

Hanbit Office Bulk Order Quote Approval Policy

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Article 1 (Purpose)

This policy sets the order and the owners for preparing and approving quotes for customers who order 20 or more items at once, so that quotes go out quickly and correctly.

Article 2 (Receiving the quote request)

The sales representative receives the customer's quote request (company name, contact person, products and quantities, installation region, requested delivery date) and records it in a quote request form. If anything is missing, they ask the customer again.

Article 3 (Stock check)

The stock checker confirms the current stock and expected arrival date for each requested product, decides whether the requested delivery date can be met, and records it. An agent that queries the inventory system may do this.

Article 4 (Quote calculation)

The quote calculator uses the unit prices, volume discounts and installation rules in the price list to calculate the amount, discount, installation fee and total for each product, and prepares a draft quote. An agent that refers to the price list may do this.

Article 5 (Approval)

Quote total (excluding VAT)	Approver
Under KRW 30,000,000	Sales team lead
KRW 30,000,000 or more	Sales team lead, then the finance officer

The approver reviews the quote and approves or rejects it. When rejecting, the approver writes the reason and sends the quote back to the quote calculation step to be recalculated.

Article 6 (Reply to the customer)

When approval is complete, the sales representative sends the quote to the customer and records the date sent and the quote validity (30 days).