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OPS	OEC-OPS-PP-P-01	2016-08-22	1.0
	PROCESS FOR MANAGING PICK-UP		PAGES 1 of 16

PURPOSE

To ensure pick-up process gets completed in the committed time and is done accurately.

SCOPE

Applicable to the following:

- Process Start: First communication / contact (via email) from client authorized contact for pick-up.
- Process End: Closure of Job Card.

This process is defined for pick-up process of data entry at client premises.

RECORDS

Record Number	Record Title	File / Folder Name	Location of Record	Responsibility	Retention Period
OEC-OPS-PP-F-01	Pickup Request Instruction	Pickup Request	D Drive/ System	Central Pickup Coordinator	Life of Document
OEC-OPS-PP-F-02	Transmittal Form	Transmission Form	D Drive/ System	Central Pickup Coordinator	Life of Document
OEC-OPS-PP-F-03	List of Authorized Person	CIF	D Drive/ System	Sales/KAM	Life of Document
OEC-OPS-PP-F-04	Checklist of Restrictions	Job Card	D Drive/ System	Central Pickup Coordinator/ Local Pickup Coordinator	Life of Document
OEC-OPS-PP-F-05	Job Card	Pick-up Collection	D Drive/ System	Central Pickup Coordinator/ Local Pickup Coordinator	Life of Document
OEC-OPS-PP-F-06	Master Schedule	Pick-up Collection	D Drive/ System	Central Pickup Coordinator/ Local Pickup Coordinator	Life of Document
OEC-OPS-PP-F-07	Pickup Sheet	Pick-up Collection	D Drive/ System	Central Pickup Coordinator/ Local Pickup Coordinator	Life of Document
OEC-OPS-PP-F-08	Delivery Challan	Pick-up Collection	D Drive/ System	Logistics Coordinator	Life of Document
OEC-OPS-PP-F-09	Pickup Checklist	Pick-up Collection	D Drive/ System	Local Pickup Coordinator	Life of Document
OEC-OPS-PP-F-10	Logistics Checklist	Pick-up Collection	D Drive/ System	Logistics Coordinator	Life of Document

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RESPONSIBILITY

The overall responsibility of the process lies with the Head - Operations.

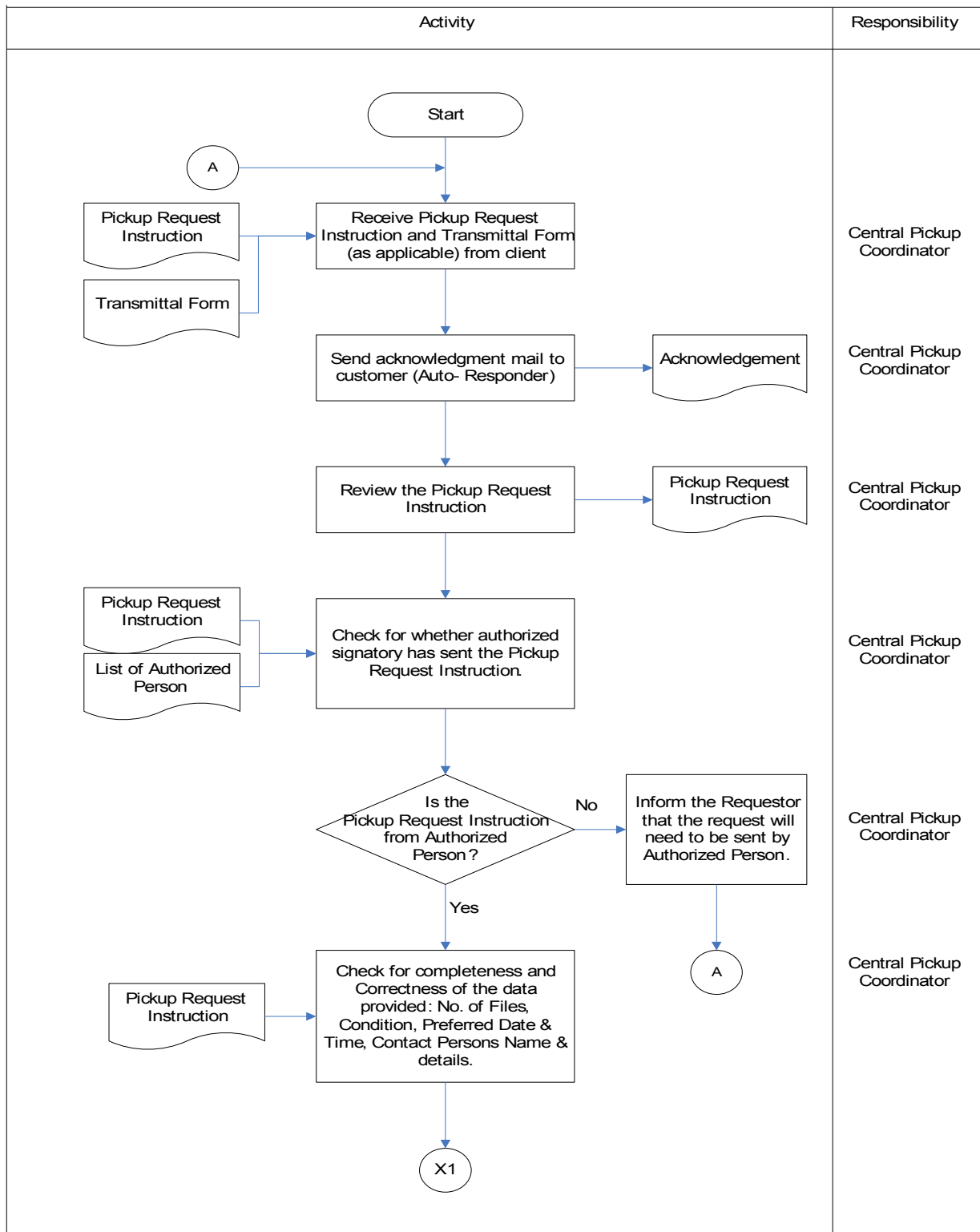
PERFORMANCE MEASURES

As defined in the Metric chart

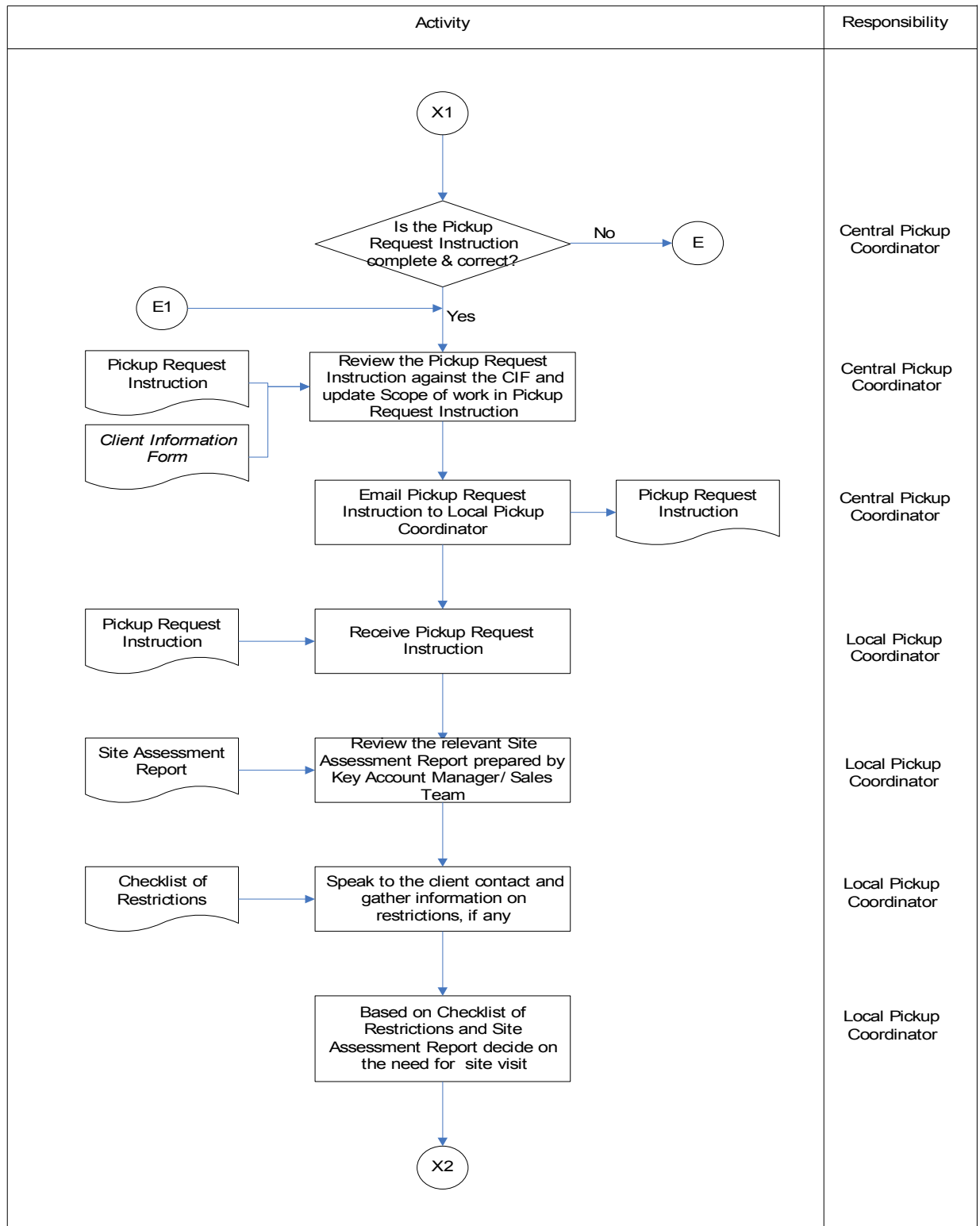
PROCEDURE / DESCRIPTION OF ACTIVITIES

On next page

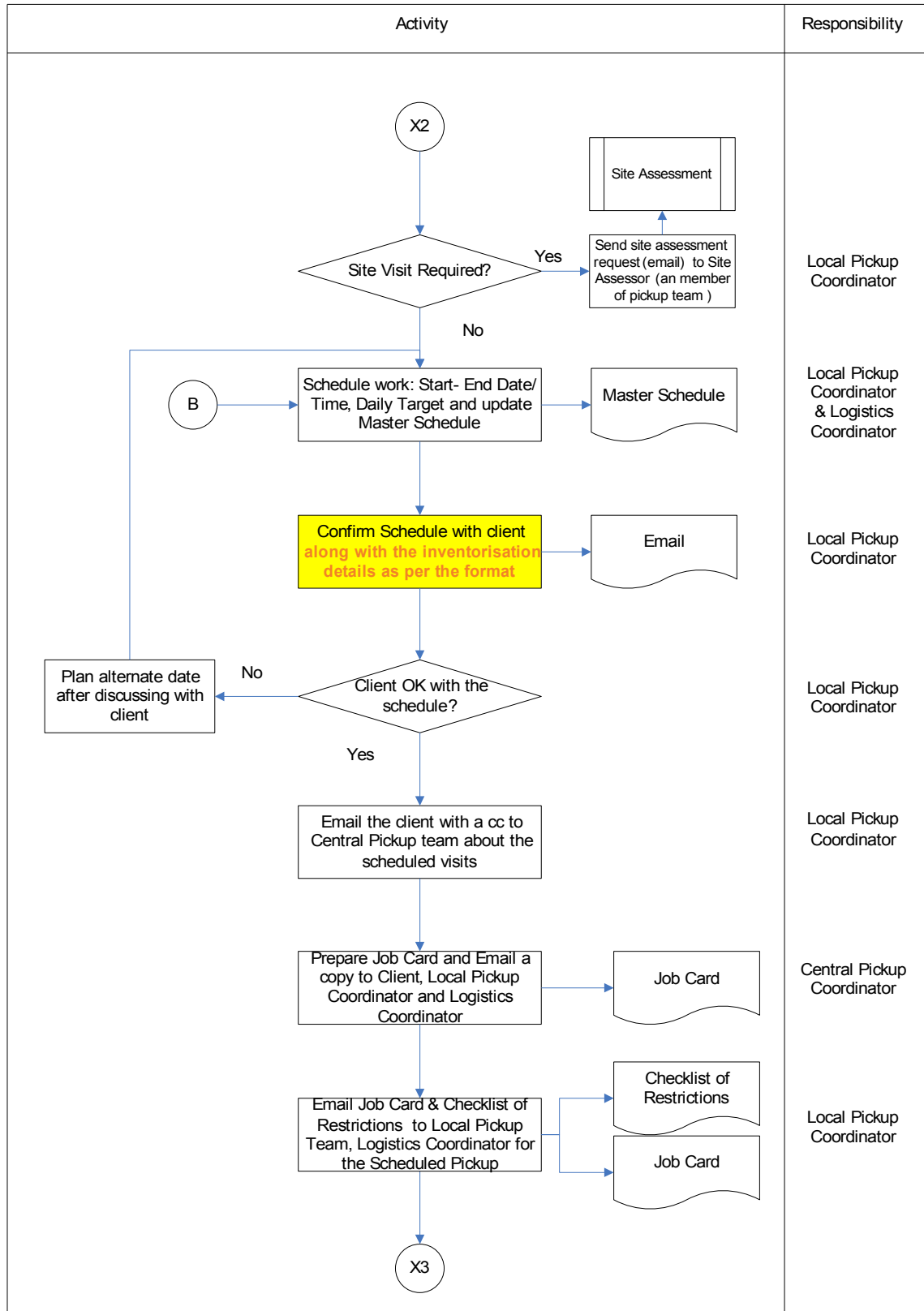
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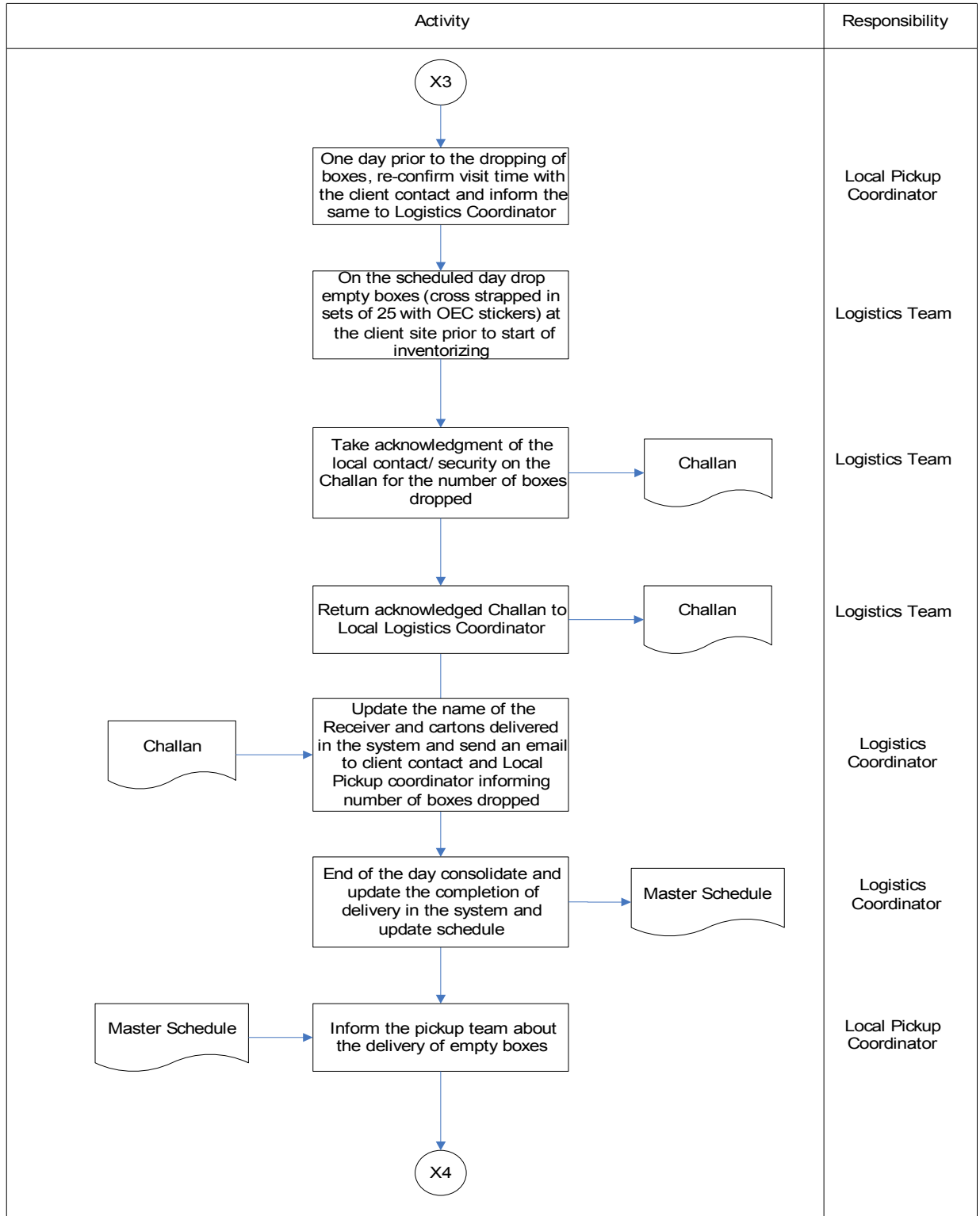
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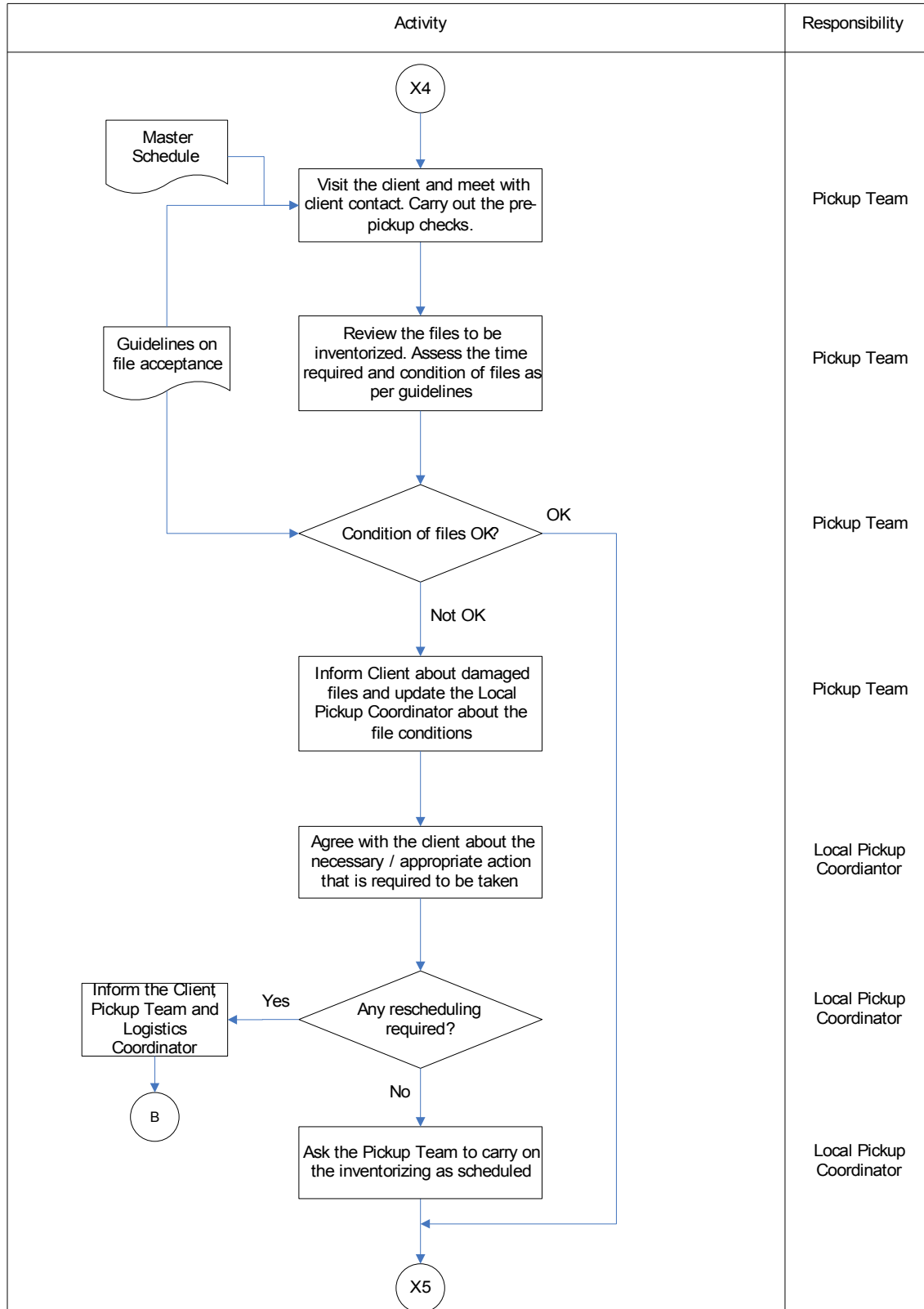
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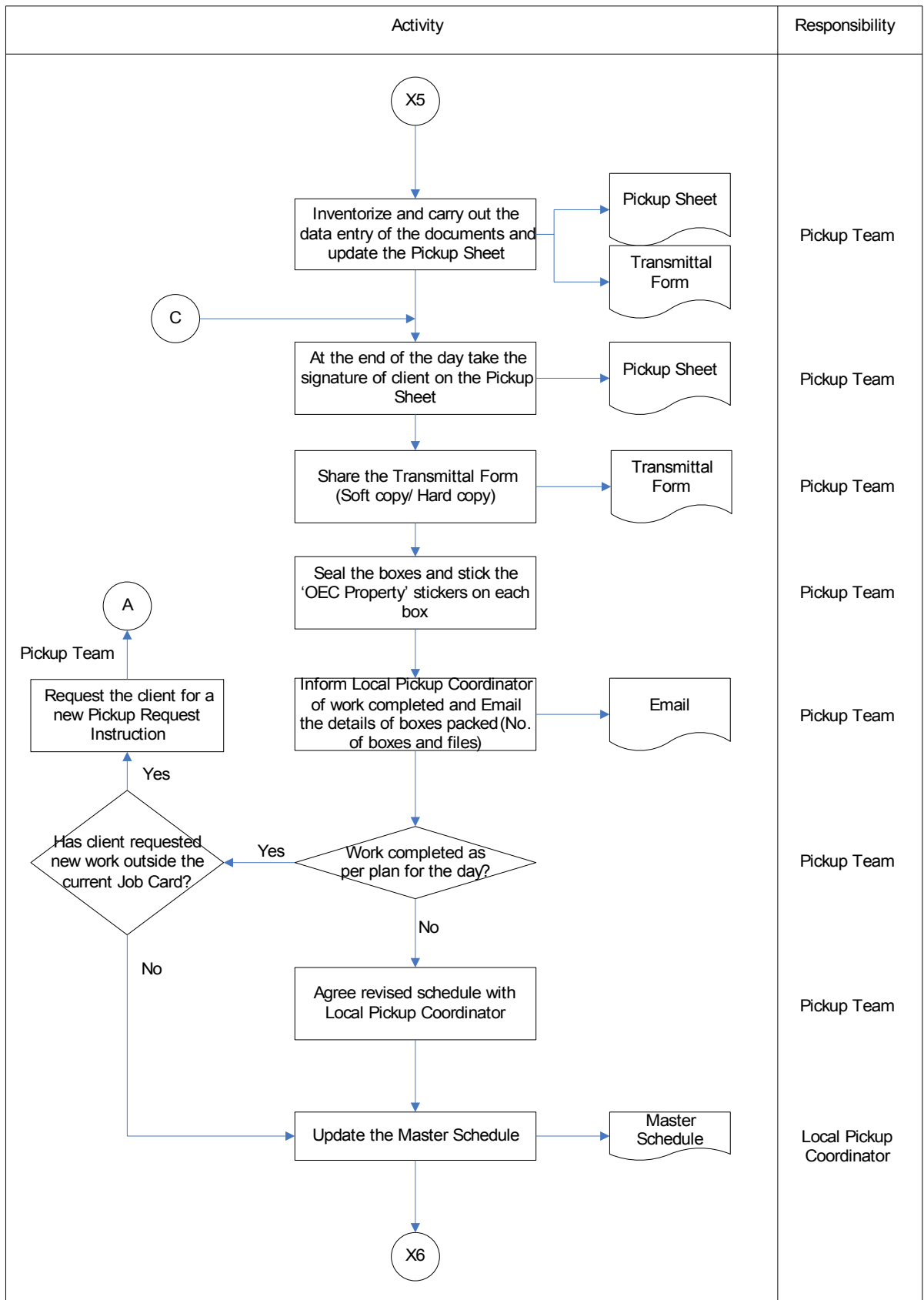
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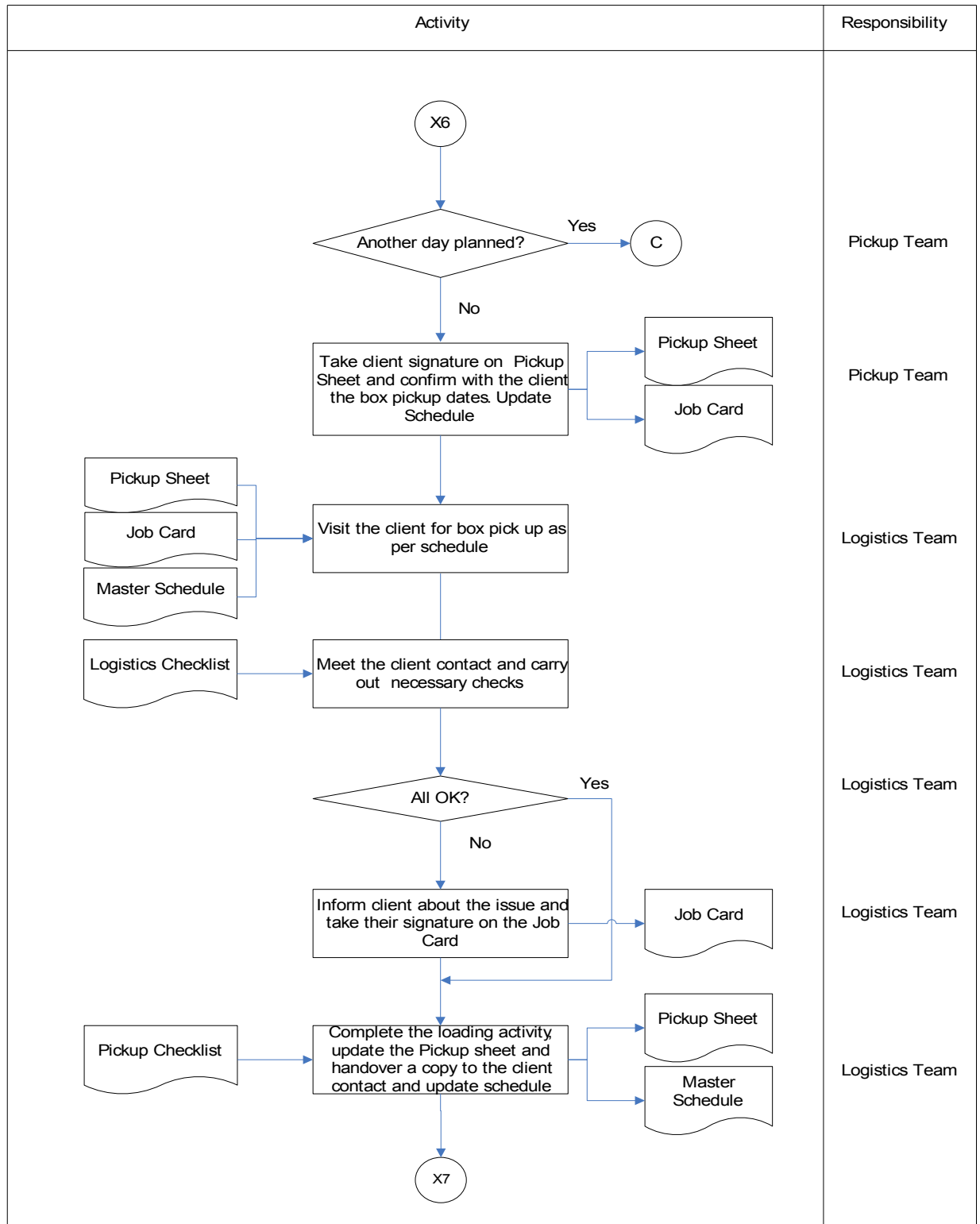
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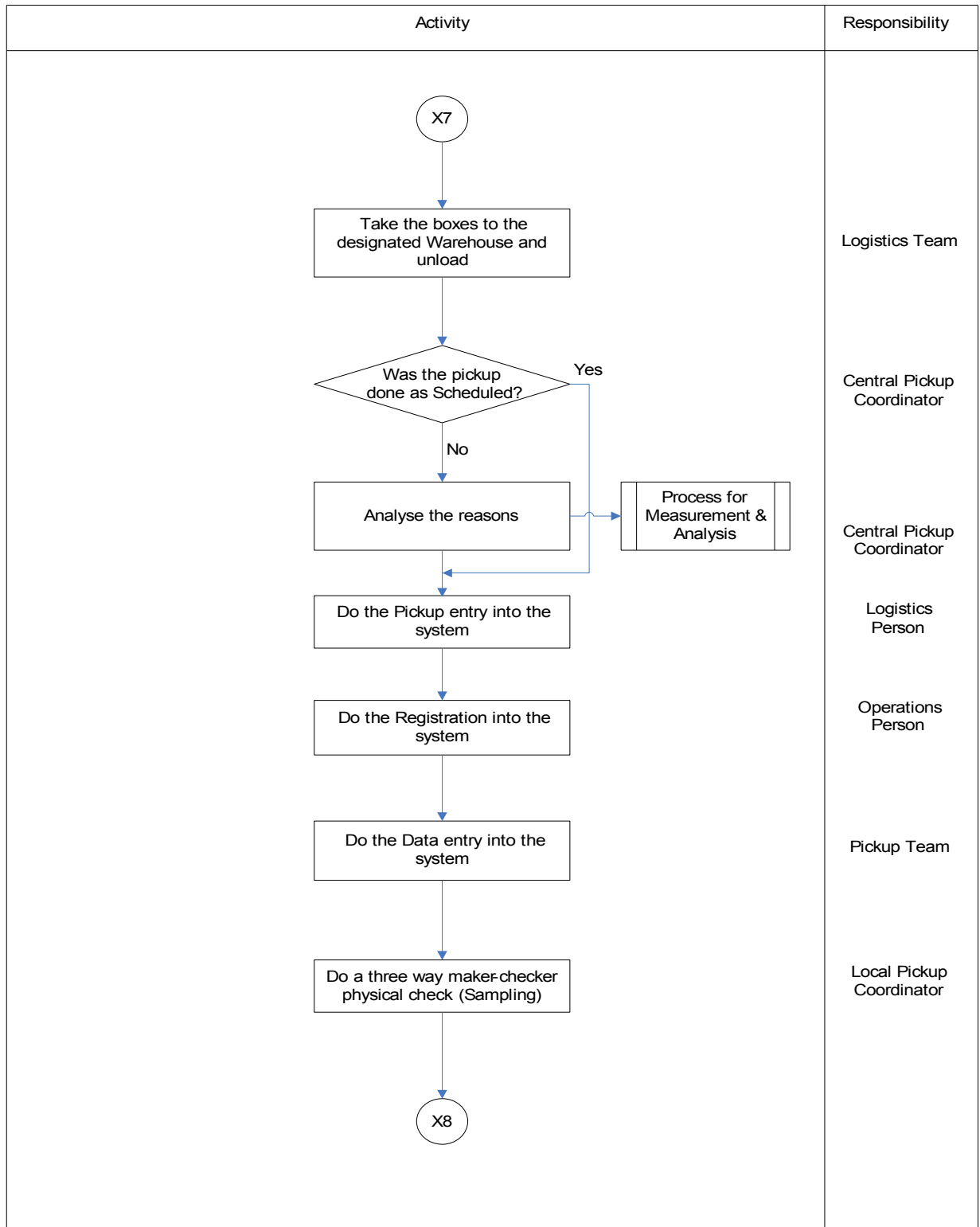
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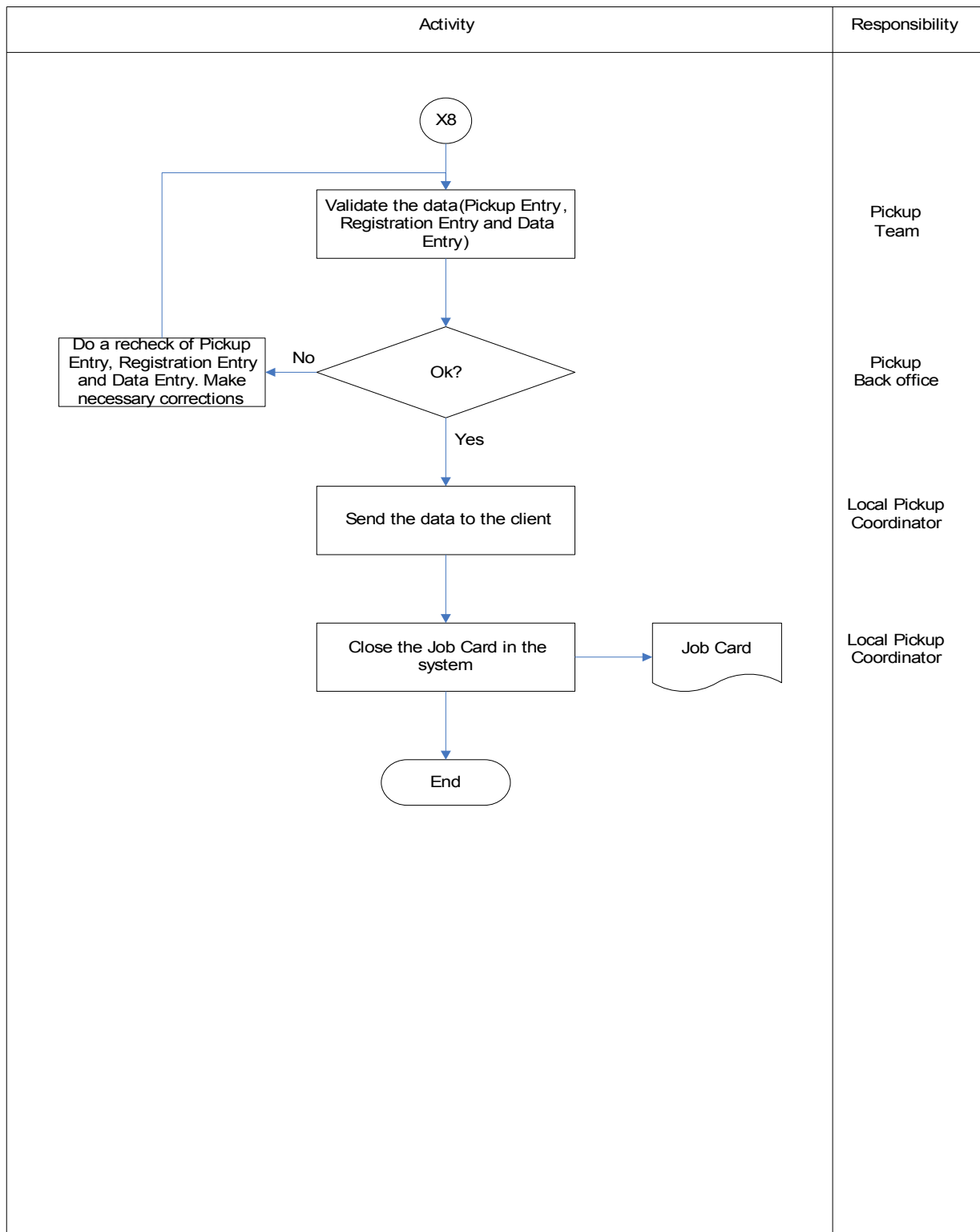
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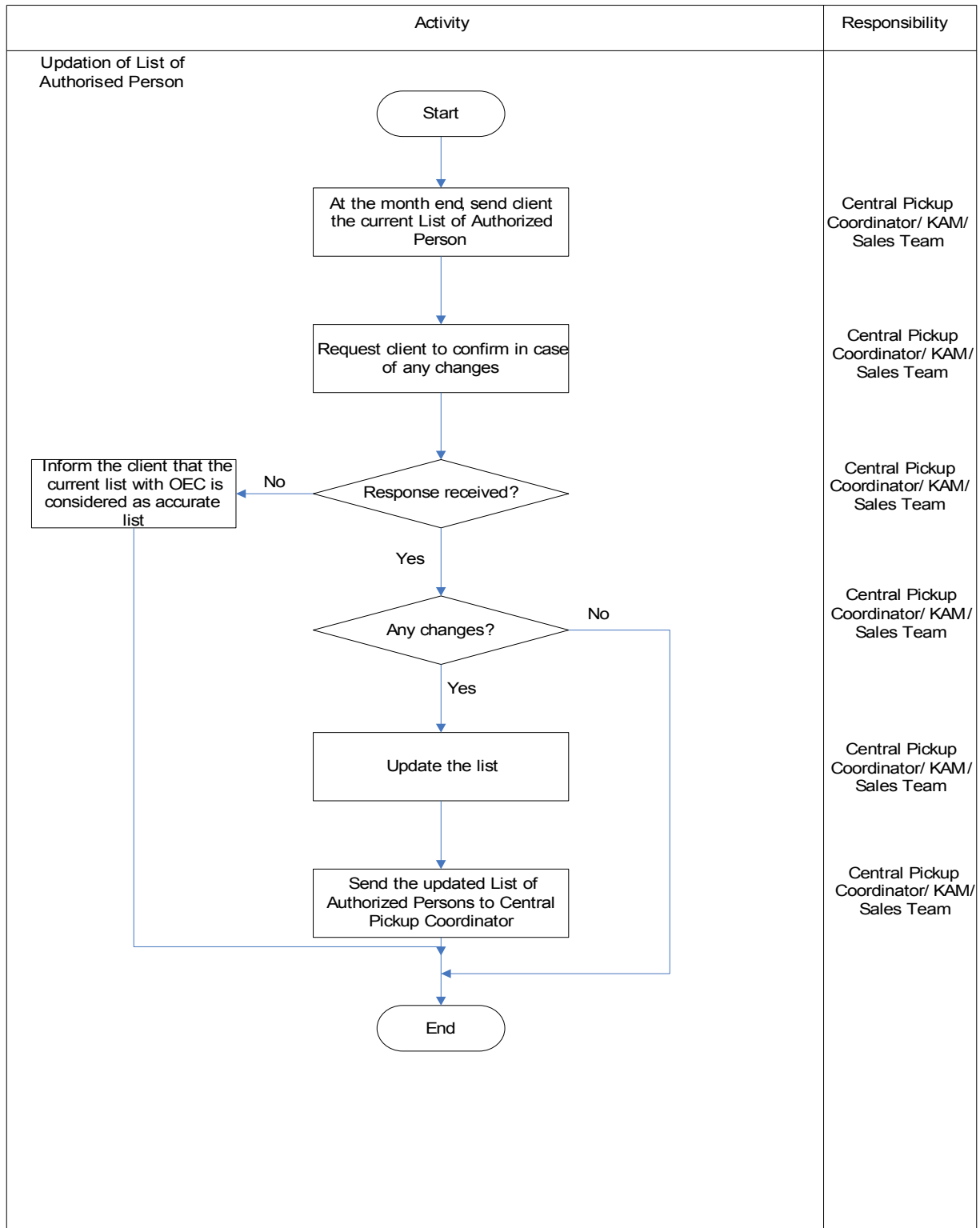
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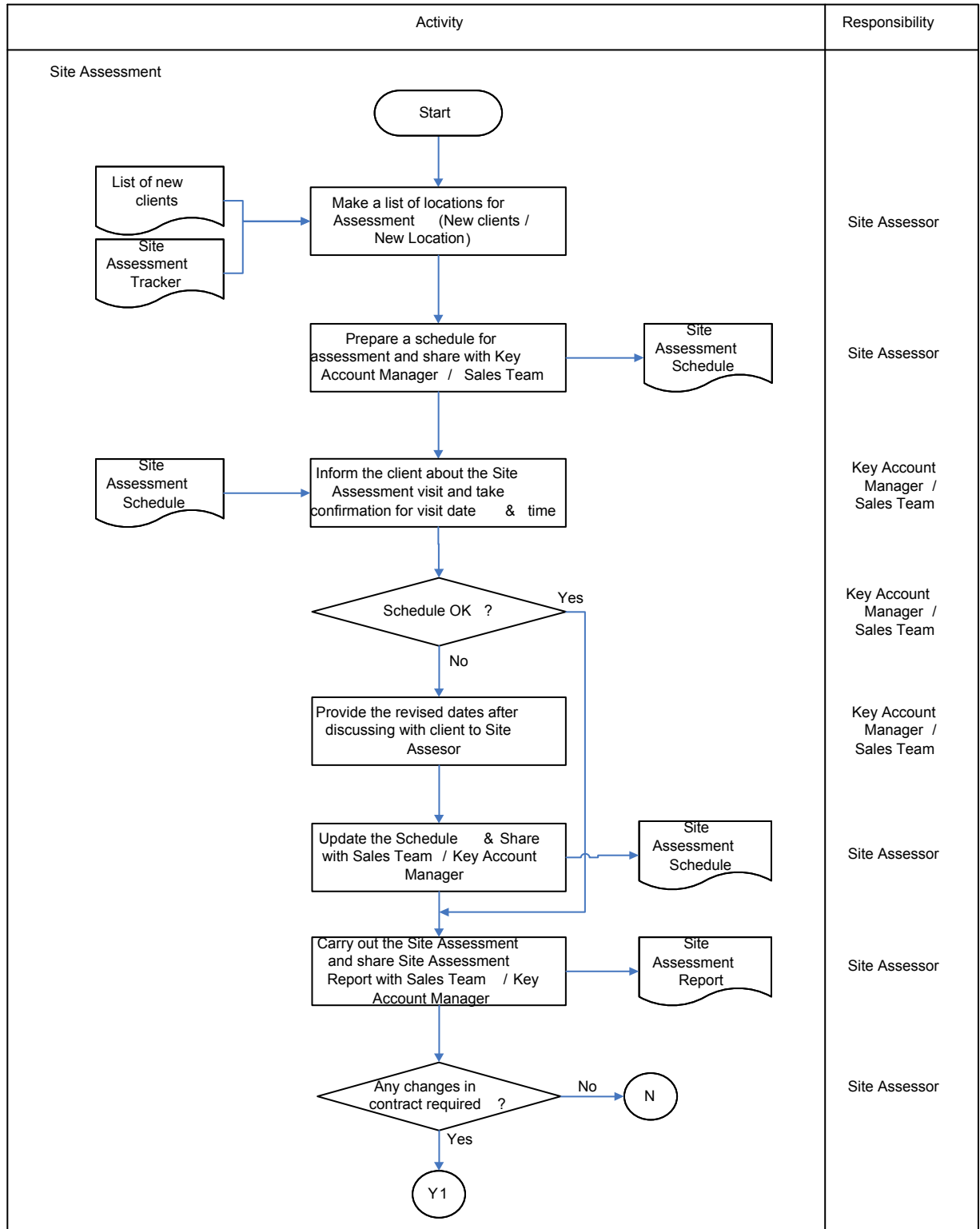
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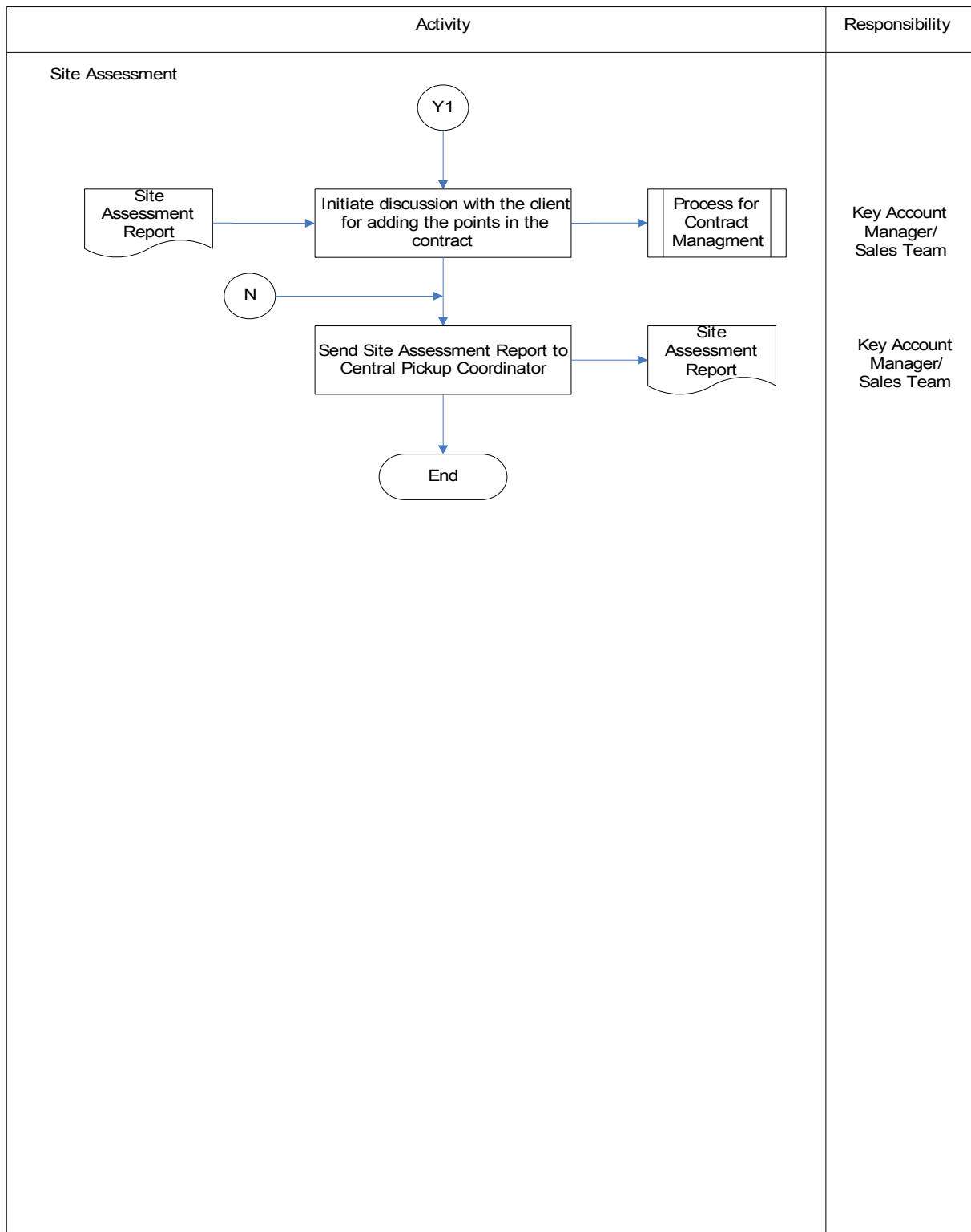
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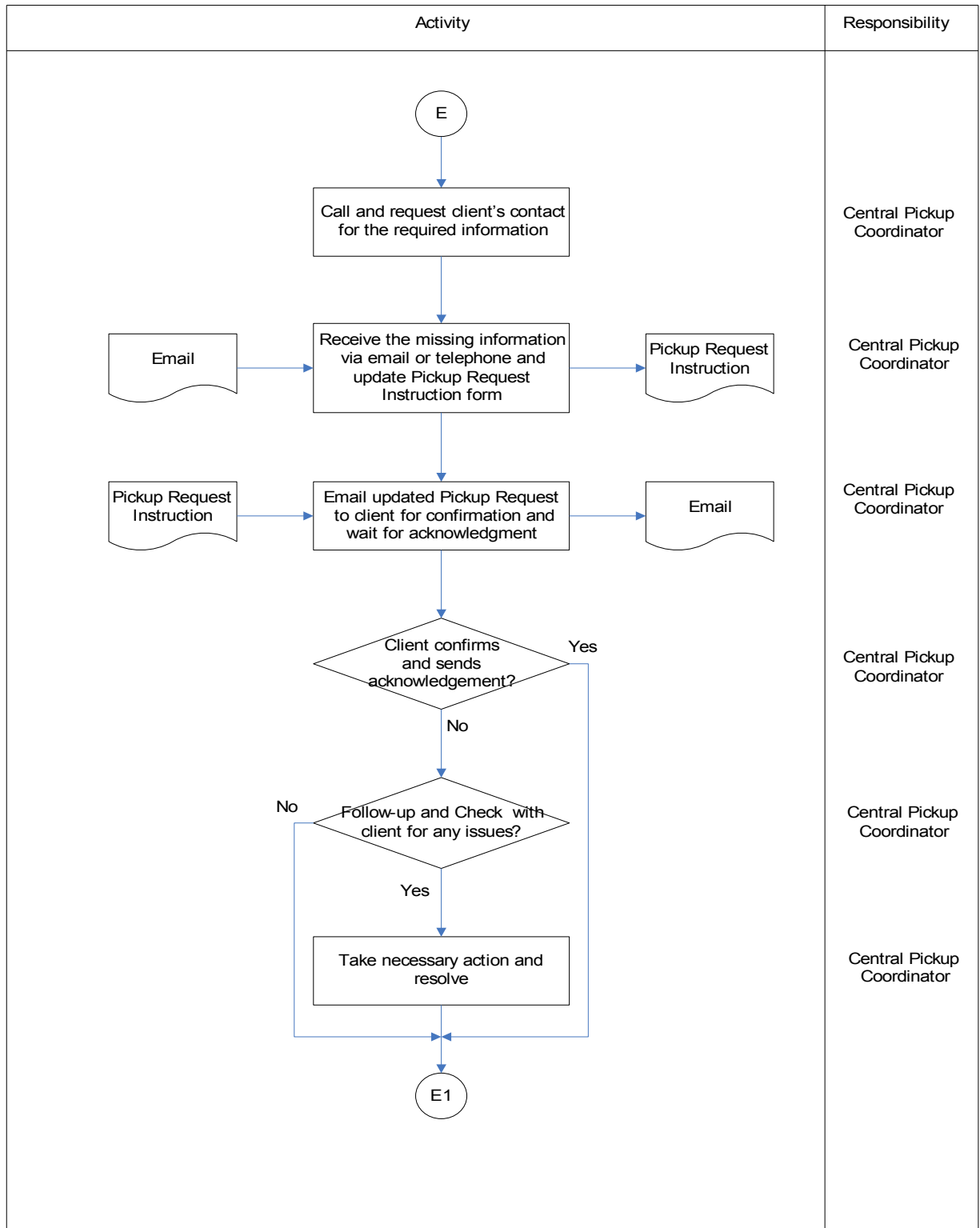
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ENCLOSURES

As per table contents

FORMATS / EXHIBITS

Indexing Format							
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