Flow Chart for the Ordering and Collection of G200 Recycled Rockfill for Non-public Works Projects

1. Customers decide to place order and check if there is at least 6 working days advance notice.
   - Yes
     - **Use Advance Order Form (FM-RA-03)**
   - No
     - Collection without reconfirmation may not be served.
     - **Customers RECONFIRM order by telephone at 2762 5592 on 2 working days before EACH collection date.**
     - Customers settle the associated material handling cost in accordance with the Demand Note.

2. Customers call 2623 9268 (Tseung Kwan O) to check availability of stock and the associated material handling cost at the Fill Bank.
   - Yes
     - Customers submit the Order Form, photocopies of Business Registration Certificate and proof of company address by fax to Chief Engineer/Fill Management, CEDD at least 6 working days before collection.
   - No
     - Customers provide collection information (e.g. vehicle registration no.) in the accepted Order Form and pass it to collectors. Order Form has to be authenticated by supervisory staff’s signature and authorised chop.

3. CEDD replies by indicating the accepted quantity on the Order Form. The accepted Order Form and Demand Note will be sent to customers by fax and by post as soon as possible (normally within 4 working days).
   - Yes
     - Customers settle the associated material handling cost in accordance with the Demand Note.
   - No
     - Customers submit the Order Form, photocopies of Business Registration Certificate and proof of company address by fax to Chief Engineer/Fill Management, CEDD at least 6 working days before collection.

4. Collectors bring the authenticated Order Form and receipt of payment to the Demand Note (1 set of copy for 1 truck) to Fill Bank at the date of collection. Order Form or its photocopy must be stamped with an authorised chop and signed by the supervisory staff.
   - Yes
     - CEDD releases materials to collectors and issues computer printout to confirm the quantity discharged.
   - No
     - Customers provide collection information (e.g. vehicle registration no.) in the accepted Order Form and pass it to collectors. Order Form has to be authenticated by supervisory staff’s signature and authorised chop.

5. Customers should collect computer printout from collectors for future reference.