**Business PROCESS FLOW CHART**

**Process** - Procurement & Purchase

**Company** - Commercial Vehicles

**Function – Logistics & Procurement Team**

**SUMMARY**

The process in assembly plant of Commercial Vehicles includes – purchasing of required number of materials from different suppliers at right price and right time. The materials are then stored in Warehouse and then sent to the assembly line as per the requirement of production schedule, which are then assembled. The assembled vehicle goes to various inspection process before delivery to customer. The process include are further explained below-

* **Procurement** process starts from indentation (to check whether the material is required or not), if the material is required then Vendors for related materials are searched, then Either specification is asked to prepare by one of them or is made by company employees. The specification made is then forwarded to each of the vendors, and are asked to make the Quotation. Once, the Quotation is made it is checked by the employee to see whether all the things are covered or not. Then, Negotiation is done with the supplier as per the price Quoted by them. Finally, the Right Vendor is selected considering different factors.
* **Purchase** process includes preparation of Purchase order as per the Quotation. If the supplier is new then Advance Shipment Notice (A.S.N) number is allotted, and then Cover Note (C.N.) is prepared. These documents are then forwarded to the supplier to intimate to deliver the material as per discussion.
* Once, the material is received at dock, it moves either to NON-DOL process or to DOL (Direct on Line) process. Non DOL materials go through inspection process, then stored at respective location while, DOL materials are stored directly in the Warehouse without inspection.
* Then, as per the requirement these are carried by tugger to the assembly line. After the assembly, the finished product (Vehicle) is then inspected before delivery to customer.

**PROCESS LEVEL**

Rejected parts to suppliers

Customers

Inspection of FINISHED GOODS

DOL

Inspection In Quality Department

Non-DOL

**SUB PROCESS LEVEL**

1. **Planning and vendor management**
2. **Purchase**

**TASK LEVEL**

1. **Vendor selection**
2. **Purchase**