

	Materials from Schools	Packaging Private Ltd to ensure Materials to be Collect/ pick up in safe and well protected condition if any packing not available need to repack with proper packing. Bill of Materials should be same as per instructions received from CORE. Aashu Logistics & Packaging Private Ltd should verify all details of material received from various Schools on behalf of CORE. if any Discrepancy should be escalated immediately to CORE Education Project manager.
4	Materials Storage & Handling	Hand Over of materials, product wise sorting, stacking of materials in Ware house as per product box norms only , if any box Damaged after pick up of materials from Schools Aashu Logistics & Packaging Private Ltd will be responsible for the same , Box serial nos. to be captured after pick up of material from Schools & the same to be submitted to Core Project Manager .
5	Materials Dispatch	Each & every box to be verified 100 % with product model & serial nos as per Bill Of Materials List Provided by CORE Education. In case of wrong or short shipment collected from schools Aashu Logistics & Packaging Private Ltd will ensure Collection to be completed without any extra cost to CORE.
6	POD Acknowledgement	Acknowledgement from School Authority along with Stamp , Date & Time of Pick up Materials , Name of Person Collecting material should be taken on set of POD documents. Any comments written by School Headmaster Aashu Logistics & Packaging Private Ltd person has to inform immediate to CORE Project manager & ensure discrepancies' to be cleared before leaving school premises, lacking which the Pick up of materials will be considered as incomplete
7	POD Submission	100 % POD – Scan copy & Original to be submitted By Aashu Logistics & Packaging Private Ltd If any failure to above complete amt of product will be debited to Aashu Logistics & Packaging Private Ltd A/c Only a > Proof Of Collection Note – Scan copy & Original weekly basis to Project Manager
8	MIS Report on Daily Basis	<p>a> Materials Collection Report to be provided immediately in format as –Pick up time / Name of School /Head Master Name / Mobile number / Materials Details / Number of Box phy. Collected from Schools / Number of Box Handed Over to W.H. / Materials delivery date to W.H. / Materials accepted by W.H. In charge Person name</p> <p>b> Track Sheet Collection status as per school location with Expected date of Collection completion .</p> <p>c> Freight Bill Submission to Core Project / date / Bill Nos / Freight Amt/ POD details / Bill submitted to CORE Education Project Manager.</p>

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