

DEPARTMENT		ISSUE DATE	REVISION #
OPS	OEC-OPS-AM-P-07	2016-05-10	1.0*
	OPERATING PROCEDURE FOR AOD MANAGEMENT (BARCLAYS)		PAGES 1 of 2

PURPOSE

To take Inventory of all Account Opening Documents (AOD), Scan and Store safely and systematically all the records accepted for storage by OEC.

SCOPE

This process will be closely monitored and followed at all the warehouses across India. Branch Manager will be responsible for the process to be followed at the respective locations.

REFERENCE

NA

RESPONSIBILITY

Branch Manager

The Customer requirements, and OEC customized process to achieve them are to be defined in the specific Procedure released by Sales Team. With this input, required operations to be undertaken are specified in this procedure.

He is authorized to assign the part or all of this procedure to the team leaders under his/her control when the process needs various services like Pick-UP, Registration, Scanning, Data-entry, and Storage.

PROCEDURE / DESCRIPTION OF ACTIVITIES**A. Inventory at Site.**

1. For the "S" series of the AOD documents, the inventory work is done at BARCLAY's site by OEC staff dedicated for this work.
2. The AOD forms are stuck with Account No. bar-coded labels specially allotted to this series and supplied by OEC.
3. The Data entry as per the requirement specified by BARCLAYS is done at the site and the soft copy is uploaded to OEC system-software.
4. The OEC Logistic Manager shall organize to pick-up these records from the site based on the feedback from the pick-up team working at the customer site. Refer pickup process *OEC-OPS-PP-P-01* for guidance.

B. Inventory at OEC Centre

1. The documents are put in suitable lots in the serially numbered Boxes and each Document is bar-coded or Stamped in Ink with the CRN number of each document. (CRN= Customer ID)

C. Scan

2. The complete set of AOD forms are scanned and indexed to Account Opening Number, while the SI series documents are scanned and linked to CRN no of the documents, (which will be taken as the keying data to retrieve them later)

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D. Storage

1. The AODs are stored in Universal Boxes, in lots of 1000 numbers per box which are serially kept in the box.

ENCLOSURES

NA

FORMATS / EXHIBITS

NA