

## MATERIAL EQUIP. SOURCING (LOCAL)

ACTIVITY	APPROVAL	DEFIN. OF DONE	ONGOING TASKS	OUTPUT
ORDER SPECIAL MATERIALS	BERNARDO	APPROVE QUOTE		SEND TO CHERRA SUBMITS ORDER
SPECIAL PAYMENTS	CHERRA	MARCO HAS APPROVED (COMMBANK)		UPDATE MYOB
RESOURCE ALLOCATION + SCHEDULING	BERNARDO	SCHEDULED START DATE		PRODUCTION SHEET TO FACTORY
SUPPLIER FOLLOW UP	BERNARDO ↓ RECEPTION	RECEIVE ETA		NOTIFY BERNARDO
MATERIAL ARRIVAL + SIGN OFF	BERNARDO	DOCKET + MATERIAL MATCH		SIGNED DOCKET TO CHERRA
LOCAL PICK-UP EMERGENCY ITEMS	ROB	BERNARDO LIST OF ITEMS ALL COLLECTED	ROB MAY DELEGATE TO PEMA	REPORT BACK, UNLOAD + RECEIPTS TO CHERRA

## MATERIAL EQUIP. SOURCING (PROJECT)

ACTIVITY	APPROVAL	DEFIN. OF DONE	ONGOING TASKS	OUTPUT
FACTORY RESOURCING	SAGAR	CHOSEN FACTORY (MARCO INSIGHTS)	TIMING + COMMERCIAL GAINS CHECK	INFORM CHERRA TO ADJUST P.O.
SCHEDULING	SAGAR	PRIORITISE JOB	IF REQUESTED, DETAILED SCHEDULE SENT TO CLIENT	INFORM FACTORY CC CHERRA, MARCO, KEVIN
PROCURE STAGE 2 PARTS	SAGAR	CREATE MOR		SEND TO CHERRA TO ORDER
SPECIAL PAYMENTS	CHERRA	MARCO APPROVE (COMMBANK)		UPDATE MYOB + RECEIPT SUPPLIER CC SAGAR
SUPPLIER FOLLOW UP	SAGAR	RECEIVE ETA	START COMMUNICATION W. LOGISTICS	NOTIFY RELEVANT PARTIES
MATERIAL SIGN OFF	SAGAR	INSPECTION CHECKLIST DONE	VIDEO INSPECTION + PHOTOS	CHECKLIST INTO JOB PACK
FINAL PAYMENT	CHERRA	MARCO APPROVE (COMMBANK)		UPDATE MYOB + RECEIPT SUPPLIER CC SAGAR
ORGANISE SHIPPING	SAGAR	BOOKING / TRACKING NUMBER RECEIVED		UPDATE TRACKING SPREADSHEET
CLIENT UPDATE	SAGAR	CLIENT COMMUNICATION	TRADEIFY NOTIF. ?	CRM SYSTEM UPDATE
EQUIPMENT ARRIVAL	SAGAR	DOCKET + MATERIAL MATCH		SIGNED DOCKET TO CHERRA