



STANDARD OPERATING PROCEDURES

POLICIES & PROCEDURES

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Innovate Electronics is a System driven Organization with clear Philosophies as guiding principles, Initiatives to adopt so as to drive the Business forward.

The Policies are well defined, Roles and Responsibilities are clearly identified, with emphasis on TEAM, individual skill enhancement, etc to meet the Organizational Requirements.

Standard Operating Procedures give necessary information and details for a person associated with Innovate either as an Employee or on Contract or in any other suitable fashion.

This document is clearly divided into various parts like

- A. Organizational Requirements Page 2
- B. System Requirements Page 3
- C. Roles and responsibilities Page 5
- D. Benefits Page 7
- E. Policies Page 8
- F. Functional Training Page 9



Organizational Requirements

PHILOSOPHIES

- Ethical and Clean Business
- Simplicity and Meaningful
- Integrity in all situations
- Earn Credentials from Customer

INITIATIVES

- Do it Right the First Time
- Innovation in all thinking
- Workplace and Employee Safety

VISION 2025

- To achieve Revenue of US\$100 Million by 2025

FINANCIAL GOAL

- To meet revenue target for 2016-17 with minimum of 15% operational margin.

People associated with Innovate have to adhere to all the philosophies and follow the initiatives as their way of life during their tenure with the organization.

System Requirements

Innovate System called as **i-SAT** is **Heart of organization**. It is not choice but it is binding on ALL to understand and hold on as though our Life Line

MASTER FILE

- Customer List
- Contact List
- Principal List
- Program List
- Employee List
- Calendar

LIFE LINES

- RM / TM / SM List
- Order List
- Data Folders
- BOM

REVIEWS

- Monthly Sales Review once a Month, dates are clearly indicated in the calendar
- BOM Review once a fortnight dates are clearly indicated in the calendar
- All System Requirements will be reviewed periodically and randomly. The Life Line files are to be updated live as routine.
- IT audits carried out during quarterly Sales Review.

FORMATS AVAILABLE

- Local Travel Conveyances Format
- Weekly Plan Q1 Format
- Presentation Format
- Travel Plan Format
- Sample Request Format

- Task Book Format
- Monthly Plan Format
- BOM Format
- Delivery Check List
- IE Quote and PO formats
 - INR Local Purchase Quotation – Govt
 - INR Local Purchase Quotation – Private
 - INR Quotation-Defence
 - INR Quotation-High Seas Sales – Private
 - INR Quotation-High Seas Sales – Space
 - INR Quotation-Private
 - INR Quotation-PSU
 - INR Quotation-Space
 - PO On Foreign Principal
 - PO On Indian Principal
 - USD Quotation-Defence & Space
 - USD Quotation-Private
 - USD Quotation-PSU
- Monthly Sales Review Format
- IE Images

ACTION REQUIRED

- Weekly/Monthly/Quarterly Plan
- Task Book
- Quarterly Plan
- Action Taken Against all plans
- Visit Report
- Travel Plan

Roles and responsibilities

SALES ENGINEER

Responsible for Customer Targets
POC (Point of contact) to Customer
Key Account Management
Design Win
Moving Sales Process
Win Orders
Order Execution
Business Analysis
BDMR Update/preparation/presentation
Monthly Sales Review Preparation / Presentation
Business Development
Customer wise strategy for growth
Customer Strategy and road map

SALES MANAGER

Responsible for Customer Targets
POC (Point of contact) to Customer
Key Account Management
Design Win
Moving Sales Process
Win Orders
Order Execution
Business Analysis
BDMR Update/preparation/presentation
Monthly Sales Review Preparation / Presentation
Business Development
Customer wise strategy for growth
Customer Strategy and road map

BUSINESS UNIT EXECUTIVE



Responsible for Principal Target
POC (point of contact) to Principal
Technical Solution Provider
Quote Submission
Moving Sales Process
Order processing with Principal
Order Execution
Business Analysis
RM/TM List & Order Tracker Update
Monthly Sales Review Preparation / Presentation
Customer visit
Support function for BU activities

BUSINESS UNIT HEAD

Responsible for all BU targets
Market Strategy and road map
Design win
Identification of New Segment
Identification of new Principal / Line
Training
Business Analysis
Business Development
Market research

OFFICE ADMIN

Travel / Ticket / Hotel Booking
Support for Seminar / Presentation
Keeper – DBA



Benefits

- All people associated with innovate Electronics will be eligible for remuneration as per Appointment or Contract Agreement
- All people will go through an Appraisal process at the end of the financial year or as per agreed
- Revisions in remuneration will be taken up at the end of Appraisal process
- Remuneration may be Fixed or Fixed & Variable payable on monthly basis or on periodic basis or as per agreed
- All people associated with Innovate for more than a period of 12 months are eligible for an annual DASHARA payout of Rs 3000/-
- All people who have spent more than 12 months are eligible for Hospitalization Insurance coverage
- Credit cards may be provided to people on outstation travel regularly on organizational requirements. This will be decided by BU Head
- Any special benefits that may be identified from time to time



Policies

Joining	Annexure I
Induction	Annexure II
Confidential & Non Competition	Annexure III
HR	Annexure IV
IT	Annexure V
Leave	Annexure VI
Travel & Claim	Annexure VII
Relieving	Annexure VIII

Functional Training

GENERAL

- Basics
- Language Basics
- Communication Skills
- Computer Basics & MS Office
- Email Etiquettes
- Time Management
- Professional Traits
- Negotiation skills
- Understanding Money
- Employee Safety
- Wellness and Work Life Balance

TECHNICAL

- Technical Basics
- RF & MW
- Test & Measurements
- Speciality Materials
- Technical Proposal

MARKETING & SALES

- Marketing & Sales
- Buyers
- Territory Management
- Sales Process - KCQIPC
- Key, Strategic & Target Account Management



FINANCE & COMMERCIAL

- Commercial
- Offers & Order Processing
- Finance
- Objectives

LEADERSHIP

- Managers and Leaders