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Factory Operation Manual (FOM) 3

3. PURCHASE ORDER (PURCHASING OF RAW MATERIALS)

For purchasing process, it shall be referred to "MTD Group Procurement Manual.

3.1 RECEIPT OF PURCHASED MATERIALS

OBJECTIVES

1. To ensure that materials received are as specified in *Purchase Order (PO)* - **Appendix 3.1 / Requisition form (RQ)** - **Appendix 3.2** in term of quality and quantity.
2. To ensure that delivery of bulk orders comply with the schedule of delivery.
3. To ensure that all materials received are properly recorded.


PROCEDURES

1. Storekeeper or such person appointed by the Factory Head to check the DO against approved PO on the description, quality and quantity of physical materials received. Assurance must be sought from Production Executive or Quality Control Personnel to confirm on the quality when necessary. On confirmation of the above, the material is then allowed to be unloaded at the designated area/ store.

*Note: Material Supply Clerk.

2. The Storekeeper to endorse and sign the DO to acknowledge the materials received. All the materials received shall be updated into the IFCA System (*Goods Receive Voucher*) as per **Appendix 3.3** on daily basis.
3. The Storekeeper to submit the following documents to the Planning Executive for his endorsement and approved by Factory Head or Assistant Factory Head.
 - Bulk Purchase Receipt Summary (refer to Procurement Manual)
 - Supplier 's DO
 - Goods Receive Voucher (GRV)
 - Weighbridge Ticket

The above documents shall then be forwarded to the Finance Division.

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3.2 WEIGHBRIDGE OPERATING PROCEDURE

1. The weighbridge is to be operated by the Storekeeper or such person appointed by the Factory Head.

2. Materials which are subjected to be weighed are as below: -

- I. Aggregate / Quarry Dust
- II. Bitumen (all types)
- III. Diesel
- IV. Kerosene
- V. Latex

2. For In-coming Vehicle


The Storekeeper to record the initial/incoming weight of the vehicles and the vehicle registration number when the vehicle is on the weighbridge.

3. For Out-going Vehicle

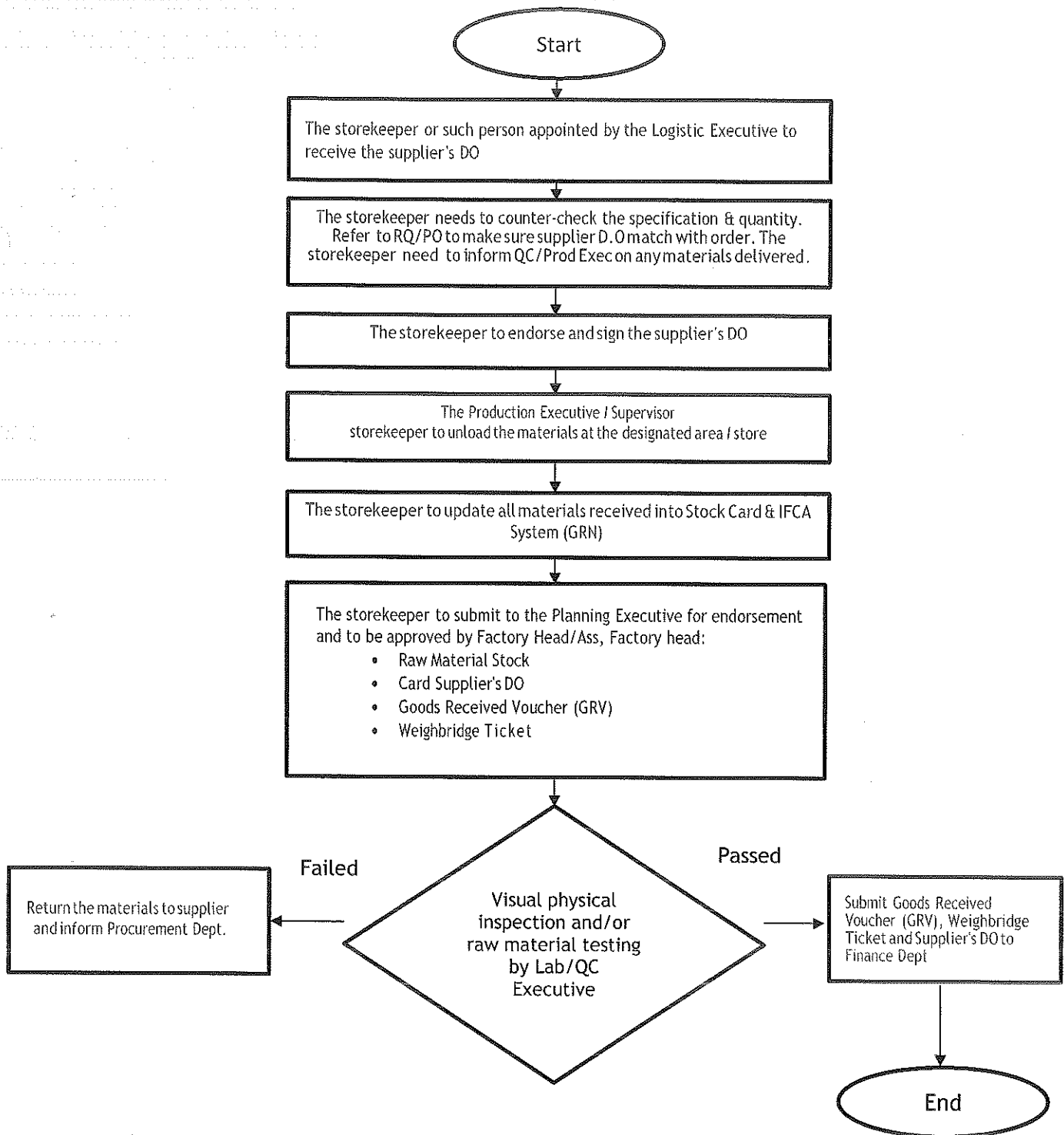
After the materials have been unloaded, the vehicle has to be weighed again. Storekeeper / Material Supply Clerk will record the final / outgoing weight of the vehicles and its registration number which will be printed out on the *Weighbridge Ticket* as per Appendix 3.4.


3.3 FLOWCHART

The above procedure can be referred of Flowchart 3.1 and Flowchart 3.2.

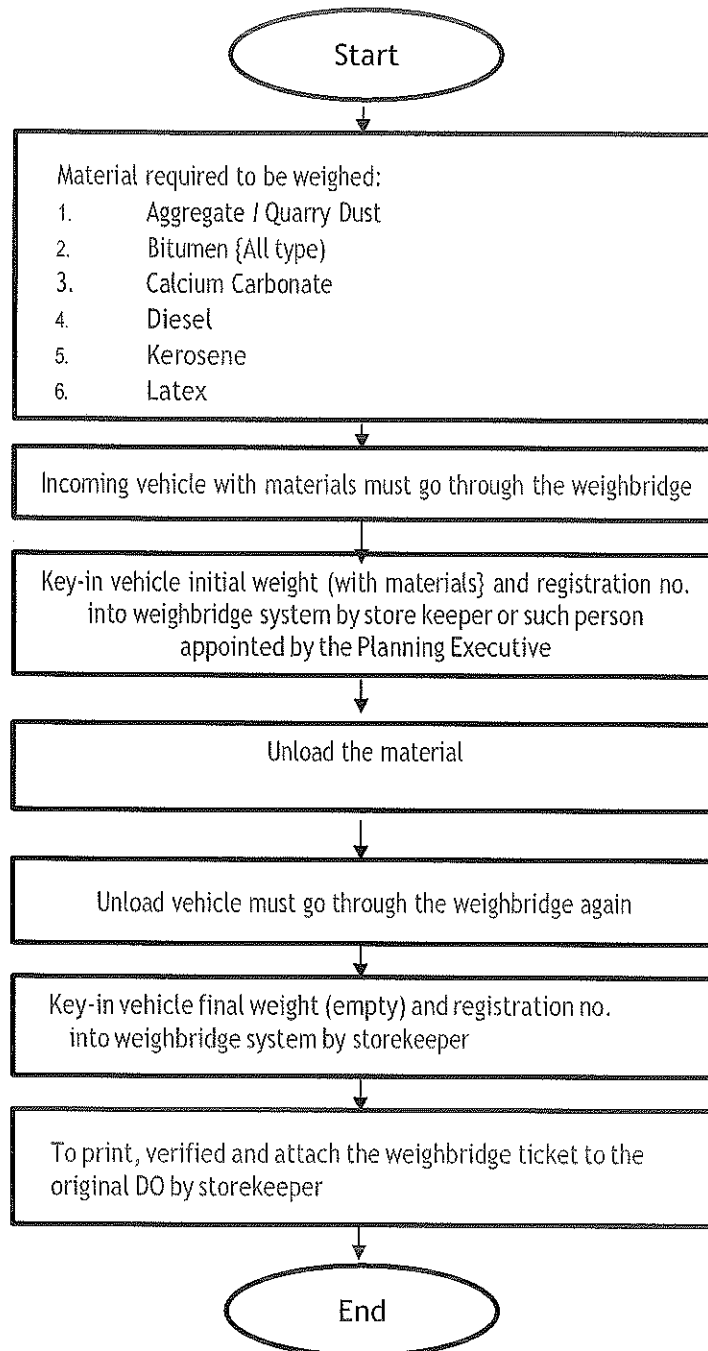
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FLOWCHART 3.1: RECEIPT OF PURCHASED MATERIALS




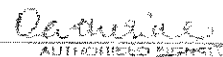
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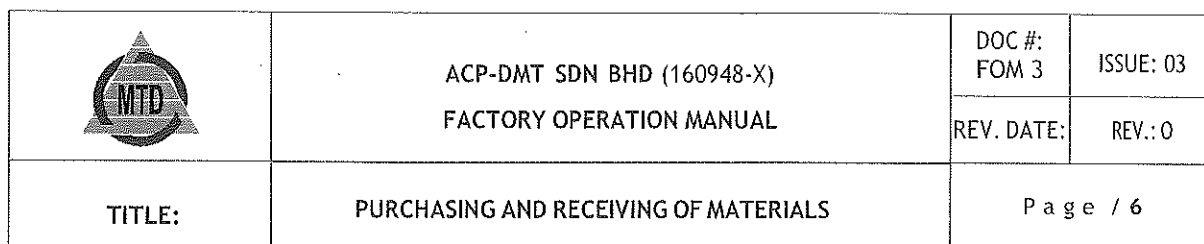
FLOWCHART 3.2: WEIGHBRIDGE OPERATION



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APPENDIX 3.1: PURCHASE ORDER

		PURCHASE ORDER ACP-DMT SDN BHD 1, JALAN BATU CAVES, 68100 BATU CAVES SELANGOR DARUL EHSAN, MALAYSIA Tel No. : 03-61931111, Fax No. : 03-61874121		Page - Print Date - 25/08/2011 Order No - MT1 - 103825 Branch / Plant -
SEAP WING BUILDING MATERIALS SDN BHD Lot 771, Jalan Subang 4, Off Persiaran Subang, Bangsar Puncak Industrial Park, 47500 Subang Jaya, Selangor Darul Ehsan Attn : Mr. Averlyn Hui / Ms. Qio		DELIVER TO : PORT KLANG FACTORY Lot 12, Lenggong Industrial New DO PKNS Industrial Sdn Bhd, Lot 12, Lenggong Selangor, Malaysia		
PO Date - 25/08/2011 PO NO. - T.A.47354 RO Date - 25/08/2011 Deliver By - 05/09/2011		Buyer - ANASUAN Approver - NABHAN Editor - Data Entry Clerk - SHARAWATI		
Item Description of Materials	Qty	Unit Cost (MYR)	UM	Total Cost (MYR)
1. CEMENT OPC BAG Packing : 50 kg / bag Brand : Lafarge List Price : RM 16.75 Less Rebate : RM 0.60	400.00	15.80	BAG	6,320.00
Payment : 60 days credit terms		Grand Total		6,320.00
NOTES:- Order delivery must conform with the specifications of the order and/or samples presented and is subject to our inspection and approval. We reserve the right to cancel this order if material is not delivered within the specified time. Our terms apply at date of receipt of correct invoice or goods, whichever is later.		Pmt.  AUTHORIZED SIGNATURE		
FUNCTION:- To order material and specify all conditions, packages, delivery and correspondence. This includes to facilitate following delivery note number and date of delivery.				



AlloyMtd Group of Companies
PURCHASE REGISTRATION CARD

RIJALUDDIN SALLEH
Senior General Manager, Head
Group Compliance & General Services Division

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APPENDIX 3.3: GOODS RECEIVED VOUCHER (GRV)


ACP-DMT SDN BHD

No. GRV: _____

GOODS RECEIVE VOUCHER

Date: _____

Item	Goods Description	Quantity	Remarks
Supplier : _____ D/O No : _____ Date: _____ Receive By: _____ Purchase requisition: _____ Date: _____ Checked By: _____ Office use:- Purchase Order No: _____ Date: _____ Checked By: _____ Invoice No: _____ Date: _____			

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APPENDIX 3.4: WEIGHBRIDGE TICKET

ACP-DMT SDN BHD

WEIGHBRIDGE TICKET

DATE: 27-08-18

TIME: 12:20

VEHICLE NO: 501000

WEIGHT: 4704.5

WEIGHT: 4000.5

WEIGHT: 4300.5