***ABC PROCUREMENT PLAN***

***Part A***

***A- Materials:-***

1. **General Material list:**
2. Procurement Data Base should have a list of all material required for our projects (named as General Material List GML).
3. GML should consist of Main items and sub Items
4. Each items and sub item in the GML should have brief description.
5. Adding an items or sub-item to the GML could be done by Procurement Engineer or Tender Engineer or Technical engineer or project manager or any of their managers (by filling new GML item from).
6. Items and Sub-items could be added to the list only after Procurement manager & Technical Manager & Projects Manager Approval. (Pending notification Required 2 days)
7. **Listed Suppliers:**
8. All Suppliers should be listed and included on Procurement Data Base.
9. Suppliers prequalification Form could be filled in one of two ways.
10. By Suppliers themselves.
11. By procurement engineers.
12. Supplier will be listed after both procurement, commercial manager & operations manager approved the prequalification request. (Pending notification is required)
13. Supplier could be approved for more than one item from the (GML).
14. **Site Zoning Plan:**
15. Projects Division to provide Site Zoning Plan.
16. **Project Budgetary B.O.Q**.

Tender Division to Provide Material list with quantities and budget for all material required for each Zone as per Site Zoning Plan (Project Budgetary B.O.Q Form). (All Specifications attached for each item).

1. **Material Pricing.**
2. For each item (GML) in the Project Budgetary BOQ –Marked by Technical division as ready to be procured- system will generate Martial Inquiry.
3. Material inquiry should be as per Material Inquiry Form with related listed supplier list for each item.
4. System will notify both procurement Engineer and Procurement Manager with all Material inquiries as bending for final check.
5. Procurement engineer to check and accept the Material inquiry as reviewed and found correct according to ABC Material inquiry form and to identify deal line date for suppliers inquiries and deal line date for quotations submit ion. (Pending notification is required 2 days).
6. All Related listed suppliers will be notified with the material inquiry after acceptance of the material inquiry by procurement.
7. Also inventory division should be notified with the inquiry and they should reply with all existing similar stock material.
8. Notified suppliers should be able to access the Material inquiry.
9. All suppliers who will view the Material inquiry should confirm receiving and acceptance for bedding. (Pending notification is required 3 days).
10. If supplier will decline bedding for the inquiry Procurement engineer and manager along with the Operations manager and the executive manager will be notified with this along with the supplier justification.
11. For each inquiry system will show the suppliers who received the Martial inquiry and accepted the bedding.
12. For each Material inquiry any supplier should be able to send inquiry (clarification or asking for more information).
13. Procurement engineer, Procurement Manager & technical manager will be notified with the suppliers inquires and should be able to view it.
14. Procurement Engineer to reply the inquiry of the supplier (Pending notification is required 3 days).
15. All Suppliers who accepted the bedding should be able to view the inquiry reply and they all should be notified with it. Along with Procurement manager, project manager and technical manager.
16. All Suppliers should be notified one day before the closing day of the tender for the inquiry.
17. All suppliers should submit their quotation on line as per the Supplier quotation form.
18. Before closing date and after closing date all suppliers should be able to view their price position among others. Notification for order changing should be sent to supplier and Procurement engineer.
19. After closing date technical division and procurement engineer will marked all submitted quotations as acceptable Or rejected technically. (Pending notification required 3 days)
20. Suppliers with rejected quotations should be notified with the rejection reason along with the procurement and commercial manager.
21. Procurement manager will mark the material inquiry as closed, closing notification should be sent to commercial manager and operations manager for approval. (Pending Notification required 1 Day).
22. Procurement manager could extend the inquiry dead line, commercial, operation and EM to be notified with the extension along with the clarification.
23. All suppliers to be notified with the extension along with the any required new information.
24. For closed material inquiries Procurement manager to recommend with reason to retender, retender should be approved by commercial manager and Operations manager. (Pending notification required 2 Days).
25. Retendered inquiries will be handled as a new tender.
26. For closed material inquiries Procurement manager to recommend with preferable supplier finalize inquiry, recommendation will be sent to project manager projects manager operations manager and commercial manager for acceptance. (Bending reminder required 1 day).
27. Accepted to be finalized items, if above budget justification should be written by Procurement manager and accepted by operations, commercial, technical manager and EM. (3 days Pending notification)
28. Accepted to be finalized items, should be finalized by commercial manager with both final price and payment terms highlighted and sent to finance for approval (3 days bending reminder is required).
29. If accepted system will send notification to Procurement Engineer, project manager, and technical manager and procurement manager. With a button for all to choose if Material Submittal required or Material submittal not required. (2 Days pending notification).
30. If all press same button then if Submittal required notification will be sent to Supplier (4 days pending notification required).
31. When Submittal sent to Consultant Procurement engineer will mark the item on PML as under consultant approval and system will send notification to Project Manager Projects manager, Procurement manager and operations manager. (4 Days pending notification required).
32. Within 14 days project manager to Mark the item as submittal approved in not (pending notification should is required and repeated every 3 days).
33. If item marked as approved notification will be sent to procurement engineer and procurement manager and projects manager.
34. All finalized and approved inquires by finance and consultant will be marked on the B.O.Q as ready for submittal. And the B.O.Q will be updated with new budget.
35. Back to cc) if not all press same button notification with their pressed button should be sent to Operations manage to Decide and presses a supersede button (2 Days Pending notification)
36. If material submittal is not required go to kk) directly.
37. If any update in the budget Finance and EM to be notified.
38. Procurement Engineer to prepare the Ready to order B.O.Q items. (Bending reminder required 2 days).
39. All ready to be ordered items should be shown with approved supplier code for each items with supplier description and budgetary quantities for each zone & approximate required time for delivery from the date of approved Material requisition.
40. All ready to be ordered items should be marked by Inventory division as quantity in stock. (1 days pending notification)
41. **Site Material Demands:**
42. Project Engineer should be able to view all B.O.Q items without prices.
43. Project engineer by pressing on any Zone of the Project Zoning Plan he should be able to view the ready to order items.
44. Project engineer by pressing the button of order item he will be moved to material requisition form.
45. Material requisition form should have required quantity required delivery date & date of installation completion.
46. After filling the Material requisition form Project Engineer will Press Add to cart button to add to requested material.
47. Project Engineer should be able to view & edit the cart.
48. By pressing (proceed with order button) complete material requisition will be sent to Project manager with all items in the cart (Bending reminder required).
49. Project manager will approved the request after store keeper approval. (2 days pending notification)
50. System should Generate LPO for each supplier (after deducting in stock quantities) for Projects manager, Operations manager, commercial manager, and finance manager approval. (1 Day Pending notification).
51. Approved LPO will be sent to supplier and Procurement engineer.
52. Supplier should be able to view the LPO for filling LPO acceptance form. (Bending notification required 2 days).
53. Ready to be ordered BOQ should be updated with ordered material quantities and expected delivery date.
54. LPO could be viewed by Site without prices and payment terms shown. Notification will sent to project engineer and project manager and store keeper.
55. Received material will be marked as received quantity by store keeper. On the LPO.
56. Received quantities will be add by system to stock quantities.
57. System will generate delivery report for received material. To be approved by project engineer and project manager for each LPO.
58. Project manager to mark the received items as material onsite inspection required or not. (1 Days pending notification)
59. Ready to order BOQ items to be updated with stock material both ready to use or needs inspection.
60. Pending notification 3 days required for items with consultant inspection needed which should be followed by project engineer.
61. All items received and inspected by consultant will be deducted from the MR and LPO.
62. Closed LPO’s will be notified to procurement and Supplier to submit invoice. (2 days pending notification).
63. Once Supplier send invoice, Procurement engineer will mark all items as invoices on the LPO. (2 days pending notification).
64. System will generate payment form for all items, with LPO reference. For procurement manager and commercial manager approval. (2 days pending notification).
65. Approved payment form will sent to finance, with notification for procurement engineer and finance.
66. Finance to proceed payment and mark the payment form as proceeded. Notification will be sent to procurement engineer and supplier. ( 3 days Pending notification is required)
67. Once Supplier received payment, Finance to mark payment form as paid with notification to procurement engineer.
68. LPO will be marked as paid.
69. **Extra:**
70. If over budgeted quantities is required, justification should be done by projects and approved by commercial and technical. Then budget should be updated.
71. Project manager can hold any item not be ordered with justification, and if all required quantity is ordered and it’s less than what is in the budget quantity justification is required to be sent to technical and commercial and budget to be updated.
72. System should notify us if prices are going down in new projects thus we can look for new prices for running projects, also system should have a way of rechecking prices all the time to insure that we are buying material with best current market prices.
73. **Comments:**
74. Bending notifications: should be sent to the concern person whose approvals or action is required + their managers + managers of their managers. (Managers or their manager’s approvals could supersede required people approvals and this case notification of approval should be sent to the people whom their approvals were superseded).

Notifications should be emails and messages in addition to application tags.

Notifications will be repeatedly sent till issue is closed.

Any issue pending for more than 8 days, Excretive manager should be notified.

1. Forms should be prepared by concern division’s managers with Executive manager approval in coordination with Khaled before used officially in the system.
2. Items in Green should be imported from other divisions and read by Procurement system.
3. System to generate a unique serial number for every new form.
4. Commercial System to use and monitor the updated Project Zoning Plan.