

Procurement - Standard Operating Procedure (SOP)

Purpose

The purpose of the operating procedure is to provide detailed instructions on how to carry out a task so that any team member can carry out the task correctly every time. The operating procedure also assists in ensuring that all new employees receive the same training. The operating procedure eliminates the guesswork from day-to-day operations and assists employees understand the processes, policies and procedures associated with their jobs. Ultimately, the purpose of the Operating procedure, and adherence to the procedures allows for a logical and continued link between different processes within the organization resulting in reduced errors, time savings on daily processing, greater capturing accuracy, more accurate and easily accessible analytics, adherence to compliance and governance.

Scope

This procedure will apply to:

Job Costing (Project) management processes

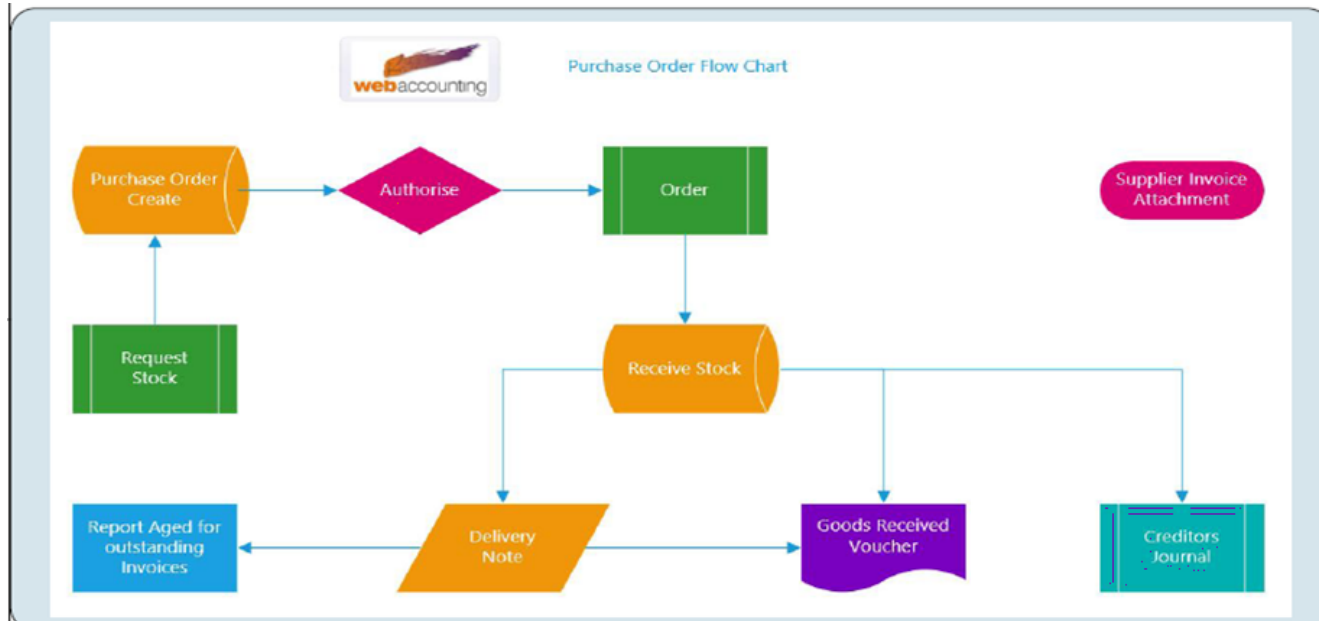
The full Procurement cycle and processes

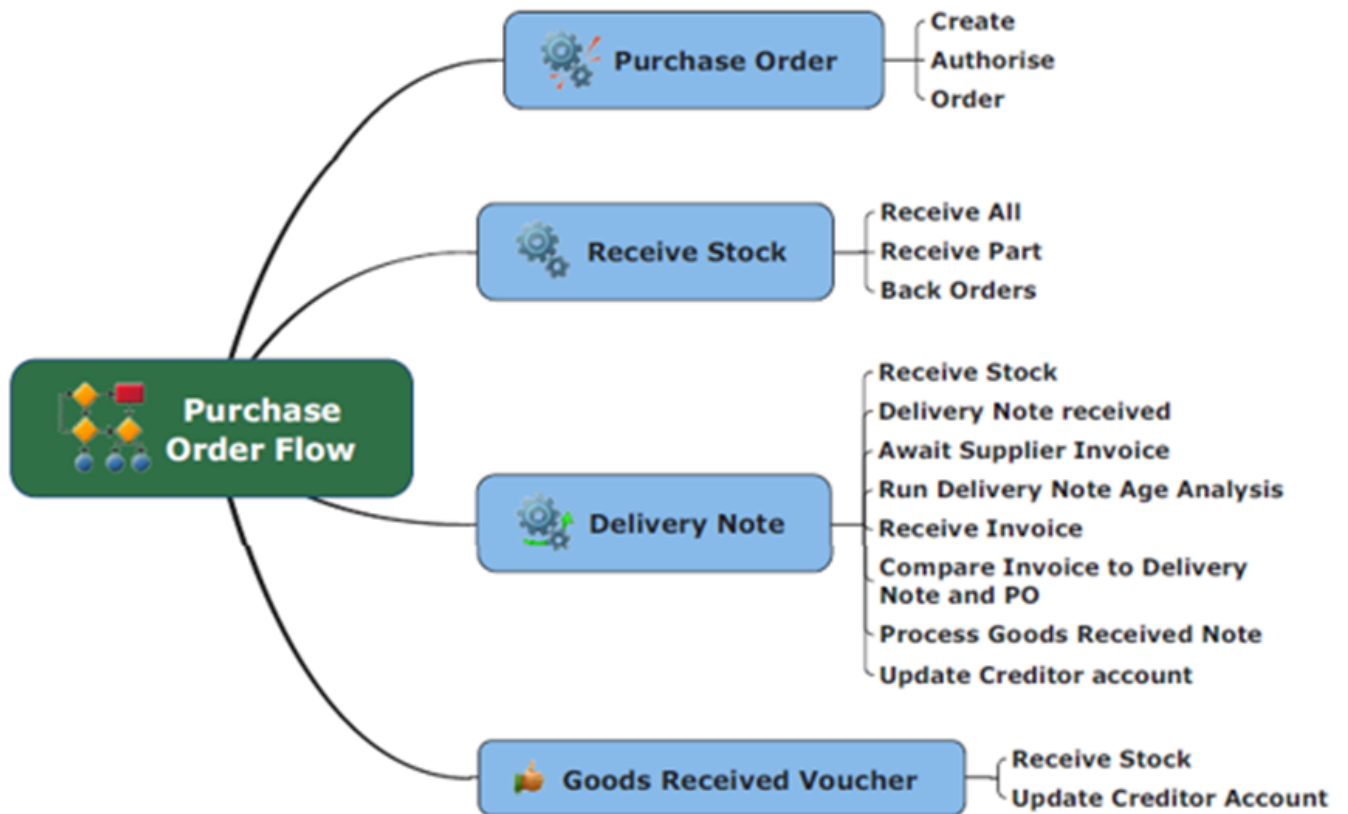
3. Objectives

- o Eliminate manual processes being performed outside of the ERP
- o To maintain the quality of data and transaction processing
- o To serve as a training document for training users on the processes
- o To facilitate consistent conformance to quality system requirements
- o To provide guidelines and a bases for accurate and timely data collections/ reporting
- o Ensure compliance of the process as well achieving governance

4. Procedure

5.1 Procurement Process Flow Chart





5.2 Process Steps

- 1 Receive Enquiry
- 2 Source Supplier
- 3 Request for Supplier Quote (RFQ)
- 4 Award/ Approve Quote
- 5 Capture Purchase Order
- 6 Attach Supplier Quote
- 7 Request PO Authorization
- 8 PO Authorization
- 9 Attach Authorization
- 10 Order
- 11 Receive Stock / Part Receive Stock
- 12 Complete Receive Stock to GRV/ Delivery Note
- 13 Attach Supplier Invoice/ Delivery Note
- 14 Process Goods Received Voucher (GRV)

Revision #3

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