**Knowledge Shared Services (Pvt) Ltd**

**OPR FOR SOURCING NEW ITEMS**

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| **COMPANY** | TeKnowledge Shared Services (Pvt) Ltd |
| **SUBJECT** | Sourcing New Items |
| **DEPARTMENT** | Sourcing & Marketing |
| **RECORDER (Name and Designation)** | Shehan Gamage / Marketing & Sourcing Executive |
| **Approved by (Name & Designation)** | Nadeeka Darshani -Manager Admin |
| **CREATED DATE** | 1st July 2019 |
| **LAST UPDATED** | 1st July 2019 |
| **LAST UPDATED BY(Name & Designation)** | N/A |
| **PATH ON NETWORK FOLDER** |  |
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**Introduction of Sourcing New Items**

In this OPR we will be Discussing about the procedure of sourcing new item and how details should be presented to US team.

**Procedure**

* Marketing department must review the details of Suppliers /Fishes received from other departments & they itself found**. (All other Departments Must send the Item List, Availability trough Marketing Department only)** 
  + This detail should be consisting with below important details.
    - Pack /Box
    - Pack/Bag
    - Availability
    - Price
* Next step would be creating CIS code and get the ETF costing.
* In the ETF costing we should always check whether inserted details are up to date before sending to US team
* If the all the check points are corrected, it should be sent to US team (Matt) for his review to get the final feedback (ETF Code/Availability /Packing details)
* Matt will review the details and his feedback will be given within 2 days. If we didn’t get, send a reminder with Cc: Ruwani.
* Once receive the feedback, it needs to be given to the relevant party that we received the Info.
* In the meantime, Marketing Department has to find alternative suppliers as a Backup plan.

PFC of Sourcing New Items

**Marketing Dept**

Find Alternative sources

**Marketing Dept.**

**(Record feedback in a Tracker )**

**Marketing Dept**

* **Check availability & packing**
* **Create CIS code**
* **Finalize details & send to US team**