

DEPARTMENT	OEC-OPS-AM-P-09	ISSUE DATE	REVISION #
OPS		2016-05-10	1.0*
	OPERATING PROCEDURE FOR AOD MANAGEMENT (KMBL)		PAGES 1 of 2

PURPOSE

To take Inventory of all Account Opening Documents (AOD) 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 KMBL 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 KMBL 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.

B. Inventory at OEC Centre

1. For **KBSI** series of documents, the Inventory and Data entry work are done at OEC centre.
2. 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 Registration Number).

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D. Data Entry

1. The KBSI series documents are sent to Data entry section in OEC centre where as the S series entries are done at the KMBL site and files are uploaded to the OEC system.

E. Storage

1. The AOD forms are stored in AOD Boxes.

ENCLOSURES

NA

FORMATS / EXHIBITS

NA