Department: Administration #01 Date: 13/11/2020

**Purchase Process (local)**

Quotation process

(if more than 5K/item)

Handover

To

Administration

Generation of demand from respective department

Approval from

Unit GM

Approval/

Recommendation from

Admin manager

Verification of funds availability

(budget tracking)

Material receiving process from Main Gate

Material

Purchase process

Cash releasing

Process

Material

Usage according to

Work order/permit

Material entry process in

SAP

Material receiving from EME store dept

Checked By (HOD): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Approved by (QHSE TL): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_