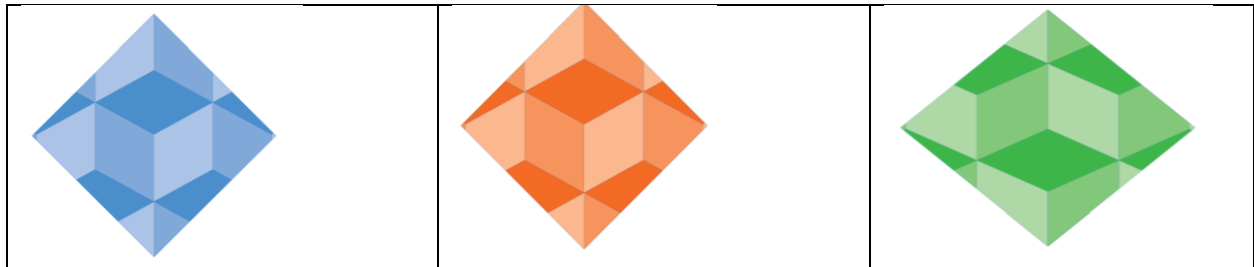


Updated in Jan 2024



<p>A. Fundamentals of Commodities</p> <ol style="list-style-type: none"> <li>1. Introduction</li> <li>2. Product features</li> </ol>	<p>B. Sourcing (Procurement &amp; Sales, Delivery Process)</p> <ol style="list-style-type: none"> <li>3. Sourcing commodities: Workings &amp; Storing</li> <li>4. Invoicing &amp; Delivery -Process Flow</li> <li>5. Org Chart</li> <li>6. Shipping Tracker</li> </ol>	<p>C. Process / Key Personnel</p> <ol style="list-style-type: none"> <li>7. Process (as a whole)</li> <li>8. Key Personnel</li> </ol>
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1. Introduction

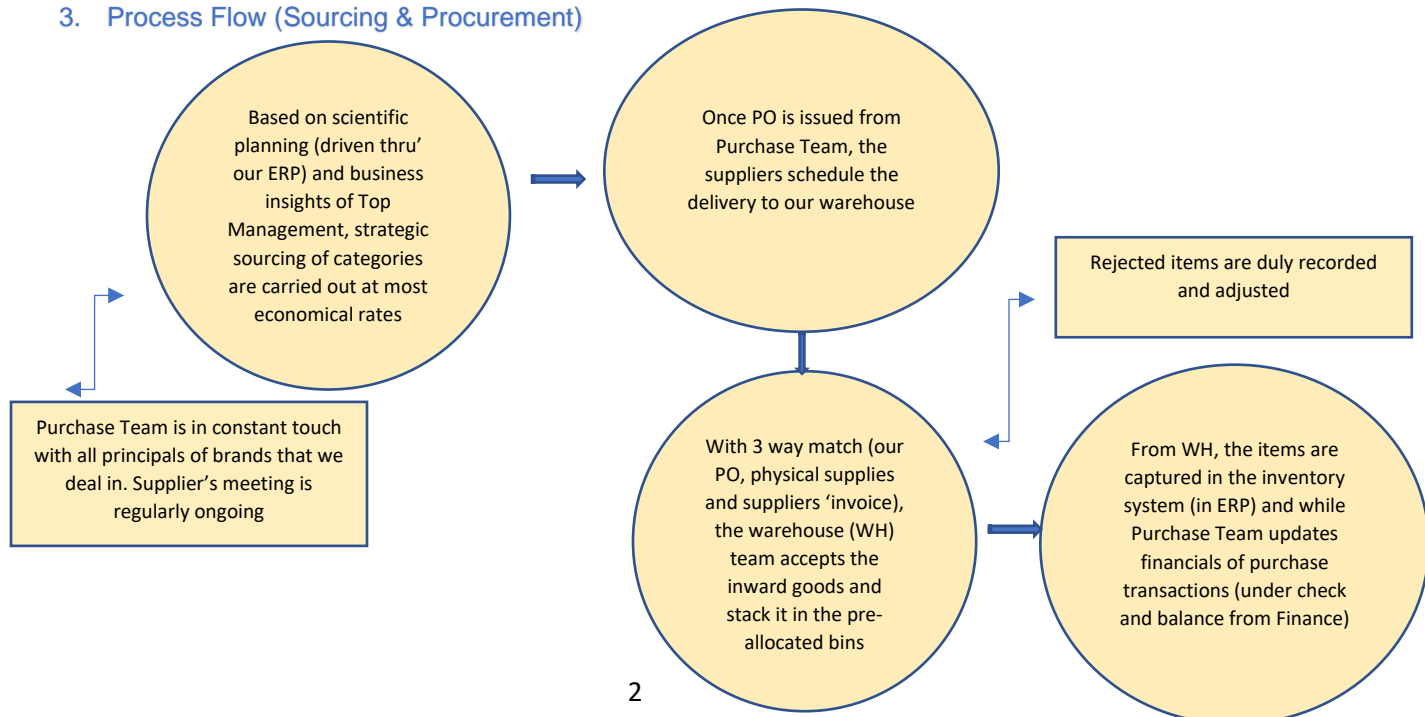
We, Office Connect Goods Wholesalers LLC, ISO certified, are specialized in the office supplies of Pantry, Cleaning, Paper (disposables), Janitorial, Stationery, PPEs, Disinfectants etc all grouped under one roof; for more info on our Company profile, please visit [www.officeconnectme.com](http://www.officeconnectme.com)

## 2. Product Features

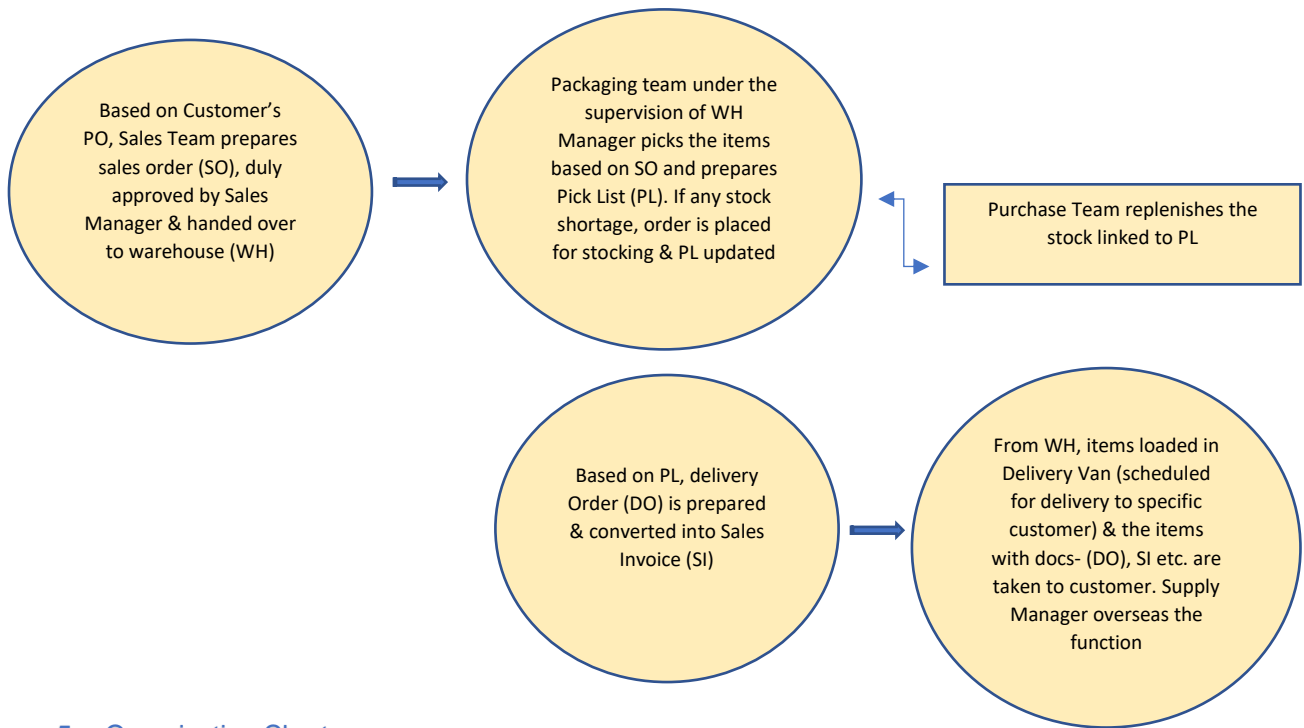
As a self-reflection, the following depicts our product features and how ecofriendly are those:



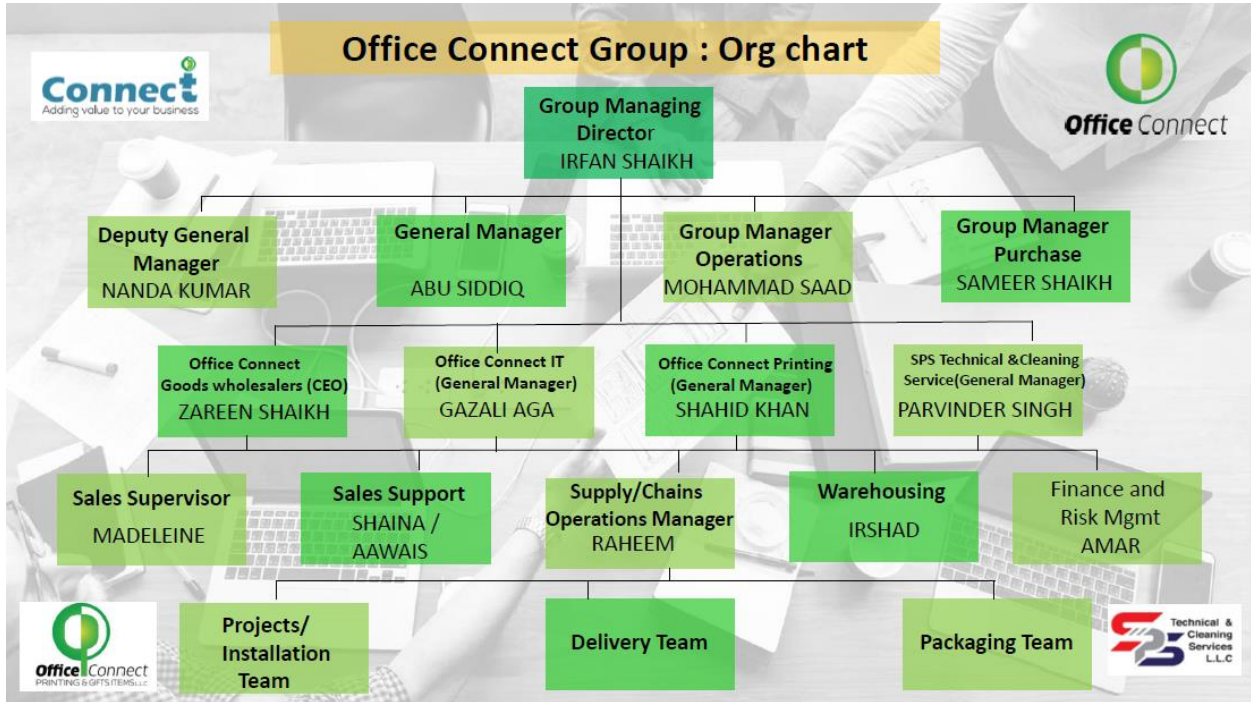
## 3. Process Flow (Sourcing & Procurement)



4. Process Flow (invoicing & delivery scheduling)



5. Organization Chart



## 6. Shipping Tracker

We are live with the new shipment delivery system which gives enhanced customer experience by way of sending Email notifications and messaging through Mobile & Vehicle Tracking Applications.

**Office Connect Shipment Tracking**

Tracking Number: **HUVVWTY** Estimated Time: >> **59.9 Km away. Estimated in 3 hour**

Ask a Question  Your Name:  Details:

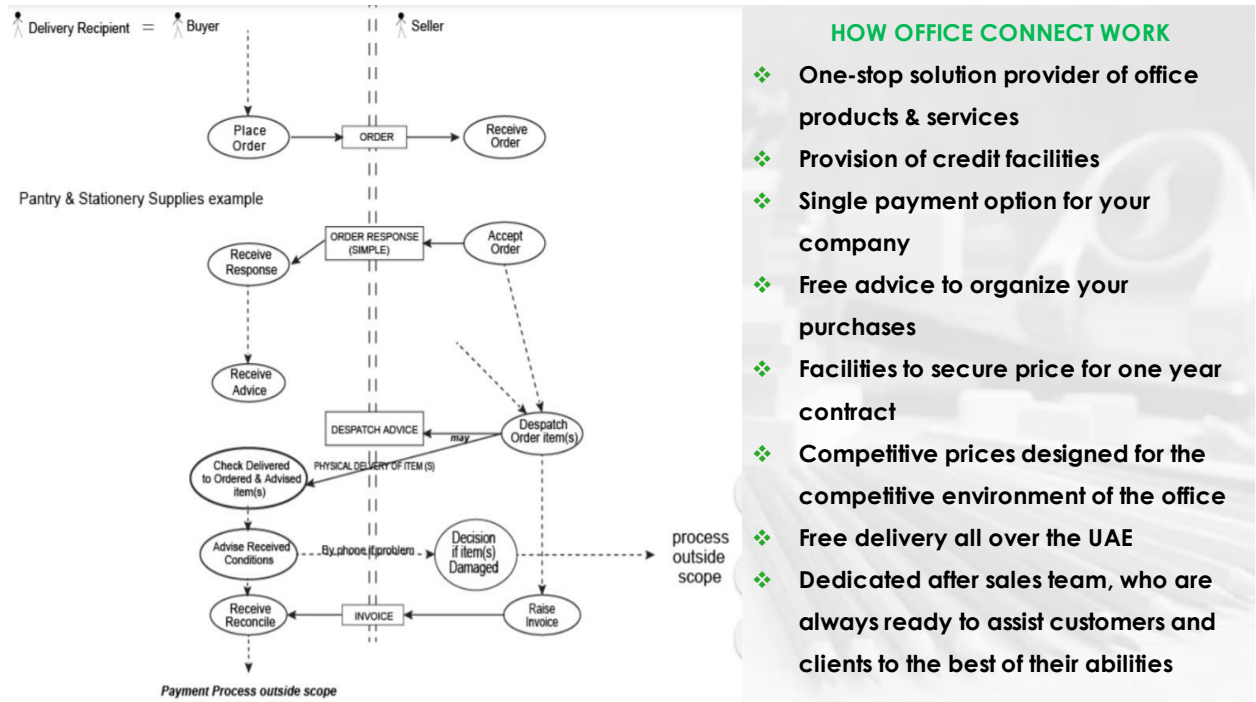
Current Status: **In Transit** Updated at: **17-May-2021 05:19 PM**

Shipment Details	
LPO No/Invoice/SO/DO	<b>LPO31156 IN300 SL3001 DO300</b>
Customer Name	Jins Mathew, Ref.JINSDXB
Location Info	Al Nahda 2, Al Nahda
Delivery Info (By System)	17-May-2021, 10 AM - 5 PM Slot
Delivered by	Jins Mathew ☎ 553778018
Vehicle Used	Dubai G 85298
Created by	Jins on 17-May-2021 05:17 PM

Map Satellite

Map data ©2021 Terms of Use

## 7. Process (as a whole)



## 8. OFFICE CONNECT KPI (Key Personnel In charge for EMIRATES NBD):

### 8.1 LPO to be sent to

Customer care 1 who handles LPO, Ms. Shaina Contact Detail: Office No: 04-3956014 / Mobile 0508164056, email: [sales1@officeconnectme.com](mailto:sales1@officeconnectme.com)

Customer care 2 who handles LPO, Mr. Aawais Contact Detail: Office No: 04-3956017 / Mobile 0521281864, email: [sales@officeconnectme.com](mailto:sales@officeconnectme.com)

Sales Supervisor assigned

**Ms. Madeleine**, Contact Detail: Office No: 04-395 6012 / Mobile 0529804760  
[support@officeconnectme.com](mailto:support@officeconnectme.com)

- 8.2 Warehouse Manager Responsible to organize delivery **Mr. Ibrahim** Contact Detail: Office No: 04-3956013 / Mobile = 0558657350, email: [supplychain@officeconnectme.com](mailto:supplychain@officeconnectme.com)
- 8.3 Food & Hygiene Manager/ GM Operations-**Mr. Mohammed Saad Rizwani** 050-301 6156 [m.saad@officeconnectme.com](mailto:m.saad@officeconnectme.com)

8.4 Drivers for Deliveries (not exhaustive)

SI	Row Labels	OCGT	Mobile
1	G-DXB85298	Shenju	050-9161849
2	L-DXB64072	Nadeem	055-8327579
3	N-DXB96421	Sarfaraz	055-8096914
4	P-DXB87960	Rizwan	050-1863387
5	U-DXB16509	Nazir	056-5156156

8.5 Payments will be taken care by our Finance Team

**Mr. Amar Jayaprakash** Contact Details: Office No: 043956015/ Mobile =0566834699 email: [accounts@officeconnectme.com](mailto:accounts@officeconnectme.com)

8.6 For all Business support and complaints with regards to service or products contact:

**DEPUTY GENERAL MANAGER: Mr. Nanda Kumar** Contact Detail: Office no. 04-395 6016/Mobile-052-815 4160, email: [nanda.kumar@officeconnectme.com](mailto:nanda.kumar@officeconnectme.com)

**Purchase Manager: Sameer Shaikh** Contact Detail: Office no. 04-395 6021/Mobile- 050-6436156, email: [purchase@officeconnectme.com](mailto:purchase@officeconnectme.com)

**GENERAL MANAGER -Mr. Abu Siddiq:** contact Details: Office: 043956018 / Mobile=0561889910 email: Siddiq [abu.siddiq@officeconnectme.com](mailto:abu.siddiq@officeconnectme.com)

**GROUP MANAGING PARTNER -Mr. Irfan Shaikh:** Contact Detail: Office No: 043956019 / Mobile 0559910385 - 0554500346, email: Irfan Shaikh <[i.shaikh@officeconnectme.com](mailto:i.shaikh@officeconnectme.com)>

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