

2 WEEKS TRIAL PROCESS DETAILS

What We DO:

In such a challenging economic climate, procurement outsourcing is coming of age. Procurement outsourcing involves 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, allowing them to purchase products at the best competitive prices, conditions, and delivery terms.

Our company aims to assist our European, Canadian, and Asian customers in managing complexity and mitigating risks. We strive to enhance visibility, tap into thriving consumer markets, and adapt to the changing landscape of mobile and digital technology, which is reshaping the shopping experience and blurring the lines between in-store and online retail. We understand the significance of a global market and are here to facilitate it for our clients.

We specialize in purchasing and delivering processed commodities from a wide range of domestic distributors. Our company sources a diverse selection of household products within the US through a competitive process involving approved vendors. Our expertise lies in efficiently managing processes that lead to significant cost reductions in various areas, including:

- Purchase price
- Operating and order follow-up costs
- Logistic costs
- Dispute costs
- Invoice handling costs

With our streamlined approach, we ensure maximum cost savings and optimal efficiency in the procurement and delivery of commodities for our valued customers.

We specialize in purchasing and delivering commodities for clients in foreign countries. Our comprehensive services cater to clients who need assistance in finding, purchasing, forwarding, transporting, and shipping goods securely worldwide. Our company offers a seamless and reliable shipping service, where we handle the declaration of goods on behalf of our clients, arrange for the payment of duties and import taxes as applicable, and act as an independent receiver to take delivery. We also provide secure warehousing facilities to store the cargo until it reaches its final destination. With our expertise and global network, clients can trust us to manage their international logistics needs with utmost efficiency and security.

In today's global business environment, seamless and efficient product shipping is crucial, and our company is dedicated to simplifying the shopping experience for all our clients. We collaborate closely with each client to handle all aspects of shipping requirements for purchased commodities. Whether it's shipping purchase orders from the United States to other countries, our goal is to expedite the process and ensure a smooth transaction.

With a team of remote employees across various states in the US, we can handle diverse shipping needs. Our services extend to virtually every country worldwide, providing our customers with maximum flexibility. As part of your role, you will be responsible for shipping orders to both local US warehouses and international destinations.

POSITION SUMMARY

The key role is to plan, perform, and finalize the purchasing and procurement process for the company's international clients. In this position, you will be responsible for sourcing and purchasing services and goods from multiple locations. Your main objectives include acquiring the highest quality merchandise at the most competitive prices and quantities. Additionally, you will conduct research and evaluation of suppliers based on various factors such as price, quality, selection, service, support, availability, reliability, production, and distribution capabilities, as well as their reputation and history.

The position entails picking up various items from vendors, conducting item inspections, and preparing them for shipping. Shipping responsibilities apply to orders weighing up to 20lbs. Shipping can be carried out by either the vendor's shipping service or appropriate shipping providers like UPS, FedEx, USPS, etc. The local company's US warehouse address and shipping instructions will be provided.

The position offers a flexible schedule and requires the ability to work with minimal or no supervision. You must be adaptable to accepting work assignments/tasks via email and/or phone. Additionally, you will be expected to perform any other duties assigned by the supervisor as needed.

BASE SALAR + BONUSES

Your salary will be paid every two weeks from your actual start date, which is the day of your first purchase activity. To confirm the beginning of your job, please submit a copy of the receipt from your first purchase to your supervisor.

To foster long-term relationships with the Company, we offer the option of a Guaranteed Salary Advance. If you choose to receive a \$750 Base Salary advance, please inform us, and it will be included in our first transaction for the purchased items. You can either hold onto the amount immediately or use it for your personal needs. If you do not require the advance and prefer to receive a full paycheck later, please inform your Supervisor.

Two weeks after your start date and upon completing a minimum of orders, you will receive a paper paycheck via USPS mail. Additionally, after 30 days, you will have the option to switch to the direct deposit payment method. We value your satisfaction and aim to provide convenient payment options for your benefit.

Additional Bonuses(or Commission for 1099 base employment)

Each completed Purchase Order (PO) earns you a cash bonus/commission, which is added to your 2-week Base Salary. The commission percentage is paid if you meet the given timeline:

1. Purchase orders finished within 1 business day are eligible for the commission.
2. Items purchased and shipped out within one business day are eligible for the commission.
3. Partial items from your purchase order, purchased and shipped on the same day, qualify for the commission.
4. PO or partial PO items purchased after 5:00 PM in your local time and shipped before 12:00 PM the next business day qualify for the commission.

Your Supervisor will calculate the bonus amount for each order based on the Company Bonus Rates provided below. Your hard work and efficiency in completing orders promptly will be rewarded through these commission incentives.

Certain specific or urgent orders may qualify for a higher/extra bonus rate, ranging from 25% to 45%. Initially, you will receive purchase orders with the normal rate. However, you have the option to request your supervisor to work on extra Bonus orders, which come with increased bonus rates.

Each order's bonus amount is calculated separately, giving you the flexibility to handle multiple purchase orders simultaneously if needed. Rest assured, your dedication and efficiency in managing these orders will be rewarded accordingly. Feel free to discuss with your supervisor to explore opportunities for higher bonus rates and maximize your earning potential.

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	1.5 %
From \$4,000 until \$5,999	2.0%
From \$6,000 until \$7,999	3.0%
From \$8,000 until \$16,999	5.0%
From \$17,000 and more	7.0%

The weekend job is paid with an additional 2.5% 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. Details about the Benefits package are provided in your Offer Letter. As a new employee, you will need to work for a certain duration before becoming eligible for benefits, including vacation time and other paid time off.

For paid time off, employees with 1-12 months of service are entitled to 10 days of sick leave. Those with 12+ months of service receive 15 days of sick leave. Additionally, new employees receive 14 days of paid vacation per year. Employees who have been with the company for more than 2 years are granted 28 days of paid vacation per year, along with 8 days of paid holidays annually. These benefits are designed to reward your commitment and dedication to the company over time.

The employment package and other work-related documents will be sent to your home address at the end of the second working week from your start date. Your benefits will start one month from your start date.

Please be advised that this is a remote position with the possibility of transitioning to an office job in 6-8 weeks. We plan to open an office in your area after completing your training and trial period. You will have the option to either continue as a work-from-home employee or transition to the office position. More options and positions will be available later.

TWO WEEKS/TRIAL PERIOD DETAILS

Be attentive! The material provided below serves as a general introduction to help you understand your role at the company. During the first two weeks, you will be assigned entry-level responsibilities and duties to familiarize yourself with the business and your routine tasks. This period will facilitate your transition into the company and provide you with a solid foundation to carry out your duties effectively.

During your first 2 weeks as a company employee, you will be in a trial period. This period is designed to provide you with ample time to learn about our Company, receive necessary information and instructions, and manage your time effectively to complete assigned tasks. Throughout this period, we will assess various aspects of your performance, including your ability to follow instructions, time management skills, willingness to work collaboratively as part of our team, and your proficiency in handling different types of orders. This assessment will help us gauge your suitability for the role and determine how well you can contribute to our team's success.

The trial period serves as a probationary, orientation, training, and on-boarding period during which we coach and evaluate new employees. It is a paid period with a normal salary range and includes bonuses. Each paycheck will reflect the total amount of salary and bonuses generated based on your performance during this period. This allows us to assess your suitability for the role while providing you with an opportunity to acclimate to the company's culture and expectations.

Trial Period Objectives:

1. To provide new employees with updates on company guidelines, directives, and tasks.
2. To give new employees an overview of the ordering, purchasing, and shipping process.
3. To ensure new employees understand the Purchasing and Shipping Process.
4. To familiarize new employees with financial operations, including work transactions, cash flow, wage payments, bonus rates, reimbursement programs, and preparing financial statements.

You responsibilities during the Trial period will include buying various Goods and Services from local stores based on order information provided by the company. These purchases must be made using the company's finances, and you will receive the necessary funds before making the purchases. Your Supervisor will provide you with additional information about the initial budget and the method of money transfer to ensure a smooth start in your position.

As an employee, you will have the autonomy to perform your main activities with clear instructions from your supervisor. You will receive detailed purchase order instructions, including information about vendors, pricing, item descriptions, packaging details, and shipping information. Your supervisor will provide you with all the necessary information to carry out your tasks effectively and independently.

The general work scheme involves the following steps:

1. Step 1: Receive purchase order (PO) information from your supervisor.
2. Step 2: Receive funds from the company's budget.
3. Step 3: Complete pre-purchase products research and negotiate prices and shipping terms.
4. Step 4: Finalize and complete the PO.
5. Step 5: Submit a report detailing the completed purchase process.

During the trial period, the main goal is to assess your job capacity and create a personalized Work Plan. The primary objective is to verify the information provided in your resume and gather additional details about your essential qualifications and skills for the job, including problem-solving abilities, analytical skills, communication capabilities, enthusiasm, initiative, leadership potential, and adaptability. This evaluation will help us determine how well your skills align with the role and ensure a successful integration into our team.

After successfully completing the trial period, you will be issued a company's corporate business credit card under the company's name. This card is separate from your personal credit and does not contain any of your personal information. As an employee, you will need to file and submit your working expense reports and job-related shopping charges to management on time. The company will receive the bill, but any unauthorized or unacceptable charges will be denied.

In the event that a purchasing transaction is blocked, employees should promptly contact their supervisor, who can quickly address the issue and enable the transaction to proceed smoothly. This credit card system ensures seamless financial transactions for work-related expenses while maintaining security and transparency.

The issuance of a corporate credit card will take place after the completion of your 2-week trial period. The credit limit on the card will be determined based on your overall performance during the trial period. Therefore, it is in your best interest to strive for maximum positive results to ensure a favorable credit limit. The corporate credit card will provide you with the convenience of managing work-related expenses efficiently while reflecting your successful performance within the company.

GENERAL WORK DUTIES

ORDERING/PURCHASING

1. Receive purchase requisitions as a "Purchase Order" and verify for accuracy and authorization(s) with your supervisor.
2. Identify, select, and purchase merchandise from assigned Purchase Orders. Order goods and items from specified vendors.
3. Responsible for picking up all items from the order. Purchase goods according to order and/or instructions provided by the company/supervisor.
4. Process all purchase orders daily to ensure they are correctly completed.
5. Maintain accurate purchasing records for reporting on completed orders.
6. Keep track of the status of all open purchase orders and changes, including delivery dates, cost, quantity, and pre-pack/consolidate information.
7. 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.
8. Source vendors and local stores when necessary. Check availability and identify lead times for all required products.
9. Daily review all purchasing orders from your supervisor.

ORDER PICK UP/ RECEIVING

• Local Store purchases:

- Responsible for selecting and picking up the Purchase Orders from local stores/vendors.
- Drive to find and collect products from various locations.
- Check merchandise against the Purchase Order to ensure correct product quantity and type. Visually inspect the products before purchasing.
- Pick products for company orders, verifying any applicable shipping restrictions. Efficiently and accurately pick and confirm orders.
- Prepare products for shipping as needed: purchase boxes, packaging materials like "impact protection" materials and "void fill" materials.
- Report completed purchases by sending scanned copies of "Purchase receipts" 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 shipping, we handle it all. The company ships to both local logistics points and international destinations outside the US. During the trial period and your training, you will handle both local and international shipments. The packages must be shipped under the company's name and the company's office return address. The company covers shipping costs and parcel insurance. As an employee, you will handle small packages for domestic and international shipping, and for big value shipments, you will handle domestic shipping only (shipping will be done directly from the vendor to the company's warehouse). We offer a comprehensive shipping solution for our customers.

We offer centralized administration of all shipping needs, including monitoring the location and status of all shipping services. We can also set up shipping insurance to protect our client's shipment from any accidents or disasters that may occur.

Position requires the ability to lift up to 20lbs. You will ensure products/packages are properly labeled, and prioritize time and accuracy for customer orders. Ensure that customer orders are purchased correctly and delivered to the shipping carrier on time. Complete all required paperwork accurately and promptly.

After the 2-week trial period, shipping and packaging will no longer be solely your responsibility. It will be managed through vendor/manufacturer resources or third-party companies as a B2B orders. However, there may be occasional instances where personal shipping is required for small and urgent orders.

PURCHASING PROCESS DETAILS

The company serves two types of customers: B2B Business and Individual clients. During the 2-week trial period, the employee will be responsible for making purchases from retail stores on behalf of our customers. This period will serve as a learning phase to understand the company's model and receive training. Initially, tasks will be assigned gradually, and the employee will be supervised by the company. As the employee gains experience and confidence, they will be assigned more challenging and valuable tasks in the coming weeks.

You will receive the order information and details from your supervisor. The Purchase Order (PO) information will include item names, quantities, and descriptions (Model, Product Features, Specifications, Accessories), as well as the target price the company is aiming for.

The purchase order should be completed within the timeframe specified in the instructions provided by your supervisor. Each order has a specific time-frame for completion, ranging from 1 to 2 business days for most orders and approximately 2 to 5 business days for online orders. Your supervisor will provide you with the specific time-frame for each order.

The order performance instructions will be provided together with the purchase order details. As confirmation that the order is completed correctly, you are required to provide the scanned purchase receipt copies to your supervisor. Please ensure you can send the scanned receipts 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, P.C. Richard & Son (if you have it in your town), Costco etc.

During the trial period, you will shop from retail vendors. After the 2 weeks training, you will start with business purchase orders/B2B purchases. You can use the vendors advised by the company or your own vendors and suppliers list.

To help you achieve a purchase order quota quickly, we have specific price ranges for orders.

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

SHIPPING PROCESS DETAILS

In order to manage the process effectively, purchase orders (POs) and shipping will be handled using various shipping resources. We cater to business-to-consumer, business-to-business, wholesale, and retail shipping needs. During the two-week trial period, small orders will be picked up in person from local vendors. For big size and multiple quantity orders, we will utilize Order Specified shipping services to handle the pick-up, packing, and shipping.

The company determines the shipping strategy for each particular PO. The company will provide specific shipping instructions for each purchase order (PO). You may use various shipping services like USPS, DHL, FedEx, UPS, and others as directed. All packages will be shipped under the company's name. The company handles shipping to local logistics points within the US and also internationally. Most packages are sent to the local US warehouse for further shipping through our own logistics network.

During the 2-week trial period, your responsibility includes shipping preparations. You will be provided with funds to purchase packaging materials such as boxes, bubble wrap, adhesive tape, and other necessary items. You will also receive instructions on how to package items based on their destination. Some items may need to be packaged together in one box, while others will be shipped separately in multiple boxes. The type of packaging material required for each order will be indicated in the instructions you receive.

As an employee, you will handle POs with a minimum order amount or minimum number of items. It is essential to complete the shipping process quickly and strictly follow the given instructions. Any changes made to the shipping process without approval from your supervisor will result in a fine. If you wish to make changes to the shipping process, you must confirm and seek approval from your supervisor beforehand.

PURCHASING ORDER TERMS AND CONDITIONS

The company operates with timed assignments and purchase orders (POs), while still offering a flexible schedule. Your assignment is considered complete once you successfully purchase, package, and ship the items within the specified time frame for each particular PO. Each assignment comes with a time limit, and it is crucial to adhere to the given schedule. Failure to meet the specified time frame may result in the loss of your bonus.

Your bonus/commission, which is a percentage of the order's value, will be added to your salary if the order is executed precisely following the given instructions. The bonus rate is determined for each individual PO separately. Meeting the time requirements and successfully fulfilling the PO will ensure you receive the bonus along with your regular salary

During your 2-week trial period, you are required to fully complete 8 (eight) Purchase Orders to successfully fulfill the company's expectations and complete the trial period. This objective serves as a benchmark to assess

your efficiency and ability to handle the assigned tasks within the specified timeframe. Meeting this target will contribute to your overall evaluation and potential continuation with the company.

During your 2-week trial period, your supervisor will provide you with the necessary Purchase Orders information starting from your first day. After the trial period, you will receive access to a personalized Purchase Order online system. Additionally, you will be given a list of recommended vendors to fulfill your PO requests. The company will provide the budget and all the relevant materials and explanations to support your purchasing tasks effectively.

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

Some general tips on how to efficiently finish 8 POs earlier than 2 weeks:

1. **Prioritize:** Focus on high-priority POs first and complete them promptly to ensure critical tasks are handled on time.
2. **Effective Communication:** Keep open lines of communication with vendors and suppliers to expedite order processing and delivery.
3. **Streamlined Process:** Optimize your workflow and minimize time-consuming steps to increase efficiency.
4. **Multi-Tasking:** Work on multiple POs simultaneously, ensuring you manage your time effectively.
5. **Proactive Approach:** Anticipate potential delays and take proactive measures to address them promptly.
6. **Attention to Detail:** Ensure accuracy in order processing to avoid potential errors that may cause delays.
7. **Fast Shipping:** Utilize expedited shipping services when necessary to deliver orders quickly.
8. **Collaborate with Team:** Work collaboratively with your team to share workload and complete POs more efficiently.

Remember, always adhere to the company's guidelines and quality standards to ensure successful order fulfillment.

WORKPLACE/WORK EQUIPMENT

During the 2-week trial period, there is no specific list of required equipment for the job. You are allowed to use your personal or home office equipment, such as a computer or laptop, cell phone or landline, printer, and scanner. However, having a FAX machine is not necessary for this position.

After the 2-week trial period, we will provide you with all the necessary corporate equipment to perform your job effectively. You will receive a computer/laptop, cell phone, and a 3-in-one printer/scanner/fax machine. Additionally, we will set up your corporate email account, grant you access to the company's customer database, provide antivirus software, conferencing software, and the MS Office package, among other tools required for your role. With this equipment and software, you will be fully equipped to provide valuable services and excel in your position.

At our company, we understand the importance of staying connected, which is why we offer flexibility in choosing your cell phone model and plan. You have the option to select a cell phone model and plan that best suits your needs, and we will reimburse the purchases accordingly. Additionally, for remote employees, we can facilitate orders through vendors with whom we have existing accounts to streamline the process.

Moreover, we want to ensure that you have a reliable internet connection, so we cover the costs of your cell phone and internet service provider through monthly bill payments. With this support, you can focus on your responsibilities and stay connected with ease.

Job FAQ

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

Your daily duties will include:

1. Checking your email regularly to receive purchase orders (POs) and instructions from your supervisor.
2. Reviewing and verifying the accuracy and authorization of each PO received.
3. Identifying and selecting merchandise from assigned POs and ordering goods from specified vendors.
4. Purchasing products at the best prices and negotiating terms and conditions with suppliers.
5. Conducting research on vendors and local stores to ensure availability and suitable products.
6. Picking up items from local vendors and physically inspecting the merchandise for correctness.
7. Packaging items according to instructions, ensuring proper labeling, and preparing them for shipping.
8. Managing all open purchase orders, including changes in delivery dates, cost, and quantity.
9. Submitting a report with scanned purchase receipts to your supervisor after completing each order.

These duties involve a combination of procurement, purchasing, and shipping tasks to efficiently fulfill the company's purchase orders and meet customer needs.

2) What are the normal business hours?

The position offers flexible working hours, allowing you to communicate with your supervisor between 09:00 a.m. and 06:00 p.m. in your local time zone, from Monday to Friday. The specific business hours will be based on the number of orders assigned and your efficiency in completing them. This flexibility allows you to manage your time effectively and fulfill the required tasks while maintaining effective communication with your supervisor.

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, along with the bonus, will be paid either via check or direct deposit, depending on your preference. For the initial payment, you will receive a PayCheck. After the first two weeks, you will have the option to switch to direct deposit. Your bonus is calculated independently from your monthly salary. If you need more information regarding the bonus calculation, please feel free to ask your supervisor for details.

5) Is my salary payment international or domestic? The salary payment method is through domestic direct deposit or a paycheck issued by a domestic US bank. All financial transactions are conducted domestically within the United States.

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 page #2-3.

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

The company pays the salary every two weeks. Each paycheck includes the biweekly salary along with bonus amounts. You have the option to choose a salary advance for immediate payment as a guaranteed amount. The base salary amount is negotiable after the completion of the 2-week trial period. For further details, please discuss with your supervisor directly.

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?

The majority of orders will be from local stores in your area. However, in cases where the item is unique or out of stock, online purchases may be allowed.

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

We do not ship boxes/packages to your home. You will receive a purchase order to pick up the items at the store, and then you will ship them out. On occasion, you may be given an online order, and in such cases, the 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 will receive a supplier list that includes essential information such as addresses, names, item availability, and other necessary details. This list will help you make informed decisions when purchasing items for our clients.

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

The equipment should be packed carefully to avoid any possible damage during transportation. Additionally, if there are multiple small items going to the same destination, they should be consolidated and packed into one single box. This helps to ensure safe and efficient shipping for our clients' orders.

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 in advance. You will receive the funds before completing any actual purchase. This ensures that you have the necessary resources to carry out the orders effectively and efficiently.

15) Will I receive the money before any purchase?

Yes, you will receive the money before you purchase the merchandise. Once our staffing department completes the review of your PO's financial assessment, you will be provided with the necessary funds before making any purchases. The company covers the cost of the products you are buying, including purchase tax, packing, and shipping expenses.

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

You are required to submit purchase receipts for each assignment. Ensure you keep a complete report of all invoices, packing slips, checks, and any other necessary information, which should be forwarded to the Supervisor.

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

The company deals with a wide range of products, including 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 are required to maintain an expense record for each purchase and submit the receipts to your supervisor before proceeding with the next order. The amount to cover your expenses will be included in the next transfer.

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 eager to start as soon as possible. Once you receive the beginning material from your Supervisor via email, you can take 1-2 business days to study it, and then begin your work immediately.

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

You will not have any out-of-pocket expenses as the company covers and reimburses additional costs such as phone call bills, internet access, mileage (at the Federal Rate), packaging materials, etc.

22) Why do you pay a different bonus rate?

Each order varies in complexity, and the level of responsibility determines the bonus amount. Higher-priced purchase orders require more attention and time to fulfill effectively.

23) What kind of activities are involved?

The activities involved in the main duties include:

1. Receiving purchase requisitions and verifying accuracy and authorization.
2. Identifying, selecting, and purchasing merchandise from assigned purchase orders.
3. Determinate pricing, terms, and conditions of sale with suppliers.
4. Researching and evaluating suppliers based on various criteria.
5. Managing a purchase budget provided by the company.
6. Picking up items from local vendors and physically inspecting them.
7. Packaging and preparing products for shipping, following specific instructions.
8. Providing scanned purchase receipt copies as confirmation of completed orders.

9. Following a clear instruction from the supervisor to execute purchase orders.
10. Working on a flexible schedule to accommodate varying order quantities and complexity.
11. Handling both business-to-consumer and business-to-business orders.
12. Occasionally dealing with international shipping for specific orders.
13. Complying with company policies and procedures, including expense reporting and record-keeping.

24) Where did you find my profile?

We are utilizing a recruiting/hiring agency to streamline our hiring process. You are receiving this job offer because you sent us your Resume copy when applying via an online job platform in response to our advertisement.

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

If you do not have 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 can visit our office after your trial period is done. The company will cover the trip expenses. Initially, 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. Prompt purchase and shipping are essential to ensure timely delivery of merchandise.

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? A completed PO refers to an order that has been fully processed and executed according to the instructions specified in the purchase order. This includes activities such as sourcing, purchasing, and shipping the items within the designated timeframe and adhering to the provided instructions. The PO is considered completed when all these steps have been successfully carried out.

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?

Current economic situation has made international purchases costly and complex due to heavy taxes and transfer fees (local tax, indirect tax, customs tax). Additionally, most local stores in the US do not offer international shipping options. It is crucial for the business to find more cost-effective alternatives to streamline procurement processes and reduce expenses while still meeting the needs of the clients.

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

Yes, the company provides funds for packing and shipping. Providing funds for packing and shipping will ensure a smooth and efficient procurement process, allowing employees to fulfill orders promptly without any financial constraints. This way, the company can maintain a high level of customer satisfaction by delivering products to clients in a timely manner.

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? You do not work with B2B or wholesale purchase order in your beginning. During the beginning of your employment, you will be handling individual purchase orders with specific prices set by the company. If you can find the products at a lower price, you will receive a bonus based on the difference between the actual purchase price and the target price set by the company.

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

During the 2 weeks trial period, the purchases are mainly for individual clients, and the items are generally small in size. Therefore, extensive traveling is not required, and you won't need a large vehicle for most purchases. If there is a need for a large item, the company will arrange a rental truck and loader for you. As a procurement specialist, the focus is on providing goods quickly, so you will mainly be driving within your local area. If you find products locally, you should inform your supervisor promptly to update the order accordingly.

41) Do you reimburse a cost of miles driving? Yes, the company provides reimbursements (we use a Federal IRS rate) every two weeks for expenses incurred during the purchasing process.

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

Trial 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.