**Initial procurement process description**

**Process description - To do**

* **Three step top level description**
* **Detailed description of 2 process description**

Currently the company relies on a paper-based process description which is sent via internal post form department to department after completing each step. The data entry is not standardized, as it depends on the person carry out the specific step of the department. This causes issues related to tracking of the current state of the process and possible loss of information or documents.

**Description of departments involved**

**LP: Production planning and control department (work preparation for production)**

Production planning and control department (also known as job preparation or AVOR for short, AVOR is common in Switzerland, generally also work preparation) comprises the internal measures required to prepare the manufacture of products. It therefore forms the link between the design and the actual production and assembly. In the GDR, the term technological production preparation was also used for this purpose.

**LB: Procurement department**

Project purchasing, strategic specialist purchasing, operative purchasing/disposition

**EM: Management system and master data management department**

This department is responsible for the master data management in SAP. Therefore, new articles are created and managed. In cooperation with departments, disposition parameters are investigated and if necessary adjusted. In case of changes in requirements mass mutations of articles in SAP are carried out.

**DF: Finance and controlling department**

The accounting and finance department is responsible for ensuring the efficient financial management and financial controls necessary to support all business activities. The finance and controlling department is responsible for calculating the standard price in the

**MI: Inside sales department**

Coordination the outside sales departments. Coordinate personnel who reach customers through phone, email, or the internet.

**LS: Logistic support / projects & distribution department**

Support of the logistic department and responsible for procurement and sales distribution.