



ROLES & RESPONSIBILITY FOR PDA COORDINATOR

SOP / Com / 004

Personal Digit Assistant & Data Matrix		Frequency
a	1 – Sales team Sync (PDA) report send to all Whats app group (09:30 to 09:45)	Daily
2 – PRIMARY SALES REPORT UPDATION		
b	i Primary sales data should pull from ERP – 10.00 am	Daily
	ii Consolidate the report as product / region / zone wise – 11.00 am	
	iii Share the report to all sales group	
3 – SECONDARY SALES REPORT UPDATION		
c	i Secondary sales data should pull from PDA	Daily
	ii SR / Distributor report collect from SH & Consolidate report send to GM	
	iii Consolidate the report as zone wise	
	iv Share the report to all sales group	
	v Maintain the record in System & Weekly basis share the consolidation report to Sales team	
4 – CLOSING STOCK UPDATION		
d	i Stockist wise closing stock data should collected from Sales team (i) Month first closing stock will collected from distributor (ii) Daily primary vs Secondary vs Closing stock should reconciled by coordinator & update the status	Weekly
	ii Consolidate the report as Region, Product wise	
	iii Share the report to all Sales GM & Sales heads	
	iv Maintain the record in System	
5 – SALES TEAM ATTENDANCE MAINTENANCE		
e	i Sales team attendance data should pull from PDA	Daily
	ii Consolidate the report as Region, zone wise	
	iii Share the report to all sales group	
	iv Share the report to HR department	Monthly
6 – PDA ISSUES SOLVED		
f	i If any request from sales team regarding PDA, coordinator should rectify the issue	Daily
	ii No of issues should maintain by coordinator	Daily
	iii Consolidate the issue Problem wise, zone wise	Daily
	iv If any issue repeatedly raised, Coordinator resolve the issue through PDA vendor	Monthly
7 – MAINTAIN THE SALES TEAM DATA		
g	i All sales related data (Primary, Secondary, Closing, Attendance, Complaints) should maintained	Daily
	ii If any date request from sales side that data should be sent to GM / concerned (TL, SH)	Daily

Prepared By

Verified By

Approved By

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21/03/18

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21/03/18

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21/03/18
10:40 am