

2 WEEKS TRIAL PROCESS DETAILS

What We DO:

In such a challenging economic climate, procurement outsourcing is coming of age. Procurement outsourcing is transferring specific purchasing activities, including sourcing, price negotiation, transaction management, delivery management, or a combination of some, or all of them - to a third party. We offer professional purchasing services, exclusively for our clients to purchase products at the best competitive prices, conditions, and delivery terms.

Our company is looking for how to help our European, Canadian and Asian customers manage complexity and risk, improve visibility, tap into growing consumer markets and adjust to the mobile and digital technology that change the shopping experience and blurring lines between in-store and online retail. It seems obvious that all shoppers would want a worldwide market. That's where we come in.

Purchase and Deliver processed commodities from various domestic distributors. Our company purchases domestically in the US a variety of household products, through a competitive process among approved vendors. We manage a set of processes that enable the reduction of the total cost of purchase and especially:

The purchase price;

Operating and order follow-up costs;

Logistic costs; Dispute costs;

Invoice handling costs.

Purchase and Deliver commodities for foreign countries. For clients that require their goods to be found, purchased, forwarded, transported and shipped, we provide secure shipping services worldwide. The company can declare goods on a client's behalf, arrange to pay duties and import taxes as applicable, take delivery as an independent receiver and store the cargo in secure warehouses.

Getting products from one place to another quickly, and without any problems or delays, is essential in a global business environment, and our company is here to help make shopping easier for every client we have. We'll work with the client to arrange every aspect of the shipping requirements for purchased commodities. By shipping their purchase orders from the United States to another country, we are here to make the process quicker and easier. Our work from home employees, from various states in the US, allow us to take on all types of shipping, and we also deliver to virtually every country in the world, giving our customers maximum flexibility. You will be shipping orders to the local US warehouse and internationally.

POSITION SUMMARY

The key role is to plan, perform, and finalize purchasing and procurement process for the company's international clients. In this role, you would be responsible for sourcing and purchasing services and goods from multiple location, purchase the highest quality merchandise at the lowest possible price and in correct amounts, research and evaluate suppliers based on price, quality, selection, service, support, availability, reliability, production and distribution capabilities, as well as supplier's reputation and history.

The position is responsible for picking up different items from vendors, item inspection, and shipping preparations. Shipping duties are involved only for orders with a weight up to 20lbs. Shipping can be done by the vendor shipping service or by using appropriate shipping services, such as UPS, FedEx, USPS etc. The local company's US warehouse address and shipping method/instruction will be provided.

The position has a flexible schedule and you must be able to work under minimum or no supervision. You must always be flexible enough to accept work assignments/tasks by email and/or phone. Perform all other duties assigned by the supervisor as appropriate.

BASE SALAR + BONUSES

Your salary is paid every 2 weeks from your actual start. Your start date is the day of your first purchase activity. You should confirm your job beginning by submitting a 1st purchase receipt copy to your supervisor.

To create a long term relationships with the Company, we have an option to pay you a Guaranteed Salary Advance. If you wish to get \$750 Base Salary advance, please let us know. It will be included in our first transaction for the items purchases. You may hold immediately the amount or spend for your personal needs. If you have no needs for the advance and want to get a full paycheck later, please let your Supervisor know about it,

Two weeks after your beginning and having a complete orders minimum, you'll get a paper paycheck via USPS mail. You will have an option to switch to direct deposit payment option in 30 days.

Additional Bonuses(or Commission for commission base employment)

Each complete PO (purchase order) gives you a certain \$ amount as a cash bonus/commission plus to your 2 weeks Base Salary. Your Supervisor calculates the Bonus amount from each order, base on the Company Bonuses Rates listed below.

Some specific or urgent orders could be paid with higher/extra bonus rate (25% - 45%). You will be given a normal rate PO for the beginning, and could ask your supervisor to work with extra Bonus orders as well. We calculate the bonus amount from each order separately; and you are free to work with a few POs at the same time.

Give your supervisor a notification, that you are interested in a high bonus rate orders.

You are required to complete the order in time to get the bonus paid. If you miss a time-frame given for the order and have no cause for delay, the bonus will not be paid from that order. The company's goal is to provide procurement service faster than other companies. We make money if we can complete the client's order quickly. Each order has time to be finished and you have to finish your assignment in time. The total 2 weeks bonus amount is paid in addition to your salary as a separate paycheck/direct deposit. The bonus percentage amount is calculated from PO's total price.

Bonus % calculation according to the PO \$ Value	
An amount of money - PO price range	Your bonus % amount
From \$1,500 until \$1,999	0.25%
From \$2,000 until \$3,999	2.0%
From \$4,000 until \$5,999	5.0%
From \$6,000 until \$7,999	7.0%
From \$8,000 until \$16,999	10.0%
From \$17,000 and more	15.0%

The weekend job is paid with an additional 1.5% plus to the normal bonus rate.

The extra bonus/commission orders are available per your request to the Supervisor.

Extra bonus rate PO Example:

\$5000.00 PO with a 27% bonus rate gives you \$1350 plus to the base salary.

\$10,000.00 PO with a 27% bonus rate gives you \$2700 plus to the base salary.

\$20,000.00 PO with a 27% bonus rate gives you \$5400 plus to the base salary.

\$30,000.00 PO with a 27% bonus rate gives you \$8100 plus to the base salary.

We will issue you a W2 form and 1099-Misc for the 2 week trial period. The Benefits package is explained in your Offer Letter. As a new employee, you need to work a certain length of time before you become eligible for the benefits, including vacation time and other paid time off. Paid work off time: 10 days sick leave is available for 1-12 months employees; 15 days leave is only for a 12+ or more month employees. 14 days of paid vacation per year for new employees. 28 days per year for employees who have been working for more than 2 years, plus 8 days paid holiday each year.

The employment package and other work-related papers will be sent to your home address at the end of the 2nd working week from your start. Benefits start in a month from your start.

Please be advised! This is a Remote position with a possibility to start the Office Job in 6-8 weeks. We are going to open an office in your area as soon as we finish your training and trial. You can stay as a work-from-home employee or take the office position. The options and other positions will be available later.

TWO WEEKS/TRIAL PERIOD DETAILS

Be attentive! The material described below is a general introductory material to understand your beginning for the company. To understand the business you are going through 2 weeks entry-level responsibilities and duties, which help you to understand your routine duties.

Your first 2 weeks, as a company's employee, are indicated as a trial period. The trial period gives you enough time to learn about our Company, acquire information, instructions and manage your time for the tasks assigned. Throughout that period we will study the candidate's ability to follow the instructions, time needed for the assignment, willingness to work and be a part of our team, the order types that you are best at and how many orders you will be able to do in a month.

Trial period is a probationary period, orientation period, training period, on-boarding period which we use to coach and evaluate new employees. It's a paid time with a normal salary range + bonus. Each paycheck includes a salary + bonuses total amount you generate.

Trial period Objectives:

1. Provide new employee updates of guidelines, directives, tasks etc.
2. Provide new employee an overview of the ordering, purchasing, shipping process;
4. Provide new employee an understanding of Purchasing and Shipping Process.
5. Provide new employee an overview of financial operations: work transactions; cash flow; wage payments; bonus rate; reimbursement program; preparing financial statements.

You responsibilities during the Trial period include managing/purchasing and supply chain process. The role includes buying different Goods and Services from local stores by order information provided by the company. The purchase must be done by using the company's finances. You receive the funds before the purchase. The beginning budget and the money transfer method will be clarified by your Supervisor as its additional beginning material.

You will perform your main activities autonomously by following a clear instruction from the supervisor. You will be given a details/purchase order instructions about vendor, pricing, item descriptions, packaging details, shipping information etc. This information will be provided to you by your supervisor.

General work scheme:

- step 1 – receive a PO (purchase order) information from your supervisor
- step 2 – receive funds from company's budget
- step 3 – complete pre-purchase products research, price and shipping term negotiation
- step 4 – complete the PO
- step 5 – submit a report

The trial period goal is a job volume you can handle to create your Work Plan. The primary goal is to verify information from your resume and gain additional information concerning your basic qualifications/skills for the job such as: problem-solving, analytical, communication skills, enthusiasm, initiative, willingness to lead, adaptability.

After the trial period, we will be able to supply you with a company's credit card. It's a corporate business card under our company's name. The card is not connected to your credit or your personal information. The employees need to have their working expense reports and job-related shopping charges filed and submitted to management on time. The bill goes to the employer, but unacceptable charge gets denied. In cases where a purchasing transaction is blocked, employees should contact the supervisor immediately, who can make a quick adjustment and enable the transaction to go through.

Corporate credit card would be issued after your 2 week trial period. The limit on corporate credit card is calculated after the trial period and will depend on your overall results. Therefore, it is in your best interest to get as maximum positive results as you can.

GENERAL DUTIES

ORDERING/PURCHASING

Receive purchase requisitions as a "Purchase Order" and verify for accuracy and authorization(s) with your supervisor
Identify, select and purchase merchandise from assigned Purchase Order. Order goods and items from specified vendors

Responsible for picking up of all items from the order. Purchase goods according to order or/and instructions (provided by company/supervisor)

Process all purchase orders daily to ensure they are correctly completed

Maintain accurate purchasing records for your report about the order completed

Maintain the status of all open purchase orders and changes, including delivery dates, cost, quantity and/or pre-pack/consolidate information

Negotiate pricing, terms and conditions of sale and warranties of goods and products with key suppliers and vendors.

Manage a purchase budget provided by the company

Source vendors and local stores when necessary. Check availability and identify a time for all products needed

Daily review all purchasing orders from your supervisor

ORDER PICK UP/ RECEIVING

- **Store Pick up:**

- Responsible to pick up the Purchase Order from local stores/vendors

- Drive to find products from one place to another

- Check merchandise with a Purchase Order to ensure correct product quantity and type. Visually inspect the products you are going to purchase

- Pick products for company orders, verify shipping restrictions that may apply. Pick and confirm orders efficiently and accurately

- Prepare product for shipping as needed: purchase boxes, packaging material like "impact protection" materials and "void fill" materials

- Report about completed purchase by sending "Purchase receipts" scanned copies to your supervisor

- **Online purchase:**

- Receive items according to established guidelines and procedures

- Open store boxes, confirm the quantity of items between packing slip and a purchase order list

- Ensure that goods that are received are not damaged in any way and in case of damage reject damaged items, record shortages

- If an invoice/packing slip is included, keep a copy of one for a monthly report

- Report damages for accounting and record-keeping purposes

- Prepare product for shipping as needed

SHIPPING

When it comes to moving, we can handle it all. The company ships to the local logistics points and outside the US. Most of the packages are going to the local point to be shipped out using our own logistics network. Due to the trial period and your training time, you will try both local and international shipments. The package must be shipped under the company's name and the company's office return address. The company pays shipping costs and parcel insurance. The employee ships a small packages domestically and internationally; a big value shipments domestically only (shipping will be done directly from vendor to the company's warehouse). We offer a complete shipping solution for our customers.

We can provide a centralized administration of all shipping needs, including the monitoring of the location and status of all shipping services. We can also set up shipping insurance, so the client's shipment is protected from any accident or disaster that could occur.

Position requires the ability to lift up to 20lbs.

You will:

- Ensure product/packages are labeled

- Ensure time and accuracy for customer orders

- Ensure that customer orders are correctly purchased and dropped to the shipping carrier on time.

- Fill out paperwork as required

After the trial period of 2 weeks, shipping and packaging will not be a part of only your responsibility. It will be done via vendor/manufacturer resources or third party companies. Personal shipping may be occasionally required if the order is small and has to be shipped urgently.

PURCHASING PROCESS DETAILS

The company works with two types of customers Business and Individual clients. During the 2 weeks trial period, the employee is doing purchases from retail stores for our customers. You should learn how the company's model works and get trained. By starting slowly, under the company's supervision, you'll be pushed to more difficult and valuable assignments in a few weeks.

The order information and order details you will receive from your supervisor. The Purchase Order (PO) information contains items name; quantity; description (Model, Product Features, Specifications, Accessories), aim price (which the company is looking for).

The purchase order should be done in a term in which you will be informed by your supervisor's instruction.

Each order has its time-frame to be done. Most of orders must be done within 1-2 business days period. The on-line orders require about 2-5 business days to complete. The time-frame will be indicated by your supervisor.

The order performance instruction will be given along with the purchase order details. You are required to provide the purchase receipt copies to your supervisor as a confirmation that order is done correctly. You should be able to provide the scanned receipt by email.

The Trial Period items list you'll be working on(we start from small and simple orders):

- Laptops: Laptops, MacBooks, Netbooks, Laptop Accessories (Additional Packages, Batteries & Power, Cases, Mice & Keypads)
- Desktops: All-in-One Computers, Desktop Packages, Refurbished Desktops, Towers Only
- Computer's Components: PC Memory, Hard Drives, Sound Cards, Motherboards, Processors, Video Graphics, Cards
- Computer setups & services: Operating Systems, Tax, Finance & Legal, Home & Hobbies, Security & Utilities, Education & Reference, Kid's Software
- Computer's network equipment and components, Routers, Networking Accessories, Wireless Networking, Modems, Gateways, VoIP
- Audio and Video systems: Audio Systems & Components, Home Theater Systems, Portable Audio, Car Audio, Marine Electronics, iPod&MP3 Players, Speakers & Headphones
- Cameras & Camcorders: Digital Cameras, Digital SLR Cameras, Lenses, Camcorders, Memory Cards & USB Drivers, Photo Printers, Digital Photo Frames, Accessories (Battery, Flash and Memory Cards, Bags & Cases)
- Video Games & Gadgets: PlayStation 3, Xbox, PSP, Wii, PC Gaming, Accessories (Gaming Furniture, Controllers, Cables & Networking, Batteries & Charges)
- Burglar alarms and components; Security systems and components

Most of the purchases must be done locally by using your local retail stores like BestBuy, Apple Store, Walmart, Home Depot, Radio Shack, Office Depot/OfficeMax, AT&T store, Safeway store, Target, PC Richard (if you have it in your town), Costco etc.

Only a Trial Period time you will shop from a retail vendors. You start with Business purchase orders/B2B purchases after the 2 weeks training. You can use the vendors advised by the company or use your vendors and suppliers list.

The purchase(s) with a total price \$1.00 - \$5,000.00 counts as one/single order. The purchase(s) with a total price over \$ 5,000.00 - \$10,000.00 counts as two orders. The purchase(s) with a total price over \$ 10,000.00 - \$15,000.00 counts as a three Purchase orders.

SHIPPING PROCESS DETAILS

In order, to manage effectively the process, purchase orders PO, shipping will be done by using different shipping resources.

We ship: business to consumer, business to business, wholesale, retail. Two weeks trial period orders are small. They must be picked up from your local vendor/supplier physically, in person. Big size and multiple quantity orders will be shipped with using Order Specified shipping service. They will pick, pack and ship it for you.

The company determines the shipping strategy for each particular PO. You will be given a direct instruction for each order. You may use different shipping services like USPS, DHL, FedEx, UPS and others. All packages are normally

going under the company's name. The company ships to the local logistics points and outside the US. Most of the packages are going to the local US warehouse to be shipped out using our own logistics network.

During the 2 weeks trial period, you are responsible for shipping preparations. You will be given the money to buy packaging material (boxes, bubbles, adhesive/ sticky tape, wrap material and other) and instructed how to package items due to their destination. Some of the items are going to one place and should be packaged together in one box; some of them are going to be shipped separately, in a few separate boxes. The packaging materials (boxes, protection material) type will be indicated each time you receive the particular PO instruction. The employee ships PO with a minimum order amount or the minimum number of items. You should complete the shipping process quickly by strictly given instructions. Whatever changes, made yourself ignoring the shipping instruction will be charged to you as a fine. Whatever changes you want to make to the shipping process must be confirmed and approved by your supervisor.

PURCHASING ORDER TERMS AND CONDITIONS

The company has a timed assignments and PO (purchase orders), but still has a flexible schedule. The assignment is complete once you purchase, package and ship items out on time indicated for particular PO. Each assignment has a time limit to be done. You lose your bonus if you do not fit in time indicated in your assignment. You will receive your bonus along with your salary if the order is executed strictly following the instruction. Bonus (percentage) is determined for each single/separate PO(purchase order).

You are required get 8(eight) Purchase Orders fully done to complete your 2 weeks trial period.

Your Purchase Orders information will be given by your supervisor starting from the beginning day. You will be given your personal access to a Purchase Order on-line system after your 2 weeks trial. You will be given a vendors list, which we recommend to use to fulfill your PO request. The budget will be provided by the company along with the POs material and explanations.

Please, ask your Supervisor how to finish 8 POs earlier than 2 weeks.

WORKPLACE/WORK EQUIPMENT

During your 2 weeks trial period is NO specific list exist, stating the job you can use your personal (or home office) equipment like computer or laptop, cell phone or landline, printer, scanner. There is no request to have a FAX machine.

To provide valuable services and perform your job well, we supply the corporate equipment **after** your 2 weeks trial period. **By the nature of the position, you will get** a computer/laptop, cell phone, 3 in one printer/scanner/fax machine. Software: your corporate email account, company's customer's database with your access, antivirus, conferencing software, MS Office package and other.

The company prefers to let you choose a Cell Phone model + a Plan and reimburse the purchases accordingly. Some remote employees can order what they need through vendors with whom the company maintains an account. The company also covers the costs of your Cell phone and Internet service provider by monthly bills payment.

Job FAQ

1) What specific duties will I have to perform daily?

Your main duties are: check your email a few times per day, follow your supervisor's instructions for PO; make purchases, pack/repack/consolidate and ship merchandise.

2) What are the normal business hours?

We have a flexible hours for this position. Normally, you are required to be in touch with your supervisor from 09a.m. till 06p.m.your time from Monday till Friday. Your business hours depend on the quantity of orders we provide you and your ability to execute and finish the orders given.

3) Is the offer available to someone who is based outside the USA?

No, this offer is only available for individuals located in the US.

4) How will I get my salary and bonus?

Your salary will be paid with a bonus via check or direct deposit according to your salary form. Your first salary is going to be paid by PayCheck. You will have an option to switch to direct deposit payment after 2 weeks. Your bonus is calculated separately from your monthly salary. To get more details about bonus calculation, please ask your supervisor.

5) Is my salary payment international or domestic?

The salary is a domestic direct deposit or paycheck from the domestic US bank. All transactions are domestic.

6) Please explain how the bonus calculation works.

You will receive a percentage of the total purchase order price amount. Please find bonus rate table above.

7) Is the base salary pay once every two weeks from the beginning of the work?

Company pays salary once per month or every two weeks per employee request. Each paycheck includes a biweekly salary + bonuses amounts. You may also choose a salary advance, which you can get immediately, as a guaranteed pay amount. Discuss it with your supervisor directly. Base salary amount remains negotiable after your 2 weeks trial period ends.

8) How does the bonus plan work?

The Company has a bonus plan which motivates employees to handle more orders. It depends on the total number of orders completed and the total order cost. The bonuses are paid with your salary.

9) Will my bonus amount be paid with 2-weeks compensation or do they deposit into my account separately?

You receive your bonus along with your 2-weeks' salary by paycheck or direct deposit.

10) From where will I be purchased the merchandise? Will it be from my local store or online?

Most of the orders will be from the local stores in your area. But, if the item is unique or out of stock, it could be an online purchase.

11) Will I be getting products shipped to my place?

NO, we do not ship boxes/packages to your home. You'll be a purchase order to pick up the items at the store. You ship them out after. From time to time you can be given an on-line order. Only products you bought online will be delivered to your home address.

12) If I purchase merchandise from local vendors, are you going to provide me with the names and contacts of these vendors or will I have to find them by myself?

Yes, you'll get a supplier list which includes information regarding address, names, item availability and other necessary information.

13) If I am purchasing a new product, why does it require additional packing?

The equipment should be packed to avoid possible damage during transportation). Also, if there are a couple of small items going to the same destination, they should be packed/consolidated into one single box.

14) Will I have to pay for products from my pocket or it will be provided with funds upfront?

The funds for making purchases will be transferred to you firstly. You will receive them before you complete an actual purchase.

15) Will I receive the money before any purchase?

Yes, you will receive the money before you purchase the merchandise. When our staffing department completes the review of your PO's financial assessment, you will receive funds before your actual purchase. The company pays for products that you are buying + purchase tax + packing and shipping cost.

16) How do you know if I purchased the items?

You are required to submit purchase receipts for each assignment. A complete report of all invoices, packing slips, checks and all other necessary information must be kept and forwarded to the Supervisor.

17) What type of products will I purchase/ship?

Laptops, computer components, desktops, monitors, computer setups & services, computer network equipment and components, televisions, digital tuners, audio- and video- systems, digital cameras, lenses, camera devices, play stations, games, burglar alarms and components, security systems and components etc.

18) How my expenses will be compensated?

You must keep an expense record for each purchase and provide the receipts to your supervisor before the next order. The amount to pay your expenses will be included in the next transfer amount.

19) When you said in the job description "equivalent USD", what does that mean?

"U.S. Dollar Equivalent" means, concerning any monetary amount in a currency other than U.S. dollars. The amount of your salary is in actual US dollars. This is just the term that must be listed in your contract.

20) When can I start to work?

We are looking to start ASAP. You should get a beginning material from your Supervisor and learn the process yourself via email. You can take 1-2 business days to study it and begin right after.

21) What out of pocket expenses will I need to have?

There are no expenses from your pocket. The company pays and reimburses extra expenses like phone call bills, Internet access, miles you drive (Federal Rate), packaging material, etc.

22) Why do you pay a different bonus rate?

Different orders have a different complexity. The higher responsibility level is the higher bonus you are paid. The higher PO price is the more attention and time you need to fulfill the one.

23) What kind of activities are involved?

The main duties are connected to procurement service.

You will get the assignment to locate the item(s), purchase them and submit your report.

24) Where did you find my profile?

We are using a recruiting/hiring agency for our hiring process. You have received this e-mail because you were in the list of potential employees from one of these agencies.

25) Will the company provide a cellular phone with Internet access if none would be available to the employee?

If you have no regular access to email or phone we will provide you with a cellular phone with Internet access.

26) What type of position is the job, W2 or 1099?

We issue 1099-Misc for your 2 weeks trial period and will issue you a W2 after the 2 weeks trial period.

The company has benefits and all related papers will be sent to you by regular mail at the end of the second working week.

We do not provide the benefits during the trial period, because we don't know if you are going to stay with the company or not.

27) Will I meet the supervisor in person?

Yes, you may visit our office after your trial period will be done. The trip will be covered by the company, but we still do not recommend travel due to the Covid-19 situation. We are trying to avoid this risk. Your beginning communication will be done via email and/or phone.

28) Is there any investment on my part?

No, you will not use your money.

29) Are all materials provided to accomplish the tasks, extra packaging, etc?

Yes, they are. Everything must be covered by the company's money.

30) Is the storage facility required?

No, because the merchandise should be purchased and shipped out promptly.

31) What kind of training is provided?

Your supervisor will guide you through the whole process and will update you step by step via an email.

32) What is a completed PO?

You should have completed ordering, purchasing and sometimes shipping as determined in the purchase order(in time and strictly by instructions).

33) How could you trust me money if we have never met?

Our staffing department will check your background information and send a request to get your credit report. Following your financial assessment under our Money Charging Policy, you will be given amounts we can trust you.

34) Will the physical products be shipped to my residence, or just contracts and other documents?

The only way you receive the items shipped to your house is the ON-Line order you place to fulfill the PO.

35) If all of these goods needed are available via the internet, so why an individual have purchase them in the US and ship them to Europe?

If we are doing purchases from Europe or from different branches, we have to pay heavy taxes (local tax, indirect tax, customs tax) and high transfer fees. Due to the current economic situation, we have to find a more inexpensive ways for our business. Also, 90% of local stores from the US we purchase from do not ship internationally.

36) Once the goods are purchased, will the funds be included for packing materials?

Yes, the company provides funds for packing and shipping.

37) Why does the company need suppliers from USA? It's more profitable work with Chinese suppliers.

Yes, we have suppliers from China, but one of the company's goals is to be a unique supplier for our customers. A lot of these orders are small and there is no reason/profit for us to work with wholesale suppliers from China. Plus, a lot of customers prefer products from USA only.

38) How often are orders sent via fax?

Usually all orders are going to be sent through an email. At the end of a trial period, you will get on-line access to the company's on-line order database and will be working on-line. If you prefer to receive order by fax, please let us know.

39) Please explain the price negotiation procedure for the wholesale?

It is not exactly a wholesale. Once you start (at the beginning) we give you the orders with the exact price we aim at and it is probably the lowest price you can find. If you find cheaper deals, the difference in amount will be your bonus.

40) How much traveling is required to make purchases and do we need a large vehicle?

Most of the products are small in size. During your 2 weeks trial period we buy goods for individual clients and items are not big. Sometimes it could be a large item but in this case we will rent a truck and loader for you. In this position we make money if we can provide goods quickly, therefore you will be driving within your local area only. If you can find products locally, you should report it to your supervisor as quickly as possible to correct the order.

41) Do you reimburse a cost of miles driving?

Yes, the company does a reimbursement every two weeks.

42) What information do you need for the background check?

It will be done together with our bank and usually they need only the information from your Resume. If you will be required to provide additional information, then we will contact you. We can also use Nationwide Employment Background Check on-line. We cannot simply trust the company's funds to someone that we don't know anything about.

43) Once I get a company's credit card will I continue to get bonus from purchases?

Yes, you still will be given the bonus as well.

44) Can a PO be shipped from the store of purchase or does the Manager have to ship it from another location or through UPS, FedEx or some other logistics company?

Sometimes you receive the order from one client and sometimes from multiple clients. A multiple clients PO you cannot ship from the store directly. You should pick up the items at the store and ship them out to the local warehouse in separate boxes. We are working with international orders but some stores do not send overseas. Therefore we need to have a local manager who will arrange the shipment to our local warehouse and we mail items to the client afterward.

45) Who are the clients, and why wouldn't they be able to source these items themselves? Are these products going overseas?

Most of our clients are located in Europe. We work with business clients and individuals. This position was open to fulfill the Individual orders with a potential business PO opportunity. There are many reasons to buy goods through our company's service. Some products are not available on a European market; some of them have a higher price. The online store has no shipping worldwide option or simply does not ship to a specific country. Therefore we need a local manager to get the products and mail them out.

46) Where the clients located?

Our main directions are Europe, Singapore, and Hong Kong. Most of our POs are coming from European clients and we ship items to Europe (France, Germany, Italy, Poland, Austria, Czech Republic, Finland, Portugal, Slovenia etc.).

47) Where do I ship these goods purchased?

Because of your training, you will ship locally and internationally as well. You should be trained on how to work with different shipping companies and shipping methods. The bulk orders we, always, ship domestically, within the US territory to the company's local warehouse. Individual orders are going overseas or locally, depending on client request. You will be given a direct shipping instruction from the company.

48) Do I need to work on weekends?

No, you do not. The company has a flexible schedule but we do not require working on weekends.

DEFINITIONS

Trail Period = Probationary period, orientation period, training period, onboarding period, introductory period. A probationary period of employment is a stretch of time where an employer watches an employee more carefully and provides feedback and training. We have a probationary period for all new hires. This is sometimes also called an “introductory period.”

A probationary period is a stretch of time during which a new or existing employee receives extra supervision and coaching, either to learn a new job or to turn around a performance problem. The probationary period can be as short as a month or as long as a year, depending on the situation. The purpose of a probationary period is to suspend or modify the usual employment rules for an employee who is learning a job or struggling to perform.

Employers may require probationary periods for:

- new employees (in this situation, it might be called an “introductory” period)
- current employees who are promoted to a new position (particularly if it’s the employee’s first time serving in a supervisory or managerial position), or
- current employees with significant performance problems.

It gives an employee some extra time and supervision while learning a new job, and it gives a struggling employee more detailed guidance and a sense of urgency about improvement.

If the employee’s probationary period is satisfactory the manager will inform the employee at the final meeting that their appointment will be confirmed and a successful outcome letter will be sent to confirm this.

Global Trade

Today’s supply chains are more complex than ever before, and with the real time value network’s global trade services, you’ll be able to see and react to demand much more quickly and effectively. Global trade services offer full global visibility across all trading partners, no matter where they are located. It includes container prioritization, freight forwarding, and integrated customs documentation capture and retention.

Global trade is the orchestration of three different and interdependent flows:

- The movement of physical goods
- The supporting communication and documentation requirements
- The financial flows between the many different actors along the supply chains.

Supply Chain

A supply chain is a network between a company and its suppliers to produce and distribute a specific product or service. The elements of a supply chain include all the functions that start with receiving an order to meeting the customer's request. These functions include product development, marketing, operations, distribution networks, finance, and customer service.

The entities in the supply chain include producers, vendors, warehouses, transportation companies, distribution centers, and retailers. The functions in a supply chain include product development, marketing, operations, distribution, finance, and customer service. Supply chain management results in lower costs and a faster production cycle.

Supply chain management is a crucial process because an optimized supply chain results in lower costs and a faster production cycle.

Procurement

The act of obtaining or buying goods and services. The process includes preparation and processing of a demand as well as the end receipt and approval of payment. It often involves:

1. purchase planning,
2. specifications development,
3. supplier research and selection,
4. value analysis,
5. financing,
6. price negotiation,
7. making the purchase,
8. transportation/shipping

Procurement and supply chain should be considered part of the same operational focus. In the modern global marketplace, advances in communications and transportation technologies have led customers to expect a steady and regular supply of products in good condition at the lowest possible price, despite the long distances most products, commodities and foodstuffs are shipped.

Procurement Agent

An individual in a company who has the responsibility of purchasing the items required by the company. The Procurement Agent is typically in charge of purchasing whatever the company's customers need, from regular office supplies, to the materials that would be used to manufacture the company's products. In larger companies, the Procurement Agent's role will sometimes be more supervisory, with other employees in charge of placing the orders.