

Order-to-Delivery & Billing SOP

FMCG Brands & Distribution

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This guide explains what the tool produces, how to use the output, and what to watch for. The actual output (draft/report) is generated on the tool page.

Background

Writes an order-to-delivery SOP for a distributor — order capture (ISR app/manual), credit check, invoicing and e-invoice/e-way, scheme application, picking, delivery and payment collection — so the cycle is accurate and leak-free. Use it to tighten operations. For claims use the Distributor Claims & Settlement SOP.

Purpose of this tool & output

Standardise order taking, billing and dispatch

How the output is used

Use it to standardise order taking, billing and dispatch — an order-to-delivery SOP that avoids errors and leakage.

Important cautions

Automate scheme and credit rules to stop the two biggest leakages in distribution.

Companion documents

- Start a Distribution Business Guide
- Godown & Warehouse Management SOP
- Delivery Route & Logistics Plan
- Multi-Brand Distributor Management
- Retailer Credit & Collection Policy
- Distribution Management System (DMS) Selection

This is AI-assisted guidance. Verify with a qualified professional before any binding decision. Fees, authorities and processes vary by state and change over time — confirm with your state authority.