
ORDER PROCESSING PROCEDURE

Order Entry

- Purchase order received
 - Sales order review
 - Final commission confirmed
 - Order entry (Contract Admin.)
 - Establish customer schedule
 - Hand-off meeting - establish internal schedules
 - Credit review / approval
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Terms and Conditions

- Negotiate terms and conditions
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Submittals

- Transmit Engineer's submittal
 - Receive approval and release for manufacture
 - Release for manufacture and production
 - Transmit O&M manuals
 - Advance shipment reminder
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Shipment

- Shipment
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Installation

- Installation inquiries by customer
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Start-Up

- Field Services for start-up, training and process
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Warranty

- Warranty period