



# Supply Chain Management



## Our system provides;

1. Right Product
2. Right Customer
3. Right Time
4. Right Place
5. Right Quality
6. Right Quantity
7. Right Cost



# Functions of Supply Chain Management



1. Supplier management



2. Inventory Receiving & inspection



3. Quality Checks



4. Shipping / Marine Insurance damages



5. Inbound Process



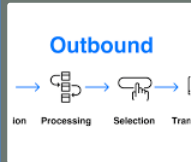
6. Define the storage



7. Demand planning & reordering



8. Customization / kitting process



9. Inventory / Stock Outbound



10. Proof Of Delivery



11. Inventory Ageing & provision computation



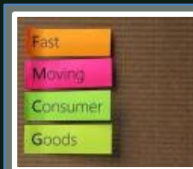
12. Market Returns and its process



13. Insurance coverage



14. SLOB management



15. Damage management



16. Inventory count and auditing



17. Cloud based live reporting



18. Evaluation

# 1. Supplier Management

## 1. Functions and aims

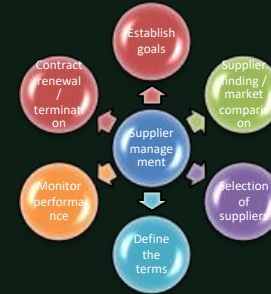
- The goal of supplier management is to ensure that suppliers meet or exceed the buyer's expectations in terms of;
  1. Right Product
  2. Right Quantity
  3. Right Quality
  4. Right Time

## 2. Scope of work

- Reduced costs and improved relationships with suppliers
- Work collaboratively to co-develop new processes, managing compliance as well as payment of invoices.

## 3. Methodology / Procedures

- Establish goals
- Supplier finding & market comparison
- Selection of suppliers
- Define the terms
- Monitor the performance
- Contract (renewal / termination)



### VENDOR COMPARISON

Vendor Comparison Analysis

Evaluation Categories	Weight	Vendor A		Vendor B		Vendor C	
		Rate	Score	Rate	Score	Rate	Score
Cost	00%	00	00	00	00	00	00
Staff Requirements	00%	00	00	00	00	00	00
System Efficiency	00%	00	00	00	00	00	00
Equipment	00%	00	00	00	00	00	00
Score	1.00		3.55		3.85		3.85

\*Vendor Actual Scores are just for comparison. You may change them according to your needs.

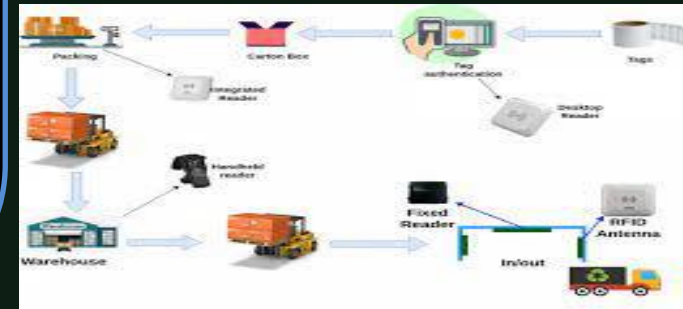


## 1. Functions and aims

## 2. Scope of work

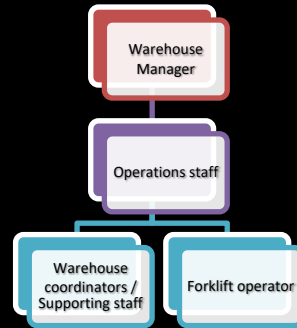
### 3. Methodology / Procedures

- 



## 2. Inventory receiving & inspection (2/2)

### 4. Organizational Structure



### 5. Validation of process

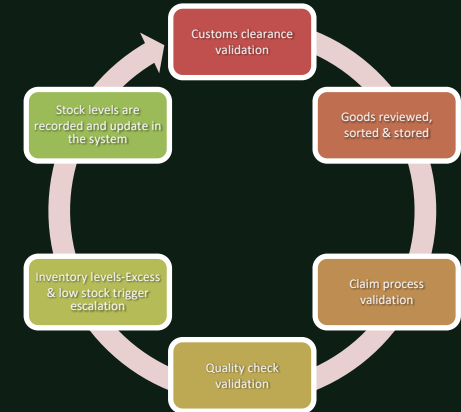
- Customs clearance validation
- Goods reviewed, sorted & stored
- Claim process validation
- Quality check validation
- Inventory levels are monitored. Excess & low stock trigger escalation
- Stock levels are recorded and update in the system

#### System generated reports;

- In Goods Receiving Report
- Quality Check Report
- Marine Insurance claim report
- Shipment discrepancy report (shortage / excess)

### 6. Check list / Monthly Package

Sl. No.	Checklist Item	Frequency	Responsible Person	Due Date	Status	Remarks
1	Check the quantity of goods received against the invoice.	Daily	Warehouse Manager			
2	Check the quality of goods received against the invoice.	Daily	Warehouse Manager			
3	Check the condition of goods received against the invoice.	Daily	Warehouse Manager			
4	Check the date of receipt of goods against the invoice.	Daily	Warehouse Manager			
5	Check the location of goods received against the invoice.	Daily	Warehouse Manager			
6	Check the weight of goods received against the invoice.	Daily	Warehouse Manager			
7	Check the volume of goods received against the invoice.	Daily	Warehouse Manager			
8	Check the temperature of goods received against the invoice.	Daily	Warehouse Manager			
9	Check the humidity of goods received against the invoice.	Daily	Warehouse Manager			
10	Check the light intensity of goods received against the invoice.	Daily	Warehouse Manager			
11	Check the sound level of goods received against the invoice.	Daily	Warehouse Manager			
12	Check the vibration level of goods received against the invoice.	Daily	Warehouse Manager			
13	Check the dust level of goods received against the invoice.	Daily	Warehouse Manager			
14	Check the air quality of goods received against the invoice.	Daily	Warehouse Manager			
15	Check the noise level of goods received against the invoice.	Daily	Warehouse Manager			
16	Check the radiation level of goods received against the invoice.	Daily	Warehouse Manager			
17	Check the magnetic field level of goods received against the invoice.	Daily	Warehouse Manager			
18	Check the electric field level of goods received against the invoice.	Daily	Warehouse Manager			
19	Check the electromagnetic interference level of goods received against the invoice.	Daily	Warehouse Manager			
20	Check the static electricity level of goods received against the invoice.	Daily	Warehouse Manager			



#### Templates;

- [In Goods Receiving Report](#)
- [Shipment discrepancy report \(shortage / excess\)](#)

### 3. Quality Random Check (1/3)

#### 1. Functions & aims

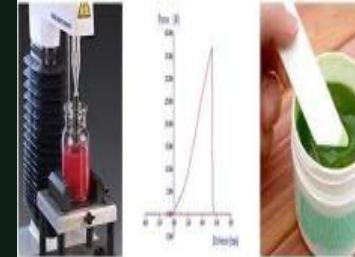
- Customer satisfaction
- Prevent damaged stock supply to end user
- Avoid return sales
- Increasing productivity

#### 2. Scope of work

- Inhouse Quality checks on inventory;
- Physical inventory check for External / Internal damages
  - Specific inhouse regulatory checks
    - ☐ Pharmaceuticals OTC- Basic FDA regulations
    - ☐ Cosmetics, Perfumeries & Personal Care- Odour analysis, formula separation
    - ☐ Garments, Fabrics-pH test, weaving, colouring, sewing, trimming
    - ☐ Electricals-Connection of conductors, Accessories & equipment, Thermal effects, Protection against shock & Other local government regulations.

#### 3. Methodology / Procedures

- Trained QA professionals are on board, in order to evaluate the quality of the inventory received.
- QA check list will be implemented in coordination with supplier to meet quality, efficacy, and safety requirements.





### 3. Quality Random Check (2/3)

4. Describe the job demands

- QA Professional
- QA ground supporting team

5. Equipment & Materials

- QA check materials
- FDA regulatory guide, Odour analyser, pH analyser
- QA Compliances document / check list
- Regulatory documents / check list

6. Employment Eligibility

- QA experts with relevant field will be board to upon customer demand



### 3. Quality Random Check (3/3)

#### 7. Organizational Structure

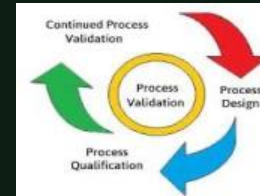
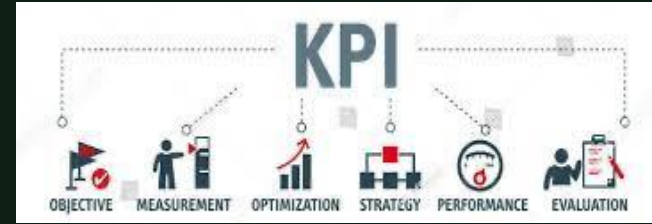


#### 8. Validation of process

- Inhouse Quality checks on inventory;
- Physical inventory check for External / Internal damages
  - Specific inhouse regulatory checks
    - ☐ Pharmaceuticals OTC- Basic FDA regulations
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- System generated report;
- Quality Check Report

#### 9. Check list / Monthly Package



Template;

- [Quality Check Report](#)



## 4. Shipping/Marine Insurance damages (1/3)

### 1. Functions & aims

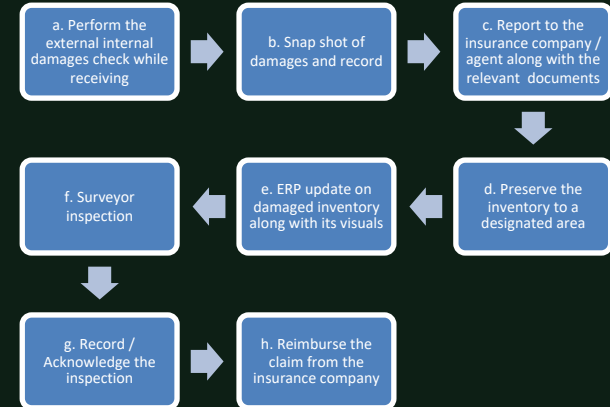
- Shipping damage, loss, and delays are inescapable. When these events occur, the shipper has to file a claim to recover the loss. Thus, it is mandatory to understand the claims process and law.
- The concept of this insurance also includes the stranding or sinking of ships as in many circumstances there is no return of the ship and goods which have been sent out. There are mainly three kinds of marine insurances, ocean, inland & air.

### 2. Scope of work

- The scope of marine insurance as defined by the marine insurance act covers all man-made calamities or perils which include, theft, robbery, piracy, arson, etc. This insurance also covers for natural calamities such as earthquakes, lightning, cyclones, etc.
- Whether it is in Land or in the Ocean or Air, marine insurance will cover the loss and damage if the goods, freight, merchandise or the instrument of transport face some perils during transit.

### 3. Methodology / Procedures

- Trained Professionals are on board, in order to evaluate the loss and damages and process the claims through the insurance company or agent.



FEATURES OF MARINE INSURANCE	
	Acceptance of the offer
	Coverage
	Payment of Premium
	Insurable interest
	Contract of indemnity
	Claiming Process
	Flexibility



## 4. Shipping/Marine Insurance damages (2/3)

4. Describe the job demands

- Claim Coordinator : Result driven admin assistant with a passion for detail. Ability to provide administrative support for complex and time sensitive duties as well as routine duties. Able to adapt working under pressure. Self driven performing task with minimal supervision.
- Operations Assistant. Warehouse Manager
- Marine insurance claim process check list .

### Check list for Marine Insurance claim

- 1. Original Policy or Certificate of Insurance
- 2. Original Bill of Lading or Air Waybill (as applicable)
- 3. Copy of Invoice and Packing List or Weight Note
- 4. Notice of claim against Carriers, Port Authority, Forwarder and their replies on liability
- 5. Port Inward and Outward Survey Report or Airlines Discrepancy/Damage Report (as applicable)
- 6. Forwarder's Delivery Order
- 7. Delivery Receipts such as Carriers' Loading and Discharge Tally Sheets, Containers' Stuffing and Unstuffing Tally Records, Port Integrated Import Documents (applicable for shortages/missing or non-delivery claims)
- 8. Custom Declaration Form
- 9. QC Report on extent of damages and quantities affected (applicable for materials, semi-finished and finished goods)
- 10. Technical/Damage Report on extent of damages (applicable for machinery)
- 11. Repair/Replacement Bill(s) where applicable
- 12. Claim Bill less salvage

- Warehouse operation experts with relevant field will be board to handle this process.

5. Equipment & Materials

6. Employment Eligibility



### COVERAGE UNDER MARINE INSURANCE

Three Types of Marine Insurance clauses

CLAUSE A	CLAUSE B	CLAUSE C
<b>Maximum Coverage</b> It covers losses due to breakage, chipping, denting, bruising, theft, non-delivery, all water damage, etc. <u>Also, covers Clause B &amp; Clause C</u>	<b>Additional Coverage</b> It covers the shipment against events such as earthquake, volcanic eruption, and damage due to rainwater, seawater, river water etc. <u>Also, covers Clause C</u>	<b>Basic Coverage</b> It covers the shipment against events such as fire, discharge of cargo in case of distress, explosion, accidents like sinking, capsizing, derailment, collision etc.



## 5. Inbound process (1/3)

### 1. Functions & aims

#### Inbound Process

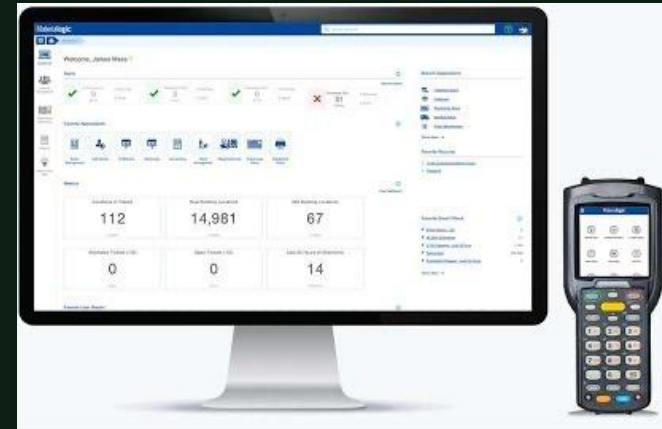
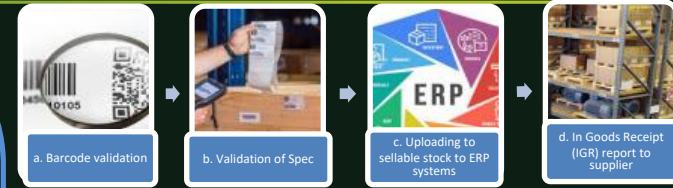
- Barcode validation with RFID reader
- Validation of Spec with PO
- Uploading to sellable stock to ERP systems
- In Goods Receipt (IGR) report to supplier
- Shelf allocation / Inventory consolidation
- Put away

### 2. Scope of work

- Validation of PO : Bill of Lading / Air Way Bills, Delivery note, Packing list & Invoice.
- If confiscated : move to "Shipment Confiscated Area". (illegal drugs, counterfeit, embargo country, food or medical devices not approved by the FDA, or shipments not approved by government local authority)
- Shipping damages : Process the insurance claim.
- Quality / Production defects checks : Identification of quality defected items & report

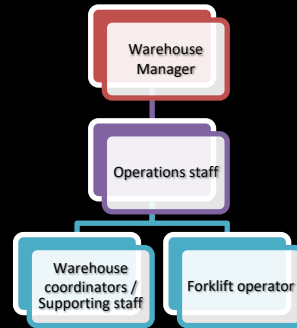
### 3. Methodology / Procedures

- Stock management APP & Purchase orders availability.
- Stock receiving through : RFID handheld.
- RFID enabled receiving.



## 5. Inbound process (2/3)

### 4. Organizational Structure



### 5. Validation of process

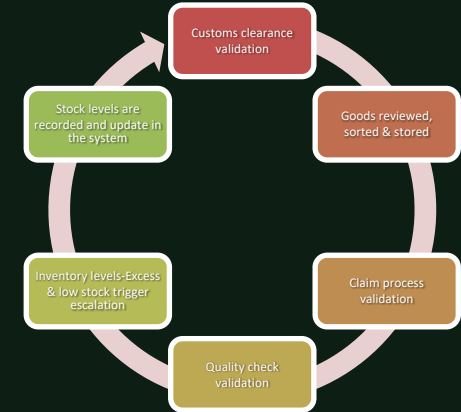
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### 6. Check list / Monthly Package

Item	Description of the item	Unit	Quantity	Value	Weight	Volume	Location	Status	Notes
1	Item 1	kg	1000	1000	1000	1000	1000	1000	1000
2	Item 2	kg	1000	1000	1000	1000	1000	1000	1000
3	Item 3	kg	1000	1000	1000	1000	1000	1000	1000
4	Item 4	kg	1000	1000	1000	1000	1000	1000	1000
5	Item 5	kg	1000	1000	1000	1000	1000	1000	1000
6	Item 6	kg	1000	1000	1000	1000	1000	1000	1000
7	Item 7	kg	1000	1000	1000	1000	1000	1000	1000
8	Item 8	kg	1000	1000	1000	1000	1000	1000	1000
9	Item 9	kg	1000	1000	1000	1000	1000	1000	1000
10	Item 10	kg	1000	1000	1000	1000	1000	1000	1000
11	Item 11	kg	1000	1000	1000	1000	1000	1000	1000
12	Item 12	kg	1000	1000	1000	1000	1000	1000	1000
13	Item 13	kg	1000	1000	1000	1000	1000	1000	1000
14	Item 14	kg	1000	1000	1000	1000	1000	1000	1000
15	Item 15	kg	1000	1000	1000	1000	1000	1000	1000
16	Item 16	kg	1000	1000	1000	1000	1000	1000	1000
17	Item 17	kg	1000	1000	1000	1000	1000	1000	1000
18	Item 18	kg	1000	1000	1000	1000	1000	1000	1000
19	Item 19	kg	1000	1000	1000	1000	1000	1000	1000
20	Item 20	kg	1000	1000	1000	1000	1000	1000	1000
21	Item 21	kg	1000	1000	1000	1000	1000	1000	1000
22	Item 22	kg	1000	1000	1000	1000	1000	1000	1000
23	Item 23	kg	1000	1000	1000	1000	1000	1000	1000
24	Item 24	kg	1000	1000	1000	1000	1000	1000	1000
25	Item 25	kg	1000	1000	1000	1000	1000	1000	1000
26	Item 26	kg	1000	1000	1000	1000	1000	1000	1000
27	Item 27	kg	1000	1000	1000	1000	1000	1000	1000
28	Item 28	kg	1000	1000	1000	1000	1000	1000	1000
29	Item 29	kg	1000	1000	1000	1000	1000	1000	1000
30	Item 30	kg	1000	1000	1000	1000	1000	1000	1000
31	Item 31	kg	1000	1000	1000	1000	1000	1000	1000
32	Item 32	kg	1000	1000	1000	1000	1000	1000	1000
33	Item 33	kg	1000	1000	1000	1000	1000	1000	1000
34	Item 34	kg	1000	1000	1000	1000	1000	1000	1000
35	Item 35	kg	1000	1000	1000	1000	1000	1000	1000
36	Item 36	kg	1000	1000	1000	1000	1000	1000	1000
37	Item 37	kg	1000	1000	1000	1000	1000	1000	1000
38	Item 38	kg	1000	1000	1000	1000	1000	1000	1000
39	Item 39	kg	1000	1000	1000	1000	1000	1000	1000
40	Item 40	kg	1000	1000	1000	1000	1000	1000	1000
41	Item 41	kg	1000	1000	1000	1000	1000	1000	1000
42	Item 42	kg	1000	1000	1000	1000	1000	1000	1000
43	Item 43	kg	1000	1000	1000	1000	1000	1000	1000
44	Item 44	kg	1000	1000	1000	1000	1000	1000	1000
45	Item 45	kg	1000	1000	1000	1000	1000	1000	1000
46	Item 46	kg	1000	1000	1000	1000	1000	1000	1000
47	Item 47	kg	1000	1000	1000	1000	1000	1000	1000
48	Item 48	kg	1000	1000	1000	1000	1000	1000	1000
49	Item 49	kg	1000	1000	1000	1000	1000	1000	1000
50	Item 50	kg	1000	1000	1000	1000	1000	1000	1000
51	Item 51	kg	1000	1000	1000	1000	1000	1000	1000
52	Item 52	kg	1000	1000	1000	1000	1000	1000	1000
53	Item 53	kg	1000	1000	1000	1000	1000	1000	1000
54	Item 54	kg	1000	1000	1000	1000	1000	1000	1000
55	Item 55	kg	1000	1000	1000	1000	1000	1000	1000
56	Item 56	kg	1000	1000	1000	1000	1000	1000	1000
57	Item 57	kg	1000	1000	1000	1000	1000	1000	1000
58	Item 58	kg	1000	1000	1000	1000	1000	1000	1000
59	Item 59	kg	1000	1000	1000	1000	1000	1000	1000
60	Item 60	kg	1000	1000	1000	1000	1000	1000	1000
61	Item 61	kg	1000	1000	1000	1000	1000	1000	1000
62	Item 62	kg	1000	1000	1000	1000	1000	1000	1000
63	Item 63	kg	1000	1000	1000	1000	1000	1000	1000
64	Item 64	kg	1000	1000	1000	1000	1000	1000	1000
65	Item 65	kg	1000	1000	1000	1000	1000	1000	1000
66	Item 66	kg	1000	1000	1000	1000	1000	1000	1000
67	Item 67	kg	1000	1000	1000	1000	1000	1000	1000
68	Item 68	kg	1000	1000	1000	1000	1000	1000	1000
69	Item 69	kg	1000	1000	1000	1000	1000	1000	1000
70	Item 70	kg	1000	1000	1000	1000	1000	1000	1000
71	Item 71	kg	1000	1000	1000	1000	1000	1000	1000
72	Item 72	kg	1000	1000	1000	1000	1000	1000	1000
73	Item 73	kg	1000	1000	1000	1000	1000	1000	1000
74	Item 74	kg	1000	1000	1000	1000	1000	1000	1000
75	Item 75	kg	1000	1000	1000	1000	1000	1000	1000
76	Item 76	kg	1000	1000	1000	1000	1000	1000	1000
77	Item 77	kg	1000	1000	1000	1000	1000	1000	1000
78	Item 78	kg	1000	1000	1000	1000	1000	1000	1000
79	Item 79	kg	1000	1000	1000	1000	1000	1000	1000
80	Item 80	kg	1000	1000	1000	1000	1000	1000	1000
81	Item 81	kg	1000	1000	1000	1000	1000	1000	1000
82	Item 82	kg	1000	1000	1000	1000	1000	1000	1000
83	Item 83	kg	1000	1000	1000	1000	1000	1000	1000
84	Item 84	kg	1000	1000	1000	1000	1000	1000	1000
85	Item 85	kg	1000	1000	1000	1000	1000	1000	1000
86	Item 86	kg	1000	1000	1000	1000	1000	1000	1000
87	Item 87	kg	1000	1000	1000	1000	1000	1000	1000
88	Item 88	kg	1000	1000	1000	1000	1000	1000	1000
89	Item 89	kg	1000	1000	1000	1000	1000	1000	1000
90	Item 90	kg	1000	1000	1000	1000	1000	1000	1000
91	Item 91	kg	1000	1000	1000	1000	1000	1000	1000
92	Item 92	kg	1000	1000	1000	1000	1000	1000	1000
93	Item 93	kg	1000	1000	1000	1000	1000	1000	1000
94	Item 94	kg	1000	1000	1000	1000	1000	1000	1000
95	Item 95	kg	1000	1000	1000	1000	1000	1000	1000
96	Item 96	kg	1000	1000	1000	1000	1000	1000	1000
97	Item 97	kg	1000	1000	1000	1000	1000	1000	1000
98	Item 98	kg	1000	1000	1000	1000	1000	1000	1000
99	Item 99	kg	1000	1000	1000	1000	1000	1000	1000
100	Item 100	kg	1000	1000	1000	1000	1000	1000	1000




Templates;

- [In Goods Receiving Report](#)
- [Shipment discrepancy report \(shortage / excess\)](#)

# Template for IGR / GRN (3/3)

## IGR Report - Template

Date

SKU master									
Supplier code	Local code	Classification	SKU description	Location / Bin #	Specs-1	Specs-2	Specs-3	Visuals	Unit
76789-1212-22	31001-1	Crockery Pot	epot with XXX des	40 cm X " __ " Dia	light blue "AB	TBA	TBA		1s / 10s / Doz / Box etc.
76789-1212-23	31001-2	Crockery Pot	epot with XXX des	40 cm X " __ " Dia	light blue "AB	TBA	TBA		1s / 10s / Doz / Box etc.
76789-1212-24	4100-1	Metal décor	on color Jar XXX d	40 cm X " __ " Dia	with "ABC" c	TBA	TBA		1s / 10s / Doz / Box etc.
76789-1212-25	31001-3	Crockery Pot	epot with XXX des	40 cm X " __ " Dia	light blue "AB	TBA	TBA		1s / 10s / Doz / Box etc.
76789-1212-26	31004-3	Chair	air with XXX des	TBA	TBA	TBA	TBA		1s / 10s / Doz / Box etc.

Import / Receipt							
Inv# & Date & Qty in Unit	Inv# & Date	Inv# & Date	Inv# & Date	Inv# & Date	Inv# & Date	Inv# & Date	Total Import
3	22	2	222	222	111		582
3	22	2	222	222	111		582
3	22	2	222	222	111		582
3	22	2	222	222	111		582
3	22	2	222	222	111		582

## 6. Define the storage (1/3)

### 1. Functions & aims

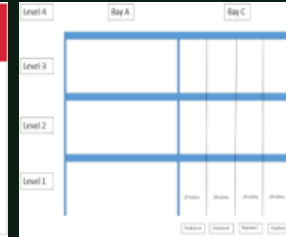
- Strategically plan and manage storage space in line with storage guidelines. Warehousing layouts and storage efficiencies.
- Implement warehouse layouts based on ABC analysis, storage plan as per the inventory classification, plan routes and process timely shipments.
- Manage the warehouse modernization project. Efficiency in space planning, storage layouts

### 2. Scope of work

- An organized SKU storage warehouse layout design provides easy access to stored goods, minimize travel time, and improve order fulfilment rates.
- Strategically plan and manage logistics, warehouse, transportation and customer services

### 3. Methodology / Procedures

- a. ABC Classification / Pareto analysis data sheet
- b. FIFO / LIFO
- c. Batch number
- d. Expiry date
- e. Warehouse layout



### WHAT IS ABC ANALYSIS?



20% OF YOUR PRODUCTS CONTRIBUTE TO 80% OF YOUR REVENUES



A

A ITEMS: MOST PROFITABLE, BEST-SELLING PRODUCTS  
B ITEMS: PRODUCTS WITH MODERATE SALES FREQUENCY  
C ITEMS: PRODUCTS WITH THE LOWEST SALES FREQUENCY

80%  
OF ANNUAL SALES



B

15%  
OF ANNUAL SALES



C

5%  
OF ANNUAL SALES

SEPARATE PRODUCTS THAT BRING IN THE MOST VALUE FROM THE MANY THAT PROVIDE LITTLE PROFIT



# 7. Demand Planning & Reordering

## 1. Functions & aims

Demand planning is a cross-functional process that support to meet customer demand for products while minimizing excess inventory and avoiding supply chain disruptions.

- Commercial / Sales team
- Marketing analysis
- Supply chain
- Finance

## 2. Scope of work

Demand planning and reordering key concepts are;

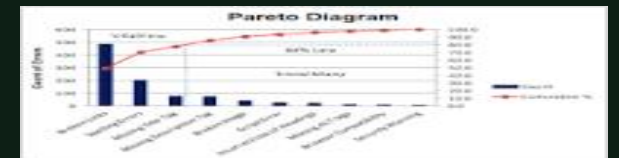
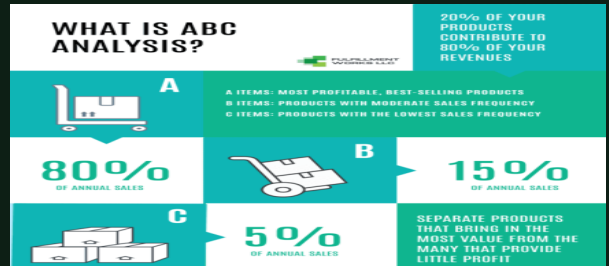
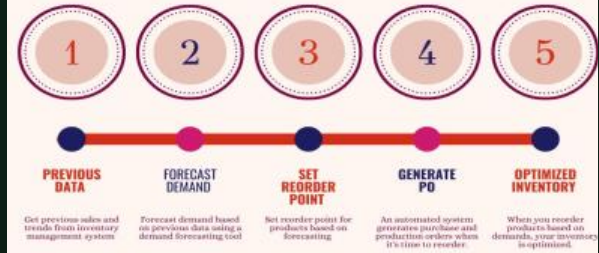
- Classification of SKUs based on ABC / Pareto Analysis.
- EOQ based calculation. (Economic Order Quantities)



## 3. Methodology / Procedures

Historical sales data	ABC Classification	New launch / parity study	Promotional activities
Seasonal products	Product life	Forecast sales data	Marketing plans for promotional activities
Buffer	Leadtime	Align with finance	Conesus with Cross Functional Team (Commercial/ Sales, Marketing, Finance)

## Automated inventory optimization



## 8. Customization & kitting process

### 1. Functions & aims

Grouping of multiple products together for regular sale or promotional sale.

Kitting specifically defines a set of complementary items that can be sold as a new product.

### 2. Scope of work

#### Step 1

- Determine;
  - a. Items for kitting.
  - b. Complementary items / leaflets / brochure etc.

#### Step 2.

- Product master creation
- Barcode printing & labelling
- Promo labelling

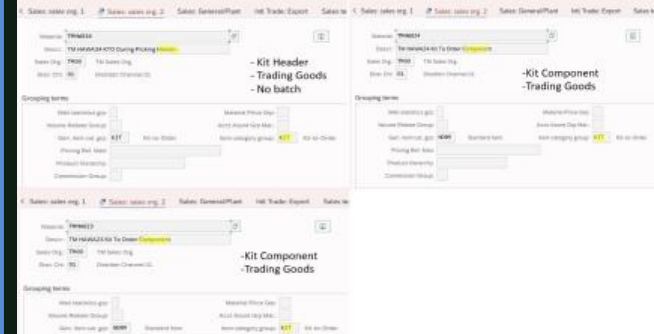
#### Step 3.

- Assemble and pack the kit

#### Step 4.

- Dispatch for sales

### 3. Methodology / Procedures



## 9. Inventory outbound flow (1/2)

### 1. Functions & aims

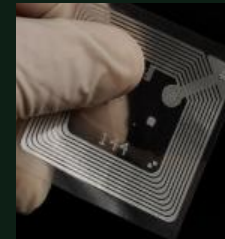
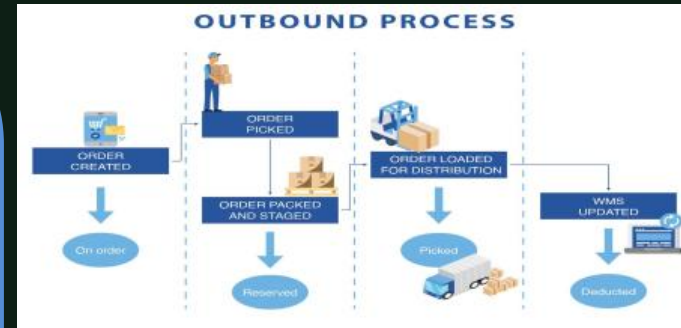
- Outbound involves moving goods to the customer or end user. The steps include;
  - Customer order placement
  - Picking & Packing
  - Shipping
  - Delivery
  - Customer service related to delivery
  - Proof Of Delivery

### 2. Scope of work

- An order is identified as an inbound shipment when the vendor physically packs the purchase order items to ship to one of the buyer's receiving destinations.

### 3. Methodology / Procedures

- Outbound inventory movements to B2B & B2C;
  - Invoice
  - Packing list
  - Delivery note
  - House Way Bills / Air Way Bills
- Handheld readers



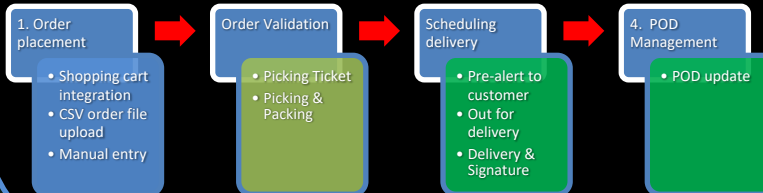
# 9. Inventory outbound flow (2/2)

## 1. Functions & aims

## 2. Scope of work

## 3. Methodology / Procedures

1. Order placement
  - a. Shopping cart integration
  - b. CSV order file upload
  - c. Manual entry
2. Order Validation
  - a. Picking Ticket
  - b. Picking & Packing
3. Scheduling delivery
  - a. Pre-alert to customer
  - b. Out for delivery
  - c. Delivery & Signature
4. POD Management



**COMPASS** Computer Logistics Management

Shipment to: Mr. Jara House # 300, Viala # 2302, Comaral, Toluca, MEX. Mobile # 4715212142-23 Mobile # 4715212142-23

Order # 1230000 Date: 15/10/2023

Picking Ticket / Delivery Order

Delivery Schedule Date: 16/10/23  
Production Date: 16/10/23 to 16/10/23

Supplier code	Barcode	Stock code	Classification	SKU description	Spec 1	Spec 2	Material	Unit	QTY	Weight
700001232-02		100010	Chairs	Chair with light blue "TAC" design	TAC			1/2 Box	1	10
700001232-03		100010	Chairs	Chair with light blue "TAC" design	TAC			1/2 Box	1	10
700001232-04		100010	Chairs	Chair with light blue "TAC" design	TAC			1/2 Box	1	10
700001232-05		100010	Chairs	Chair with light blue "TAC" design	TAC			1/2 Box	1	10
700001232-06		100010	Chairs	Chair with light blue "TAC" design	TAC			1/2 Box	1	10

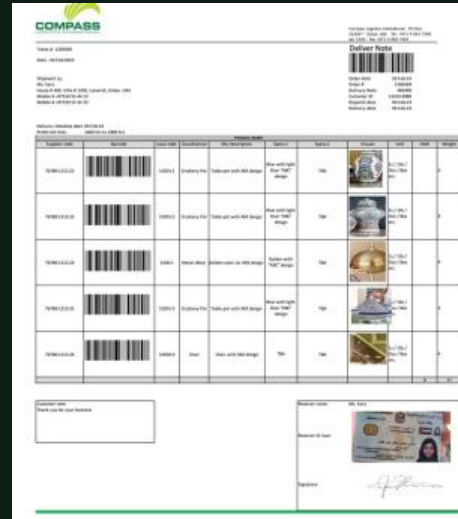
## 10. Proof Of Delivery

## 1. Functions & aims

## 2. Scope of work

### 3. Methodology / Procedures

- Compass delivery management involves the organizing, administering and deploying of efficient logistics processes that digital tools power, to ensure that goods are properly and efficiently moved from our warehouses to the last mile.
- An essential element in last mile tracking and visibility, it ensures that a package's condition is in line with the consignee's expectations.
- It streamlines the billing process and can protect a business from dispute claims.
- The basic form of POD, the deliverymen will collect a signature from the consignee, with the date and time when the recipient received their package.
- Proof of delivery will ideally include the recipient's address and a description of the package or goods.





# 11. Inventory Ageing & Provision computation

## 1. Functions & aims

- Inventory ageing analysis can set based on ;
  - ABC Analysis
  - Periodical
- Stock report is extracted on every 1 day of the month and ageing report displays into 60 / 120 / 180 / 240 /365 / 730 days.
- Provisions are funds set aside by a business to cover specific anticipated future expenses or other financial impacts.

## 2. Scope of work

- An example of a provision is the estimated loss in value of inventory due to obsolescence. Provisions vs. reserves. Provisions and reserves both represent funds set aside for future expenses.

## 3. Methodology / Procedures

- As per IFRS, four crucial metrics that measures a close eye on over the course of the year:
  - Inventory turnover
  - Average days to sell
  - Return On Investment
  - Inventory carrying costs

Material Ageing on 22/07/2018																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																
Item	Item Name	Unit	Quantity	Unit Price	Total Value	0-60 Days	61-120 Days	121-180 Days	181-240 Days	241-300 Days	301-360 Days	361-420 Days	421-480 Days	481-540 Days	541-600 Days	601-660 Days	661-720 Days	721-780 Days	781-840 Days	841-900 Days	901-960 Days	961-1020 Days	1021-1080 Days	1081-1140 Days	1141-1200 Days	1201-1260 Days	1261-1320 Days	1321-1380 Days	1381-1440 Days	1441-1500 Days	1501-1560 Days	1561-1620 Days	1621-1680 Days	1681-1740 Days	1741-1800 Days	1801-1860 Days	1861-1920 Days	1921-1980 Days	1981-2040 Days	2041-2100 Days	2101-2160 Days	2161-2220 Days	2221-2280 Days	2281-2340 Days	2341-2400 Days	2401-2460 Days	2461-2520 Days	2521-2580 Days	2581-2640 Days	2641-2700 Days	2701-2760 Days	2761-2820 Days	2821-2880 Days	2881-2940 Days	2941-3000 Days	3001-3060 Days	3061-3120 Days	3121-3180 Days	3181-3240 Days	3241-3300 Days	3301-3360 Days	3361-3420 Days	3421-3480 Days	3481-3540 Days	3541-3600 Days	3601-3660 Days	3661-3720 Days	3721-3780 Days	3781-3840 Days	3841-3900 Days	3901-3960 Days	3961-4020 Days	4021-4080 Days	4081-4140 Days	4141-4200 Days	4201-4260 Days	4261-4320 Days	4321-4380 Days	4381-4440 Days	4441-4500 Days	4501-4560 Days	4561-4620 Days	4621-4680 Days	4681-4740 Days	4741-4800 Days	4801-4860 Days	4861-4920 Days	4921-4980 Days	4981-5040 Days	5041-5100 Days	5101-5160 Days	5161-5220 Days	5221-5280 Days	5281-5340 Days	5341-5400 Days	5401-5460 Days	5461-5520 Days	5521-5580 Days	5581-5640 Days	5641-5700 Days	5701-5760 Days	5761-5820 Days	5821-5880 Days	5881-5940 Days	5941-6000 Days	6001-6060 Days	6061-6120 Days	6121-6180 Days	6181-6240 Days	6241-6300 Days	6301-6360 Days	6361-6420 Days	6421-6480 Days	6481-6540 Days	6541-6600 Days	6601-6660 Days	6661-6720 Days	6721-6780 Days	6781-6840 Days	6841-6900 Days	6901-6960 Days	6961-7020 Days	7021-7080 Days	7081-7140 Days	7141-7200 Days	7201-7260 Days	7261-7320 Days	7321-7380 Days	7381-7440 Days	7441-7500 Days	7501-7560 Days	7561-7620 Days	7621-7680 Days	7681-7740 Days	7741-7800 Days	7801-7860 Days	7861-7920 Days	7921-7980 Days	7981-8040 Days	8041-8100 Days	8101-8160 Days	8161-8220 Days	8221-8280 Days	8281-8340 Days	8341-8400 Days	8401-8460 Days	8461-8520 Days	8521-8580 Days	8581-8640 Days	8641-8700 Days	8701-8760 Days	8761-8820 Days	8821-8880 Days	8881-8940 Days	8941-9000 Days	9001-9060 Days	9061-9120 Days	9121-9180 Days	9181-9240 Days	9241-9300 Days	9301-9360 Days	9361-9420 Days	9421-9480 Days	9481-9540 Days	9541-9600 Days	9601-9660 Days	9661-9720 Days	9721-9780 Days	9781-9840 Days	9841-9900 Days	9901-9960 Days	9961-10020 Days	10021-10080 Days	10081-10140 Days	10141-10200 Days	10201-10260 Days	10261-10320 Days	10321-10380 Days	10381-10440 Days	10441-10500 Days	10501-10560 Days	10561-10620 Days	10621-10680 Days	10681-10740 Days	10741-10800 Days	10801-10860 Days	10861-10920 Days	10921-10980 Days	10981-11040 Days	11041-11100 Days	11101-11160 Days	11161-11220 Days	11221-11280 Days	11281-11340 Days	11341-11400 Days	11401-11460 Days	11461-11520 Days	11521-11580 Days	11581-11640 Days	11641-11700 Days	11701-11760 Days	11761-11820 Days	11821-11880 Days	11881-11940 Days	11941-12000 Days	12001-12060 Days	12061-12120 Days	12121-12180 Days	12181-12240 Days	12241-12300 Days	12301-12360 Days	12361-12420 Days	12421-12480 Days	12481-12540 Days	12541-12600 Days	12601-12660 Days	12661-12720 Days	12721-12780 Days	12781-12840 Days	12841-12900 Days	12901-12960 Days	12961-13020 Days	13021-13080 Days	13081-13140 Days	13141-13200 Days	13201-13260 Days	13261-13320 Days	13321-13380 Days	13381-13440 Days	13441-13500 Days	13501-13560 Days	13561-13620 Days	13621-13680 Days	13681-13740 Days	13741-13800 Days	13801-13860 Days	13861-13920 Days	13921-13980 Days	13981-14040 Days	14041-14100 Days	14101-14160 Days	14161-14220 Days	14221-14280 Days	14281-14340 Days	14341-14400 Days	14401-14460 Days	14461-14520 Days	14521-14580 Days	14581-14640 Days	14641-14700 Days	14701-14760 Days	14761-14820 Days	14821-14880 Days	14881-14940 Days	14941-15000 Days	15001-15060 Days	15061-15120 Days	15121-15180 Days	15181-15240 Days	15241-15300 Days	15301-15360 Days	15361-15420 Days	15421-15480 Days	15481-15540 Days	15541-15600 Days	15601-15660 Days	15661-15720 Days	15721-15780 Days	15781-15840 Days	15841-15900 Days	15901-15960 Days	15961-16020 Days	16021-16080 Days	16081-16140 Days	16141-16200 Days	16201-16260 Days	16261-16320 Days	16321-16380 Days	16381-16440 Days	16441-16500 Days	16501-16560 Days	16561-16620 Days	16621-16680 Days	16681-16740 Days	16741-16800 Days	16801-16860 Days	16861-16920 Days	16921-16980 Days	16981-17040 Days	17041-17100 Days	17101-17160 Days	17161-17220 Days	17221-17280 Days	17281-17340 Days	17341-17400 Days	17401-17460 Days	17461-17520 Days	17521-17580 Days	17581-17640 Days	17641-17700 Days	17701-17760 Days	17761-17820 Days	17821-17880 Days	17881-17940 Days	17941-18000 Days	18001-18060 Days	18061-18120 Days	18121-18180 Days	18181-18240 Days	18241-18300 Days	18301-18360 Days	18361-18420 Days	18421-18480 Days	18481-18540 Days	18541-18600 Days	18601-18660 Days	18661-18720 Days	18721-18780 Days	18781-18840 Days	18841-18900 Days	18901-18960 Days	18961-19020 Days	19021-19080 Days	19081-19140 Days	19141-19200 Days	19201-19260 Days	19261-19320 Days	19321-19380 Days	19381-19440 Days	19441-19500 Days	19501-19560 Days	19561-19620 Days	19621-19680 Days	19681-19740 Days	19741-19800 Days	19801-19860 Days	19861-19920 Days	19921-19980 Days	19981-20040 Days	20041-20100 Days	20101-20160 Days	20161-20220 Days	20221-20280 Days	20281-20340 Days	20341-20400 Days	20401-20460 Days	20461-20520 Days	20521-20580 Days	20581-20640 Days	20641-20700 Days	20701-20760 Days	20761-20820 Days	20821-20880 Days	20881-20940 Days	20941-21000 Days	21001-21060 Days	21061-21120 Days	21121-21180 Days	21181-21240 Days	21241-21300 Days	21301-21360 Days	21361-21420 Days	21421-21480 Days	21481-21540 Days	21541-21600 Days	21601-21660 Days	21661-21720 Days	21721-21780 Days	21781-21840 Days	21841-21900 Days	21901-21960 Days	21961-22020 Days	22021-22080 Days	22081-22140 Days	22141-22200 Days	22201-22260 Days	22261-22320 Days	22321-22380 Days	22381-22440 Days	22441-22500 Days	22501-22560 Days	22561-22620 Days	22621-22680 Days	22681-22740 Days	22741-22800 Days	22801-22860 Days	22861-22920 Days	22921-22980 Days	22981-23040 Days	23041-23100 Days	23101-23160 Days	23161-23220 Days	23221-23280 Days	23281-23340 Days	23341-23400 Days	23401-23460 Days	23461-23520 Days	23521-23580 Days	23581-23640 Days	23641-23700 Days	23701-23760 Days	23761-23820 Days	23821-23880 Days	23881-23940 Days	23941-24000 Days	24001-24060 Days	24061-24120 Days	24121-24180 Days	24181-24240 Days	24241-24300 Days	24301-24360 Days	24361-24420 Days	24421-24480 Days	24481-24540 Days	24541-24600 Days	24601-24660 Days	24661-24720 Days	24721-24780 Days	24781-24840 Days	24841-24900 Days	24901-24960 Days	24961-25020 Days	25021-25080 Days	25081-25140 Days	25141-25200 Days	25201-25260 Days	25261-25320 Days	25321-25380 Days	25381-25440 Days	25441-25500 Days	25501-25560 Days	25561-25620 Days	25621-25680 Days	25681-25740 Days	25741-25800 Days	25801-25860 Days	25861-25920 Days	25921-25980 Days	25981-26040 Days	26041-26100 Days	26101-26160 Days	26161-26220 Days	26221-26280 Days	26281-26340 Days	26341-26400 Days	26401-26460 Days	26461-26520 Days	26521-26580 Days	26581-26640 Days	26641-26700 Days	26701-26760 Days	26761-26820 Days	26821-26880 Days	26881-26940 Days	26941-27000 Days	27001-27060 Days	27061-27120 Days	27121-27180 Days	27181-27240 Days	27241-27300 Days	27301-27360 Days	27361-27420 Days	27421-27480 Days	27481-27540 Days	27541-27600 Days	27601-27660 Days	27661-27720 Days	27721-27780 Days	27781-27840 Days	27841-27900 Days	27901-27960 Days	27961-28020 Days	28021-28080 Days	28081-28140 Days	28141-28200 Days	28201-28260 Days	28261-28320 Days	28321-28380 Days	28381-28440 Days	28441-28500 Days	28501-28560 Days	28561-28620 Days	28621-28680 Days	28681-28740 Days	28741-28800 Days	28801-28860 Days	28861-28920 Days	28921-28980 Days	28981-29040 Days	29041-29100 Days	29101-29160 Days	29161-29220 Days	29221-29280 Days	29281-29340 Days	29341-29400 Days	29401-29460 Days	29461-29520 Days	29521-29580 Days	29581-29640 Days	29641-29700 Days	29701-29760 Days	29761-29820 Days	29821-29880 Days	29881-29940 Days	29941-30000 Days	30001-30060 Days	30061-30120 Days	30121-30180 Days	30181-30240 Days	30241-30300 Days	30301-30360 Days	30361-30420 Days	30421-30480 Days	30481-30540 Days	30541-30600 Days	30601-30660 Days	30661-30720 Days	30721-30780 Days	30781-30840 Days	30841-30900 Days	30901-30960 Days	30961-31020 Days	31021-31080 Days	31081-31140 Days	31141-31200 Days	31201-31260 Days	31261-31320 Days	31321-31380 Days	31381-31440 Days	31441-31500 Days	31501-31560 Days	31561-31620 Days	31621-31680 Days	31681-31740 Days	31741-31800 Days	31801-31860 Days	31861-31920 Days	31921-31980 Days	31981-32040 Days	32041-32100 Days	32101-32160 Days	32161-32220 Days	32221-32280 Days	32281-32340 Days	32341-32400 Days	32401-32460 Days	32461-32520 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Days	36001-36060 Days	36061-36120 Days	36121-36180 Days	36181-36240 Days	36241-36300 Days	36301-36360 Days	36361-36420 Days	36421-36480 Days	36481-36540 Days	36541-36600 Days	36601-36660 Days	36661-36720 Days	36721-36780 Days	36781-36840 Days	36841-36900 Days	36901-36960 Days	36961-37020 Days	37021-37080 Days	37081-37140 Days	37141-37200 Days	37201-37260 Days	37261-37320 Days	37321-37380 Days	37381-37440 Days	37441-37500 Days	37501-37560 Days	37561-37620 Days	37621-37680 Days	37681-37740 Days	37741-37800 Days	37801-37860 Days	37861-37920 Days	37921-37980 Days	37981-38040 Days	38041-38100 Days	38101-38160 Days	38161-38220 Days	38221-38280 Days	38281-38340 Days	38341-38400 Days	38401-38460 Days	38461-38520 Days	38521-38580 Days	38581-38640 Days	38641-38700 Days	38701-38760 Days	38761-38820 Days	38821-38880 Days	38881-38940 Days	38941-39000 Days	39001-39060 Days	39061-39120 Days	39121-39180 Days	39181-39240 Days	39241-39300 Days	39301-39360 Days	39361-39420 Days	39421-39480 Days	39481-39540 Days	39541-39600 Days	39601-39660 Days	39661-39720 Days	39721-39780 Days	39781-39840 Days	39841-39900 Days	39901-39960 Days	39961-40020 Days	40021-40080 Days	40081-40140 Days	40141-40200 Days	40201-40260 Days	40261-40320 Days	40321-40380 Days	40381-40440 Days	40441-40500 Days	40501-40560 Days	40561-40620 Days	40621-40680 Days	40681-40740 Days	40741-40800 Days	40801-40860 Days	40861-40920 Days	40921-40980 Days	40981-41040 Days	41041-41100 Days	41101-41160 Days	41161-41220 Days	41221-41280 Days	41281-41340 Days	41341-41400 Days	41401-41460 Days	41461-41520 Days	41521-41580 Days	41581-41640 Days	41641-41700 Days	41701-41760 Days	41761-41820 Days	41821-41880 Days	41881-41940 Days	41941-42000 Days	42001-42060 Days	42061-42120 Days	42121-42180 Days	42181-42240 Days	42241-42300 Days	42301-42360 Days	42361-42420 Days	42421-42480 Days	42481-42540 Days	42541-42600 Days	42601-42660 Days	42661-42720 Days	42721-42780 Days	42781-42840 Days	42841-42900 Days	42901-42960 Days	42961-43020 Days	43021-43080 Days	43081-43140 Days	43141-43200 Days	43201-43260 Days	43261-43320 Days	43321-43380 Days	43381-43440 Days	43441-43500 Days	43501-43560 Days	43561-43620 Days	43621-43680 Days	43681-43740 Days	43741-43800 Days	43801-43860 Days	43861-43920 Days	43921-43980 Days	43981-44040 Days	44041-44100 Days	44101-44160 Days	44161-44220 Days	44221-44280 Days	44281-44340 Days	44341-44400 Days	44401-44460 Days	44461-44520 Days	44521-44580 Days	44581-44640 Days	44641-44700 Days	44701-44760 Days	



## 12. Market Returns

### 1. Functions & aims

Items ordered and delivered might have to be returned due to dispatching warehouse due to:

1. Defect or damages;
2. Duplicate orders or overdeliveries;
3. Delayed delivery (in case items are no longer required).

Goods must be;

- ✓ In unused condition.
- ✓ Free from debris/fibers/animal hair.
- ✓ In original packaging with product manuals & instructions.
- ✓ Invoice included and with all labels intact

If goods are returned or rejected for quality reasons the vendor has to replace them or issue a credit note.

Market return of inventory items dispatched from a warehouse should be kept separate area.



### 2. Scope of work

### 3. Methodology / Procedures



# 13. Insurance coverage

## 1. Functions & aims

To reduce financial uncertainty and make accidental loss manageable, while shipping, handling and last mile delivery.

## 2. Scope of work

1. Marine Insurance coverage:  
Marine Liability focuses on liability risks for clients with exposures in the direct or indirect marine operations.

2. Storage insurance coverage: Against damage of inventory, including. Policy covers in the event of

- a. Fire
- b. Water damages
- c. Vandalism
- d. Theft

## 3. Methodology / Procedures

3. Hauliers Insurance coverage:  
While transporting heavy and / or large loads of goods and materials.

4. Couriers Insurance coverage:  
While carrying and delivering parcels, loaded in a small van or even on a scooter in the city.

### 1. Marine Insurance coverage:

- Marine Liability focuses on liability risks for clients with exposures in the direct or indirect marine operations.



### 2. Storage insurance coverage:

- Against damage of inventory, including. Policy covers in the event of;
  - Fire
  - Water damages
  - Vandalism
  - Theft



### 3. Hauliers Insurance coverage:

- While transporting heavy and / or large loads of goods and materials.



### 4. Couriers Insurance coverage:

- While carrying and delivering parcels, loaded in a small van or even on a scooter in the city.

# 14. SLOB Management

## 1. Functions & aims

The word "SLOB" refers to inventory that has reached the end of its product cycle. Dead inventory. This inventory has not been sold or used in a long time and is not likely to be used in the near future.

## Forecast demand

Use data and analytics to anticipate sales shift and adjust inventory while considering similar or parity line items or SKUs.

## Early warnings

Fine-grained metrics with high sensitivity, preferably by individual product, can generate an alert to act on quickly.

## Competitive monitoring

Keep tabs on new offerings, promotional activities, price off, execution of marketing campaign prior to inventory to build up.

## Supply chain communication

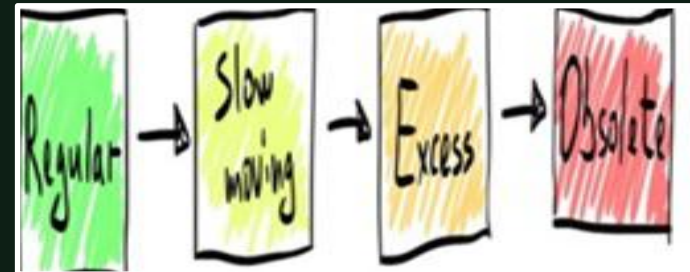
Insights from big customers and suppliers provide an early heads-up.

## Inventory ERP system

Good ERP automates the early warnings a business needs to stay ahead of slow-moving inventory challenges.

## 2. Scope of work

## 3. Methodology / Procedures



# 15. Damage Management

## 1. Functions & aims

Damages due to;

1. Shipping – Insurance claimed & reimbursed.
2. Market returns
3. Manufacturing defects
4. Other damages (due to flood, fire, handling)

## 2. Scope of work

Identify the types of damage

- Repairable
- Non repairable

- ❖ Prepare a damage report for each damaged inventory item.
- ❖ Financial approvals
- ❖ Write off from inventory records

## 3. Methodology / Procedures

- ✓ Manage the destruction
- ✓ Authority approvals
- ✓ Environmental approvals



# 16. Inventory count & auditing

## 1. Functions & aims

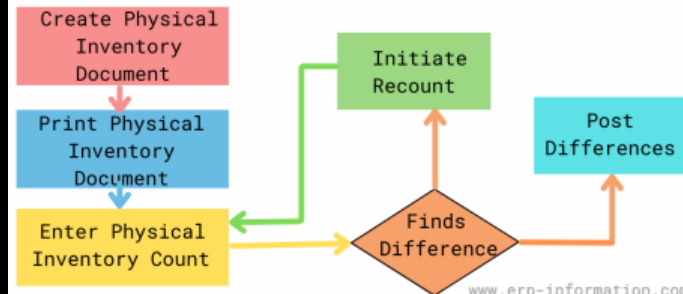
### Counting & auditing benefits

1. Negligible errors
  2. Focused decision making
  3. Operational efficiency
  4. Improved satisfaction
  5. Accurate reports
  6. Minimize time
- ✓ Review records
  - ✓ Count
  - ✓ Investigate & reconcile
  - ✓ Alter procedure / approvals
  - ✓ Adjust records

## 2. Scope of work

## 3. Methodology / Procedures

### Physical Inventory Process



## Inventory Audit



# 17. Cloud based live reporting

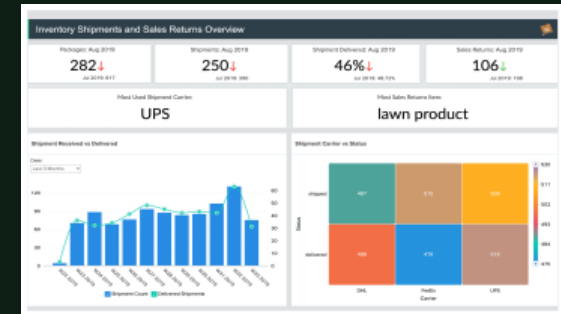
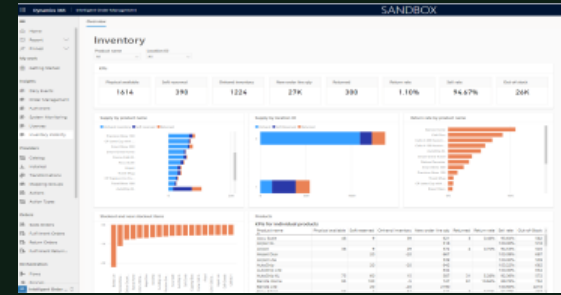
## 1. Functions & aims

- ❖ Dashboard reporting is a visual representation of your key performance indicators (KPIs). Using data from other reports, dashboard visuals provide charts and graphs to give an at-a-glance vision of your company's performance.

## 2. Scope of work

- ❖ It provide the reader with the rationale for the research, a description of the method used to conduct the research, the findings, results, a logical discussion, and conclusions / recommendations.
- ❖ Reports are written to present and discuss research findings.

## 3. Methodology / Procedures





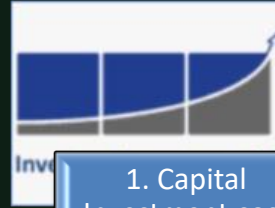
# Supply Chain Monthly Package –24 various reports

## Inventory Management- Monthly pack

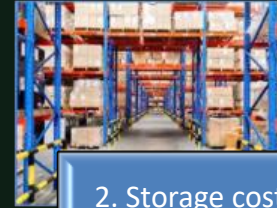
Date

SI #	Section	Reports-1	Reports-2	Reports-3	Reports-4	No. of documents
1	Supplier management	Vendor Comparison Matrix	Product Comparison Matrix	Pricing Comparison matrix		3
2	Inventory Receiving & inspection	Inspection check list				1
3	Quality Checks	Quality Check				1
4	Shipping / Marine Insurance damages	Marine Insurance Claim				1
5	Inbound Process	IGR / GRN				1
6	Define the storage	Warehouse Storage & Layout	Location master- Chamber (Aisle, Bay & Bin)	Cleanliness	Garbage handling	4
7	Demand planning & reordering	Demand Planning File	Item Master	Forecast Report		3
8	Customization / kitting process	Kitting Report				1
9	Inventory / Stock Outbound	Delivery Order				1
10	Proof Of Delivery	POD Summary				1
11	Inventory provision computation	Stock Ageing Report	Provision computation			2
12	Market Returns and its process	Market returns data				1
13	Insurance coverage	Inventory value data				1
14	SLOB management	SLOB data				1
15	Damage management	Damage data				1
16	Inventory count and auditing	Inventory count and auditing				1
						24

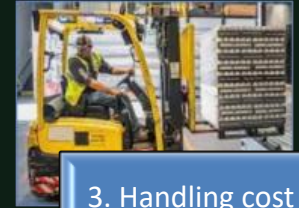
# Components of Inventory carrying cost



1. Capital Investment cost



2. Storage cost



3. Handling cost



4. Resources cost



5. Insurance cost



6. Opportunity cost



7. Depreciation & Provision cost

# 18. Evaluation



1. Supplier management



2. Inventory Receiving & inspection



3. Quality Checks



4. Shipping / Marine Insurance damages



5. Inbound Process



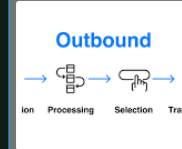
6. Define the storage



7. Demand planning & reordering



8. Customization / kitting process



9. Inventory / Stock Outbound



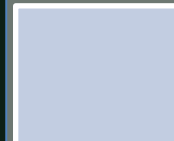
10. Proof Of Delivery



11. Inventory provision computation



12. Market Returns and its process



13. Insurance coverage



14. SLOB management



15. Damage management



16. Inventory count and auditing



17. Cloud based live reporting