

# Change request: Purchasing

## Purchase Orders for body builders & sales extras

Name of Person / Division requesting the change:			Claudio Fernandes - Purchasing
Affected area of the framework:			Purchasing
Short description of the current situation:			Purchasing currently approving quotes for body builders and sales extras
Intended change and motivation for the change:			Purchasing will no longer be part of the approval chain as Purchasing adds no value and is not required to check
Other departments affected by the intended change:			Order Management
Is the change aligned to the approvals as per the relevant policy, guideline, instruction, process, & or form? Y/N:			Yes or No
Policy, guideline, instruction, process, & or form number:			No, it deviates from MAN 18.1 as Purchasing is not involved, however, Purchasing is permitted to delegate the responsibility formally as well
Has the intended change been aligned with the other departments prior to the review meeting? Y/N:			MAN SE Policy Number
Does the change affect the Approval Frameworks of PT-P, or PB-O? Y/N:			MAN 18.1
Has the intended change been aligned with the Heads of PT-P or PB-O prior to the review meeting? Y/N:			MTB-RSA Process Document Number
			None available
			MTB AG Guideline Number
			MTB AG / RSA Instruction Number
			MTB-RSA Form Number
Yes it has been aligned with Order Management			
PT-P			Yes or No
PB-O			No
N/A			Yes or No

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Approval Framework MTB South Africa - Effective from 15 <sup>th</sup> November, 2016 - Version 9					
Current		Other Designated Approver (ODA)	Head of Dept (HoD)	Member of MANCO (MM)	EXCO (MD & / FD)
PURCHASING					
	Purchase Order				
	Truck & Bus Body , Truck & Bus Services, Truck & Bus Sales Extras (Local):				
	>R5,000,000				MD & FD
	R2,500,000 - R4,999,999			ZP	FD
	R500,000 - R2,499,999		ZPS	ZP	
	R100,000 - R499,999	ODA (from Purchasing)	ZPS		
	R50,000 - R99,999	1x ODA (from Purchasing) & 1 X ODA (from Order Management)			
	<R50,000	2 X ODA (from Order Management)			
Proposed Change		Move to Sales Tab			
	>R500,000				
	R100,000 – R499,999	1x ODA (from Order Management)	ZTO	ZT/ZB/ZS	
	<R99,999	2 X ODA (from Order Management)	ZTO		
	Role Description		Abbreviation		
	Head of Sales & Product Truck / Bus / SEA*		ZT / ZB / ZS		
	Head of Sales Support & Order Management		ZTO		
	Head of Purchasing		ZP		
	Purchasing After Sales		ZPS		
			Gundaz / Kalli-Zackey / Clough		
			Gangaram		
			Fernandes(Acting)		
			Naidoo		