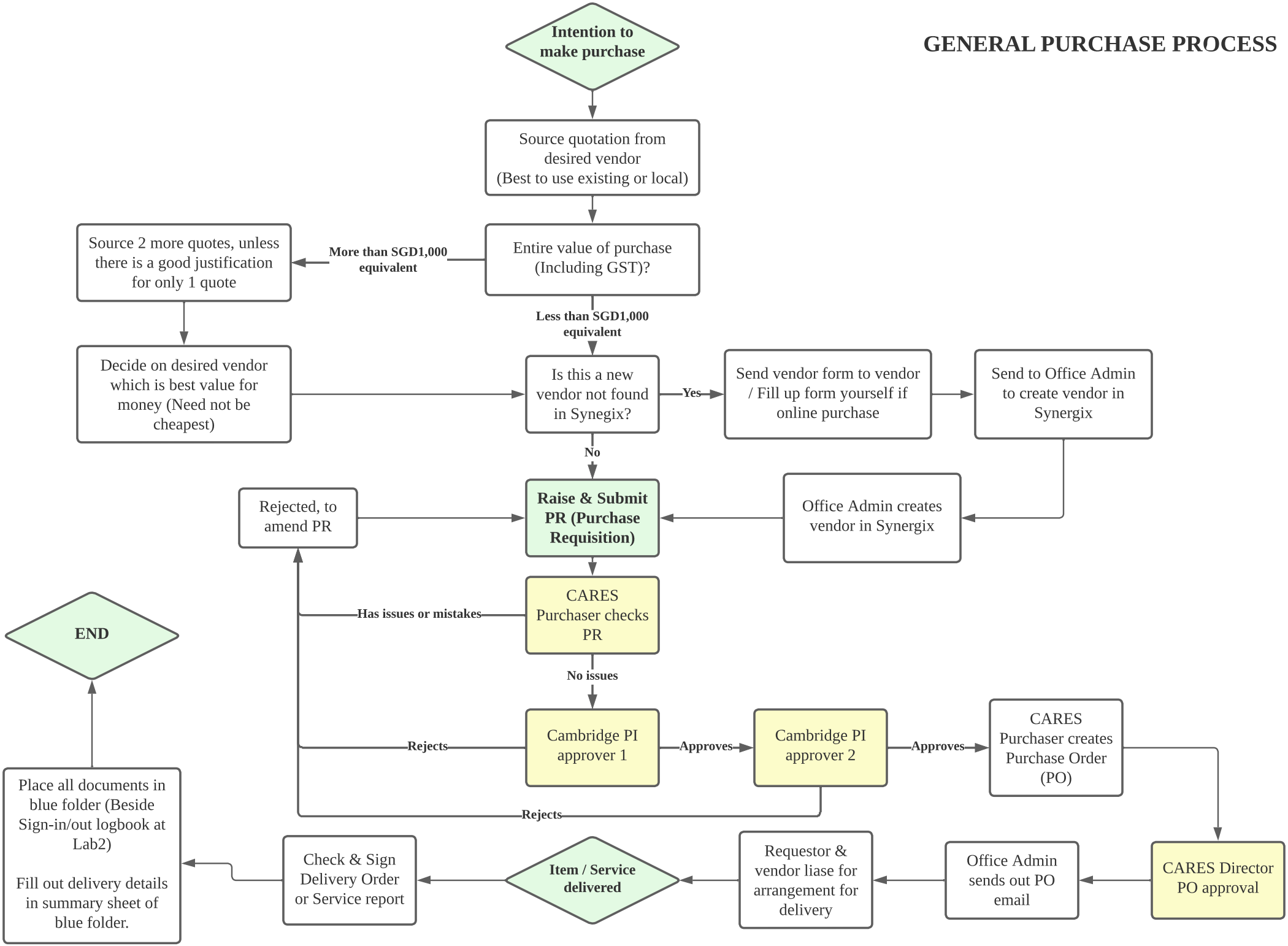GENERAL PURCHASE PROCESS