

PURCHASE PROCESS FLOW

1

ISSUE QUOTE TO CUSTOMERS

Sales Team to go through Sales Checklist with clients to finalize requirements before issuing quotation.



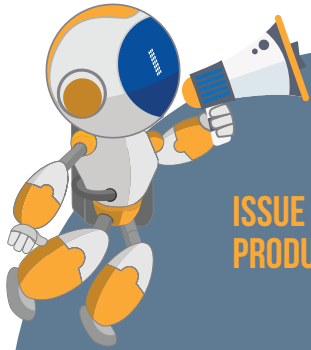
2

RECEIVE & ACKNOWLEDGE PURCHASE ORDER FROM CUSTOMER



4

ISSUE JOB SHEET TO PRODUCTION TEAM



3

PREPRESS TEAM TO PREPARE AND FINALIZE ARTWORK



4.1 Engineering Team to prepare tooling/ film casting.

4.2 Procurement Team to purchase Raw Material(s).



4.3 Planners to confirm delivery schedule and the Clients Relation Team (CR) will confirm Delivery Date with customer.



4.4 Commence production of Job Order.



7

POST SALES SERVICE

CR team will follow up with customer on post-sales support and gather feedback.



6

CLIENT RELATION TEAM

Arrange delivery of Finished Goods to customers.



5

JOB COMPLETION

Send Finished Goods to QC team to perform end to end checking.

