



CIN : U33125KL1993PTC006984
GST No: 32AAACH9492C1ZQ

ISO 9001:2015

HOLMARC
OPTO-MECHATRONICS PVT.LTD

B-7., H.M.T. Industrial Estate, H.M.T. PO, Kalamassery
Kochi - 683 503 Kerala, India.
Email : sales@holmarc.com, PH : 91-484-2540075

Rejected Material Handling Procedure

Material Reception and Inspection

Material will be received by the store. The store person will examine the material with the help of the Bill and also the concerned Dep. head if required.

Material rejection

Right after the inspection if they feel any discrepancy (it can be in Quality or Quantity) , it will be informed to the Purchase Department of the company.

Contact Vendor

Once the discrepancy has been noted by the Purchase Department, they will contact the concerned vendor to take necessary action.

Onsite Correction / Replacement

If vendor is ready to correct the issue onsite, will proceed with that. Otherwise, the material will be returned.

Material Packing

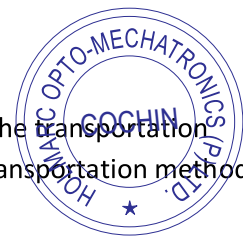
Once the purchase department decided to return the material, the material will again packed safely as before.

Transportation

Once the packing has been done, they will arrange the transportation. The transportation will be based on the vendor's direction. The vendor will inform us the transportation method and courier people we should arrange for dispatch.

Wastage

Waste materials collect from the machine shop and stored separately. It is sold out on a monthly basis collecting value + GST



JOLLY CYRIAC
Managing Director



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Business Hours
Monday to Saturday: 9:00am - 5:00pm





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Connect with us on

