

Enquiry Received / Customer Follow-up



Collect Necessary Details



Vendor Quote Comparison



Quotation Preparation & Approval



Customer PO Received



Sales Order Creation



Receive 50% Advance (TT/SWIFT)



Issue PO to Vendor



Material Received From Vendor



Prepare Export Documents (Invoice, Packing List, SDF, etc.)



Notify Customer & FedEx Booking



COO / Fumigation (If Required)



FedEx Pickup & Customs



Shipping Bill Submitted to Bank



Vendor Final Payment



Shipping Bill Received



Proforma for Balance 50% Payment



Apply for MEIS



End of Process