# Standard guidelines for procurement plant meeting/100% review

Goal: Get an orderable Procurement Plan

|  |  |
| --- | --- |
| *Job Name:* |  |
| *Job Number:* |  |
| *Person to order Mtl.:* |  |
| *PM:* |  |

Prerequisites:

1. Completed BOM
2. Completed design
3. Contractors schedule (input from PM) – including PM’s idea about when to order material

Engineer outputs to discuss:

1. Completed design & Completed BOM
2. Material re-estimate

Considerations:

* Have all RFI’s important to material selection been answered?
* Has our submittal been approved?

## Procurement plan

Outputs:

* Desired delivery date
* Desired order date
* Shipping location
* System logical subdivision
* Special instructions for factory mounting?

Inputs:

* Complete BOM
* Complete Design
* PM input/contractor schedule
* Location information

1. How do we want to subdivide systems?
   1. Note: different ordering locations should be divided to different BOM nodes (use discretion)
2. In what order does the PM want to purchase material?
3. What are date deadlines for system installation? How does this translate to when we want material to be in our warehouse?
4. What location do we ship material to? When does that location want to receive material?

## Material Re-estimate

Why was I under-budget?

Why was I over budget?