Internal Process

1. Customer service receives customer purchase order and delivers project folder to Engineering Manager. Project folder includes customer purchase order, Avani Sales Order, Avani Quote and Vendor quotes.
	1. Green folder-Install Required
	2. Manilla folder- Drop/Bill/Ship
2. Engineering Manager reviews folder:
	1. Verify voltage is documented
	2. Verify quotes are in place
	3. Request necessary quotes on RFQ form
	4. Missing or conflicting information is documented on Sales Review Form and emailed to salesman.
	5. Print a copy of the Project Management Progression sheet and attach to outside of folder.
	6. Review delivery date and issues a request for purchase order form if criteria has been met on Project Management Progression sheet.
	7. Utilizes Sales Order Review Checklist.
3. Engineering manager submits folder to the engineer that submitted the respective internal quote.
4. Engineer prints both the IQ form and the Duct drawing and places in the folder. Engineer reviews the IQ form data versus the Sales Order and advises the Engineering Manager if the internal quote numbers (dollars) have been revised. If the numbers in total are significantly different Engineering Manager reviews with salesman and meets with VP if necessary.
5. Engineer submits duct layout drawing to the customer for signed approval.
6. Upon receipt of signed drawing approval and documented deposit on Project Management Progression sheet, Engineer creates a duct order.
7. Engineer submits duct order sheet to another Engineer, Engineering Assistant or Engineering Manager for review/approval.
	1. Review/Approval utilizes the Order Review form.
8. The two reviewers of duct order will discuss discrepancies if they exist, print a modified duct order sheet and both sign when in agreement.
9. The originator of the duct order will review total cost of duct order and discuss with Engineering Manager if the cost of order is significantly higher than the Internal Quote Form or the Sales Order.
10. If not higher, Engineer will submit duct order for issuance of a purchase order.
11. Engineer will review the Project folder and Install Checklist to ensure that all hardware, components and options necessary for install have been ordered and/or have been accounted for in terms of a packing list. Again, two signatures must be on the Avani Order Sheet to confirm that the items on the Duct Order Checklist have been reviewed and ordered as necessary.
12. All shipping notifications will be placed on the server in the job folder.
13. Engineering Manager will review project to determine scheduling dates for the install.