

Standard Operating Procedure

Title: Generation of Purchase Order for Inventory and Consumables

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- 1.10. NOTE: Under no account should any attempt be made to change the APPROVED VENDOR as shown on the Material Purchasing Information Record and on the Material requisition Order.
2. Local Inventory Purchase Order
(See flowchart Appendix 1 except customs clearance part)
- 2.1. Planner will produce a Monthly Production Schedule (MPS Form-235) based on the customer order and Order forecast and distribute this to Production and Procurement.
- 2.2. A Material Requisition Order will be prepared by planner based on the current product demand and current level of inventory stocks. The Request form will be send to the Procurement at least one month ahead of schedule.
- 2.3. Procurement staff will arrange a shipping schedule and expected delivery date. Review the Material Purchasing Information Record (Form-220). Produce a Purchase order number (Form-225), Approved Vendor Number, Vendor Name, Vendor Fax number and PO Authorisation number. Procurement staff has to tick the payment option and send to Finance department for authorisation.
- 2.4. With the consultation of MRO form and MPIR form, procurement staff will list the Material code, Description, Quantity required, unit price on the Purchase Order Form and Fax the authorised form to approved vendor.
- 2.5. Write the vendor confirmation and pricing on the Purchase Order
- 2.6. If Supplier is going to deliver 2 or more pallets, they must pre-book the deliveries with the warehouse.
- 2.7. The invoices and delivery docket will be sent with the goods and warehouse will receive the documents at the time of receiving the deliveries.
- 2.8. Upon receipt of the goods, warehouse should check for shortage or damages. If any non conformance found, warehouse will raise a Deviation Report (DR) and send to procurement for investigation. See SOP QMS-035.
- 2.9. NOTE: Under no account should any attempt be made to change the APPROVED VENDOR as shown on the Material Purchasing Information Record and on the Material requisition Order.