XXX LLC

Core Processes

Code: PC-006-2015 Process: Bidding

Subprocess: Bidding - purchasing and subcontracting Materials: Equipment, materials, and supplies

Process	General Manager	Field Manager	Administrative Manager	Field Assistant	Purchasing Assistant	Administrative Assistant	Accounting Assistant	Secretary
Approval of master budget								
Elaboration of request form for equipment, materials, and supplies.								
Negotiation with local and international suppliers								
Negotiation with local subcontractors			_					
Approval of negotiations above managerial level								
Elaboration of contracts with approved conditions					•			
Approval and signature of contracts								
Issuing of advances in accordance with contract conditions						,		
Coordination of importing of purchases								
Coordination of importing activities								
Coordination of installation, warehousing, and transportation								
Coordination of use of resources in accordance with approved master budget								
Elaboration of periodical reports regarding usage. Approval of reports								
Pro	ocess	Start	Doc	uments	Subprocess		ecision	

Approved:	General Manager	Administrative Manager	Field Manager