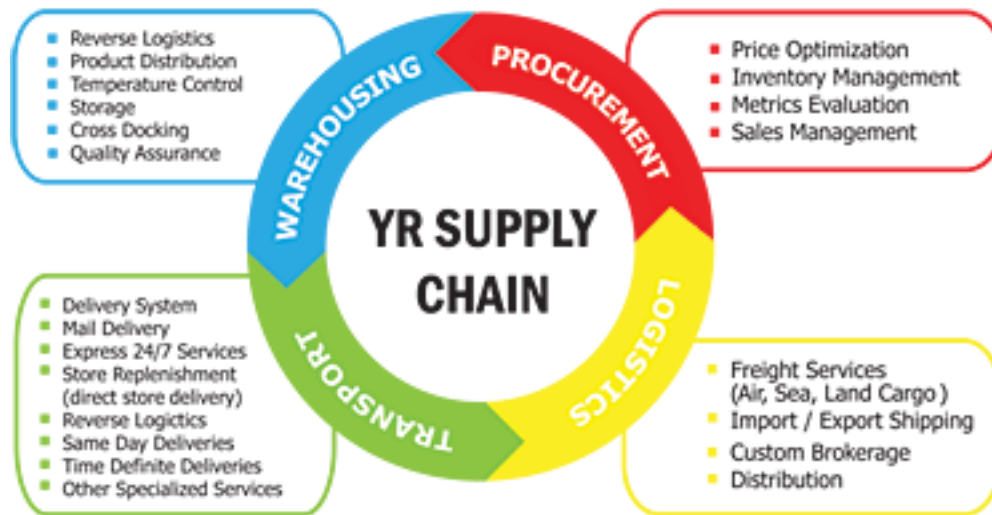


# SCOPE OF WORK



## Procurement

### 1. Sourcing and Selection Plan

- Basis for the best value decision
- Technical Evaluation
- Price Evaluation
- Proposal Evaluation

### 2. Quality and Quantity Recommendations

### 3. Price Comparison Analysis with a minimum of 3 different suppliers

### 4. Vendor Database

### 1. Global freight forwarding services

### 2. Tracking and Tracing of shipments

### 3. Domestic and International transportation.

### 4. Cargo consolidation.

### 5. Coordination of customs brokers for the import or export goods

### 6. Delivery of the Goods to destinations specified in purchase orders

### 7. Multiple shipping lines options and analysis

### 8. Any other services agreed from time to time.



## Customs Brokerage

1. Clearance of the Cargo of clients for import or export subject client to provide all the relevant documents and the cargo complies with all applicable legal requirements i.e. original bills of lading, commercial invoices, certificates of origin, packing lists, chemical analysis



certificates, trade agreements, surveys, specific manuals, diagrams or drawings, material testing and freight invoice copies etc.,

2. Tariff classifications, value declaration, and duty management
3. To provide shipping advice, monitoring and tracking of goods.
4. To update Second Party with new rules and regulations applied by the concern authorities and the ways to deal with out.
5. To carry out all the legal purpose to clear the cargo, that includes but not limited to document translations, physical inspection of cargo, loading and un-loading the cargo if required. Labeling, repacking or any additional services required by customs authority.
6. To file for exemptions and returns, if Second Party requested in written by providing the item details, consumption volume and any other required supporting materials.

## Warehousing

1. Scheduling in coming shipments.
2. Unloading goods from containers, trucks and trailers
3. Sorting the goods by purchase order by commodity SKU.
4. Generating and Creating SKU, Part Number, Barcodes etc.
5. Quality and Quantity Checks
6. Damage and loss control and reporting.
7. Confirm receipts to the company
8. Using the art of mechanism to control expiration.
9. Auto Replenishment and maintaining Stock Levels
10. Picking, arranging, palletizing, and wrapping the products for distribution.
11. Maintain correct inventory balance and periodic cycle counts.
12. Stock accuracy will be maintained
13. Materials to handle according to their nature and size.
14. Re-labelling, Repacking etc.
15. Reverse Logistics
16. Cross-Docking
17. Seasonal Products Specialized Storage Facilities.
18. Round the clock safety and security of the products.
19. Inventory Management thru our ERP system, periodic inventory cycle counts are accomplished by warehouse staff members.
20. Warehouse management system for inventory accuracy



## Distribution

1. Entire supply chain from the centralized warehouse to Second Party outlets



2. We offer less than truckload (LTL), truckload (TL), container deconsolidation and consolidation, container drayage, local deliveries, domestic distribution, international distribution, cross docking, and every other service require distributing your goods nationwide.
3. Arrange for and carry out the distribution services associated with the shipment of products and other goods from and to any secondary location as requested by second party.
4. Arrange for the safe and timely shipment of products and other goods globally, to and from and between warehouses, customers, suppliers and other authorized recipients of the products.
5. As time is of the essence with respect to the shipment of products, provide all equipment necessary to effect the timely and safe shipment of products from origin and destinations.
6. Provide direct service from origin to destinations for the goods tendered to it.
7. Optimize the product loads for delivery on a real-time basis based on orders for products as specified by Second Party, in order to minimize the cost of product shipment, maximize truck utilization and deliver products as expeditiously as practicable.
8. To use our best efforts to affect cost savings for second party in either the rates charged or by improving the processes and procedures for shipment of goods by second party.
9. Arrange for the transportation of returnable goods.

## Sales

1. Optimize marketing, sales, financial control and purchasing.
2. Formulate effective marketing strategies for products.
3. Accurately set purchasing quotas
4. Confidently and cost-effectively schedule advertising expenditures and sales promotions
5. Establish operating budgets and manage cash flow and capital budget / expenditure decisions
6. Reduce excess inventory
7. Fewer stock shortages which result when demand exceeds supply
8. Fewer unnecessary production line changes to fulfill unanticipated demand
9. Improved customer service levels as supply and demand balance
10. More economic purchasing power.



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