**Teknowledge Shared Services (PVT) LTD.**

**OPR for Collect Quotations by email and by visit, check samples, coordinate with suppliers, arrange deliveries**

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| **SUBJECT** | OPR for Collect quotations by email and by visit, check samples, coordinate with suppliers, and arrange deliveries. |
| **RECORDER (Name Designation)** | Dishan Malaweera / Admin Operation |
| **APPROVED BY (Name Designation)** |  |
| **CREATED DATE** | 06/03/2016 |
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1. Introduction

When receiving the requirement for specific items or regular requirement need to find the right supplier with right quality for relevant items.

If there a new requirement or specific item to be proceed need to check the samples by visit.

Coordinate with suppliers for specific requirement, ask for quotations, delivery arrangements and payment negotiations.

2. Contents

* Collect quotations by email and by visit
* Check samples
* Coordinate with suppliers , arrange deliveries

1. Process

* Check any special requirements requested by Horana/Wadduwa & Maldives
* Check any Urgent requirements requested by all farms.
* Check for the right supplier with right quality.
* Collect details of the supplier / Contact the supplier.
* Send quotation requests via mail.
* If not, collecting prices by visit.
* Check any special requirements requested by Horana/Wadduwa & Maldives
* Check any Urgent requirements requested by all farms.
* Check for the right quality by checking the samples of the requested item.
* Collect samples via deliveries arranging by suppliers directly to head office or by visit.
* Send collected samples to farms for specify and rectify the right quality with their requirement.
* Contact suppliers for the orders of the requirements received by farms.
* Arrange deliveries directly to farms or head office.
* Raise goods transferred notes to deliver the dry goods to farms.