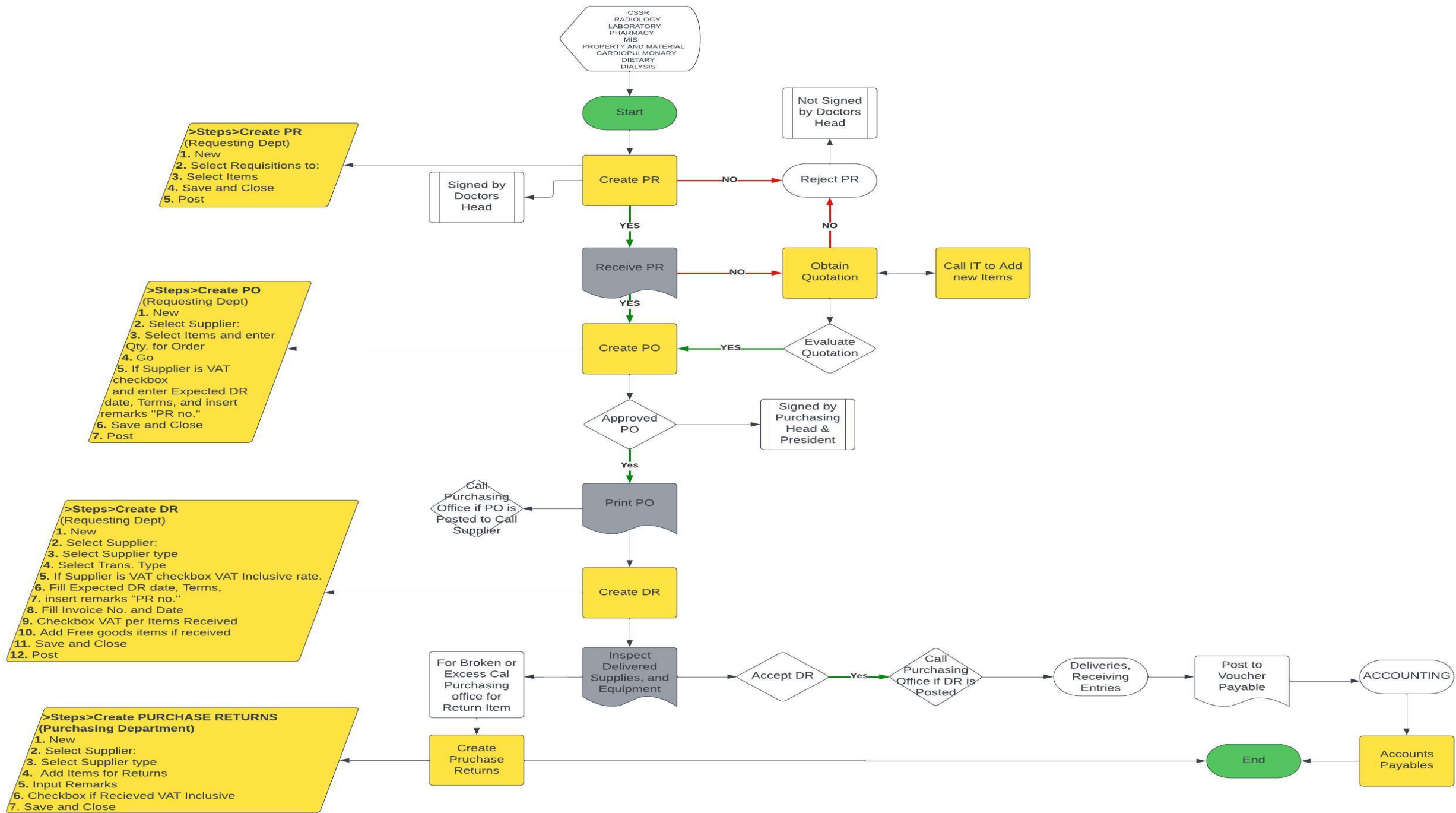


New Purchasing Cycle



Requesting Departments

- Cardio Unit
- CSSR
- Dialysis
- Dietary
- Laboratory
- Pharmacy
- Property and Material Department
 - MIS
 - Engineering
 - Housekeeping
- Pulmonary Unit
- Radiology

Purchase Requisition Module

Mandatory Field to be filled out Before Posting PR;

- Requisition From: Should be your department
- Requisition To: Should be Purchasing Department
- Add Items
- Input Qty
- Suggested Supplier
- Check if Emergency Purchases (Don't Check if not)
- Remarks. Notes

Actual

- Print Purchase Requisition Slip
- Have it Signed by your Department Manager and Department Doctor
Note: In this Step it is not the President who will Approved your P.R it is your Head Doctor or Department Managers
- Once Signed by Manager and Head Doctor
- Proceed to Purchase Order Module

Purchases Orders

Mandatory Actions to be taken in Approving P.O in the System

- Acknowledge Purchase Request
- Processing Alert
- Select your PR or Document No
- Select Requested Items
- Select Supplier Name
- Make sure that the Warehouse is Your Department
- Input Remarks
- If Supplier is Vatable Check box VAT Inclusive / Rate
 - **Note: in the system, You will see all P.Rs from other departments and make sure that you select your department's P.R.**

Actual

- Print Purchase Order Slip (on yellow paper)
- Have it signed by Procurement Office (Ms. Jan Auree-Procurement Assistant)
- After she signed the yellow paper, She shall Approved the P.O in the System
- Once PO 1 is checked on your P.O Module the Ancillary Department should post the P.O in the system.

Note: Before posting the P.O in the system make sure that the Signatories approved your P.O and signed by the Procurement Assistant ,Procurement Head and the President. To prevent VOID Transactions.

Deliveries, Receiving Entries

Create New Deliveries

New

Show Filter and Select your Department as Receiving Dept.

Select Supplier Name

Select P.O.

Insert Delivery Date

Invoice No.

Invoice Date

Check Items if its Vatable

Save and Close

Post

Rationale

On the Delivery day

The Purchasing Assistant shall be present during the delivery day to assess whether there are broken items, partially delivered items, excess items, and free goods items. It is the purchasing department's responsibility to monitor every delivery, to create a Purchases Returns in cases of broken items and verify that the process is being followed correctly.

It is the duty of the procurement assistant to communicate with the Supplier for Follow ups and Other Concerns.

Rationale

The Managers or Custodian shall inform the supplier that there will be no delivery day on Weekends (Saturday or Sunday), and Holidays to make sure that the Procurement Assistant is Present during the delivery day, once Deliveries are completed the Managers or Custodian shall submit the complete documents of the deliveries such as Purchase Requisition Slip, Purchase Order Slip, Deliveries and Receiving Report and Original Copy of Sales Invoice to be transmitted to Accounting Department for Payables.

If the Supplier marked up their selling prices the Managers or Custodians Shall update the Unit Costs in the System Manually thru Physical Counts> Post Unit Cost.

Thank you!