# 4. B. PROCESSING – FIELD CROPS

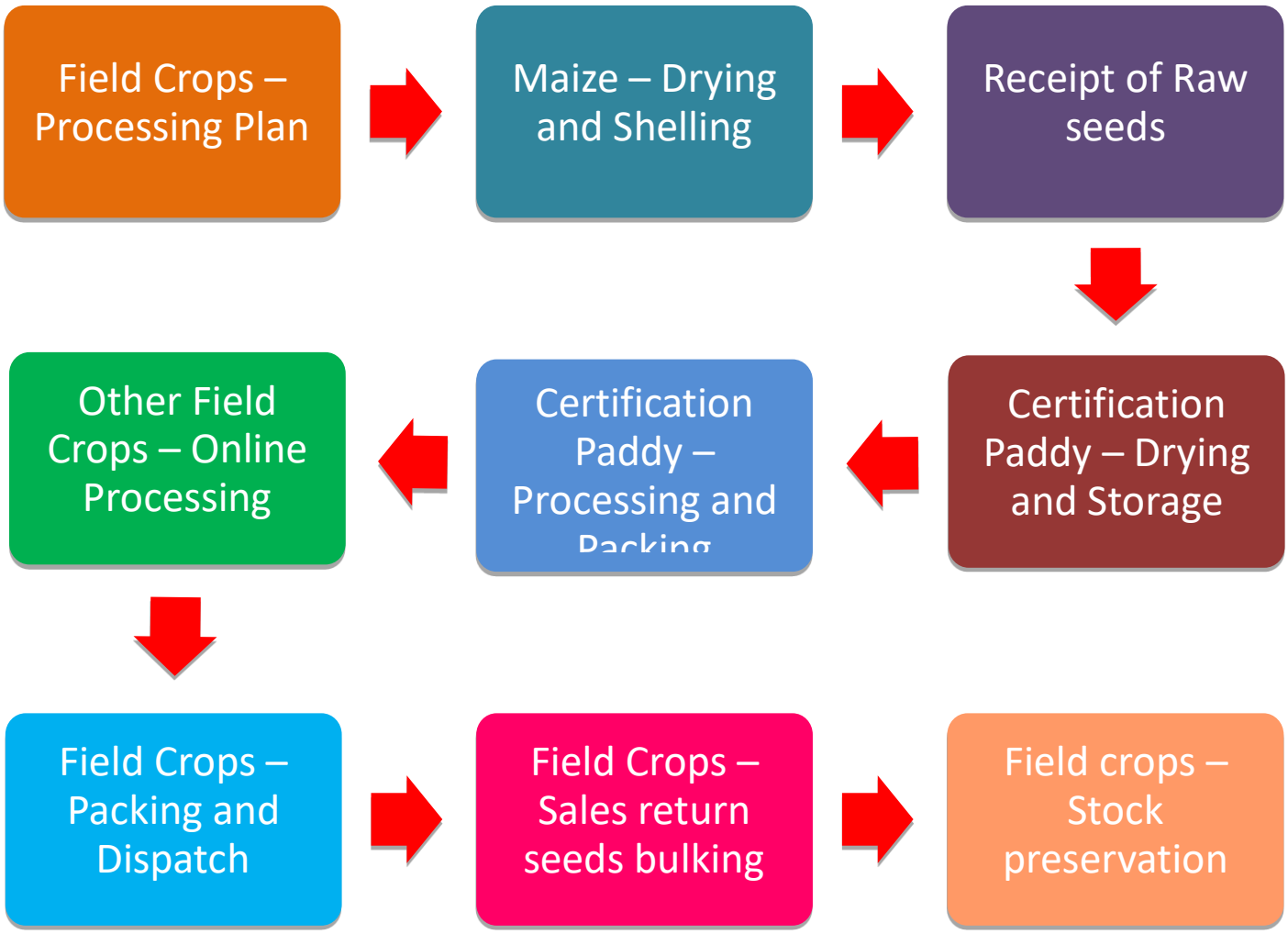
# 4.B PROCESSING – FIELD CROP

## PROCESS SUMMARY

**Objective:**

- Processing of quality hybrid seeds based on the packing requirement
- Timely supply of required quantity with quality seed for hybrid seed sales

**Process Overview:**



## Process beginning:

- Receipt of placement plan from marketing and raw seed arrival plan from production

## Process ending:

- Supply of packed commercial seeds for dispatch

## Key Inputs

| Particulars | From | Document Reference |
|---|---|---|
| Placement plan | Sales & Marketing | S&M/COM/024 |
| Raw seed arrival plan | Hybrid production | PRC/COT/025 |
| Wet cobs/Raw seeds | Hybrid production | - |
| Shelled seeds | Drying unit | - |
| Packing materials | Stores | - |
| Treatment chemicals | Stores | - |

## Key Outputs

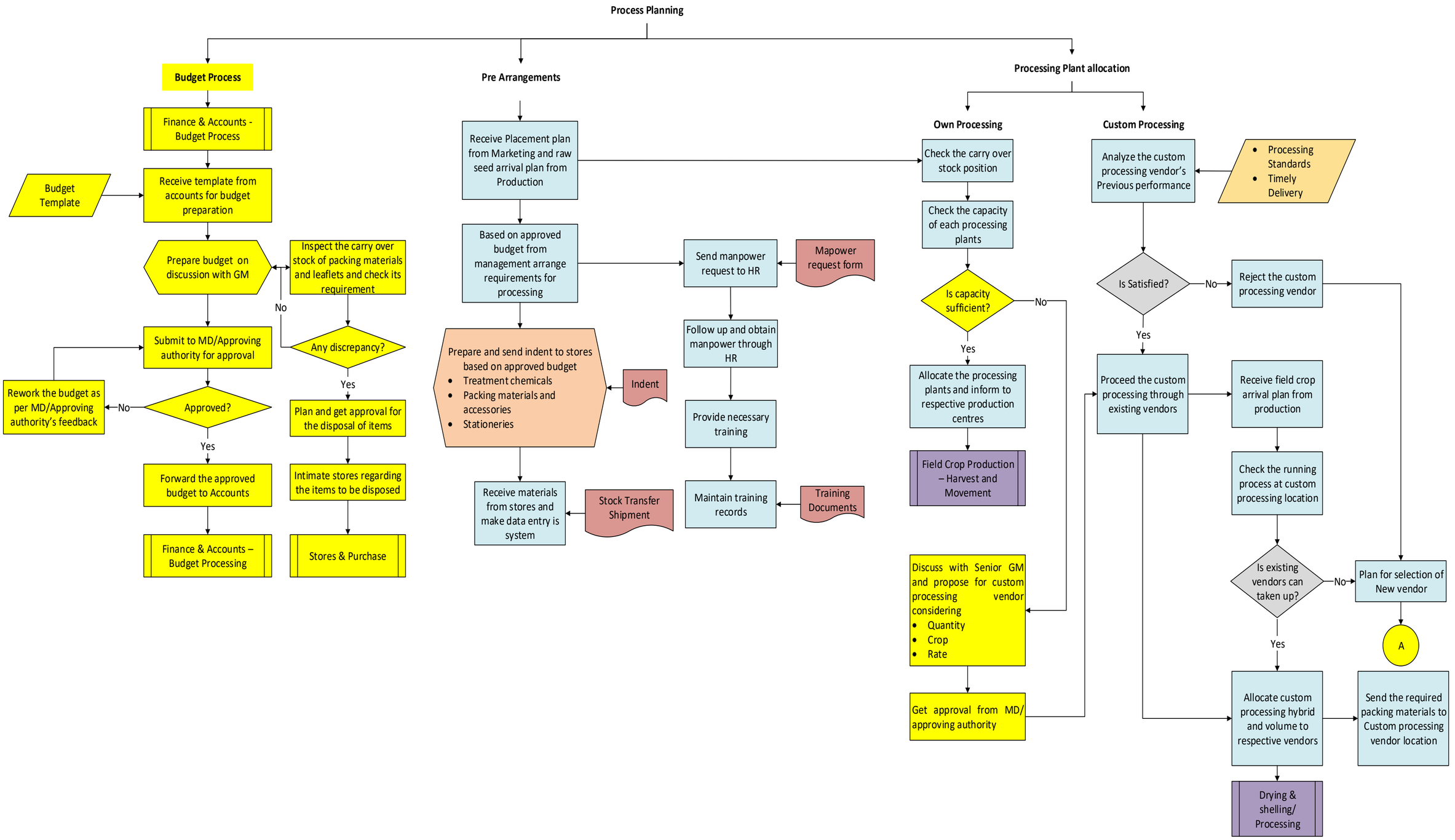
| Particulars | To | Document Reference |
|---|---|---|
| Packed hybrid seeds | C & F/Distributors | - |

## Key Documents / Register / Files

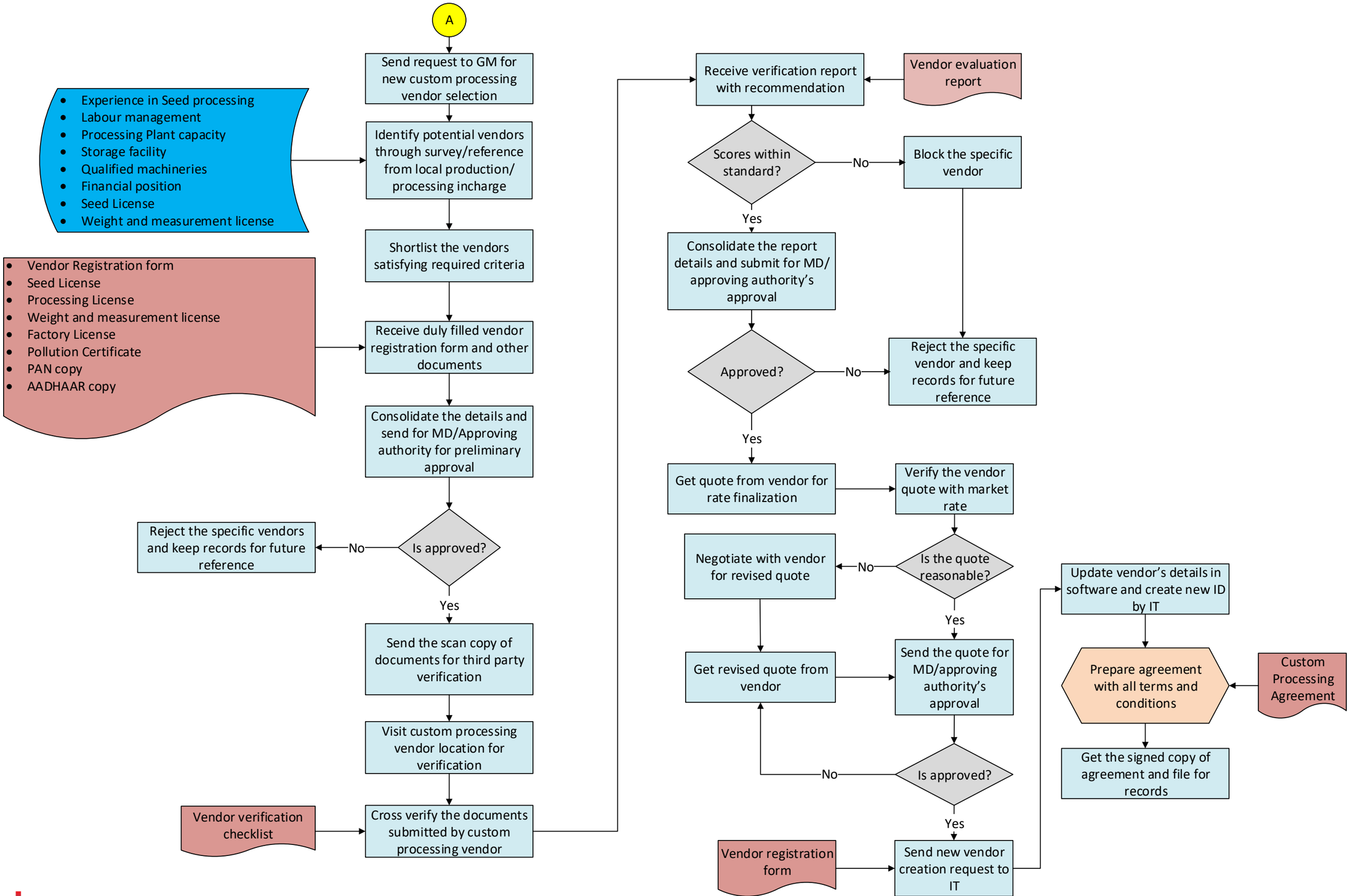
| S no | Document / Register Name | Document Format | Document Reference |
|---|---|---|---|
| 1 | Check weighment book | Pre-printed form | PRC/FCD/001 |
| 2 | Cold storage agreement | Pre-printed form | PRC/FCD/002 |
| 3 | Custom processing agreement - Field Crops | Pre-printed form | PRC/FCD/003 |
| 4 | Dryer Note – Air Position | Manual Register | PRC/FCD/004 |
| 5 | Drying entry report | Manual Register | PRC/FCD/006 |
| 6 | Drying register | Manual Register | PRC/FCD/007 |
| 7 | Gasifier / LPG record | Manual Register | PRC/FCD/008 |
| 8 | Loading sheet | Pre-printed form | PRC/FCD/010 |
| 9 | Online dryer details book | Manual Register | PRC/FCD/011 |
| 10 | Online processing report - Field Crops | Pre-printed form | PRC/FCD/012 |

| S no | Document / Register Name | Document Format | Document Reference |
|---|---|---|---|
| 11 | Packing Report | Software form | PRC/FCD/013 |
| 12 | PR Report | Pre-printed form | PRC/FCD/014 |
| 13 | Shelling register | Manual Register | PRC/FCD/016 |
| 14 | Stack card | Pre-printed form | PRC/FCD/017 |
| 15 | Unloading sheet | Pre-printed form | PRC/FCD/018 |
| 16 | Paddy Movement Advice | Pre-printed form | PDN/FCD/045 |
| 17 | GC transfer list | Software form | QAS/COM/009 |
| 18 | Qc transfer advice | Software form | QAS/COM/024 |
| 19 | Bill of Supply | Software form | GEN/COM/024 |
| 20 | Blower reading | Manual Register | GEN/COM/041 |
| 21 | Cob drying details book | Pre-printed form | GEN/COM/042 |
| 22 | Kapas/FR seed receipt | Software form | GEN/COM/010 |
| 23 | Indent | Excel - Mail | GEN/COM/008 |
| 24 | Inward register | Manual Register | GEN/COM/043 |
| 25 | Material inward advice | Pre-printed form | GEN/COM/011 |
| 26 | Seed Dispatch Note for Field Run Seed | Pre-printed form | GEN/COM/020 |
| 27 | Spraying and Fumigation Register | Manual Register | GEN/COM/022 |
| 28 | Stock Transfer Shipment | Software form | GEN/COM/009 |
| 29 | Vendor advance payment request | Excel | GEN/COM/025 |
| 30 | Vendor evaluation report | Word | GEN/COM/026 |
| 31 | Vendor registration form | Word | GEN/COM/027 |
| 32 | Vendor verification checklist | Excel | GEN/COM/028 |
| 33 | Manpower request form | Pre-printed form | HRM/COM/002 |
| 34 | Custom Processing - Bill of supply | External document | - |
| 35 | Lorry receipt | External document | - |
| 36 | LR copy | External document | - |

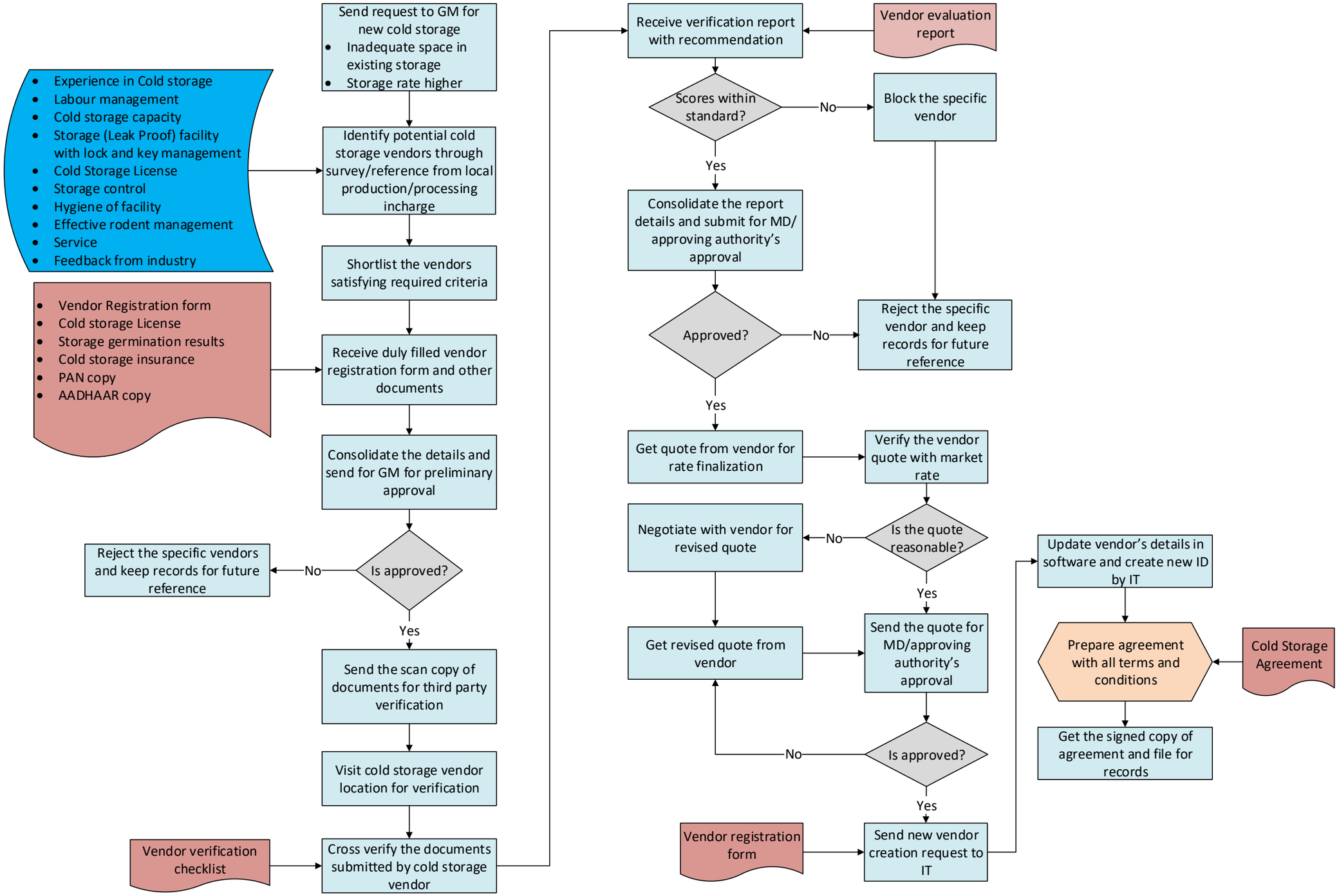
## 4. B.1 FIELD CROP – PROCESSING PLAN



**New custom processing vendor selection process**



**New Cold storage vendor selection process**



**Sub-process Owner:**

Head - FC

**Departments Involved:**

Sales & Marketing
Production
Stores
HR
IT

**Key activities:**

4. B.1.1 Budget Process
4. B.1.2 Pre arrangements
4. B.1.3 Processing plant allocation
4. B.1.4 New custom processing vendor selection
4. B.1.5 New cold storage vendor selection

| Process | Maker | Checker | Approver |
|---|---|---|---|
| **4. B.1.1 Budget Process** | | | |
| 1) Receive template from accounts for budget preparation | Head – FC | | |
| **Carry over packing materials inspection** | | | |
| 2) Inspect the carry over stock of packing materials and leaflets and check its requirement | Manager - Processing | Head – FC | |
| 3) In case of any discrepancy as below then plan for disposal of same<br>• Change of label as per Government norms<br>• Design Change<br>• Hybrid obsolete etc. | Manager - Processing | Head – FC | |
| 4) Submit the details to Senior GM for authorization for disposal | Head – FC | Senior GM - MFG | Senior GM – MFG |
| 5) Inform stores department regarding the items to be disposed based on above factors | Head – FC | Senior GM - MFG | |
| 6) In case of no discrepancy in the carry over stock of packing materials then keep it for current year operations | Manager - Processing | Head – FC | |
| 7) Prepare preliminary budget on discussion with GM for processing department | Head – FC | Senior GM - MFG | |
| 8) Submit the budget to MD/Approving authority's approval | Head – FC | Senior GM - MFG | MD/Approving authority |
| 9) If any rework to be done then make changes in the budget as per the feedback/input given by Md/approving authority | Head – FC | Senior GM - MFG | MD/Approving authority |
| 10) If the budget is approved then forward the approved budget to accounts and keep in records for budget vs actual tracking | Head – FC | Senior GM - MFG | |
| **4. B.1.2 Pre arrangements** | | | |

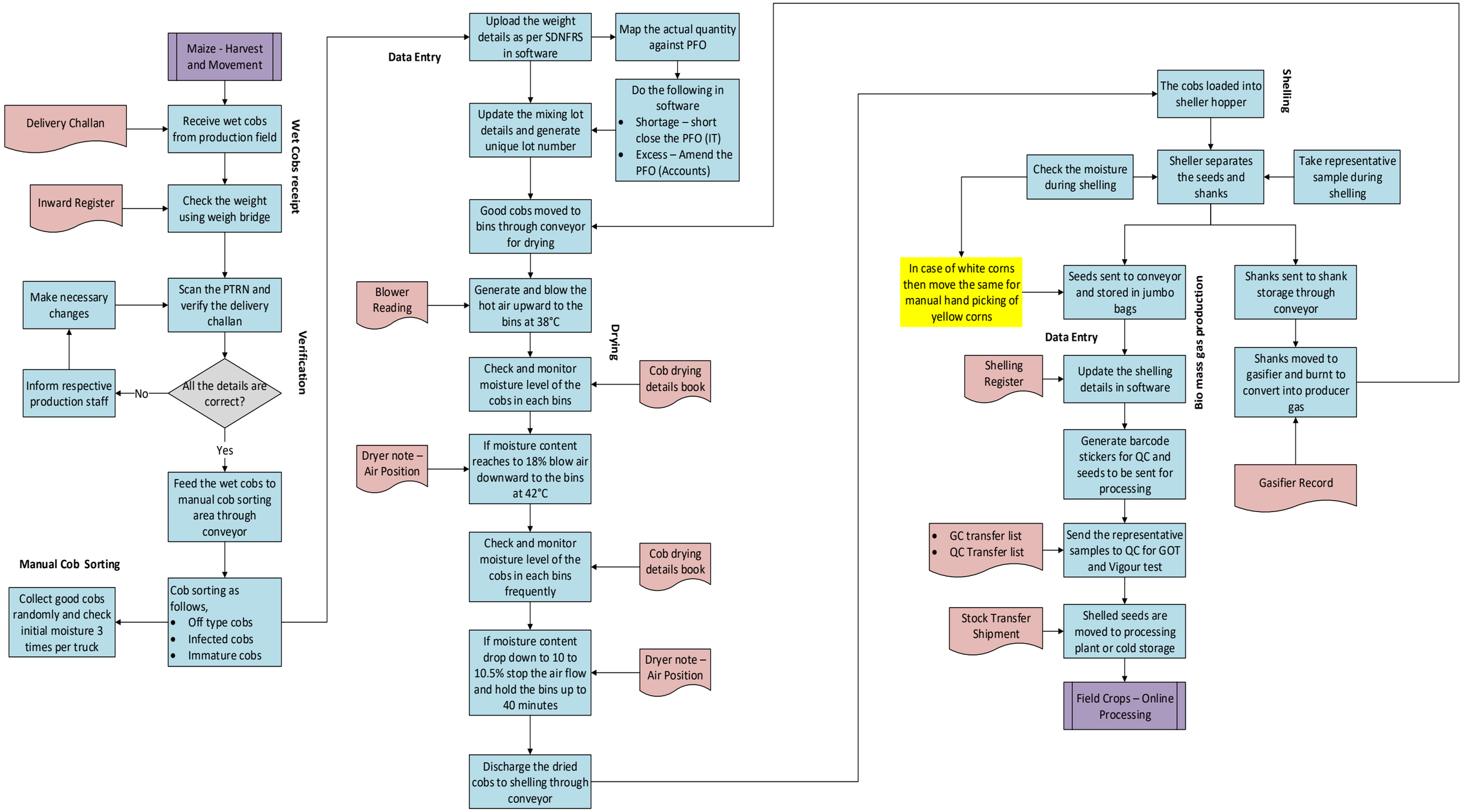
| Process | Maker | Checker | Approver |
|---|---|---|---|
| 1) Receive placement plan from marketing and raw seed arrival plan from production | Manager - Processing | Head – FC/Senior GM - MFG | |
| 2) Based on the budget approved by the management arrange manpower requirement for processing | Manager - Processing | Head – FC/Senior GM - MFG | |
| 3) Follow up and obtain manpower through HR and give necessary training | Manager - Processing | Head – FC/Senior GM - MFG | |
| 4) Prepare indent as given below and send to stores based on approved budget<br>• Treatment chemicals<br>• Packing materials and accessories<br>• Stationeries | Manager - Processing | Head – FC/Senior GM - MFG | |
| 5) Receive the materials from stores and make data entry in the system for stock transfer shipment | Data entry operator | Manager - Processing | |
| **4. B.1.3 Processing plant allocation** | | | |
| **Own Processing** | | | |
| 1) Check the carry over stock position and capacity of each processing plants for quantity allocation based on placement plan and raw seeds arrival plan | Manager - Processing | Head – FC | |
| 2) In case if the capacity is insufficient then discuss with Senior GM and propose for custom processing vendor considering the below,<br>• Quantity<br>• Crop<br>• Rate | Head – FC | Senior GM – MFG | |
| 3) Submit the proposal to MD/Approving authority for approval | Head – FC | Senior GM – MFG | MD/Approving authority |
| 4) After approval proceed with the quantity/crop allocation to respective custom processing vendor | Manager - Processing | Head – FC/Senior GM - MFG | |
| 5) In case the capacity of own processing plants then based on the capacity allocate the processing plants and inform to respective production centers | Manager - Processing | Head – FC/Senior GM - MFG | |
| **Custom Processing** | | | |
| 1) Analyze the custom processing Vendor's based on the previous performance<br>•Processing standards<br>•Timely Delivery | Manager - Processing | Head – FC | |
| 2) In case the vendor did not come across the specific standard, reject the particular custom processing vendor and plan for selection of new vendor | Manager - Processing | Head – FC/Senior GM - MFG | |

| Process | Maker | Checker | Approver |
|---|---|---|---|
| 3) If the existing custom processing vendor's performance is within the standards then check the running process in their location | Manager - Processing | Head – FC/Senior GM - MFG | |
| 4) If the existing vendors not able to take up then plan for selection of new vendor | Manager - Processing | Head – FC/Senior GM - MFG | |
| 5) If the existing vendors can able to take up the custom processing then allocate the crop and volume to respective vendors | Manager - Processing | Head – FC/Senior GM - MFG | |
| 6) Send the required packing materials to respective custom processing vendor locations | Manager - Processing | Head – FC | |
| **4. B.1.4 New custom processing vendor selection** | | | |
| 1) Send request through GM for selection of new customer processing vendor and get approval from MD/approving authority | Head – FC | Senior GM - MFG | MD/Approving authority |
| 2) Identify potential vendor through survey/ reference from local production processing in charge based on<br>• Experience in seed processing<br>• Labour Management<br>• Processing plant capacity<br>• Storage facility<br>• Qualified machineries<br>• Financial position<br>• Seed processing License<br>• Weight and measurement license | Manager - Processing | Head – FC/Senior GM - MFG | |
| 3) Shortlist the potential vendors who satisfy the required criteria | Manager - Processing | Head – FC/Senior GM - MFG | |
| 4) Receive the duly filled vendor registration form and other documents<br>• Vendor registration form<br>• Seed processing license<br>• Weight and measurement license<br>• Factory License<br>• Pollution certificate<br>• PAN copy<br>• AADHAAR copy<br>• Bank pass book copy | Manager - Processing | Head – FC/Senior GM - MFG | |
| 5) Consolidate the details and sent to MD/Approving authority for preliminary approval and send the scan copy documents for third party verification **(for long term process and for short term the third- party verification not required)** | Head - FC | Senior GM - MFG | MD/Approving Authority/ Approving authority |
| 6) In case of no approval reject the specific vendors and keep records for future reference | Head - FC | Senior GM - MFG | |

| Process | Maker | Checker | Approver |
|---|---|---|---|
| 7) Visit custom processing vendor location and cross verify the documents submitted by custom processing vendor | Third party | Manager - Processing | |
| 8) Receive vendor evaluation report with recommendation and check whether the scores are within the standards | Manager - Processing | Senior GM - MFG | |
| 9) In case the scores do not match with the standards then reject the vendor and maintain records for future reference | Manager - Processing | Senior GM - MFG | |
| 10) Consolidate the report details and submit for MD approval | Manager - Processing | Senior GM - MFG | MD/Approving Authority |
| 11) In case of no approval reject the specific vendor and keep records for future reference | Manager - Processing | Senior GM - MFG | |
| 12) Receive quote from vendor for rate finalization | Manager - Processing | Senior GM - MFG | |
| 13) Verify the vendor quote with market rate and check if the rate is reasonable | Manager - Processing | Senior GM - MFG | |
| 14) In case the rate is not reasonable, negotiate the vendor for revised quote | Manager - Processing | Senior GM - MFG | |
| 15) Send the quote for MD/Approving authority's approval and prepare custom processing agreement with all the terms and conditions | Manager - Processing | Senior GM - MFG | MD/Approving Authority |
| 16) Send new vendor creation request to IT | Manager - Processing | Senior GM - MFG | |
| 17) Update vendors details in software and create new ID | IT Executive | Manager - Processing | |
| 18) Receive the signed copy of the agreement and file for records | Manager - Processing | Senior GM - MFG | |
| **4. B.1.5 New Cold storage vendor selection** | | | |
| 1) Send request to GM for selection of new Cold storage vendor | Manager - Processing | Senior GM - MFG | |
| 2) Identify potential vendor through survey/ reference from local production processing in charge based on<br>• Experience in Cold storage<br>• Labour Management<br>• Cold Storage capacity<br>• Storage (Leak Proof) facility with lock and key management<br>• Cold storage license<br>• Storage control<br>• Hygiene of facility<br>• Effective rodent management<br>• Service<br>• Feedback from industry | Manager - Processing | Senior GM - MFG | |
| 3) Shortlist the vendors who satisfy the required criteria | Manager - Processing | Senior GM - MFG | |

| Process | Maker | Checker | Approver |
|---|---|---|---|
| 4) Receive the duly filled vendor registration form and other documents<br>• Vendor registration form<br>• Cold Storage license<br>• Storage germination results<br>• Cold storage insurance<br>• PAN copy<br>• AADHAAR copy | Manager - Processing | Senior GM - MFG | |
| 5) Consolidate the details and sent to GM for preliminary approval and send the scan copy documents for third party verification | Manager - Processing | Senior GM - MFG | |
| 6) In case of no approval reject the specific vendors and keep records for future reference | Manager - Processing | Senior GM - MFG | |
| 7) Visit custom processing vendor location and cross verify the documents submitted by custom processing vendor | Third Party | Manager - Processing | |
| 8) Receive vendor evaluation report with recommendation and check whether the scores are within the standards | Manager - Processing | Senior GM - MFG | |
| 9) In case the scores do not match with the standards then reject the vendor and maintain records for future reference | Manager - Processing | Senior GM - MFG | |
| 10) Consolidate the report details and submit for MD/Approving authority's approval | Manager - Processing | Senior GM - MFG | MD/Approving Authority |
| 11) In case of no approval reject the specific vendor and keep records for future reference | Manager - Processing | Senior GM - MFG | |
| 12) Receive quote from approved vendor for rate finalization | Manager - Processing | Senior GM - MFG | |
| 13) Verify the vendor quote with market rate and check if the rate is reasonable | Manager - Processing | Senior GM - MFG | |
| 14) In case the rate is not reasonable, negotiate the vendor for revised quote | Manager - Processing | Senior GM - MFG | |
| 15) Send the quote for MD/Approving authority's approval and prepare custom processing agreement with all the terms and conditions | Manager - Processing | Senior GM - MFG | MD/Approving Authority |
| 16) Send new vendor creation request to IT department | Manager - Processing | Senior GM - MFG | |
| 17) Update vendors details in software to create new ID | IT - Executive | Manager - Processing | |
| 18) Receive the signed copy of the agreement and file for records | Manager - Processing | Senior GM - MFG | |

# 4. B.2 DRYING AND SHELLING – MAIZE



**Sub-process Owner:**

Manager - Processing

**Departments Involved:**

Production
Processing
QC

**Key activities:**

4. B.2.1 Wet cobs receipt
4. B.2.2 Drying
4. B.2.3 Shelling

| Process | Maker | Checker | Approver |
|---|---|---|---|
| **4. B.2.1 Wet Cobs Receipt** | | | |
| 1) Receive wet cobs from production field through Delivery challan | Unit Supervisor | Assistant Manager/Plant Supervisor | |
| 2) Check the weight using weigh bridge and update the inward register<br>• Date<br>• Truck number<br>• Grower code<br>• Variety<br>• Lot no<br>• Qty in Kg<br>• Cumulative qty<br>• Load weight in Kg<br>• Empty weight in Kg<br>• Net weight<br>• Variation<br>• Moisture | Unit Supervisor | Assistant Manager/Plant Supervisor | |
| 3) Scan the PTRN sticker and verify the delivery challan to ensure all the details are correct | Unit Supervisor | Assistant Manager/Plant Supervisor | |
| 4) In case of deviation inform the respective production staff and make necessary changes | Unit Supervisor | Assistant Manager/Plant Supervisor | |
| 5) Feed the wet cobs to manual cob sorting area through conveyor and sort the following, | Unit Supervisor | Assistant Manager/Pl | |

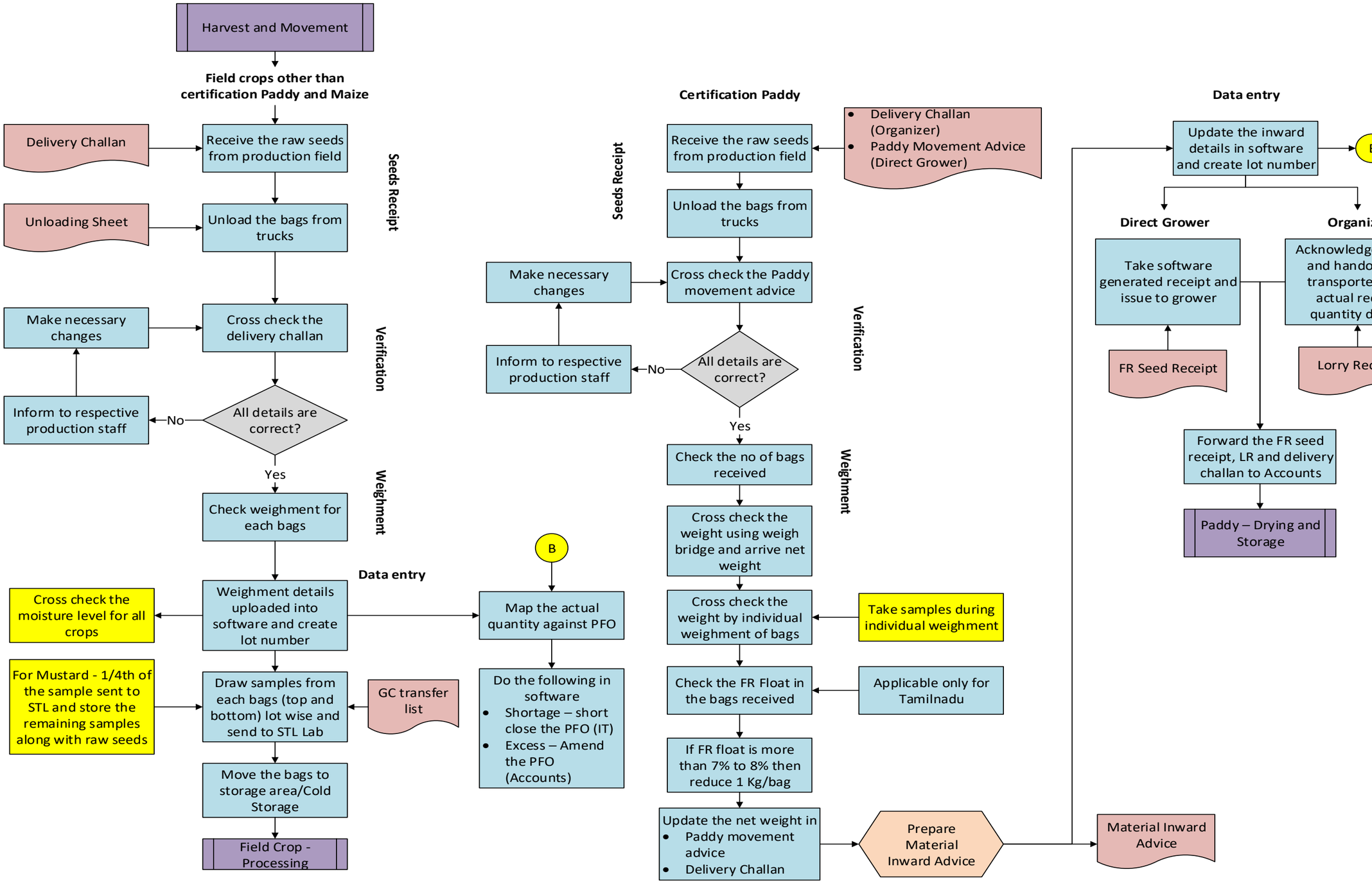
| Process | Maker | Checker | Approver |
|---|---|---|---|
| • Off type cobs<br>• Infected cobs<br>• Immature cobs | | ant Supervisor | |
| 6) Collect the good cobs randomly and check initial moisture 3 times per truck and send for drying through conveyor<br>• Sample No<br>• Sampling date<br>• Sampling time<br>• Moisture<br>• Difference in moisture<br>• Running time<br>• In feeding temperature | Unit Supervisor | Assistant Manager/Plant Supervisor | |
| 7) Upload the weight details in software as per Delivery challan | Data entry operator | Unit supervisor | |
| 8) Map the actual quantity against PFO and do the following in software<br>• Shortage – Short close the PFO (IT)<br>• Excess – Amend the PFO (Accounts) | Data entry operator | Unit supervisor | |
| 9) Update the mixing lot details and generate unique lot number | Data entry operator | Unit supervisor | |
| 10) Ensure good cobs moved to bins through conveyor | Unit Supervisor | Assistant Manager/Plant Supervisor | |
| **4. B.2.2 Drying** | | | |
| 11) Generate and blow the hot air upwards to the bins at 38°C and note the readings in blower reading<br>• Time<br>• Gasifier/LPG<br>• RPM<br>• Frequency<br>• Input current<br>• Output current<br>• Voltage<br>• Unit kwh<br>• Temperature<br>• Water Column – Up/Low | Plant Operators | Unit Supervisor/ Assistant Manager/Plant Supervisor | |
| 12) Check and monitor the moisture level of the cobs in each bins and update in cob drying details book | Plant Operators | Unit Supervisor/ Assistant | |

| Process | Maker | Checker | Approver |
|---|---|---|---|
| | | Manager/Plant Supervisor | |
| 13) If moisture content reaches to 18% blow air downward to the bins at 42°C | Plant Operators | Unit Supervisor/ Assistant Manager/Plant Supervisor | |
| 14) Check and monitor the moisture level of the cob in each bin frequently and update in cob drying details book | Plant Operators | Unit Supervisor/ Assistant Manager/Plant Supervisor | |
| 15) If the moisture content drops down from 10% to 10.5% then stop the air flow and hold the bins up to 40 minutes | Plant Operators | Unit Supervisor/ Assistant Manager/Plant Supervisor | |
| **4. B.2.3 Shelling** | | | |
| 1) Load the cobs into sheller hopper | Plant Operators | Unit Supervisor/ Assistant Manager/Plant Supervisor | |
| 2) Check moisture level during shelling and take representative sample | Plant Operators | Unit Supervisor/ Assistant Manager/Plant Supervisor | |
| 3) Ensure sheller separates the seeds and shanks and are stored separately | Plant Operators | Unit Supervisor/ Assistant Manager/Plant Supervisor | |
| 4) Ensure seeds are sent to conveyor and stored in jumbo bags | Plant Operators | Unit Supervisor/ Assistant Manager/Plant Supervisor | |

| Process | Maker | Checker | Approver |
|---|---|---|---|
| 5) In case for white corns hand pick the yellow seeds | Plant Operators | Unit Supervisor/ Assistant Manager/Plant Supervisor | |
| 6) Handpicked yellow seeds to be treated as rejected and can be stored for secondary sales | Plant Operators | Unit Supervisor/ Assistant Manager/Plant Supervisor | |
| 7) Update the shelling details in software<br>• Date<br>• Shift<br>• Bin No<br>• Variety<br>• Moisture<br>• Lot No<br>• Wet Cob DC Qty<br>• Wet Cob AC Qty<br>• Shelled seed Qty<br>• Seed Recovery<br>• No of Bags<br>• Sample sent date | Data entry operator | Unit Supervisor/ Assistant Manager/Plant Supervisor | |
| 8) Generate barcode stickers for QC samples and for seeds to be sent to processing plants | Data entry operator | Unit Supervisor/ Assistant Manager/Plant Supervisor | |
| 9) Send the representative samples to QC for germination and vigour test | Unit Supervisor | Assistant Manager/Plant Supervisor | |
| 10) Move the seeds to processing plant or cold storage through stock transfer shipment | Unit Supervisor | Assistant Manager/Plant Supervisor | |
| 11) Send shanks to shank storage through conveyor | Unit Supervisor | Assistant Manager/Plant Supervisor | |

| Process | Maker | Checker | Approver |
|---|---|---|---|
| 12) Burn the shanks in gasifier to convert them to producer gas and update the details in gasifier record<br>• Date<br>• Shift<br>• Starting time<br>• Stop time<br>• Running hours<br>• Output temperature<br>• Stopped reason<br>• Operator name | Unit Supervisor | Assistant Manager/Plant Supervisor | |

## 4. B.3 RECEIPT OF RAW SEEDS



**Sub-process Owner:**

Processing Manager

**Departments Involved:**

Production
Processing
QC

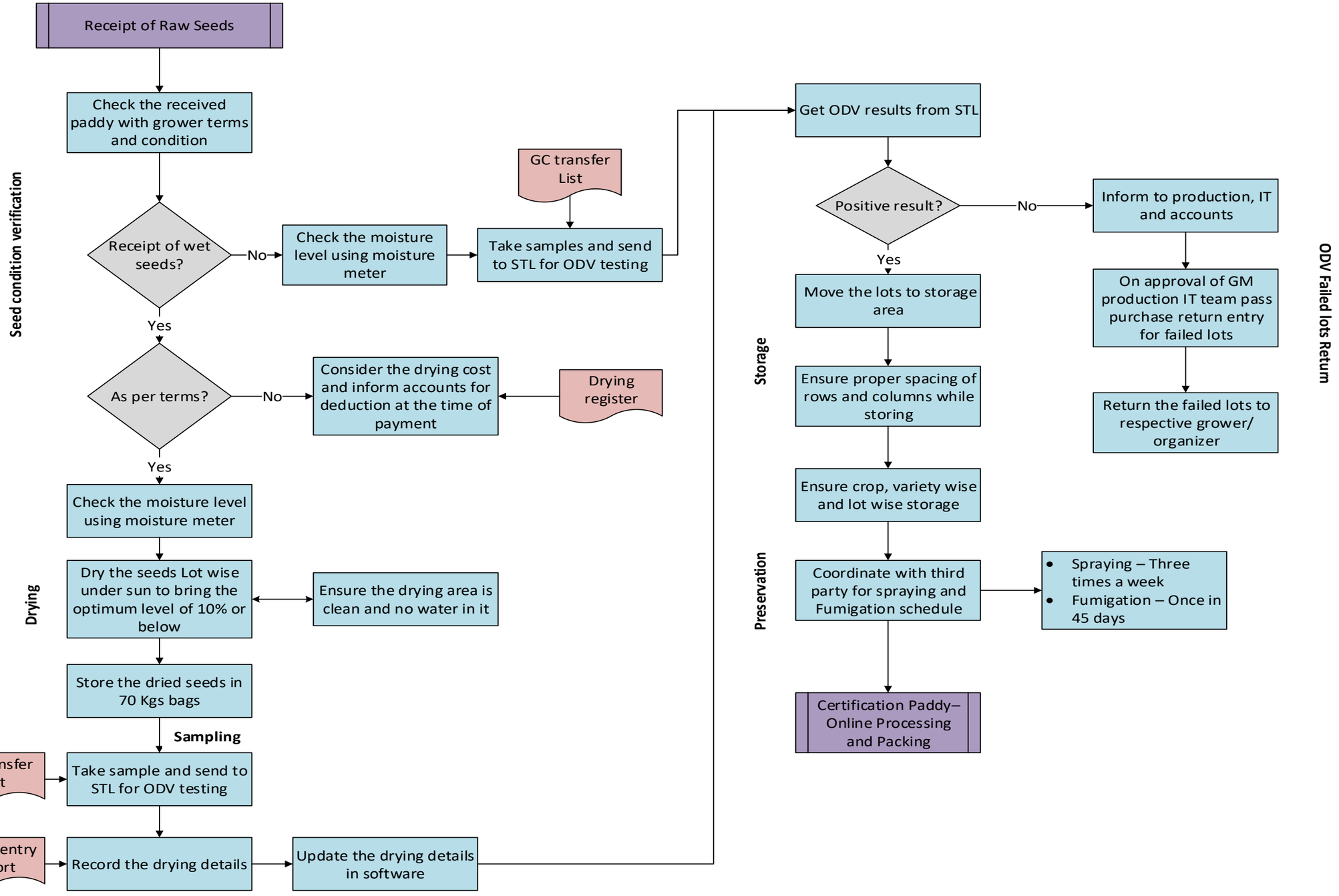
**Key activities:**

4. B.3.1 Receipt of raw seeds other than certification paddy
4. B.3.2 Receipt of raw seeds – certification paddy

| Process | Maker | Checker | Approver |
|---|---|---|---|
| **4. B.3.1 Field crop other than certification paddy** | | | |
| 1) Receive the raw seeds other than paddy and maize from field | Plant Supervisor | Manager - Processing | |
| 2) Unload the bags from trucks and update the unloading sheet | Labours | Assistant Manager/Plant Supervisor | |
| 3) Check all the details in delivery challan are correct | Plant Supervisor | Manager - Processing | |
| 4) In case of deviation in delivery challan then inform to respective production staff and make necessary changes | Plant Supervisor | Manager - Processing | |
| 5) If all details are correct then check weighment for each bags | Plant Supervisor | Manager - Processing | |
| 6) Cross check the moisture level for all crops | Plant Supervisor | Manager - Processing | |
| 7) Data entry the weighment details in the software and create lot number | Data entry operator | Manager - Processing | |
| 8) Map the actual quantity against PFO and update the following in software<br>• Shortage – Short close the PFO (IT)<br>• Excess – Amend the PFO (Accounts) | Data entry operator | Manager - Processing | |
| 9) Draw samples from each bag in lot wise (Top to bottom) and send the samples to STL lab | Plant Supervisor | Manager - Processing | |
| 10) For Mustard - 1/4th of the sample to be sent to STL and store the remaining samples along with raw seeds | Plant Supervisor | Manager - Processing | |
| 11) Move the bags to storage area | Labours | Plant Supervisor | |
| **4. B.3.2 Receipt of Raw seeds - Certification paddy** | | | |
| 1) Receive the raw seeds from production field through,<br>• Seeds dispatch note for field run seed (organizer)<br>• Paddy movement advice (Direct grower) | Plant Supervisor | Manager - Processing | |

| Process | Maker | Checker | Approver |
|---|---|---|---|
| 2) Unload the bags from trucks and verify the paddy movement advice | Labours | Plant Supervisor | |
| 3) In case of deviation in the paddy movement advice inform the respective production, staff and make necessary changes | Plant Supervisor | Manager - Processing | |
| 4) Check the number of bags received and check the weight using weigh bridge and arrive net weight | Plant Supervisor | Manager - Processing | |
| 5) Cross check the weight by individual weighment of bags | Plant Supervisor | Manager - Processing | |
| 6) Take samples during individual weighment | Plant Supervisor | Manager - Processing | |
| 7) Check the FR float (applicable only for Tamil Nadu) in the bags received | Plant Supervisor | Manager - Processing | |
| 8) If FR float is more than 7 % to 8% then reduce 1 kg per bag and update the net weight in<br>• Paddy movement advice<br>• Delivery Challan | Plant Supervisor | Manager - Processing | |
| 9) Prepare the Material inward advice and data entry the inward details in software and create lot number | Data entry operator | Plant Supervisor | |
| 10) In case of direct grower take the software generated FR seed receipt and issue to the grower | Data entry operator | Plant Supervisor | |
| 11) In case of organizer, acknowledge the Lorry Receipt and handover to transporter with actual receipt quantity details | Plant Supervisor | Manager - Processing | |
| 12) Forward the FR seed receipt, lorry receipt and delivery challan to accounts | Plant Supervisor | Manager - Processing | |

## 4. B.4 CERTIFICATION PADDY – DRYING AND STORAGE



**Sub-process Owner:**

Processing Manager

**Departments Involved:**

Processing
QC
Accounts
IT

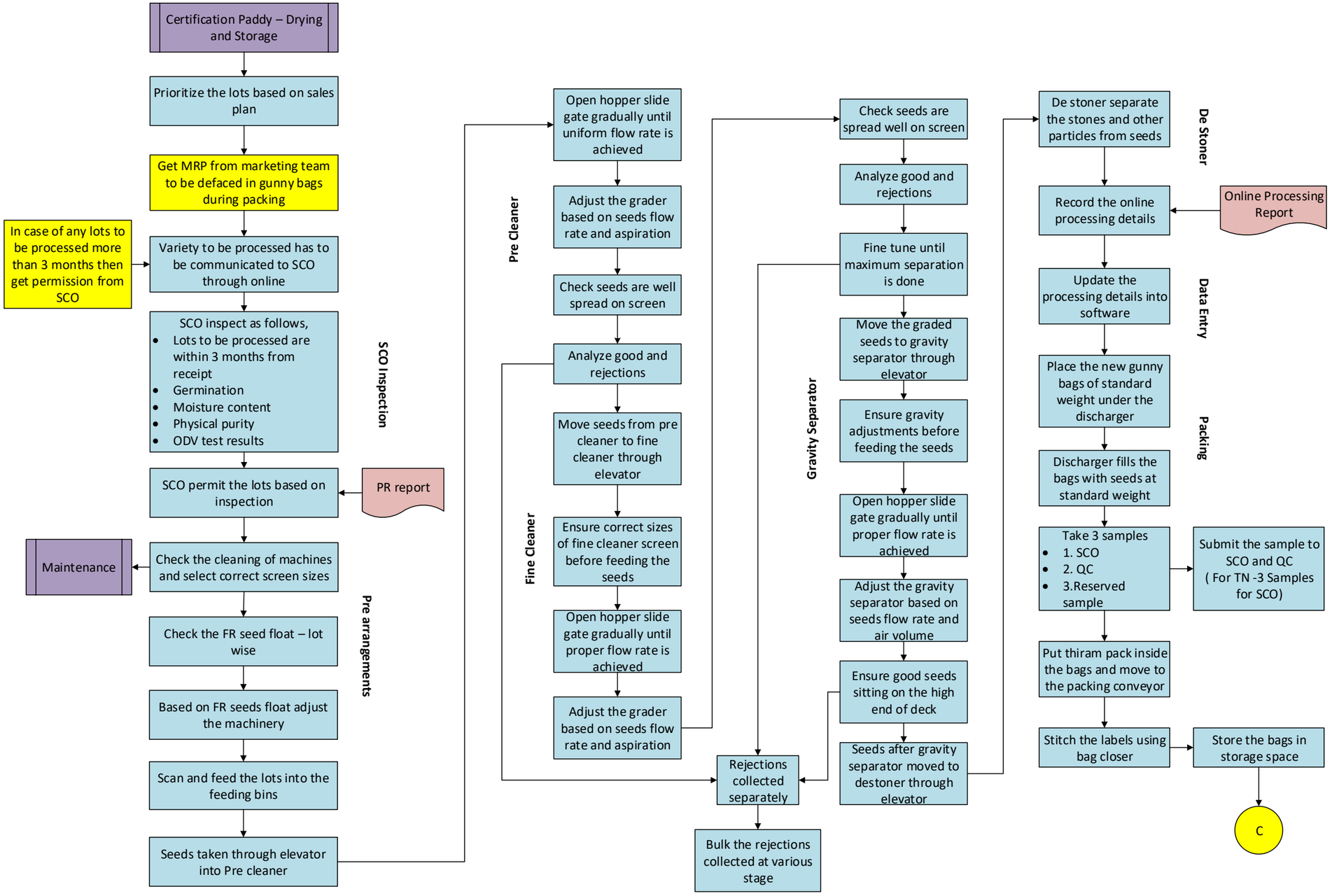
**Key activities:**

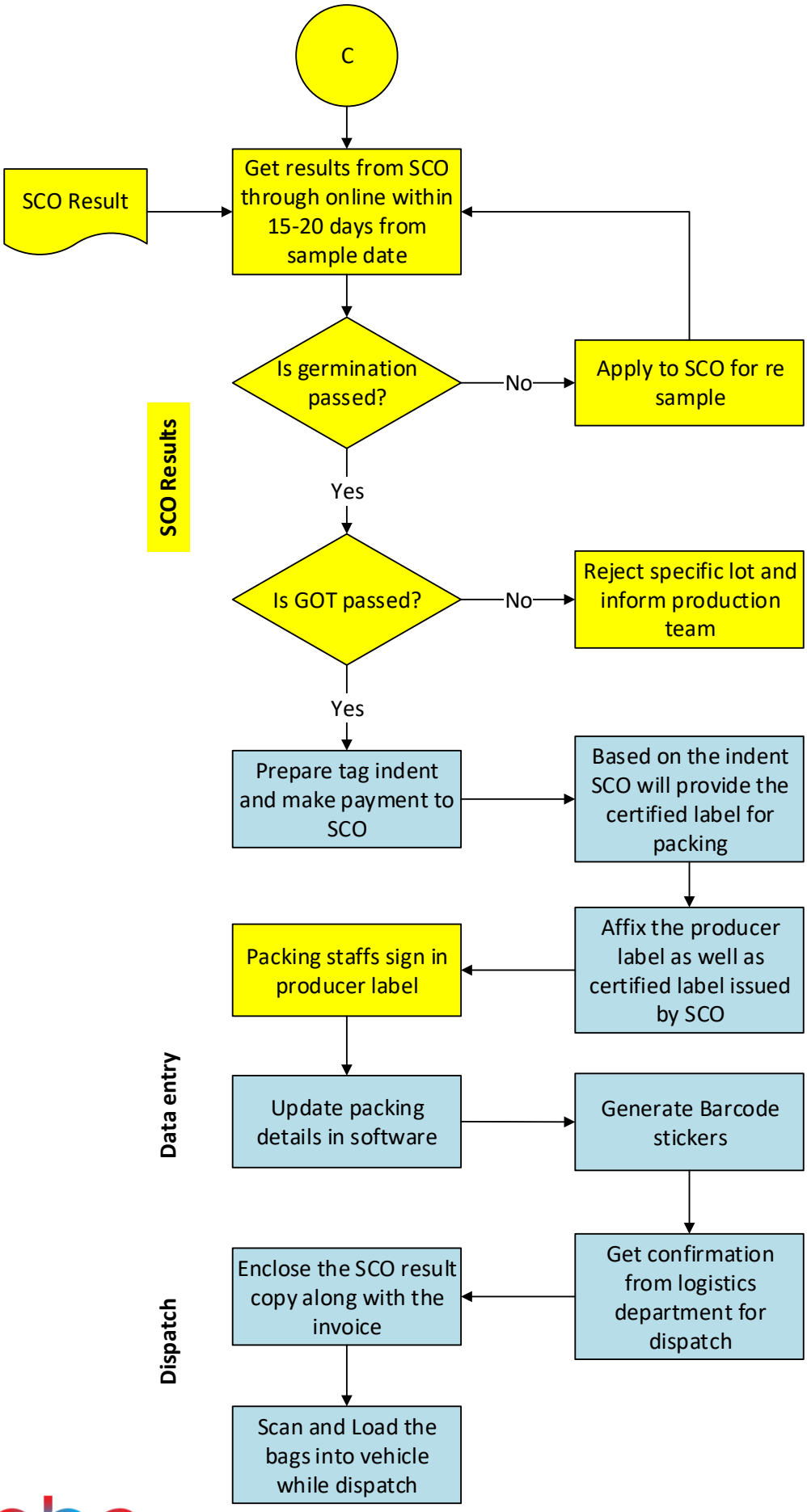
4. B.4.1 Verification
4. B.4.2 Drying
4. B.4.3 Storage and preservation

| Process | Maker | Checker | Approver |
|---|---|---|---|
| **4. B.4.1 Verification** | | | |
| 1) Check the received paddy with grower terms and conditions | Assistant Manager/Plant Supervisor | Manager – Processing | |
| 2) If the seeds are received as dry stage then check the moisture level using moisture meter | Assistant Manager/Plant Supervisor | Manager – Processing | |
| 3) Take samples from the dry seeds and send to STL for ODV test | Assistant Manager/Plant Supervisor | Manager – Processing | |
| 4) If the seeds are received in wet condition then check the moisture level using moisture meter and move the seeds for drying | Assistant Manager/Plant Supervisor | Manager – Processing | |
| 5) In case of seeds are not found as per the terms and conditions then consider the drying cost and inform accounts for deduction at the time of payment | Assistant Manager/Plant Supervisor | Manager – Processing | |
| **4. B.4.2 Drying** | | | |
| 1) Ensure the drying area is clean and dry the seeds lot wise in sun to bring the moisture level of 10% or below | Assistant Manager/Plant | Manager – Processing | |

| Process | Maker | Checker | Approver |
|---|---|---|---|
| | Supervisor/ Labours | | |
| 2) Store the dried seeds in 70 Kg bags and send sample to STL for ODV testing | Labours | Assistant Manager/Plant Supervisor | |
| 3) Update the drying details in software | Data entry operator | Assistant Manager/Plant Supervisor | |
| 4) Get the ODV results from STL and check whether the result is positive | Assistant Manager/Plant Supervisor | Manager – Processing | |
| 5) Inform the production, IT and accounts if the ODV result is not positive | Assistant Manager/Plant Supervisor | Manager – Processing | |
| 6) Pass purchase return entry for failed lots by IT team and return the lots to the concern grower/organizer on the approval of GM production | IT - Executive | Manager – Processing | |
| 7) Move the positive lots to storage area | Labours | Assistant Manager/Plant Supervisor | |
| **4. B.4.3 Storage and Preservation** | | | |
| 1) Ensure the storage area is maintained with proper spacing of rows and columns | Assistant Manager/Plant Supervisor | Manager – Processing | |
| 2) Ensure the crop is stored based on the variety wise and lot wise storage | Assistant Manager/Plant Supervisor | Manager – Processing | |
| 3) Coordinate the third party for spraying and fumigation schedule as follows<br>• Spraying – Three times a week<br>• Fumigation – Once in 45 days | Assistant Manager/Plant Supervisor | Manager – Processing | |

# 4. B.5 CERTIFICATION PADDY – ONLINE PROCESSING AND PACKING




C
SCO Result
Get results from SCO through online within 15-20 days from sample date
SCO Results
Is germination passed?
No
Apply to SCO for re sample
Yes
Is GOT passed?
No
Reject specific lot and inform production team
Yes
Prepare tag indent and make payment to SCO
Based on the indent SCO will provide the certified label for packing
Affix the producer label as well as certified label issued by SCO
Packing staffs sign in producer label
Data entry
Update packing details in software
Generate Barcode stickers
Get confirmation from logistics department for dispatch
Dispatch
Enclose the SCO result copy along with the invoice
Scan and Load the bags into vehicle while dispatch

**Sub-process Owner:**

Processing Manager

**Departments Involved:**

Processing

**Key activities:**

4. B.5.1 SCO Inspection
4. B.5.2 Prearrangements
4. B.5.3 Pre-Cleaner/Fine Cleaner
4. B.5.4 Gravity separator/Destoner
4. B.5.5 Packing

| Process | Maker | Checker | Approver |
|---|---|---|---|
| **4. B.5.1 SCO Inspection** | | | |
| 1) Prioritize the lots based on sales plan | Plant Supervisor | Manager – Processing | |
| 2) Get MRP from marketing team to be defaced in gunny bags during packing | Manager – Processing | Head – Commercial & PS (TN) | |
| 3) Communicate to SCO to inspect and permit the process of variety as follows:<br>• Lots to be processed are within 3 months from receipt<br>• Moisture content<br>• Physical purity<br>• ODV test results | Assistant Manager/Plant Supervisor/ Plant Supervisor | Manager – Processing | |
| 4) In case of any lots to be processed more than 3 months then get permission from SCO before processing | Assistant Manager/Plant Supervisor | Manager – Processing | |
| **4. B.5.2 Pre-arrangements** | | | |
| 1) Check the cleaning of machines and select correct screen size | Assistant Manager/Plant Supervisor | Manager – Processing | |
| 2) Check FR seed float – lot wise and adjust the machine | Assistant Manager/Plant Supervisor | Manager – Processing | |

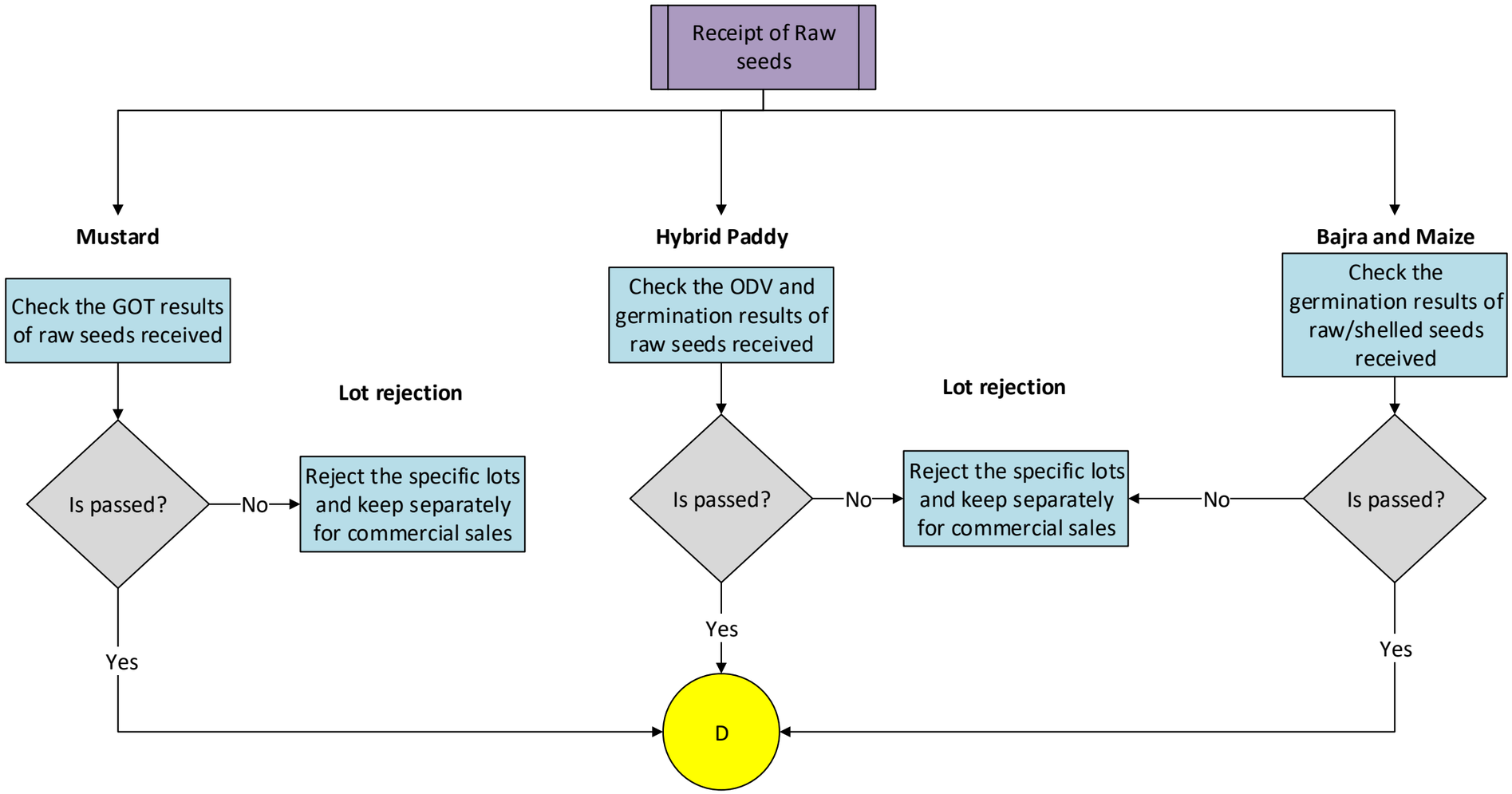
| Process | Maker | Checker | Approver |
|---|---|---|---|
| 3) Scan and feed the lots into the feeding bins | Plant Assistants | Assistant Manager/Plant Supervisor | |
| 4) Move the seeds to pre-cleaner through elevator | Plant Assistants | Assistant Manager/Plant Supervisor | |
| **4. B.5.3 Pre-Cleaner/Fine Cleaner** | | | |
| 1) Open hopper slide gate gradually until uniform flow rate is achieved | Plant Assistants | Assistant Manager/Plant Supervisor | |
| 2) Adjust the grader based on seeds flow rate and aspiration and ensure the seeds are well spread on the screen to analyze good and rejections | Plant Assistants | Assistant Manager/Plant Supervisor | |
| 3) Rejections are collected separately at various stages | Plant Assistants | Assistant Manager/Plant Supervisor | |
| 4) Move the seeds from pre-cleaner to fine cleaner through elevator and ensure correct sizes of fine cleaner screen before feeding the seeds | Plant Assistants | Assistant Manager/Plant Supervisor | |
| 5) Open hopper slide gate gradually until proper flow rate is achieved | Plant Assistants | Assistant Manager/Plant Supervisor | |
| 6) Adjust the grader based on seeds flow rate and aspiration and ensure the seeds are well spread on the screen to analyze good and rejections | Plant Assistants | Assistant Manager/Plant Supervisor | |
| 7) Fine tune until maximum separation is done and move the seeds to gravity separator through elevator | Plant Assistants | Assistant Manager/Plant Supervisor | |

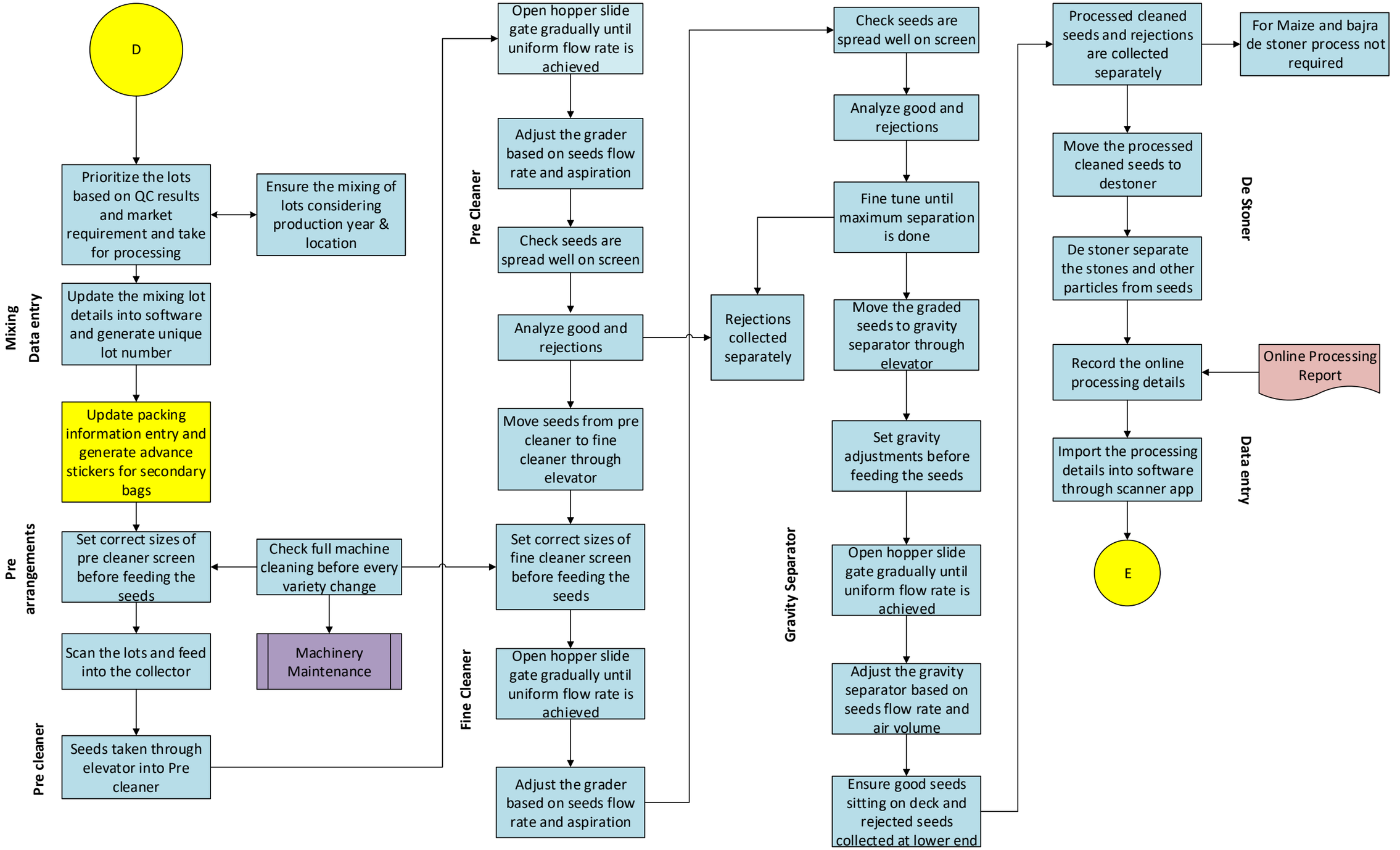
| Process | Maker | Checker | Approver |
|---|---|---|---|
| **4. B.5.4 Gravity Separator and Destoner** | | | |
| 1) Check gravity adjustments before feeding the seeds | Plant Assistants | Assistant Manager/Plant Supervisor | |
| 2) Open hopper slide gate gradually until proper flow rate is achieved | Plant Assistants | Assistant Manager/Plant Supervisor | |
| 3) Adjust the gravity separator based on seeds flow rate and air volume | Plant Assistants | Assistant Manager/Plant Supervisor | |
| 4) Ensure good seeds sitting on the high end of deck and seeds after gravity separator moved to de stoner through elevator | Plant Assistants | Assistant Manager/Plant Supervisor | |
| 5) De stoner separates the stone and other particles from seeds | Plant Assistants | Assistant Manager/Plant Supervisor | |
| 6) Record the processing details in processing report | Plant Assistants | Assistant Manager/Plant Supervisor | |
| 7) Import the processing details into software through scanner app | Data entry operator | Assistant Manager/Plant Supervisor | |
| **4. B.5.5 Packing and dispatch** | | | |
| 1) Place the new gunny bag under the discharger and ensure discharger fills the bags with seeds at the standard weight | Plant Assistants | Assistant Manager/Plant Supervisor | |
| 2) Submit the sample to SCO and QC by taking samples from SCO, QC and Reserved sample (For TN – 3 samples for SCO) | Assistant Manager/Pl | Manager - Processing | |

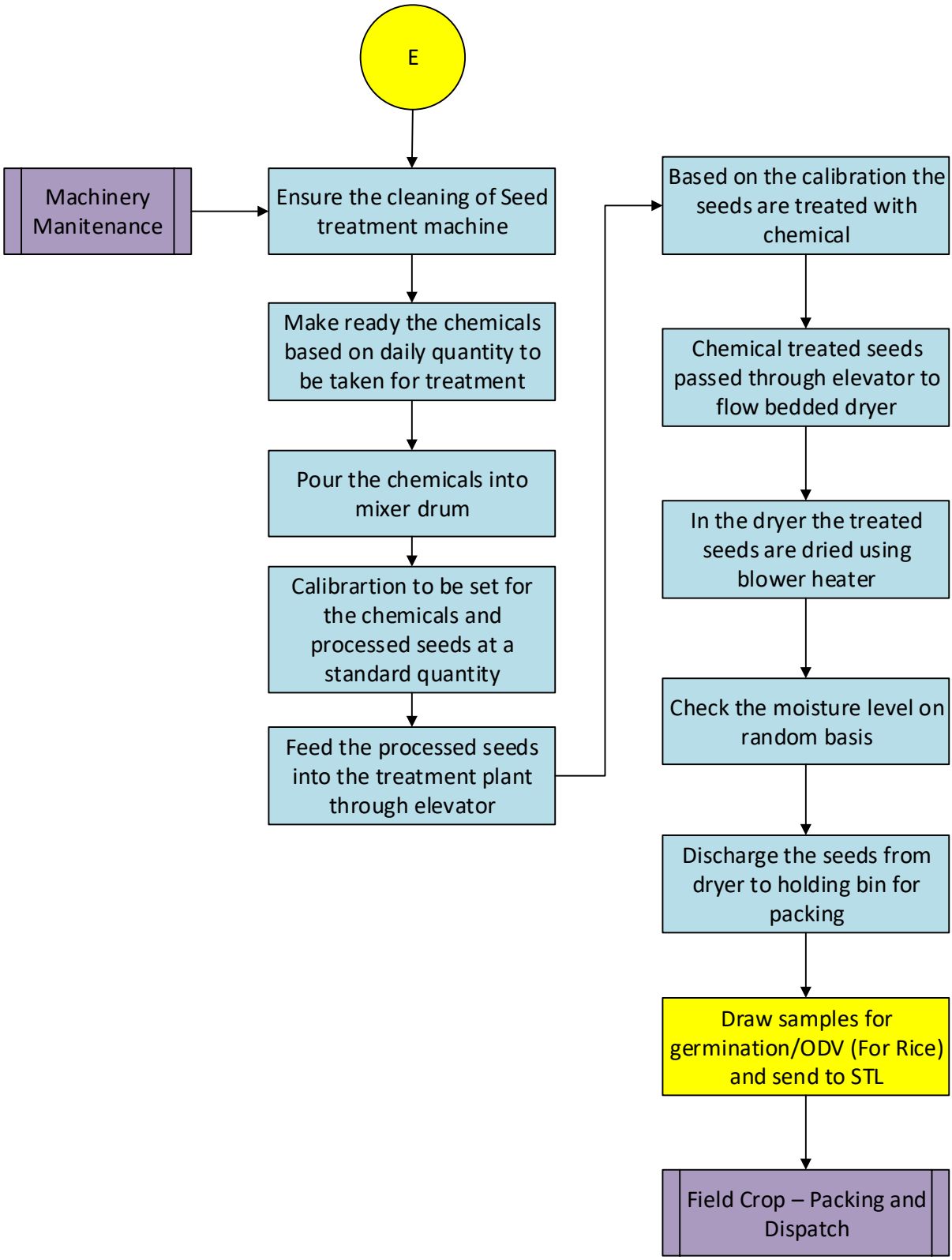
| Process | Maker | Checker | Approver |
|---|---|---|---|
| | ant Supervisor | | |
| 3) Put thiram pack inside the bags and move to the packing conveyor | Plant Assistants | Assistant Manager/Plant Supervisor | |
| 4) Stitch the labels using bag closer and store the bags in storage area | Plant Assistants | Assistant Manager/Plant Supervisor | |
| 5) Get results from SCO through Online portal within 15-20 days from the date of sample | Assistant Manager/Plant Supervisor | Manager - Processing | |
| 6) In case germination not passed as per SCO then apply to SCO for re sample and get results | Assistant Manager/Plant Supervisor | Manager - Processing | |
| 7) In case if GOT is not passed as per SCO then reject specific lots and inform to production team | Assistant Manager/Plant Supervisor | Manager - Processing | |
| 8) If germination and GOT passed then prepare tag indent and make payment to SCO for getting certified label | Assistant Manager/Plant Supervisor | Manager - Processing | |
| 9) Receive certified label from SCO and affix the same along with producer label in the packed bags (GOT Passed lots) | Assistant Manager/Plant Supervisor/ Plant assistants | Manager - Processing | |
| 10) Packing staffs sign in the producer label and deface the MRP given by marketing team | Packing assistants | Assistant Manager/Plant Supervisor | |

| Process | Maker | Checker | Approver |
|---|---|---|---|
| 11) Update the packing details into software through scanner app and generate Barcode stickers for the packed bags | Data entry operator | Assistant Manager/Plant Supervisor | |
| 12) Get confirmation from logistics department for transport arrangement for dispatch | Assistant Manager/Plant Supervisor | Manager - Processing | |
| 13) Enclose the SCO result along with the invoice during dispatch | Assistant Manager/Plant Supervisor | Manager - Processing | |
| 14) Scan the bags before loading into vehicle during dispatch | Plant assistants | Assistant Manager/Plant Supervisor | |

## 4. B.6 FIELD CROPS – ONLINE PROCESSING (EXCLUDING PADDY)




D
Mixing
Data entry
Prioritize the lots based on QC results and market requirement and take for processing
Ensure the mixing of lots considering production year & location
Update the mixing lot details into software and generate unique lot number
Update packing information entry and generate advance stickers for secondary bags
Pre arrangements
Set correct sizes of pre cleaner screen before feeding the seeds
Check full machine cleaning before every variety change
Machinery Maintenance
Scan the lots and feed into the collector
Pre cleaner
Seeds taken through elevator into Pre cleaner
Pre Cleaner
Open hopper slide gate gradually until uniform flow rate is achieved
Adjust the grader based on seeds flow rate and aspiration
Check seeds are spread well on screen
Analyze good and rejections
Move seeds from pre cleaner to fine cleaner through elevator
Rejections collected separately
Fine Cleaner
Set correct sizes of fine cleaner screen before feeding the seeds
Open hopper slide gate gradually until uniform flow rate is achieved
Adjust the grader based on seeds flow rate and aspiration
Check seeds are spread well on screen
Analyze good and rejections
Fine tune until maximum separation is done
Move the graded seeds to gravity separator through elevator
Set gravity adjustments before feeding the seeds
Gravity Separator
Open hopper slide gate gradually until uniform flow rate is achieved
Adjust the gravity separator based on seeds flow rate and air volume
Ensure good seeds sitting on deck and rejected seeds collected at lower end
Processed cleaned seeds and rejections are collected separately
For Maize and bajra de stoner process not required
De Stoner
Move the processed cleaned seeds to destoner
De stoner separate the stones and other particles from seeds
Record the online processing details
Online Processing Report
Data entry
Import the processing details into software through scanner app
E


E
Machinery Manitenance
Ensure the cleaning of Seed treatment machine
Make ready the chemicals based on daily quantity to be taken for treatment
Pour the chemicals into mixer drum
Calibrartion to be set for the chemicals and processed seeds at a standard quantity
Feed the processed seeds into the treatment plant through elevator
Based on the calibration the seeds are treated with chemical
Chemical treated seeds passed through elevator to flow bedded dryer
In the dryer the treated seeds are dried using blower heater
Check the moisture level on random basis
Discharge the seeds from dryer to holding bin for packing
Draw samples for germination/ODV (For Rice) and send to STL
Field Crop – Packing and Dispatch

**Sub-process Owner:**
Processing Manager

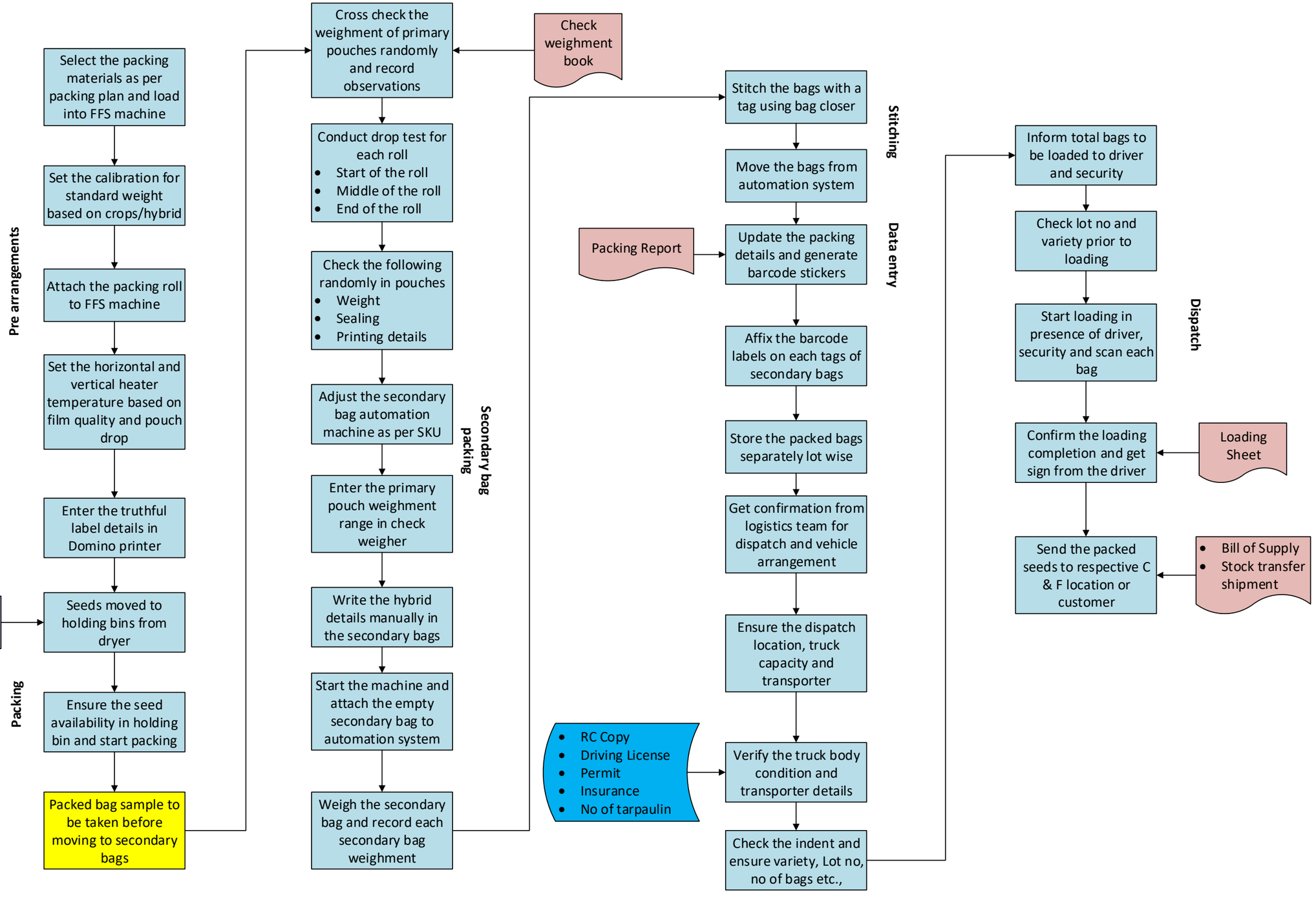
**Departments Involved:**
Processing
QC

**Key activities:**
4. B.6.1 Quality results checking
4. B.6.2 Pre-cleaner/Fine cleaner
4. B.6.3 Gravity separator/De stoner
4. B.6.4 Seed treatment process

| Process | Maker | Checker | Approver |
|---|---|---|---|
| **4. B.6.1 Quality results checking** | | | |
| 1) Check the quality results of raw seeds<br>• Mustard – GOT<br>• Hybrid Paddy – ODV and germination<br>• Bajra and Maize – Germination | Plant Supervisor | Manager - Processing | |
| 2) In case of failure, reject the particular lot and keep separately for commercial sales | Plant Supervisor | Manager - Processing | |
| **4. B.6.2 Pre-Cleaner/Fine Cleaner** | | | |
| 1) Check for the pass result and prioritize the lots based on QC results and market requirement and ensure the mixing of lots considering production year and location before processing | Plant Supervisor | Manager - Processing | |
| 2) Update the mixing lots details in software and generate unique lot number | Data entry operator | Plant Supervisor | |
| 3) Update packing information entry and generate advance stickers for secondary bags | Data entry operator | Plant Supervisor | |
| 4) Check full machinery cleaning before every variety change and set correct size on screen for pre-cleaner before feeding the seeds | Plant Supervisor | Manager - Processing | |
| 5) Scan the lots and feed into the collector | Plant assistants | Plant Supervisor | |
| 6) Seeds taken through elevator into pre-cleaner and open hopper slide gate gradually until uniform flow rate is achieved | Plant assistants | Plant Supervisor | |
| 7) Adjust the grader based on seeds flow rate and aspiration and ensure whether the seeds are well spread on the screen | Plant assistants | Plant Supervisor | |
| 8) Analyze good and rejections and fine tune until maximum separation is done | Plant assistants | Plant Supervisor | |

| Process | Maker | Checker | Approver |
|---|---|---|---|
| 9) Move the graded seeds through elevator to gravity separator and adjust the gravity before feeding the seeds | Plant assistants | Plant Supervisor | |
| **4. B.6.3 Gravity Separator/De Stoner** | | | |
| 1) Open hopper slide gate gradually until uniform flow rate is achieved | Plant assistants | Plant Supervisor | |
| 2) Adjust the gravity separator based on seeds flow rate and air volume and ensure good seeds sitting on deck and rejected seeds collected at lower end | Plant assistants | Plant Supervisor | |
| 3) Processed cleaned seeds and rejections are collected separately (For maize and bajra de stoner process not required) | Plant assistants | Plant Supervisor | |
| 4) Move the processed cleaned seeds to destoner to separate the stone and other particles from seeds | Plant assistants | Plant Supervisor | |
| 5) Record the details in online processing report | Plant assistants | Plant Supervisor | |
| 6) Import the processing details into software through scanner app | Data entry operator | Plant Supervisor | |
| **4. B.6.4 Seed treatment process** | | | |
| 1) Ensure the cleaning of seed treatment machine | Plant Supervisor | Manager – Processing | |
| 2) Check the chemical quantity to be taken for treatment and pour the chemical into mixer drum | Plant assistants | Plant Supervisor | |
| 3) Set composition at a standard quantity for the seeds to be treated with chemical and feed the seeds in the treatment plant through elevator | Plant assistants | Plant Supervisor | |
| 4) Check the Chemical treated seeds are passed through the elevator to flow bedded dryer and are dried using blower heater | Plant assistants | Plant Supervisor | |
| 5) Check the moisture level on random basis | Plant assistants | Plant Supervisor | |
| 6) Discharge the seeds from dryer to holding bin for packing | Plant assistants | Plant Supervisor | |
| 7) Draw samples before packing for Germination/ODV (For Rice) and send to STL | Plant assistants | Plant Supervisor | |

## 4. B.7 FIELD CROPS – ONLINE PACKING AND DISPATCH



**Sub-process Owner:**

Processing Manager

**Departments Involved:**

Processing
Logistics

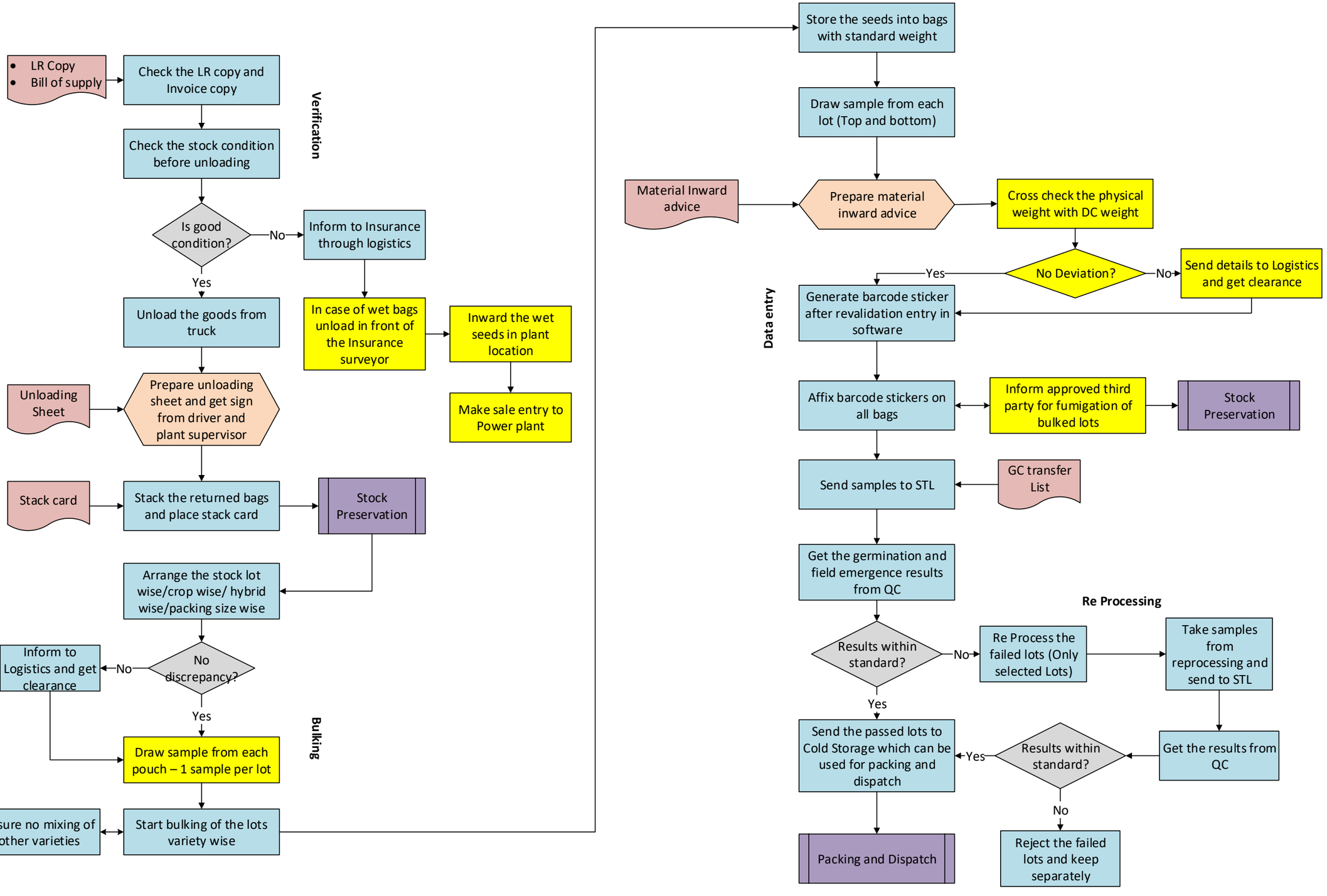
**Key activities:**

4. B.7.1 Pre-arrangements
4. B.7.2 Online Packing
4. B.7.3 Dispatch

| Process | Maker | Checker | Approver |
|---|---|---|---|
| **4. B.7.1 Pre-arrangements for packing** | | | |
| 1) Select the packing materials as per packing plan and load into FFS machine | Plant assistants | Plant Supervisor | |
| 2) Set calibration for standard weight based on the crops/hybrid and attach the packing roll to FSS machine | Plant assistants | Plant Supervisor | |
| 3) Set the horizontal and vertical heater temperature based on film quality and pouch drop | Plant assistants | Plant Supervisor | |
| 4) Enter the truthful label details in domino printer | Plant assistants | Plant Supervisor | |
| **4. B.7.2 Online packing** | | | |
| 5) Check the Seeds move to holding bins from dryer | Plant assistants | Plant Supervisor | |
| 6) Ensure the seed availability in holding bin and start packing | Plant assistants | Plant Supervisor | |
| 7) Take packed bags sample before moving to secondary bags | Plant assistants | Plant Supervisor | |
| 8) Cross check the weighment of primary pouches randomly and record observations | Plant assistants | Plant Supervisor | |
| 9) Conduct drop test for each roll based on<br>• Start of the roll<br>• Middle of the roll<br>• End of the roll | Plant assistants | Plant Supervisor | |
| 10)Check the pouches randomly based on<br>• Weight<br>• Sealing<br>• Printing details | Plant assistants | Plant Supervisor | |
| 11)Adjust the secondary bag automation machine for packing as per SKU | Plant assistants | Plant Supervisor | |
| 12) Enter the primary pouch weighment range in check weigher | Plant assistants | Plant Supervisor | |
| 13)Write the hybrid details manually in the secondary bags and start the machine and attach the empty secondary bag to the automation system | Plant assistants | Plant Supervisor | |

| Process | Maker | Checker | Approver |
|---|---|---|---|
| 14)Weigh the secondary bag and record the weighment | Plant assistants | Plant Supervisor | |
| 15)Stitch the bags with a tag using bag closer and move the bags from automation system | Plant assistants | Plant Supervisor | |
| 16)Update the packing details in packing report and generate barcode stickers to affix the labels on each tags of secondary bags | Data entry operator | Plant Supervisor | |
| 17) Store the packed bags separately lot wise | Plant assistants | Plant Supervisor | |
| 18) Get confirmation from logistics for dispatch and ensure the dispatch location, truck capacity and transporter | Plant Supervisor | Manager – Processing | |
| 19) Check the truck body condition and transporter details based on<br>• RC Copy<br>• Driving License<br>• Permit<br>• Insurance<br>• No of tarpaulin | Security Officer/Plant Supervisor | Manager – Processing | |
| 20) Check the indent and ensure variety, Lot no, No of bags etc. | Plant Supervisor | Manager – Processing | |
| 21)Inform the total bags to be loaded to the driver and the security and check the Lot no and variety before loading | Plant Supervisor | Manager – Processing | |
| **4. B.7.3 Dispatch** | | | |
| 22)Start loading the lots by scanning each bag with the presence of driver & security | Labours | | |
| 23)Confirm the loading completion with the help of loading sheet and get sign from the driver | | Manager – Processing | |
| 24)Send the packed seeds to respective C & F Location or customer with the below documents,<br>• Bill of supply<br>• Stock transfer shipment | | Manager – Processing | |

## 4. B.8 FIELD CROPS - SALES RETURN BULKING



**Sub-process Owner:**

Processing Manager

**Departments Involved:**

Processing
Logistics
QC

**Key activities:**

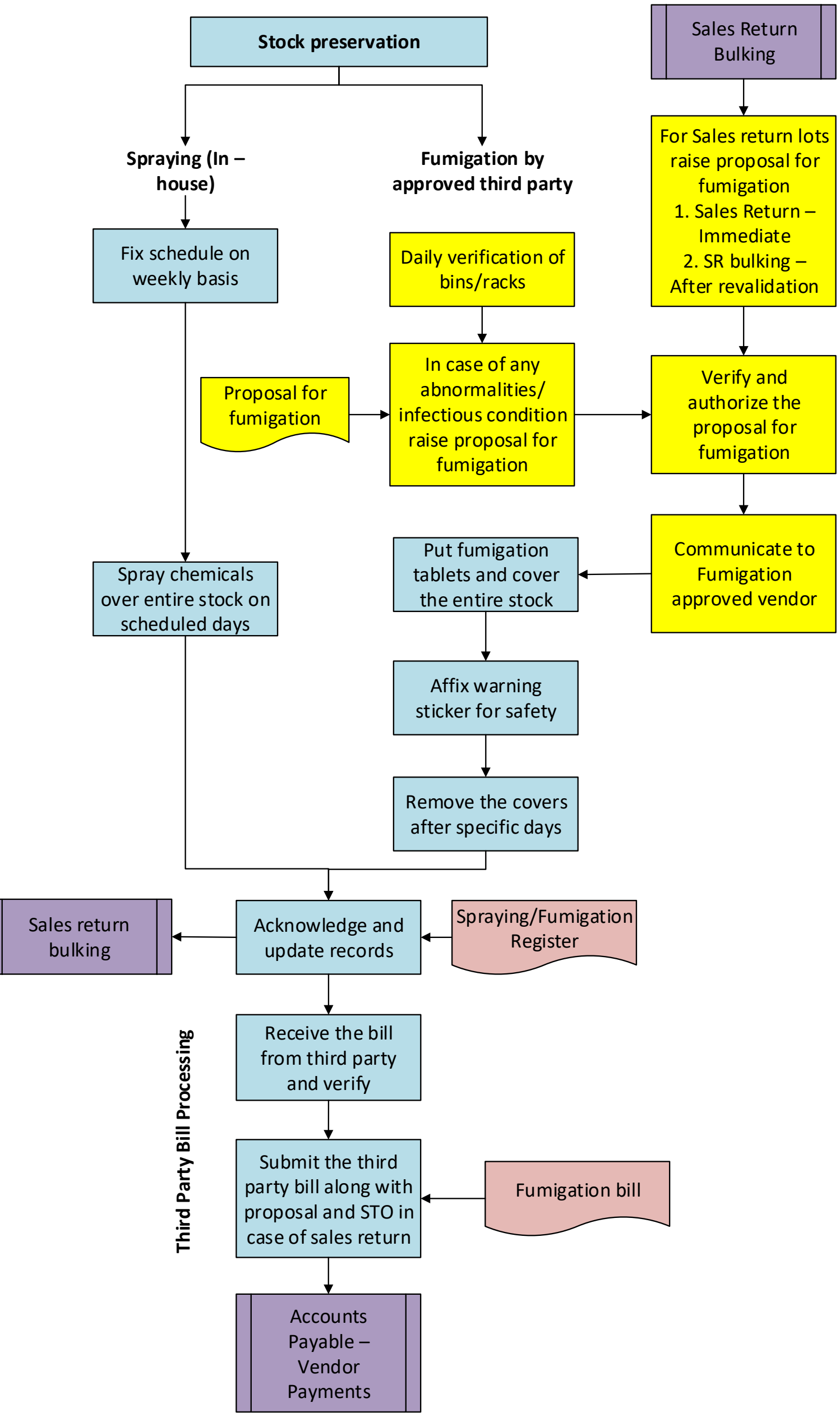
4.B.8.1 Sales return verification
4.B.8.2 Preservation & Bulking

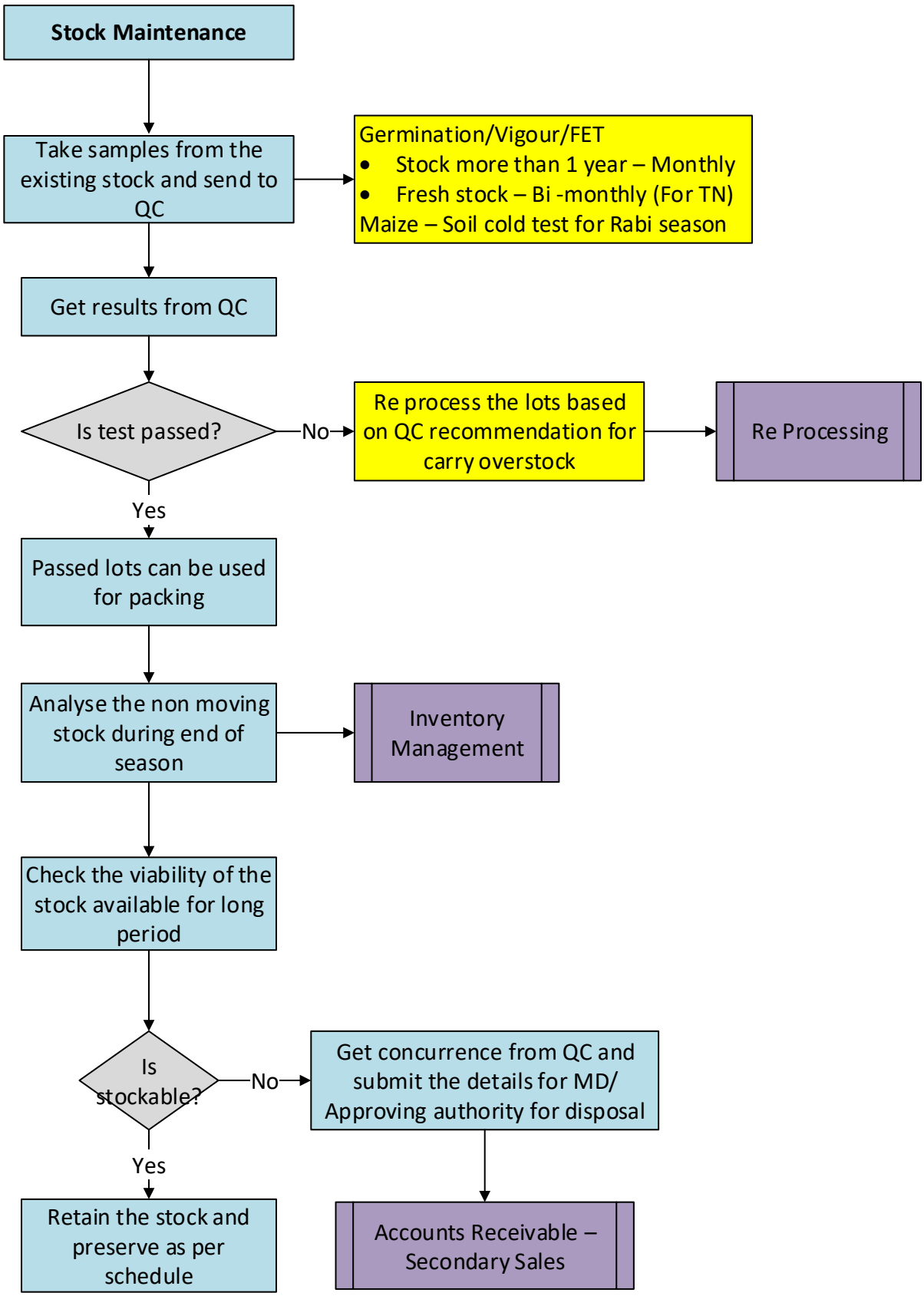
| Process | Maker | Checker | Approver |
|---|---|---|---|
| **4.B.8.1 Sales return verification** | | | |
| 1) Receive the sales return seeds through C & F and verify the LR copy and Invoice copy | Plant Supervisor | Manager – Processing | |
| 2) Check whether the stock condition is good before unloading and unload the goods from truck | Plant Supervisor/Labours | Manager – Processing | |
| 3) In case the condition of stock is not good, inform to insurance through logistics and unload in front of Insurance Surveyor | Plant Supervisor/Labours | Manager – Processing | |
| 4) Inward the wet seeds into plant location | Data entry operator | Plant Supervisor | |
| 5) Make sale entry to power plant | Data entry operator | Plant Supervisor/ Manager - Processing | |
| 6) Prepare unloading sheet and get sign from the driver and plant supervisor | Labours | Manager – Processing | |
| 7) Stack the returned bags and place stack card | Labours | Plant Supervisor | |
| **4.B.8.2 Preservation & Bulking** | | | |
| 1) Inform the third party to check fumigation of the returned seeds immediately | Plant Supervisor | Manager – Processing | |

| Process | Maker | Checker | Approver |
|---|---|---|---|
| 2) Arrange the stock to ensure there is no discrepancies based on Lot wise /Crop wise/ Hybrid wise/ Packing size wise | Plant Supervisor | Manager – Processing | |
| 3) In case of discrepancies, inform to logistics and get clearance | Plant Supervisor | Manager – Processing | |
| 4) Draw sample from each pouch – one sample per lot | Plant Assistants | Plant Supervisor | |
| 5) Start bulking of lots variety wise and ensure there is no mixture of other varieties | Plant Supervisor | Manager – Processing | |
| 6) Store the seeds into bags with standard weight and draw sample from each lot (Top and bottom) | Plant Supervisor | Manager – Processing | |
| 7) Prepare material inward advice | Plant Supervisor | Manager – Processing | |
| 8) Cross check the physical weight with DC weight | Data entry Operator | Plant Supervisor | |
| 9) In case of deviation send details to Logistics and get clearance | Data entry Operator | Plant Supervisor | |
| 10) Make revalidation entry in software and generate barcode stickers | Data entry Operator | Plant Supervisor | |
| 11) Affix barcode stickers on all bags | Plant Assistants | Plant Supervisor | |
| 12) Inform the third party for fumigation of the bulked seeds | Plant Supervisor | Manager – Processing | |
| 13) Send samples to STL for testing | Plant Supervisor | Manager – Processing | |
| 14) Get the germination and field emergence results from QC and ensure the results are within the standards | Plant Supervisor | Manager – Processing | |
| 15) Store the QC passed lots that are within standards and can be used for packing and dispatch | Plant Supervisor | Manager – Processing | |
| 16) In case of germination results are not within the standards re process the failed lots (Only selected lots) | Plant Supervisor | Manager – Processing | |

| Process | Maker | Checker | Approver |
|---|---|---|---|
| 17) Send re process samples to STL and get results from QC | Plant Supervisor | Manager – Processing | |
| 18) Check the results are within the standards and send the QC passed lots to cold storage location | Plant Supervisor | Manager – Processing | |
| 19) In case the results are not within the standards, reject the lot and keep separately for sub- standard sales | Plant Supervisor | Manager – Processing | |

## 4. B.9. FIELD CROPS - STOCK PRESERVATION AND MAINTENANCE




Stock Maintenance
Take samples from the existing stock and send to QC
Germination/Vigour/FET
Stock more than 1 year – Monthly
Fresh stock – Bi -monthly (For TN)
Maize – Soil cold test for Rabi season
Get results from QC
Is test passed?
No
Re process the lots based on QC recommendation for carry overstock
Re Processing
Yes
Passed lots can be used for packing
Analyse the non moving stock during end of season
Inventory Management
Check the viability of the stock available for long period
Is stockable?
No
Get concurrence from QC and submit the details for MD/ Approving authority for disposal
Yes
Retain the stock and preserve as per schedule
Accounts Receivable – Secondary Sales

**Sub-process Owner:**

Processing Manager

**Departments Involved:**

Processing

QC

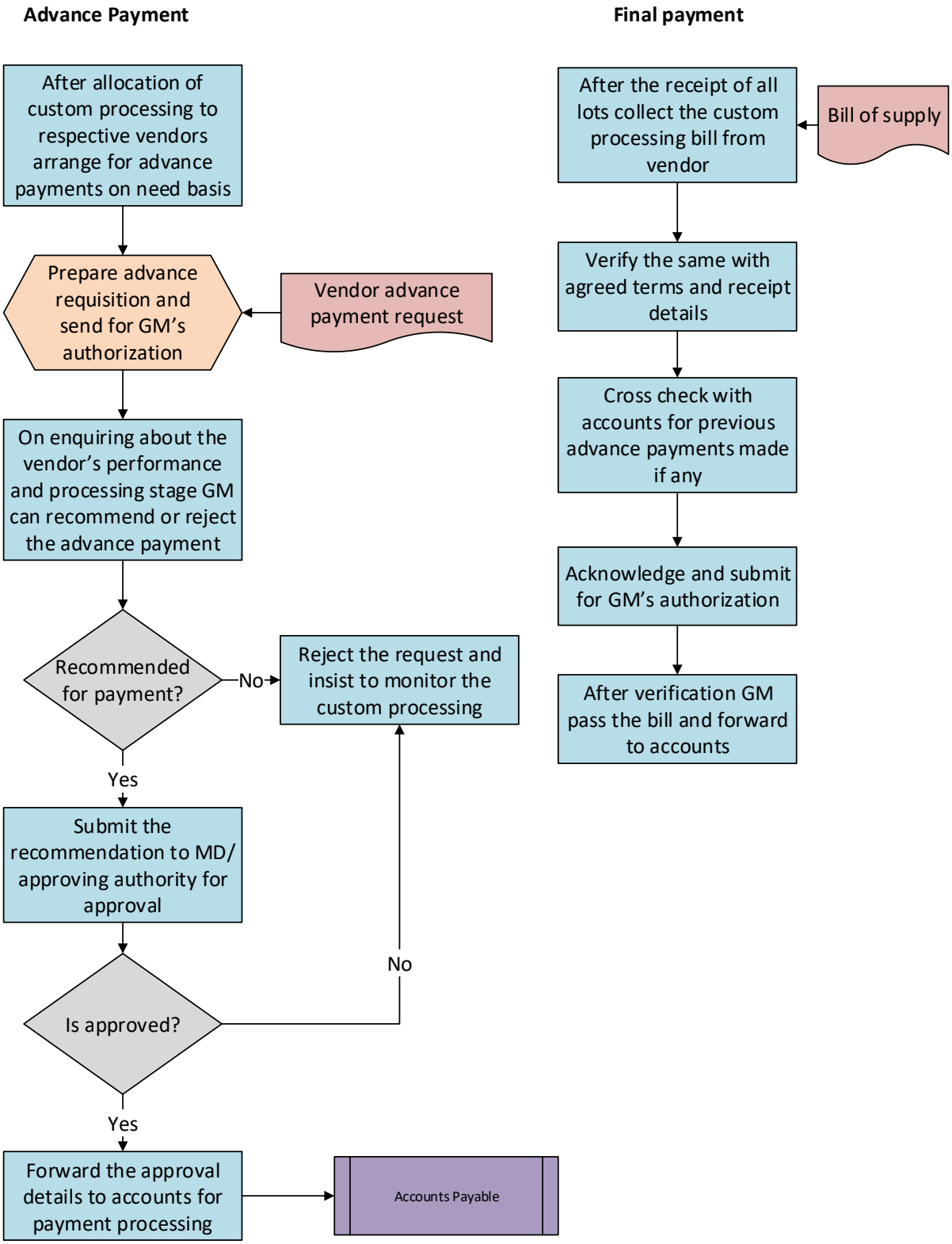
**Key activities:**

4. B.9.1 Stock Preservation
4. B.9.2 Stock Maintenance

| Process | Maker | Checker | Approver |
|---|---|---|---|
| **4. B.9.1 Stock Preservation** | | | |
| **Spraying – In house** | | | |
| 1) Fix schedule of twice a week of spraying | Supervisor - Spraying and Fumigation | Manager – Processing | |
| 2) Get spraying chemicals from stores and spray over the stock as per schedule | Plant Assistants | Supervisor - Spraying and Fumigation | |
| 3) Ensure spraying of chemicals over entire stock on scheduled days | Plant Assistants | Supervisor - Spraying and Fumigation | |
| 4) Update the spraying details in Spraying/fumigation register | Plant Assistants | Supervisor - Spraying and Fumigation | |
| **Fumigation – Approved Third party** | | | |
| 1) Verify the storage bins and racks on daily basis | Supervisor - Spraying and Fumigation | Manager – Processing | |
| 2) In case of any abnormalities/infectious condition then raise proposal for Fumigation | Supervisor - Spraying and Fumigation | Manager – Processing | |
| 3) Verify and authorize the proposal for fumigation | Manager – Processing | | |
| 4) Communicate to the approved third party for fumigation | Supervisor - Spraying and Fumigation | Manager – Processing | |
| 5) Ensure fumigation tablets are applied over the entire stock and warning sticker affixed on it for safety purpose | Supervisor - Spraying and Fumigation | Manager – Processing | |
| 6) Ensure the removal of cover after specific days | Supervisor - Spraying and Fumigation | Manager – Processing | |

| | | | |
|---|---|---|---|
| 7) Check and update the records in spraying and fumigation register | Supervisor - Spraying and Fumigation | Manager – Processing | |
| 8) Receive the bill from third party and verify to recommend accounts for payment | Supervisor - Spraying and Fumigation | Manager – Processing | |
| 9) Submit the fumigation bill along with proposal for fumigation and STO in case of Sales return | Supervisor - Spraying and Fumigation | Manager – Processing | |
| **4. B.9.2 Stock Maintenance** | | | |
| 1) Take samples from the existing stock and send to QC as follows<br>**Germination/Vigour/FET**<br>• Stock more than a year - Monthly<br>• Fresh Stock – Bi-monthly (For TN)<br>• Maize – Soil cold test during Rabi season | Plant Supervisor | Manager – Processing | |
| 2) In case the QC result is failed then Re process the lots based on QC recommendation | Plant Supervisor | Manager – Processing | |
| 3) Ensure the result from QC is pass for packing purpose | Plant Supervisor | Manager – Processing | |
| 4) Analyze the non- moving stock during end of season | Plant Supervisor | Manager – Processing | |
| 5) Check the viability of the stock availability for long period and retain them to preserve as per the schedule | Plant Supervisor | Manager – Processing | |
| 6) In case the stock is not viable then get concurrence from QC and get approval from MD for disposal | Manager – Processing | Senior GM - MFG | MD/Approving Authority |

# 4. B.10 CUSTOM PROCESSING – PAYMENT ARRANGEMENT



**Sub-process Owner:**
Processing Manager

**Departments Involved:**
Processing, Accounts

**Key activities:**
4. B.10.1 Advance Payment
4. B.10.2 Final Payment

| Process | Maker | Checker | Approver |
|---|---|---|---|
| **4. B.10.1 Advance payment** | | | |
| 1) Check allocation of custom processing to respective vendors and arrange for advance payments on need basis | Manager - Processing | | |
| 2) Prepare vendor advance payment request and send to GM for authorization | Manager - Processing | Senior GM - MFG | Senior GM - MFG |
| 3) Ensure the vendor's performance and processing stage based on this GM can recommend or reject the advance payment | Senior GM - MFG | Senior GM - MFG | |
| 4) Reject the request in case of no approval from GM and insist to monitor the custom processing | Manager - Processing | Senior GM - MFG | |
| 5) Check whether the GM has recommended for the payment and submit the request to MD/Approving authority for approval | Manager - Processing | Senior GM - MFG | MD/Approving Authority |
| 6) Forward the approval details to accounts for payment processing | Manager - Processing | Senior GM - MFG | |
| 7) Reject the request in case of no approval from MD and insist to monitor the custom processing | Manager - Processing | Senior GM - MFG | |
| **4. B.10.2 Final Payment** | | | |
| 1) Collect the bill of supply from vendor after the receipt of all lots | Manager - Processing | Senior GM - MFG | |
| 2) Verify the bill of supply details with agreed terms and receipt details | Manager - Processing | Senior GM - MFG | |
| 3) Cross check with accounts to ensure if any previous advance payments are made | Manager - Processing | Senior GM - MFG | |
| 4) Acknowledge and submit for GM authorization | Manager - Processing | Senior GM - MFG | Senior GM - MFG |
| 5) Verify and finalize the bill from GM and pass the bill and forward to accounts | Manager - Processing | Senior GM - MFG | |