
****Buying Policy Guidelines for Service Line Marketing PR Event in Germany****

1. ****Purchases Over \$5,000****:

- Obtain quotes from three preferred suppliers.
- Submit a purchase requisition including:
 - Correct delivery address.
 - Contact person with email and contact number.
 - Appropriate cost center and general ledger account.
- Procurement and supervisor approvals are required based on the requester's spend limit.
- Procurement will approve within 3 days if requisition details are correct.

2. ****Purchases Under \$5,000****:

- Obtain quotes from three preferred suppliers (subject to later audit).
 - Submit a purchase requisition including:
 - Correct delivery address.
 - Contact person with email and contact number.
 - Appropriate cost center and general ledger account.
- Supervisor approval is required based on the requester's spend limit.
- Procurement approval is not required.
- Once approved, a purchase order will be issued within 3 days.

3. ****General Notes****:

- Ensure all requisition details are accurate and complete.
- The Purchase order number can be tracked using the requisition number.

Security Personnel Procurement Policy

1. Purpose:

- This policy outlines the procedures for procuring security personnel services to ensure the safety and security of [Company/Organization Name]'s assets and stakeholders.

2. Scope:

- This policy applies to all departments and individuals involved in the decision-making process for hiring security personnel.

3. Procurement Process:

a. Assessment of Needs:

- Determine the specific security needs, including the number of personnel, required skill sets, and duration of service.

b. Budget Approval:

- Obtain approval for the allocated budget from the relevant department.

c. Vendor Selection:

- Obtain quotes from at least three licensed and reputable security service providers.
- Evaluate providers based on criteria such as experience, personnel qualifications, cost, and references.

d. Compliance Check:

- Ensure that the selected provider complies with all local and national laws regarding security services.
- Verify the provider's licenses, insurance, and any necessary certifications.

e. Contract Negotiation:

- Negotiate terms including cost, duration, service level agreements (SLAs), and confidentiality clauses.
- Legal review of the contract before finalization.

f. Approval and Signing:

- Obtain necessary approvals from [Specify the Authorities/Departments].
- Contract signing by authorized personnel.

4. Oversight and Management:

- Regularly review the performance of the security personnel against the SLAs.
- Ensure ongoing compliance with legal and contractual obligations.

5. Renewal or Termination:

- Evaluate the need for service renewal or termination based on performance and changing needs.

6. Documentation and Record Keeping:

- Maintain detailed records of all procurement processes, contracts, and performance evaluations.

7. Policy Review and Update:

- Regularly review and update this policy to reflect changes in legal requirements, industry standards, and organizational needs.

Title: Policy on NO PO Invoice

1. Purpose:

- This policy establishes the requirement for a valid purchase order (PO) to precede the creation of any invoice, ensuring that all expenditures are pre-authorized and properly recorded.

2. Scope:

- This policy applies to all departments and personnel involved in procurement, accounts payable, and financial management within [ABC Corporation].

3. Policy Statement:

- No invoice shall be processed or paid unless a corresponding and authorized purchase order is associated with it.

4. Procedures:

a. **Purchase Order Creation:** - All requests for goods or services must be formalized through a purchase order issued by the procurement department. - Purchase orders must include details such as the nature of the goods/services, quantity, price, delivery schedule, and vendor information.

b. **Purchase Order Approval:** - Purchase orders must be approved according to the company's authorization matrix. - Only individuals with designated authority can approve purchase orders.

c. **Invoice Matching and Verification:** - Upon receipt of an invoice, the accounts payable department must match it with the corresponding purchase order. - The invoice should be cross-checked for accuracy in terms of quantity, price, and terms as stated in the purchase order.

d. **Exceptions Handling:** - In exceptional cases where a purchase order is not issued in advance, a retroactive PO must be created and approved before invoice processing. Such instances should be minimized and adequately justified.

e. **Non-Compliance Consequences:** - Invoices received without an associated purchase order will not be processed for payment. - Repeated failure to comply with this policy may result in disciplinary action as per the company's disciplinary policy.

5. Roles and Responsibilities:

- **Procurement Department:** Responsible for issuing and approving purchase orders.
- **Accounts Payable Department:** Accountable for verifying invoices against purchase orders.
- **Department Managers:** Ensure that their teams adhere to this policy.

6. Training and Communication:

- All relevant staff must be trained on this policy.
- The policy will be communicated across the organization through [specify channels, e.g., email, internal portal].

7. Policy Review and Update:

- This policy will be reviewed annually or as needed to ensure its effectiveness and compliance with regulatory standards.

8. Approval:

- This policy is approved by [Joe Wright] and is effective as of [Jan 1- 2024].

Exceptions policy to the No PO Invoice policy

1. Purpose of Addendum:

- This addendum to the Purchase Order Requirement Policy outlines exceptions where an invoice can be processed without a pre-existing purchase order for specific cases including services rendered by doctors, media personnel, celebrities, and other emergency purchases.

2. Scope of Exceptions:

- This addendum applies specifically to transactions involving:
 - Medical services provided by doctors.
 - Services or engagements involving media personnel and celebrities.
 - Purchases deemed as emergency situations where obtaining a purchase order in advance is impractical or impossible.

3. Exception Procedures:

a. **Verification and Approval:** - Invoices falling under these exceptions must be verified for authenticity and necessity. - Such invoices require approval from a designated senior manager or executive before processing.

b. **Documentation and Rationale:** - A detailed explanation justifying the absence of a purchase order must be documented. - This documentation should be attached to the invoice and maintained for audit purposes.

c. **Retroactive Purchase Order:** - Where feasible, a retroactive purchase order should be created as soon as possible post the transaction to maintain records and comply with financial tracking procedures.

d. **Spending Limits:** - Exceptions are subject to a predefined spending limit, beyond which a purchase order is mandatory, irrespective of the situation.

4. Roles and Responsibilities:

- **Department Managers/Senior Executives:** Responsible for approving these exceptional invoices.
- **Accounts Payable Department:** Must ensure proper documentation and justification are attached to the invoice.
- **Compliance and Audit Team:** Regular review of these exceptions to ensure policy adherence and to prevent misuse.

5. Monitoring and Reporting:

- Transactions made under this exception policy must be periodically reviewed and reported to ensure they are within the intended scope and guidelines.

6. Review and Amendment:

- This addendum will be reviewed annually along with the main policy to ensure its continued relevance and effectiveness.

Policy Title: Procurement of Non-Catalog or Non-Contract Items

1. Purpose:

- This policy provides guidelines for employees on the appropriate process to follow when an item needed is not available in the existing catalog or under a current contract.

2. Scope:

- This policy applies to all employees of [Company/Organization Name].

3. Policy Statement:

- Employees are not permitted to make independent purchases from external shops or suppliers for items not found in the company's catalog or contracts. All such procurements must go through a formal requisition process.

4. Procedure:

a. **Requisition Submission:** - If an item is not available in the catalog or contract, the employee (requester) must fill out a requisition form. - The requisition should include a detailed description of the item, the required delivery date, delivery location, budget, cost center, and any other relevant details.

b. **Preferred Supplier Selection:** - The requester may suggest a preferred supplier from the list of vetted and approved suppliers by procurement. - Preference should be given to suppliers who offer volume discounts or have existing relationships with the organization.

c. **Approval Process:** - The requisition must be approved by the appropriate manager or department head. - Post-approval, the procurement department will review the requisition for compliance and budget alignment.

d. **Procurement Department's Role:** - Upon approval, the procurement department will handle the purchase process with the selected or recommended supplier. - The procurement team will negotiate terms and ensure the best value for the organization.

5. Benefits of Compliance:

- Adhering to this policy helps the organization leverage volume discounts, maintain budget controls, and ensure quality and consistency in procurement.

6. Non-Compliance:

- Any purchases made outside this policy may result in disciplinary action and the individual may be held responsible for the cost.

7. Exceptions:

- In exceptional circumstances, if immediate procurement is necessary and following the procedure is impractical, the matter should be escalated to the procurement department for an expedited process.

8. Roles and Responsibilities:

- **Employees:** Responsible for submitting requisitions as per the policy.
- **Managers/Department Heads:** Approve requisitions based on necessity and budget.
- **Procurement Department:** Ensures procurement compliance and manages supplier relationships.

9. Policy Review:

- This policy will be reviewed annually to adapt to any changes in business operations or procurement strategies.

End the contract for security personnel

To end the contract for security personnel, you need to follow the procedures outlined in the Security Personnel Procurement Policy. Here are the steps:

1. **Review the Contract Terms:** Before ending the contract, review the terms and conditions of the contract to understand the termination clauses and any notice periods required.
2. **Notify the Security Service Provider:** Provide written notice to the security service provider about the intention to terminate the contract. The notice should include the effective date of termination and any specific reasons for termination, if applicable.
3. **Return of Equipment or Assets:** If the security service provider has been provided with any equipment or assets, specify the process for returning them in the termination notice. This may include arranging for the collection or return of any items provided by the security service provider.
4. **Settlement of Outstanding Payments:** Determine if there are any outstanding payments or invoices that need to be settled before terminating the contract. Ensure that all financial obligations are met according to the terms of the contract.
5. **Transition Planning:** If necessary, develop a transition plan to ensure a smooth handover of security responsibilities to a new provider or internal security team. This may involve coordinating with the new provider or conducting a knowledge transfer session with the incoming security personnel.
6. **Contract Closure:** Once all the necessary steps have been completed, officially close the contract by documenting the termination and any relevant details. Keep a record of the contract closure for future reference or audit purposes.

It is important to note that the specific process for ending a contract may vary depending on the terms and conditions outlined in the contract itself. It is recommended to consult with the

procurement department or legal team within your organization for guidance on the termination process and any specific requirements.

If you have any further questions or need more specific information, feel free to ask!

[10:51 AM] Sai Murali

To purchase for a marketing event above \$5,000, you need to follow the buying policy guidelines. Here are the steps:

1. Obtain Quotes: Obtain quotes from three preferred suppliers for the goods or services required for the event.
2. Submit a Purchase Requisition: Submit a purchase requisition that includes the following details:
 - Correct delivery address
 - Contact person with email and contact number
 - Appropriate cost center and general ledger account
3. Procurement and Supervisor Approvals: The purchase requisition requires approvals from procurement and supervisors based on the requester's spend limit.
4. Procurement Approval: If the requisition details are correct, procurement will approve the requisition within 3 days.
5. Purchase Order Issuance: Once approved, a purchase order will be issued within 3 days.

By following these steps, you can ensure the procurement process for a marketing event above \$5,000. If you have any further questions or need more specific information, feel free to ask!