

								BUSINESS PROCESS	Quotation Process	DATE	Jan 24th
								TITLE	Category A and B Products	APPROVED	
								Activity	Additional Information	Reference Links	
1								Quote/Tender Received			
2								Is the product new or unique, likely requiring capital Investment & major tooling or of significantly new technology ?- Cat A OR Is the product similar to one made before using familiar processes resources , skills & has moderate engineering changes -Cat B			
3								Complete Product Brief	Note Product Brief may be initiated at enquiry stage		Product Brief Form
4								Create Sales Folder allocate Quotation Number in accordance with GSA Processes			
5								Sales Package to Operations Department	This activity performed by a designated Project co ordinator		
6								Review Package and identify required manufacturing processes and materials			
7								Work on Labour Quote			
8								Is Vendor Quote Req ?			
9								Send to Purch. Dept.	For Materials, components and out side subcontractor Quote as Applicable		Capability Sheet (CS) Purchasing
10								Is Input from other Departments Required ?	Engineering, Quality, Manufacturing, Despatch.		
11								Send Capability Sheets (CS's) to Departments CO ORDINATION MEETINGS	CS's reviewed and amended to tender requ. for completion in alignment with existing processes, as applicable		CS's Engineer, Quality Manufact. Design Cont.: GFS 02
12								All required Quotes Received	Note: CSs may be Re issued as required upon notification of changes affecting capability		
13								Work on Quote	Quote to State : Part No, Part rev, Quote Qty, Cost, Lead time, Shipping Charges, Validity		
14								Final review and approval. Send back to sales.			
15								Initiate Contract Review Form and Complete Sections A, C and D	Co ordinate QR Acceptance Meeting as required to obtain approvals		Contract Review Form
16								Is Quote > 250 K ?			
17								Raise Risk Memo and attain Approvals	Attain Approvals > USD 250, 000 : GBUD > USD 500, 000 : GM		Risk memo
18								Communicate Quote to Customer	File Documentation in Quote File		
19								go to Quotation Process for Cat C products			refer Quotation Process for Category C Products

MAIN PROCESS

Changes:

