



GAINUP TECHNOTEK LTD

Supply Manual System

SHIPMENT LEADER SOP

GUT/SSE/SOP/014

Effect Date

14.02.2022

Revised No

02

Revision Date

03/03/2023

Component perimeters

Mr. Haarihaaran.M.M – Shipment Leader

SOP	WHO?	Timeline / Action
Receiving the shipment planning list from the merchandising team	Shipment Leader	Weekly
To review the PO sheet	Shipment Leader	Day to day activity
To create AS for PO's on checking End Production date as per sailing schedule & AS cut-off's	Shipment Leader	Weekly
We arrange container according to the CBM	Shipment Leader	Weekly
To ensure all shipment documents send CHA for custom clearance, Before one day	Shipment Leader	Weekly
To follow-up on TRF closure for the hand overed PO's	Shipment Leader	Weekly
We follow the payment from the buyer periodically	Shipment Leader	Weekly

	Prepared by	Approved by	Validated by
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Designation	Technical Trainer- HR	DGM-HR	



This document will be revised annually or as needed whenever changes are required.

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