

# ACP-DMT SDN BHD (160948-X) **FACTORY OPERATION MANUAL**

DOC #: ISSUE: 03 FOM 3 REV. DATE: REV.: O

TITLE:

PURCHASING AND RECEIVING OF MATERIALS

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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.
- 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 I 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

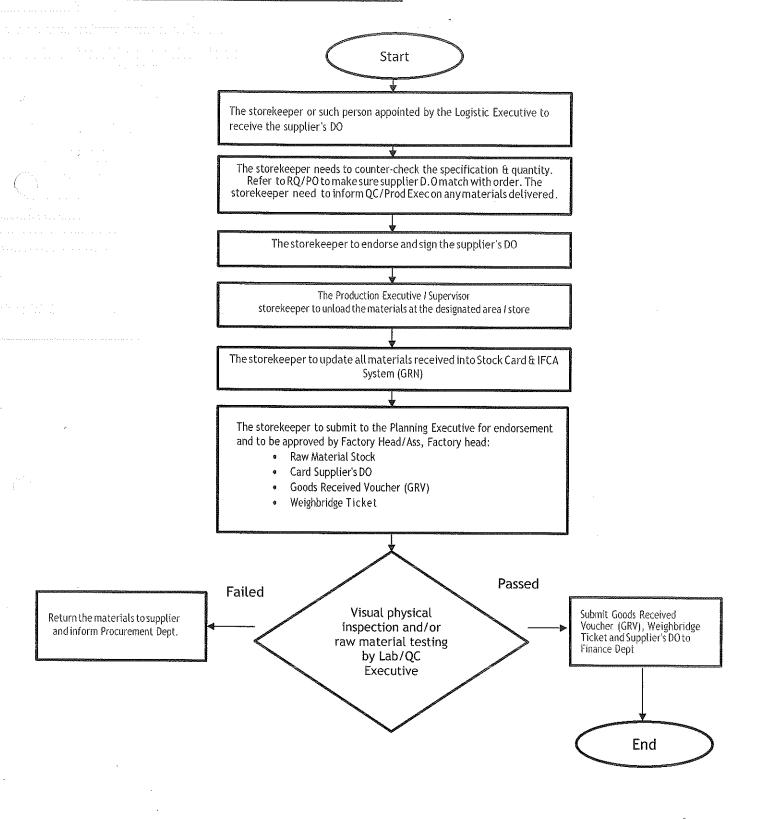
After the materials have been unloaded, the vehicle has to be weighed again. Storekeeper / Material Supply Clerk will record the final / outgoing weight of the vehicles and its registration number which will be printed out on the *Weighbridge Ticket* as per Appendix 3.4.

#### 3.3 FLOWCHART

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

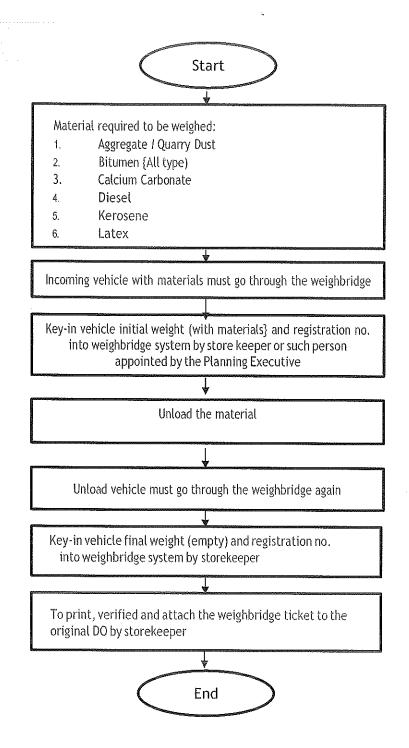
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#### **FLOWCHART 3.1: RECEIPT OF PURCHASED MATERIALS**



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# **FLOWCHART 3.2: WEIGHBRIDGE OPERATION**





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#### **APPENDIX 3.1: PURCHASE ORDER**



# PURCHASE ORDER

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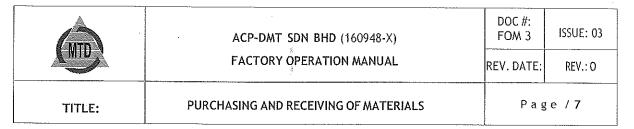
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# **APPENDIX 3.2: REQUISITION FORM**

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# APPENDIX 3.3: GOODS RECEIVED VOUCHER (GRV)

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# APPENDIX 3.4: WEIGHBRIDGE TICKET

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