

MIS SECTION

- Allocation & Circulation of Targets of Field Staff.
- Communication of Annual Incentive Plans & calculation of thereof.
- Price List : Uploading & Communication of changes/addition.
- Auditing of Sales Transaction.
- Products Information Service / No Objection Certificate (NOC) of the Products in the existing and the new territories as well as of New Products
- Collection of Statutory Forms like Form “C” & Form “F”.
- Calculation of Monthly Performance Incentives
- Preparation & communication of the Contribution Statement of all CPIC Managers/Zones.
- Processing of Special Rate/Deal Proposal.
- Sales Allocations for Institutions supplies & direct supply to Stockist.
- Transaction Booking of Sales Invoices, Replacement Invoices, GRNS, Credit/Debit Notes with relevant credit factor.
- Debit note to Transporter for Transit Damages/Breakages and contra Credit note to the related Distributors.
- Settlement of Distributors Claims which includes:
 - Special Discount/Deal.
 - Breakage & Expiry.
 - Freight / Octroi / Entry Tax.
- Maintenance of Relevant Records.
- Preparing Marketing Presentations
- Preparing Super Champ Contest (SCC) Ranking.
- Preparing Product Champ Contest (PCC) Ranking.

- Benchmark for Performance Incentives.
- System Implementation.
- Relevant Communication with the Distributors and Field Staff of Domestic Operations.