

supplying companies without exception anyone , the letters are signed by the director general (exclusive) but nowadays (before 2 months) the director of marketing department sign the letters .

5. we receive a copy of cheque with copy of letter for intended direction by e-mail for all the branches , sometimes by hand of the authorization when he come to the company .

For Baghdad governorate , it must received (the cheque) the original one with the letter of purchasing agreement by our authorized for supplying .

6. the supplying must be after five days from the date of arranging the cheque then the cheque must be in the company's account and we send the intended commodities by the branches with the supplying goods from the electricity substructure section and AL – THULATHAA compound and this will be according to a notification for transmission from the state offices unity to the concerning directions .

The general principal of the supplying automation of all the state offices is clarifying the available items (type , origin , price) without exception any supplying direction to the other .

((Duty Of Local Purchase Department))

1. Meeting with the customer (representatives of companies) and provide them with condition and terms of the contract to studying it .
2. Requesting the representatives of companies to provide us with the required documents in case of acceptance for the conditions of the contract .
3. Negotiating with the representative of company about the prices , qualities and the period of supplying after providing us with the required documents
4. Showing the subject to the purchase committee of the disposing bases after acceptance .
5. Preparing the contracts and contact with the representative of the company in the case of acceptance of the committee and countersigning the director general .
6. Providing the supplying company with quotation for the items of the contract and requesting the representative to start supplying after signing the contract .
7. Providing the representatives of companies with an officials documents concerning supplying and requesting them to inform us about the date of supplying and the invoices for payment settlement .
8. Auditing the lists of determination for the selling items and send them to the financial department for payment settlement .
9. In addition there are other things for discussing with representatives of companies in case of any problem with the shopping centers , compounds and branches concerning the contract's items of their company .

((Duty of Publication Department))

1. Announcing in the newspapers and follow the results of the announcement and their registries .
2. Pursuance the tenders and their date specifically and record them in registries .
3. Publishing and pursuance the news with the internet unit .
4. Pursuance and photo Conferences .
5. Arranging the articles of Journalistic with the director general .
6. Preparing The monthly reports then auditing and sending them .
7. Archive the publication and save the photos in the whole locations .
8. Coordination with the publication office in the headquarter of the ministry according to the coordination and directions of the director general .
9. Coordination with the financial , juridical , administrative departments and the planning section and receipt the monthly activities from the all the departments , sections and branches .
10. Reading the daily newspapers for knowing all the things which concern the company , the ministry and the offices whom concern .
11. Pursuance the steps of the investment happening in the concerning positions .
12. It is important to provide the publication department with competence persons according to the discussion in order to developing the department .

Duty Of The Financial Department

/ The Balance And Costs Section / The Registries

For return the balance account for our company's obligation because of her apologizing of supplying to any side because the required items are not available , it must to request the customer provide us the documents below :

1. Letter from the office of customer for return the balance account .
2. Letter from the shopping center or the branch which supplying the concerning side confirm that the mentioned items in the selling hall don't receive from the customer or not available .
3. The marketing department , the government offices unit submit a brief to the director of marketing department about the difference between the receipt cheque (in the head quarter of company or the supplying shopping center) and the selling invoice then he send this brief to the administrative and financial assistant to get the acceptance of payment .
4. Available of the selling invoice and return invoice of the items which required account return .
5. Confirming that the cheque have been entered in our drawing account by receipt document which is have been in the report of the computer or list of the correspondent bank from the market and copy and closed it with the documents , also confirming that the selling invoice and return exist in the selling future registries and then prepare a brief to the director of the financial department for getting the acceptance for the payment from the administrative and financial assistant and the storage section for payment after auditing .

((Duty Of Import Department))

- A. Announcing the tenders for the import contracts in three local newspapers and the offers must be submitted within (15) days from the date of announcement after submitting the required documents as below:
1. Instrument of purchasing the tender issuing from the financial department .
 2. Technical offer and commercial offer .
 3. Bid bond 1% from the total amount of the tender .
 4. Authorities documents about the company such as : registration of the company and business of the same trade .
 5. Sending the tender to the commercial attachés by our web site of internet .
- B. Concerning the contracts on disposing bases : submitting offer from the supplying company to the import department after that we provide the representatives of companies with the conditions and terms of the contracts on disposing bases after submitting the documents below :
1. Certificate of registration of company issuing from ministry of trade alike the company is Iraqi or foreign .
 2. Submitting a confirming corroboration issuing from the embassy of the supplier country .
 3. Submitting samples for the contractual items .

((Duty Of Marketing Department))

A. the services submitted to the people as shopping available commodities through our marketing apertures of the shopping centers , compounds & branches in the governorates , the commodities such as : refrigerators , washing machines , televisions .

B. the services submitted to the state sector whereas the supplying as below :

1. the branch of the company send the letter of the direction which demand the goods with the letter of the branch which refer to enclose the letter of the direction then receive and send it to the state sector unit and register it as a (incoming) in the incoming and issuing in the administrative department (head office) of the company , this is for all the branches .

2. also for the letter receiving from the intended offices in Baghdad for the goods , it register as a (incoming) in the incoming and issuing unit in the administrative department (head office) then send to the state offices .

3. answer all the offices of the branches by available intended items and clarify all the origins , prices & types of the items and the choice is for intended direction for the available items , the amount of the cheque is for the benefit of ((the state company for shopping centers)) exclusive to the choice for the items by the beneficiary direction and send our letter concerning supplying to the authorized of the branches when they come or by e-mail .

4. this automation is for the offices of Baghdad governorate , we arrange the letter of supplying or possibility of supplying contain all the types , origins & prices of available items and contractual items , this arrangement be with the