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# 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

## Terms and Conditions

- Negotiate terms and conditions

## Submittals

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

## Shipment

- Shipment

## Installation

- Installation inquiries by customer

## Start-Up

- Field Services for start-up, training and process

## Warranty

- Warranty period