
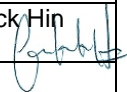


	DOCUMENT NUMBER: SNW-EM-360
DOCUMENT TITLE: Order entry, Procurement	

HISTORY LOG				
Rev.	Date	Description of Changes	Originator	Approver
0	31 Mar 11	Initial	Jeffrey Foo	Lee Kock Hin
1	20-Sep-12	Approved	Jeffrey Foo 	Lee Kock Hin 

1 Order entry, procurement

Ordering of system components (including software media/ license), panels, sub-systems, bought out equipment and other components, etc, is initiated upon obtaining approval from the client.

Order entry is done via procurement requisition by the Lead Project Engineer concerned. There is usually a KOM with each of the vendors.

Yokogawa system hardware, software media / license are order is initiated via Rhombus system. Panel manufacturing cost is ordered via Rhombus system, and initiated via KOM with PMD.

Bought out equipment and component procurement are internally ordered via Rhombus system and then formal orders to vendors will be issued via purchase requisition form after the review of quotation by the project team. Meeting with vendor is at the discretion of the Project Manager or Lead Project Engineer.

Order entry shall proceed upon the Project Manager's approval

2 Responsible party

- Project Manager
- Lead Project Engineers

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3 Process Inputs

- Approved project schedule
- Approved Hardware Specification, panel or sub system
- Approved Functional Specification for solutions packages.
- Approved panel drawings or other manufacturing drawings
- Approved I/O lists, including those for sub-system communication.

4 Work Instruction

- Nil

5 Process Outputs

- Completed order entry forms.

6 End of Document