

Sales

Purpose and Scope

To plan, determine, review and communicate all sales activities.

Responsibility

The directors ensure this procedure is implemented and maintained.

Operations

Procedure General

- a) Sales activities primarily focus on formal contracts and ad hoc works for projects.

Tenders, Expressions, Quotations

- a) Tenders, expressions of interest, requests for quotations, etc are received / forwarded from but limited to, subscription services, referrals, etc.
- b) Upon receipt, the directors review the requirements and respond in a format as per the relevant requirements. In general, this is as per the flowchart in the figure below.
- c) The sale is then tracked until win / loss and acceptance of all contractual requirements.
- d) Once the contract is finalised, the directors then plan, deliver and manage the contract through the operations procedure.

Records

Sales records are maintained by the directors in date sequence electronically for 5 years.

