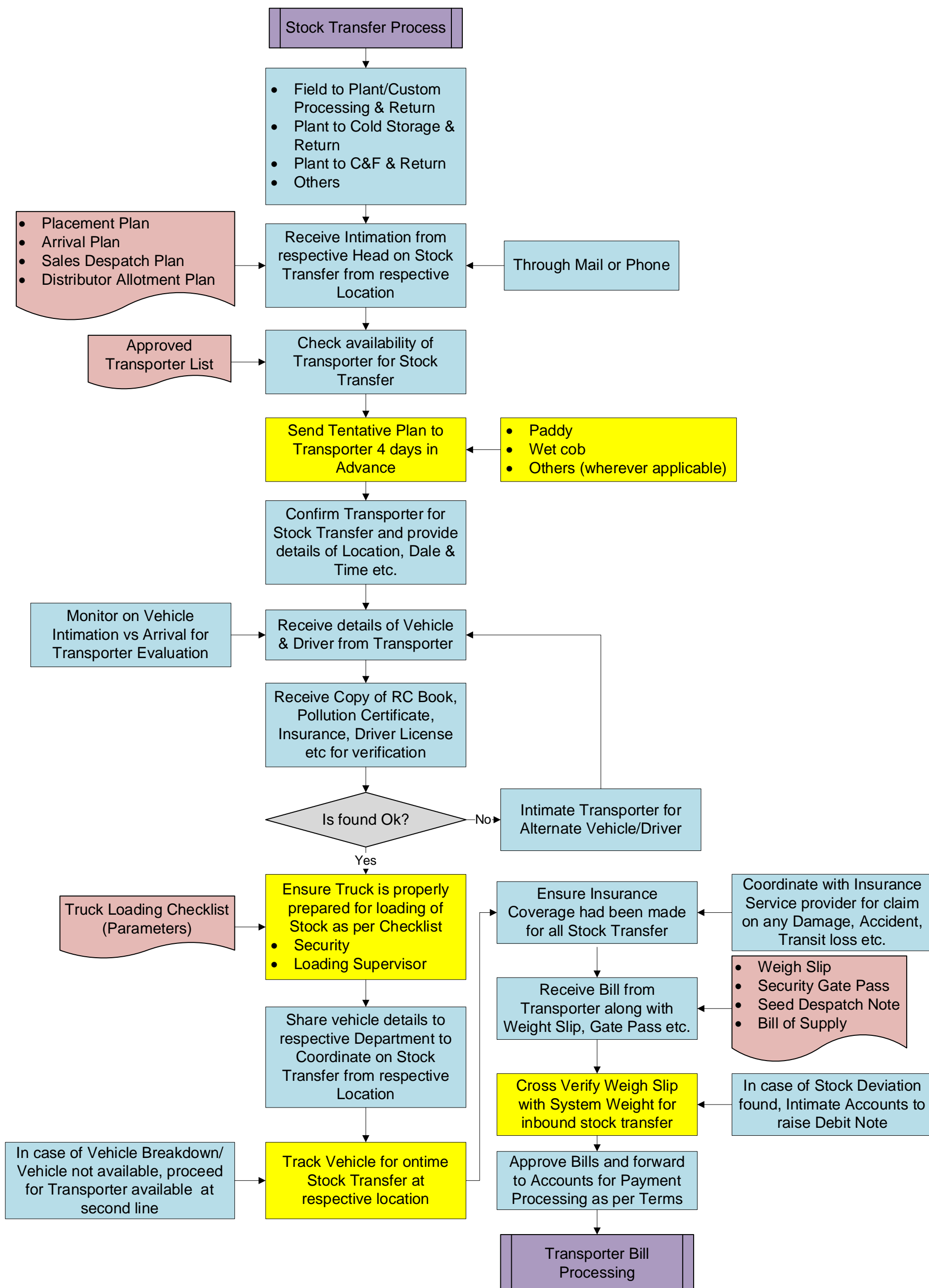
8.5.1 Identifying of New Transporter

8.5.2 Verification and Price Comparison

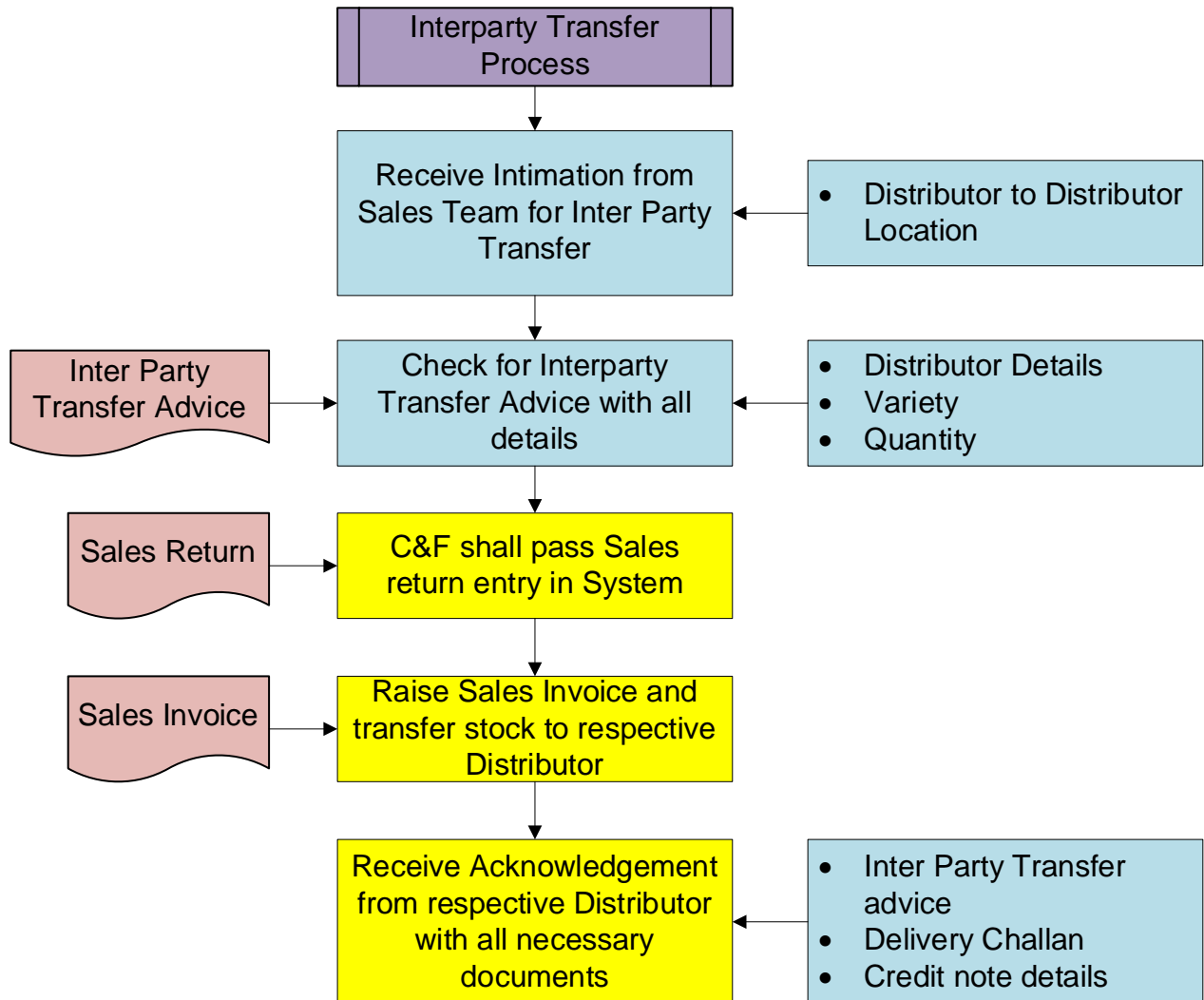
8.5.3 Approval of New Transporter

Activity	Maker	Checker	Approver
<b>8.5.1 Identification of New Transporter</b>			
1) Enquire for Transport Service Provider based on <ul style="list-style-type: none"> <li>➤ Geographical Location</li> <li>➤ Market Condition</li> </ul>	Logistic In-Charge	SCM Manager	-
2) Request for Transporter Profile with KYC Documents	Logistic In-Charge	SCM Manager	-
<b>8.5.2 Verification and Price Comparison</b>			
1) Select minimum three profiles which matches with requirement	Logistic In-Charge	SCM Manager	-
2) Receive Quotes from respective Transporter& prepare Price Comparison Statement	Logistic In-Charge	SCM Manager	-
3) Select suitable Transporter based on <ul style="list-style-type: none"> <li>• Freight Charge %</li> <li>• Payment Terms</li> <li>• Market Feedback etc.</li> </ul> Ensure the freight Charges were within Budget	Logistic In-Charge	SCM Manager	-
<b>8.5.3 Approval of New Transporter</b>			
1) Submit Transporter details to GM/Approving Authority for Approval	SCM Manager	-	GM, F&A Head/MD
2) In case of not approved, proceed for selection of alternate Transporter available at respective location	Logistic In-Charge	SCM Manager	-
3) On approval, enter into agreement with Transporter	Logistic In-Charge	SCM Manager	-
4) Send Transporter details to IT for Code Creation	SCM Manager	IT	-
5) Create Transporter Code in System with all necessary details	IT	SCM Manager	-

## 8.6 STOCK TRANSFER PROCESS



## 8.6 (B) Inter Party Transfer



### Sub-process Owner:

SCM Manager  
Logistics In-Charge

### Departments Involved:

Logistics  
Sales & Marketing  
Parent Seed  
Production

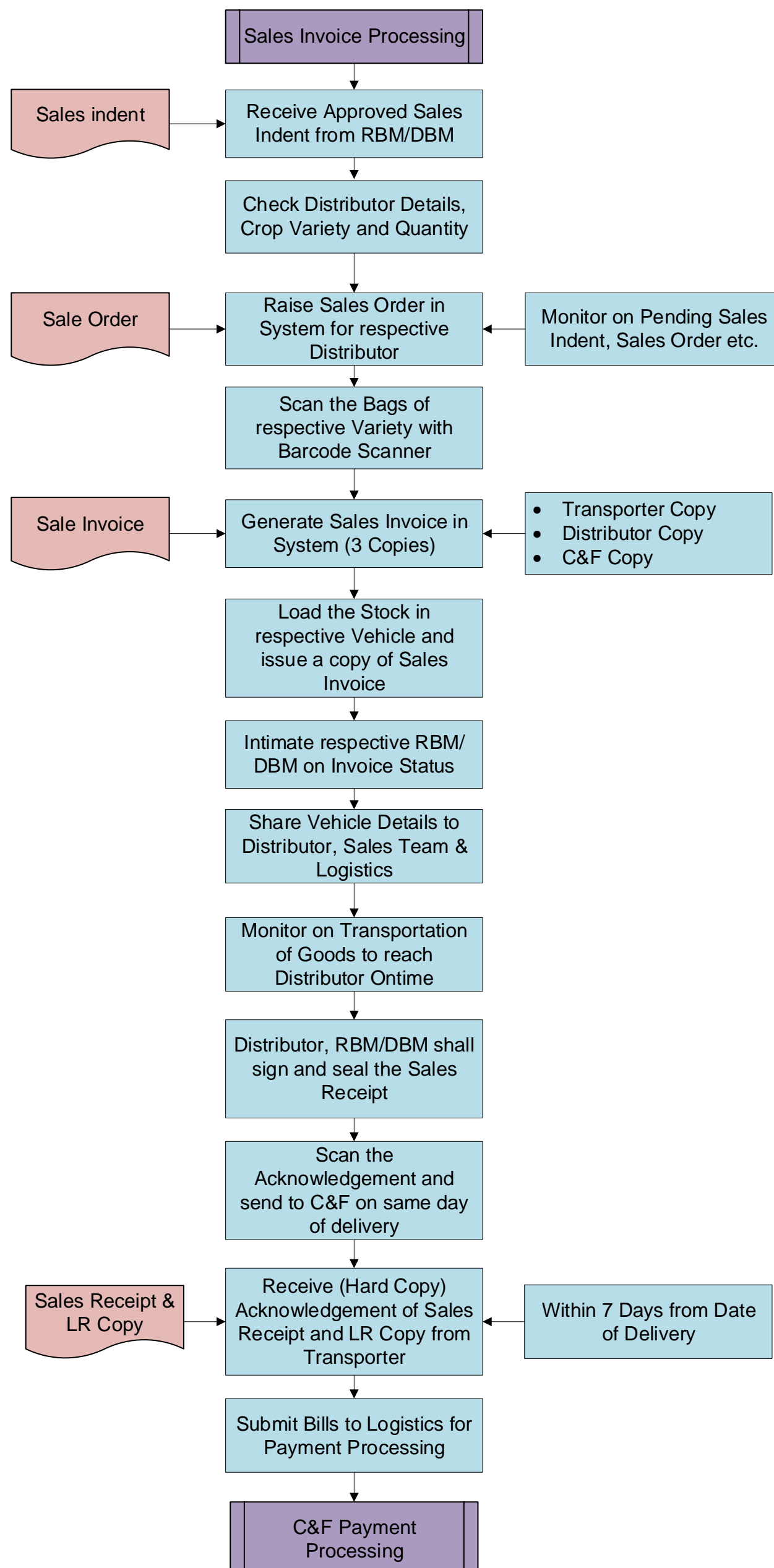
### Key activities:

- 8.6.1 Requisition of Stock Transfer
- 8.6.2 Allocation of Transporter
- 8.6.3 Stock Transfer Process
- 8.6.4 Interparty Transfer (Distributor to Distributor)

Activity	Maker	Checker	Approver
<b>8.6.1 Requisition of Stock Transfer</b>			
1) Receive requisition of Stock Transfer from respective Location <ul style="list-style-type: none"> <li>➤ Field to Plant/Custom Processing &amp; Return</li> <li>➤ Plant to Cold Storage &amp; Return</li> <li>➤ Plant to C&amp;F &amp; Return</li> <li>➤ Others</li> </ul>	Respective HOD/ In-Charge	SCM Manager	-
2) Receive Intimation from respective Head on Stock Transfer from respective Location based on <ul style="list-style-type: none"> <li>➤ Placement Plan</li> <li>➤ Arrival Plan</li> <li>➤ Sales Despatch Plan</li> <li>➤ Distributor Allotment Plan</li> </ul>	Respective HOD/ In-Charge	Logistic In-charge	SCM Manager
<b>8.6.2 Allocation of Transporter</b>			
1) Check availability of Transporter for Stock Transfer	Logistic In-charge	SCM Manager	-
2) Send Tentative Plan to Transporter 4 days in Advance (Paddy/Wet Cob/Others – wherever applicable)	Logistic In-charge	SCM Manager	-
3) Confirm Transporter for Stock Transfer and provide details of Location, Dale & Time etc.	Logistic In-charge	SCM Manager	-
<b>8.6.3 Stock Transfer Process</b>			
1) Receive details of Vehicle & Driver from Transporter	Respective Transporter	Logistic In-charge	-
2) Receive Copy of RC Book, Pollution Certificate, Insurance, Driver License etc. for verification	Respective Transporter	Logistic In-charge	-
3) On any document found invalid, intimate Transporter for	Logistic	SCM	-

Activity	Maker	Checker	Approver
alternate Vehicle/Driver	In-charge	Manager	
4) On documents found valid, ensure the truck is properly prepared for loading of stock as per checklist	Security	Loading Supervisor	-
5) Share vehicle details to respective department to coordinate on Stock Transfer from respective Location	Logistic In-charge	SCM Manager	
6) Track vehicle for on time stock transfer at respective location	Logistic In-charge	SCM Manager	
7) In case of Vehicle Breakdown/ Vehicle not available, proceed for Transporter available at second line and follow-up with Transporter for stock transfer and receipt at Plant	Logistic In-charge	SCM Manager	-
8) Ensure Insurance coverage had been made for all Stock Transfer	Logistic In-charge	SCM Manager	-
9) Coordinate with Insurance Service provider for claim on any Damage, Accident, Transit loss etc. and intimate Accounts on claim status on regular basis	Logistic In-charge	SCM Manager	-
10) Receive Bill from Transporter along with Weight Slip, Gate Pass etc.	Logistic In-charge	SCM Manager	-
11) Cross verify weigh Slip with System Weight for inbound stock transfer	Logistic In-charge	SCM Manager	
12) In case any Stock Deviation found, Intimate Accounts to raise Debit Note	Logistic In-charge	Accounts	-
13) Approve Bills and forward to Accounts for Payment Processing as per Terms	Logistic In-charge	Accounts	-
<b>8.6.4 Interparty Transfer (Distributor to Distributor)</b>			
1) Receive Intimation from Sales Team for Inter Party Transfer ➤ Distributor to Distributor Location	Logistic In-charge	SCM Manager	-
2) Check for Interparty Transfer Advice with all details ➤ Distributor Details ➤ Variety ➤ Quantity	Logistic In-charge	SCM Manager	-
3) C & F Shall pass sales return entry in system	C & F	Logistic In-charge	
4) Raise Sales Invoice and Transfer Stock to respective Distributor	Logistic In-charge	SCM Manager	-
5) Receive Acknowledgement from respective Distributor and forward to Accounts	Logistic In-charge	SCM Manager	-

## 8.7 SALES INVOICE PROCESSING



### Sub-process Owner:

C&F Agent  
Respective In-Charge

### Departments Involved:

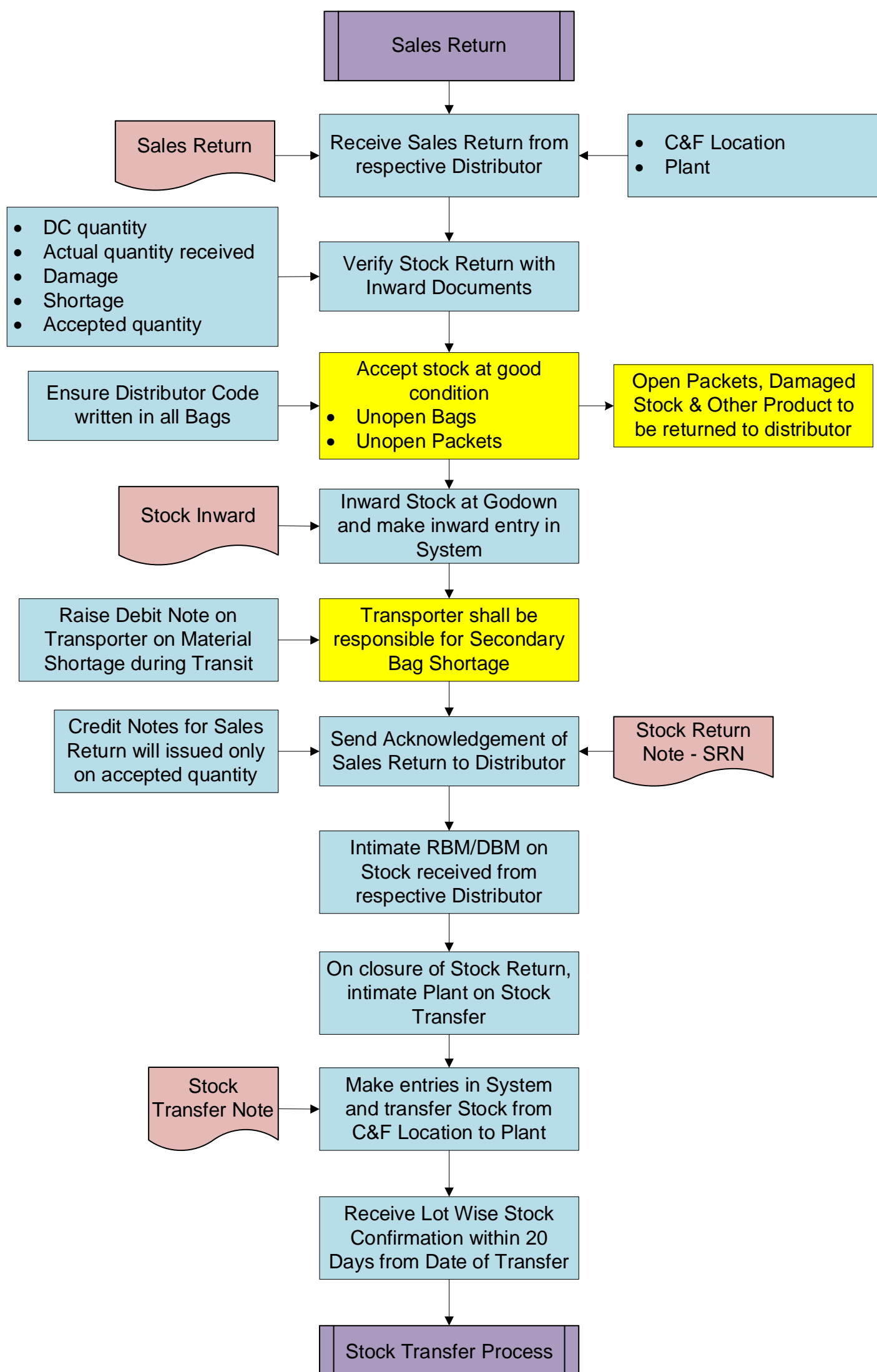
Logistics  
Sales & Marketing

### Key activities:

- 8.7.1 Creation of Sale Order
- 8.7.2 Scanning and Loading of Stock
- 8.7.3 Sales Invoice Processing
- 8.7.4 Sales Receipt

Activity	Maker	Checker	Approver
<b>8.7.1 Creation of Sale Order</b>			
1) Receive Approved Sales Indent from RBM/DBM	TM/PO	C&F Agent/ In-Charge	RBM/DBM
2) Check Distributor Details, Crop Variety and Quantity	-	C&F Agent/ In-Charge	-
3) Monitor on Pending Sales Indent, Sales Order etc. and Raise Sales Order in System for respective Distributor	C&F Agent/ In-Charge	Sales Team	-
<b>8.7.2 Scanning and Loading of Stock</b>			
1) Scan the Bags of respective Variety with Barcode Scanner	C&F Agent/ In-Charge	Sales Team	-
<b>8.7.3 Sales Invoice Processing</b>			
1) Generate following Sales Invoice in System (3 Copies) <ul style="list-style-type: none"> <li>➤ Transporter Copy</li> <li>➤ Distributor Copy</li> <li>➤ C&amp;F Copy</li> </ul>	C&F Agent/ In-Charge	Sales Team	-
2) Load the Stock in respective Vehicle and issue a copy of Sales Invoice	C&F Agent/ In-Charge	Sales Team	-
3) Intimate respective RBM/ DBM on Invoice Status	C&F Agent/ In-Charge	RBM/DBM	-
4) Share Vehicle Details to Distributor, Sales Team & Logistics	C&F Agent/ In-Charge	Sales Team	-
5) Monitor on Transportation of Goods to reach Distributor Ontime	C&F Agent/ In-Charge	Sales Team	-
<b>8.7.4 Sales Receipt</b>			
1) Receive Acknowledgement of Sales Receipt and LR Copy from Transporter Within 7 Days from Date of Delivery	Sales Team	C&F Agent/ In-Charge	-
2) Submit Bills to Logistics for Payment Processing	C&F Agent	Logistics In-Charge	-

## 8.8 SALES RETURN





**Sub-process Owner:**

Sales Team  
C&F Agent

**Departments Involved:**

Sales  
Logistics

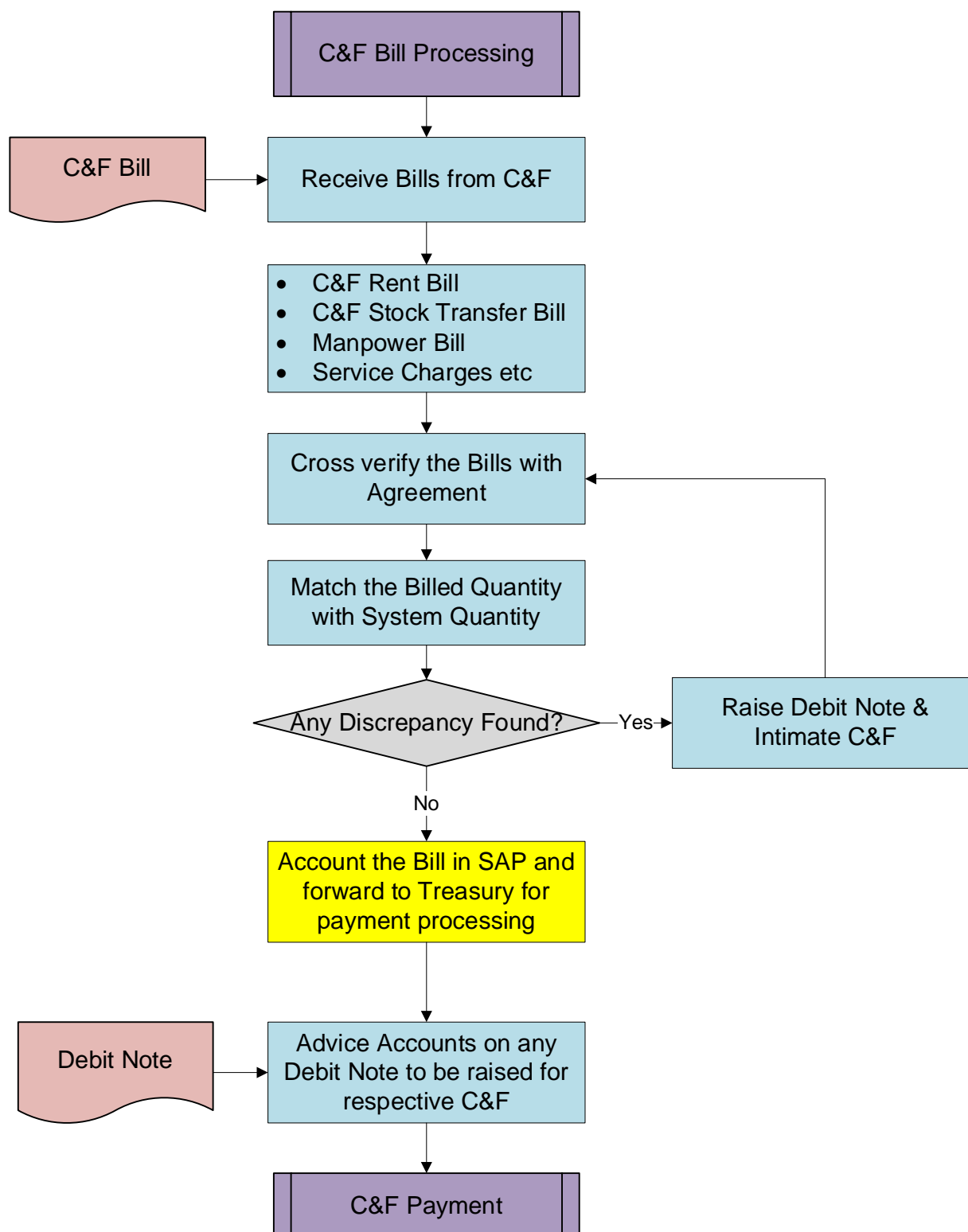
**Key activities:**

8.8.1 Sales Return Inward  
8.8.2 Sales Return Note  
8.8.3 Sales return Transfer

Activity	Maker	Checker	Approver
<b>8.8.1 Sales Return Inward</b>			
1) Receive Sales Return from respective Distributor <ul style="list-style-type: none"> <li>➤ C&amp;F Location</li> <li>➤ Plant</li> </ul>	Distributor	C&F Agent	DBM/RBM
2) Verify Stock Return with Inward Documents <ul style="list-style-type: none"> <li>➤ DC quantity</li> <li>➤ Actual quantity received</li> <li>➤ Damage</li> <li>➤ Shortage</li> </ul>	C&F Agent	Sales Team	-
3) Accept stock at good condition <ul style="list-style-type: none"> <li>• Unopen bags</li> <li>• Unopen packets</li> </ul> Ensure distributor code written in all bags	C&F Agent	Sales Team	-
4) For unopened bags, Inward Stock at Godown and make inward entry in System	C&F Agent	Sales Team	-
5) For Open packets, Damaged stock and other product, return the same to respective distributor	C&F Agent	Sales Team	-
6) Transporter shall be held responsible for Secondary Bag Shortage	C&F Agent	Sales Team	-
7) Raise Debit Note on Transporter on Material Shortage during Transit	Accounts	SCM Manager	
<b>8.8.2 Sales Return Note</b>			
1) Send Acknowledgement of Sales Return to Distributor with SRN (Stock Return Note)	C&F Agent	Sales Team	-
2) Ensure credit notes for sales return issued only on accepted quantity	Sales Team	SCM Manager	
3) Intimate RBM/DBM on Stock received from respective Distributor	C&F Agent	Sales Team	-
<b>8.8.3 Stock Return Transfer</b>			
1) On closure of Stock Return, intimate Plant on Stock	C&F Agent	Sales Team	-

Activity	Maker	Checker	Approver
Transfer			
2) Make entries in System and transfer Stock from C&F Location to Plant	C&F Agent	Sales Team	-
3) Receive Lot Wise Stock Confirmation within 20 Days from Date of Transfer	Plant In-Charge	Respective Head	-

## 8.9 C&F BILL PROCESSING



**Sub-process Owner:**

SCM Manager  
Logistic In-Charge

**Departments Involved:**

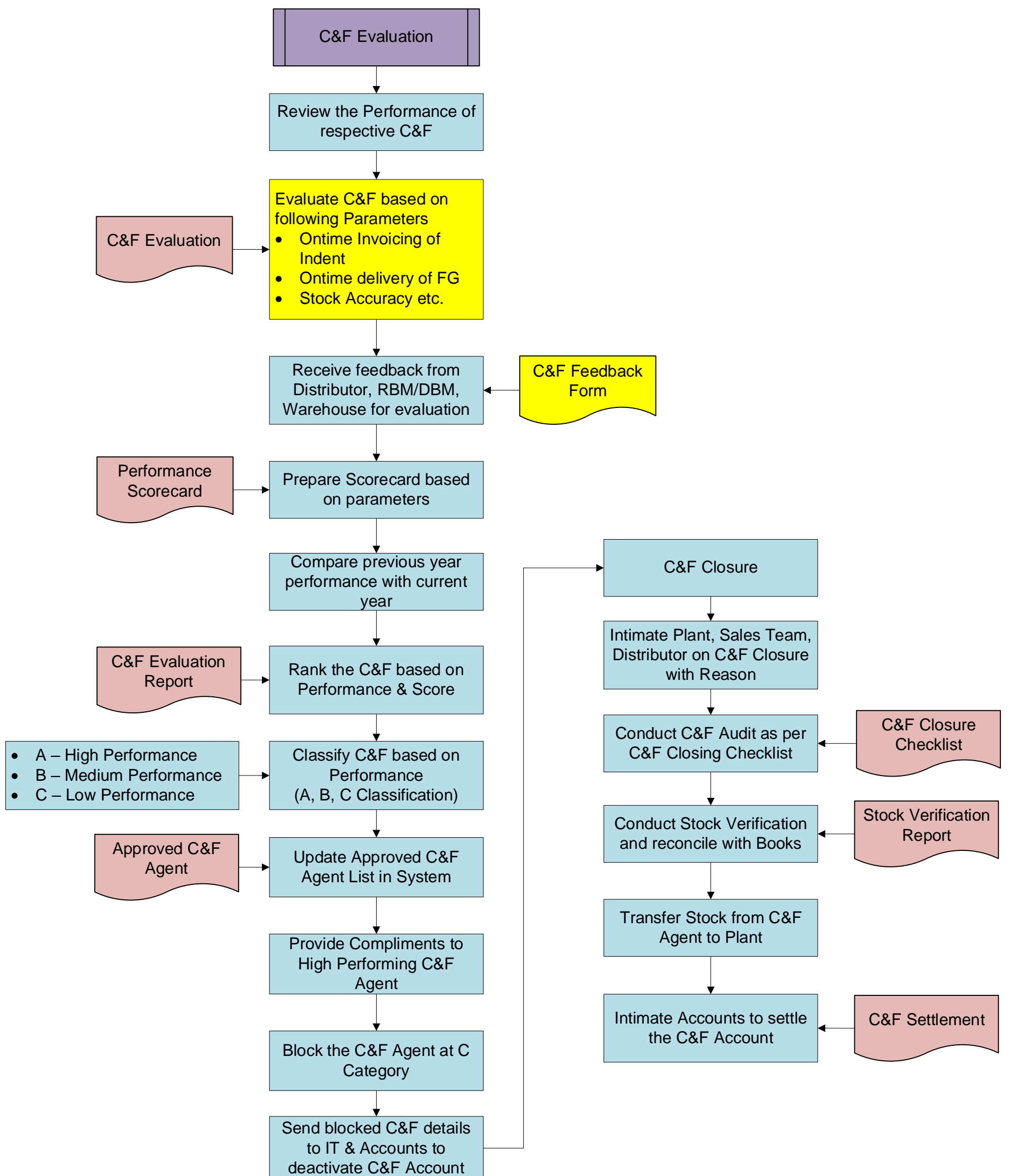
Logistics  
F&A

**Key activities:**

- 8.9.1 C&F Bill Receipt
- 8.9.2 Verification of C&F Bill
- 8.9.3 C&F Bill Submission

Activity	Maker	Checker	Approver
<b>8.9.1 C&amp;F Bill Receipt</b>			
1) Receive following Bills from C&F <ul style="list-style-type: none"> <li>➤ C&amp;F Rent Bill</li> <li>➤ C&amp;F Stock Transfer Bill</li> <li>➤ Manpower Bill</li> <li>➤ Service Charges etc.</li> </ul>	C&F Agent	SCM Manager	-
<b>8.9.2 Verification of C&amp;F Bill</b>			
1) Cross verify the Bills with Agreement	Logistic In-Charge	SCM Manager	-
2) Match the Billed Quantity with System Quantity	Logistic In-Charge	SCM Manager	-
3) On any discrepancy found, intimate C&F and rectify the issue	Logistic In-Charge	SCM Manager	-
<b>8.9.3 C&amp;F Bill Submission</b>			
1) Approve the Bill and Forward to Finance & Accounts for Payment Processing	Logistic In-Charge	-	SCM Manager
2) Account the bill in software and forward to treasury for payment processing	Accounts Executive	Manager – Finance & Accounts	
3) Advice Accounts on any Debit Note to be raised for respective C&F	Logistic In-Charge	SCM Manager	-

## 8.10 C&F PERFORMANCE EVALUATION



**Sub-process Owner:**

SCM Manager  
Logistic In-Charge

**Departments Involved:**

Logistics

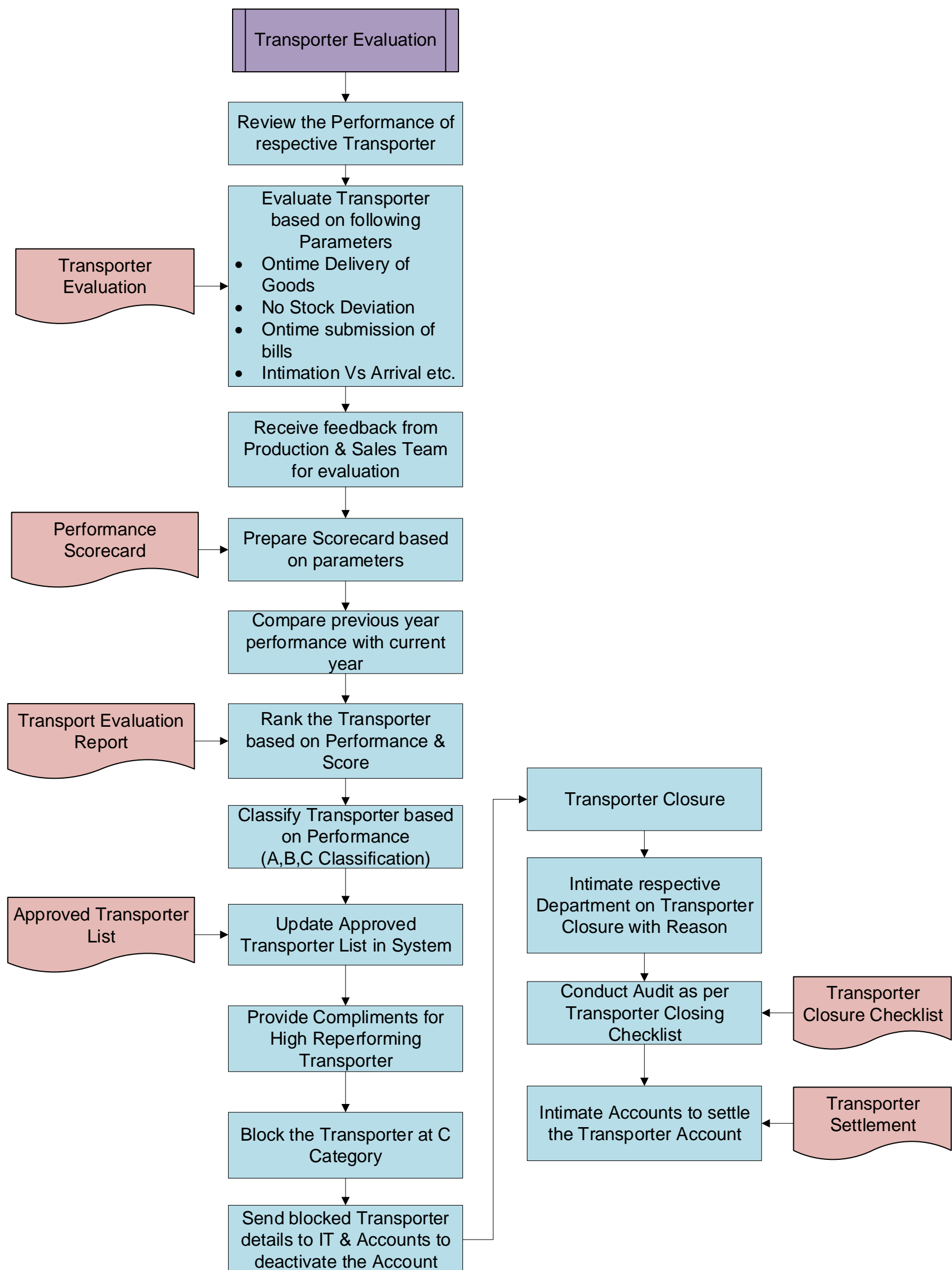
**Key activities:**

- 8.10.1 C&F Evaluation
- 8.10.2 C&F Closure

Activity	Maker	Checker	Approver
<b>8.10.1 C&amp;F Evaluation</b>			
1) Review the Performance of respective C&F	Logistic In-Charge	SCM Manager	-
2) Evaluate C&F based on following Parameters <ul style="list-style-type: none"> <li>➤ Ontime Invoicing of Indent</li> <li>➤ Ontime delivery of FG</li> <li>➤ Stock Accuracy etc.</li> </ul>	Logistic In-Charge	SCM Manager	-
3) Receive feedback from Distributor, RBM/DBM, Warehouse for evaluation	Logistic In-Charge	SCM Manager	-
4) Prepare Scorecard based on parameters	Logistic In-Charge	SCM Manager	-
5) Compare previous year performance with current year	Logistic In-Charge	SCM Manager	-
6) Rank the C&F based on Performance & Score	Logistic In-Charge	SCM Manager	-
7) Classify C&F based on Performance (A, B, C Classification) <ul style="list-style-type: none"> <li>➤ A – High Performance</li> <li>➤ B – Medium Performance</li> <li>➤ C – Low Performance</li> </ul>	Logistic In-Charge	SCM Manager	-
8) Provide Compliments to High Performing C&F Agent	Logistic In-Charge	SCM Manager	-
9) Update Approved C&F Agent List in System	Logistic In-Charge	SCM Manager	-
10) Block the C&F Agent at C Category	Logistic In-Charge	SCM Manager	-
11) Send blocked C&F details to IT & Accounts to deactivate C&F Account	SCM Manager	IT	-
<b>8.10.2 C&amp;F Closure</b>			
1) Intimate Plant, Sales Team, Distributor on C&F closure with reason	Logistic In-Charge	SCM Manager	-

Activity	Maker	Checker	Approver
2) Conduct C&F Audit as per C&F Closing Checklist	Logistic In-Charge	SCM Manager	-
3) Conduct Stock Verification and reconcile with Books	Logistic In-Charge	SCM Manager	-
4) Transfer Stock from C&F Agent to Plant	Logistic In-Charge	SCM Manager	-
5) Intimate Accounts to settle the C&F Account	SCM Manager	Accounts	-

## 8.11 TRANSPORTER PERFORMANCE EVALUATION





**Sub-process Owner:**

SCM Manager  
Logistic In-Charge

**Departments Involved:**

Logistics

**Key activities:**

- 8.11.1 Transporter Evaluation
- 8.11.2 Transporter Closure

Activity	Maker	Checker	Approver
<b>8.11.1 Transporter Evaluation</b>			
1) Review the Performance of respective Transporter	Logistic In-Charge	SCM Manager	-
2) Evaluate Transporter based on following Parameters <ul style="list-style-type: none"> <li>➤ Ontime Delivery of Goods</li> <li>➤ No Stock Deviation</li> <li>➤ Ontime submission of bills</li> <li>➤ Intimation Vs Arrival etc.</li> </ul>	Logistic In-Charge	SCM Manager	-
3) Receive feedback from Production & Sales Team for evaluation	Logistic In-Charge	SCM Manager	-
4) Prepare Scorecard based on parameters	Logistic In-Charge	SCM Manager	-
5) Compare previous year performance with current year	Logistic In-Charge	SCM Manager	-
6) Rank the Transporter based on Performance & Score	Logistic In-Charge	SCM Manager	-
7) Classify Transporter based on Performance (A,B,C Classification) and provide compliments to high performing Transporter	Logistic In-Charge	SCM Manager	-
8) Update Approved Transporter List in System	Logistic In-Charge	SCM Manager	-
9) Block the Transporter at C Category	Logistic In-Charge	SCM Manager	-
10) Send blocked Transporter details to IT & Accounts to deactivate the Account	SCM Manager	IT	-
<b>8.11.2 Transporter Closure</b>			
1) Intimate respective Department on Transporter Closure with Reason	Logistic In-Charge	SCM Manager	-
2) Conduct Audit as per Transporter Closing Checklist	Logistic In-Charge	SCM Manager	-
3) Intimate Accounts to settle the Transporter Account	SCM Manager	Accounts	-