

**Re: #3584179**

SP2, Goutham <Goutham.SP2@unilever.com>

Wed 7/14/2021 12:03 PM

**To:** Cooper, Irene <Irene.Cooper@unilever.com>; Bhadauria, Kishan <Kishan.Bhadauria@unilever.com>  
**Cc:** N, Thanuja <Thanuja.N@unilever.com>; Murthy, Shantha <Shantha.Murthy@unilever.com>; **South Asia**  
<southasia@Unilever.onmicrosoft.com>

Hi,

This is regarding the PR #3584179

Purchase request without Procurement involvement

This is to inform you that the purchase request you recently raised, it appears that the procurement team has not been involved in this case. As the spend is above 10K Euros, we would require Procurement approval to process the request further.

We need approval from respective procurement team to process the purchase request

You are requested to provide an email approval from the respective procurement buyer (Sandeep Hungund/Lokesh Bhatt/Nitin Chidar/Vikas Upreti) for this purchase request. This can be done via email and a copy of the email is to be attached to the purchase request in the system."

We notice that the PR has been raised post the services were started/goods are procured, hence we would require email approval from Work Level 3 & Finance Controller to proceed further.

Regards,  
Goutham

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**From:** SP2, Goutham

**Sent:** Monday, July 12, 2021 9:40 PM

**To:** Cooper, Irene <Irene.Cooper@unilever.com>; Bhadauria, Kishan <Kishan.Bhadauria@unilever.com>

**Cc:** N, Thanuja <Thanuja.N@unilever.com>; Murthy, Shantha <Shantha.Murthy@unilever.com>; South Asia  
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