

ORDERS + PROD. PACKS

ACTIVITY	APPROVAL	DEFIN. OF DONE	ONGOING TASKS	OUTPUT
TECH CLAR.	POC	COMPLETE CLARITY		EMAIL ↓ CRM
COMMER. CLAR.	MARCO ↓ CHERRA	COMPLETE CLARITY	<ul style="list-style-type: none"> • POC • WARRANTIES • LIABILITIES • PAYMENT TERMS • SECURITIES 	COMMERCIAL REGISTERS SAVED CUSTOMER FOLDER
SUBMIT CLARIFIC. REGISTER TECH	POC	AGREEMENT		REVISED QUOTE + CUSTOMER FOLDER
SUBMIT CLARIFIC. REGISTER COMM.	MARCO ↓ CHERRA	AGREEMENT		CUSTOMER FOLDER
CONTRACT SIGN AND/OR PURCHASE ORDER	CHERRA	MUTUAL AGREEMENT		MYOB ENTRY
PREPARE PRODUCTION PACKS	CHERRA	ALL DOCUMENTS COLLATED (CHECKLIST)		FILED IN TRAY
STANDARD PRODUCTION PACKS	CHERRA ↓ RECEPTION	CHECKLIST MET		FILED IN TRAY
SEND INVOICE FOR DEPOSIT + O.C.	CHERRA	RECEIVE PAYMENT		INVOICE SENT
EXISTING DOC PACK AUDIT (LOCAL)	BERNARDO	JOB PACK SIGN OFF		FILED IN TRAY
NEW DESIGN DOC PACK AUDIT (LOCAL)	KEVIN	DOCS ADDED TO JOB PACK		SIGN OFF BERNARDO VIA CHERRA



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ACTIVITY	APPROVAL	DEFIN. OF DONE	ONGOING TASKS	OUTPUT
DOC PACK AUDIT (PROJECTS)	SAI	NUMBER CHECK		SEND TO CHERRA PO → SUPPLIER
STOCK TAKE	BERNARDO	CLARIFY OUTLIERS	CRITICAL ITEMS ORDERED BY BERNARDO	CHERRA PLACES STOCK ORDER