Component perimeters

Mr.PRDEES DSI– Shipment Leader

Mr.ABDHUL DMI -Shipment Leader

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| 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 |

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|  | Prepared by | Approved by | Validated by |
| Name | Sri Sandoshkarthika.N | Gangadharan.C | Dhanraj |
| Designation | Technical Trainer- HR | DGM-HR | AGM-SOCKS MERCH |