

Sales

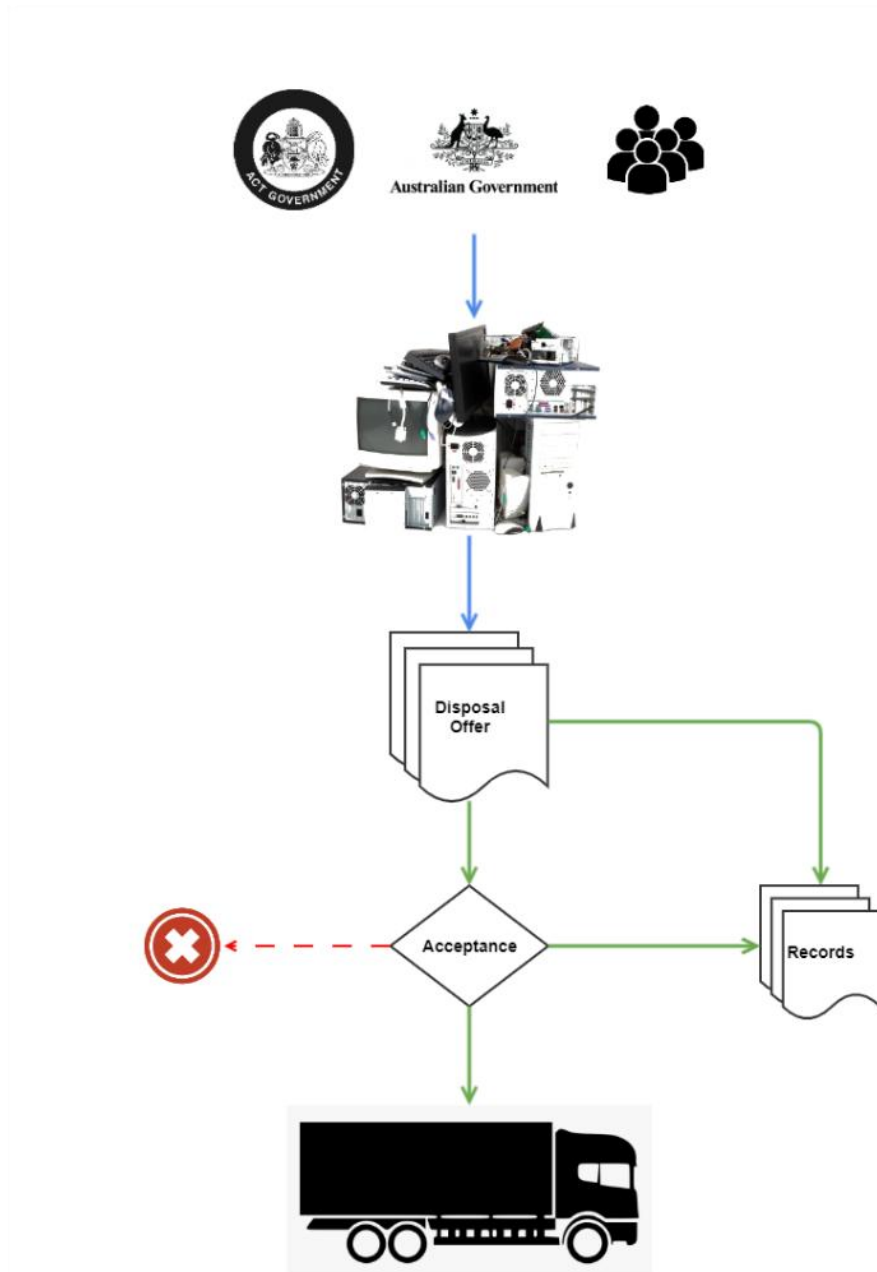
Purpose

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

Procedure

Tenders, Expressions, Quotations

- Tenders, expressions of interest, requests for quotations, etc are received / forwarded from but limited to, subscription services, referrals, etc.
- Upon receipt, requirements are reviewed and a response is provided in a format as per the relevant requirements. In general, this is as per the flowchart in Figure 1
- The sale is then tracked until win / loss and acceptance of all contractual requirements.
- Once the contract is finalised, the agreed service is planned, delivered and managed through [operations procedures](#).



Records

Sales records are maintained within the local servers.