



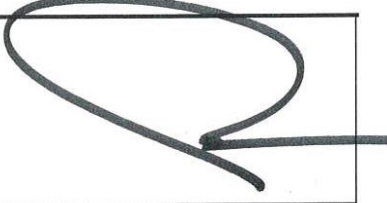
CONVENTION & EXHIBITION (PUTRAJAYA) SDN. BHD.


DISCOUNT REQUISITION

Co-X/SMD/SOP07

Revision No.: 00

Effective Date: 1st November 2022

PREPARED BY	REVIEWED BY	APPROVED BY
		
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1.0 OBJECTIVE

The objective of this procedure is to control and maximize sales revenue.

2.0 SCOPE

This procedure applies to the process of offer discount to client.

3.0 DEFINITION


3.1	Co-X	: Convention & Exhibition (Putrajaya) Sdn. Bhd.
3.2	PICC	: Putrajaya International Convention Centre
3.3	CSD	: Convention Services Department
3.4	CEO	: Chief Executive Officer
3.5	GM	: General Manager
3.6	ADOS	: Assistant Director of Sales
3.7	SSM	: Senior Sales Manager
3.8	SM	: Sales Manager
3.9	ASM	: Assistant Sales Manager
3.10	SSE	: Senior Sales Executive
3.11	SE	: Sales Executive
3.12	SP	: Sales Personnel
3.13	LOA	: Letter of Acceptance
3.14	N/A	: Not Applicable

4.0 RESPONSIBILITY

All SP of the SMD.

5.0 REFERENCE

N/A

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6.0 PROCEDURE

6.1 DISCOUNT REQUISITION

6.1.1 GM is responsible in establishing limits of discount.

6.1.2 Discount schedule as follow:

POSITION	DISCOUNT (%)
SM/ASM/SSE/SE	5
SSM	+3
ADOS	+2
GM & ABOVE	No Limit

6.1.2.1 Percentage of discount will be given based on the initial Quotation offered to clients.

6.1.2.2 Discount requisition only applies to new quotation to client before event date.

6.1.3 It is the responsibility of SP to request for discount, in order to accommodate the requirement from client on offer rate during business dealing.

6.1.4 If percentage of discount offer require is more than limitation position entitlement, respective SP is require to raise discount request form and submit to GM for approval.

6.1.5 SP to submit discount request form together with quotation and event costing to GM for consideration and approval.

6.1.6 SP to revise new quotation to client once approved by GM.


6.1.7 If discount requisition is rejected, SP needs to notify client on the status.

6.1.8 Any discount requisition after event shall obtain CEO's approval.

7.0 RECORDS


7.1 Quotation

7.2 Discount Request Form

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8.0 APPENDIX / ATTACHMENT

8.1 Process Flow

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PROCESS FLOW

