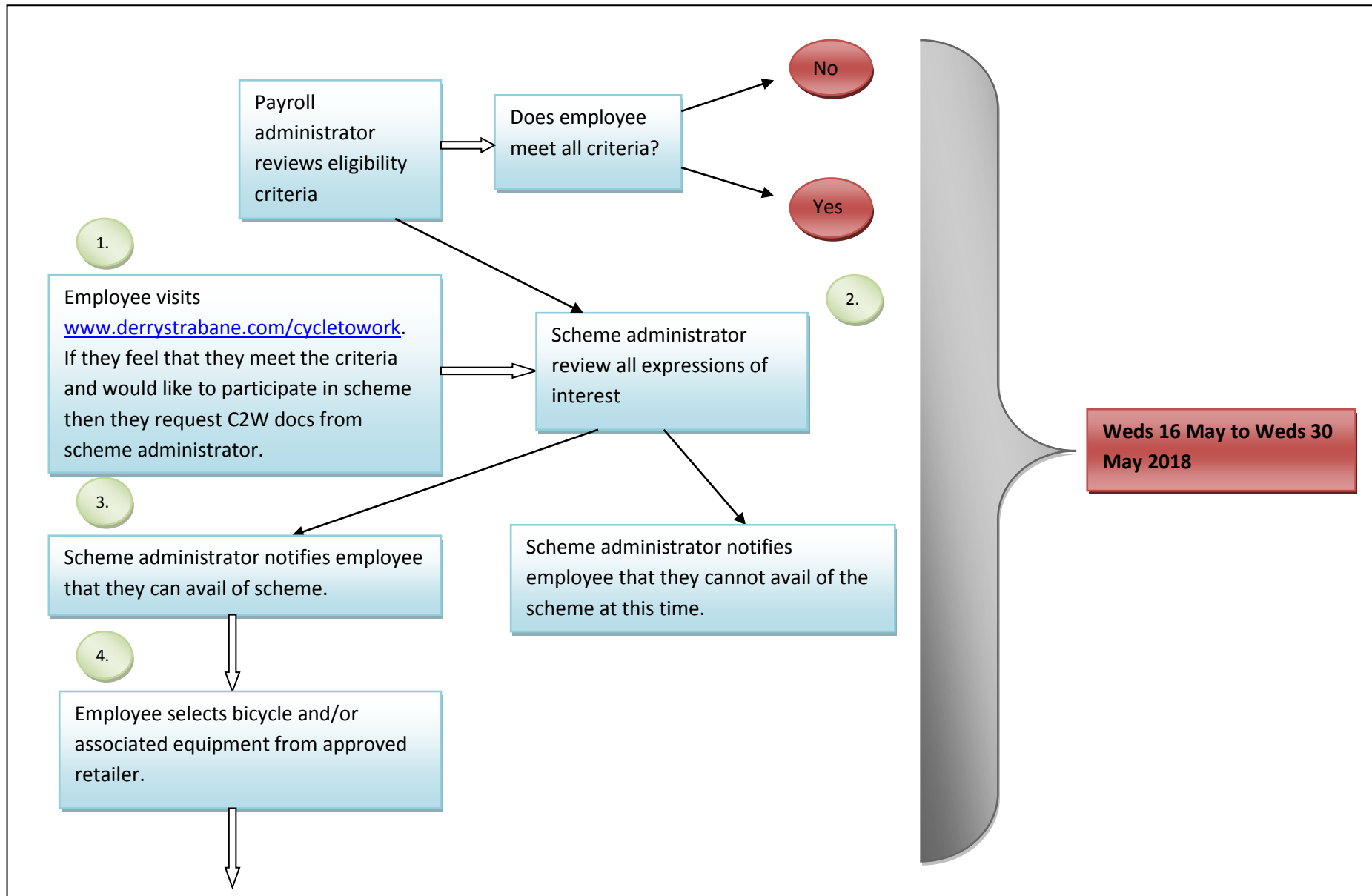
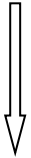


Appendix A

Process Flow



5.



Retailer provides employee with written price quote for bicycle and/or associated equipment.

6.



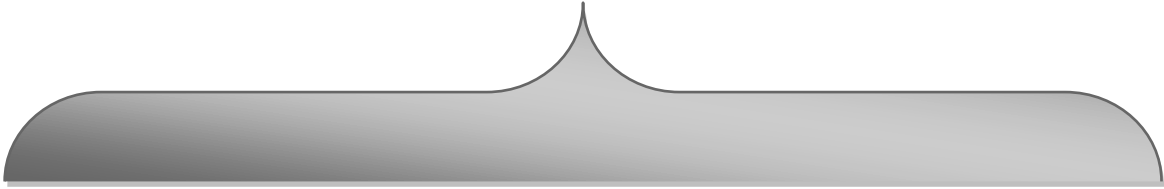
Scheme administrator to update database with employee payroll no, written quotation, amounts incl. VAT and vendor information.

7.



Employees can only collect bicycle and associated equipment once a req id has been issued to them by scheme administrator. The req id and photographic id must be taken to the vendor in order to collect items.

Thurs 31 May to Weds 6 June 2018



Scheme administrator to email vendors list of all authorised orders.

Vendors to email invoice to scheme administrator.

Scheme administrator to check invoice against written quotations.

Scheme administrator to forward written quotation and legal agreements, salary deduction info to HR to put into employee files.



From Thurs 7 June 2018*

*18 month hire period and payments will **not** commence until July 2018.