Order Management perimeters

Mr.RAJESH– SENIOR MERCHANDISER

Mr.MILTON – SENIOR MERCHANDISER

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| SOP | WHO? | Timeline / Action |
| Finalize the SMT in S& OP meeting in G.Doc | SNR.Merch | seasonally |
| Receive selection file from DKT team | SPL+ Snr.Merch | Seasonally |
| Give requirement to purchase team for CBT booking for Selection | Sr.Merch+purchase i/c | seasonally |
| Receive implantation order from SPL | Sr.Merch | Seasonally |
| Order all the component which is related to implant PO | Sr.Merch+purchase team | Weekly |
| Order validation would be done in decathlon portal | Sr.merch+planner | weekly |
| Create OCN in internal ERP  | Sr.Merch | weekly |
| Coordinate with planning team to prepare T&A for created OCN | Sr.Merch | Weekly |
| Get budget approval | Sr.Merch+ AGM+MD | Weekly |
| Release JOB order for factory team after ensuring availability of all materials | Snr.merch+Knitting I/c | Weekly |
| For replenishment order create OCN and get budget approval through T&A closure | Planner+Sr.Merch | weekly |
| Shipment plan send to planning team | Sr.Merch | weekly |
| Monitor As creation based on sailing schedule and booking cut off | Sr.Merch | Weekly |
| Monitor all documentation process like GTD report, invoice packing list etc… | Sr.Merch | Day to day activity |
| Attend SU meeting with internal and external team | Sr.Merch | weekly |
| Attend Monthly review meeting | Sr.Merch | Monthly |
| Update MTS stock  | Sr.Merch | Monthly |
| At the end of the season update any delays | Sr.Merch | Seasonally |

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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 |