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Description	MG PROCUREMENT PURCHASE ORDER GENERATION PROCEDURE
Revision No	02
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Author	TSHEGOFATSO NAKEDI
Approver	ASHOK SOOKLALL



MACROCOMM GROUP (PTY) LTD PROCUREMENT

PURCHASE ORDER GENERATION

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Document Sign-Off / Approval

This is the formal sign-off for this Purchase Order Generation procedure.

Name	Designation	Date	Signature
Ashok Sooklall	General Manager – MG		
Elton Chettiar	Chief Operating Officer		

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1 Procedure Description and Purpose

The purpose of this Generic Purchase Order Generation Procedure is to detail why and how a purchase order is generated to a supplier.

Macrocomm Group Procurement does not have a centralised warehouse for storage, it keeps safety/buffer stock on hand to keep lead time at a minimum to satisfy customer demand in a timeous manner.

1.1 Description

This is the procedure of how to generate a purchase order and send it to a supplier to fulfil a Macrocomm Group order.

1.2 Benefits

This procedure provides the procurement team with the guidelines of how to go about generating a purchase order as it aids to have a record of all goods ordered from suppliers

1.3 Areas of Responsibility

The General Manager is accountable for signing off a Purchase Order generated by the Procurement Officer.

The Procurement Officer is responsible for generating a Purchase Order after the quotation has been approved by the General Manager.

1.4 Relationship between this Procedure and other Procedures/Processes

This follows on from the Sales' Customer Ordering procedure and forms part of the Procurement Generic Ordering procedure.

This procedure has a direct relationship with the Finance Department's Generic Supplier Invoice Loading procedure and Payment Scheduling and Processing processes.

2 Purchase Order Generation Procedure Management

2.1 Procedure Objectives and Metrics

2.1.1 Procedure Objectives:

- To generate a purchase order to enable stock orders from a supplier

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2.1.2 Procedure Metrics:

Each objective of this procedure is measured according to the:

- The customer quotation
- The level of stock on-hand, if any

2.2 Procedure Owner(s) and Key Stakeholder(s)

2.2.1 Procedure Owner

The General Manager is responsible for managing this process and ensuring that all stakeholders follow the steps outlined for effective procurement.

The person performing this task is the Procurement Officer and is the delegated responsible person.

2.2.2 Key Stakeholders

The key stakeholders are Procurement, the Manufacturer (Supplier); Sales and Finance Teams.

3 Typical Procedure Inputs

The typical procedure inputs are noted below:

3.1 Information or Documents Needed

The following information or documents are necessary for effective measuring and enabling of the Generic Purchase Ordering Generation Procedure:

- Quotation to the supplier

3.2 Resources Needed

The following resources are needed to support this procedure:

- Stock control sheet
- Purchase Order template

3.3 Personnel Needed

The Procurement Officer, General Manager, and the Finance Administrator/Accountant(s)

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3.4 Preceding Processes/Procedures

The preceding process is the Sales' Customer Ordering process. The Generic Ordering Process if there is not enough stock/no stock to satisfy customer demand.

4 Typical Procedure Outputs

The following outputs:

4.1 Typical outputs are:

- A signed purchase order given to the Supplier (Manufacturer)

4.2 Technical or System

- Excel

4.3 Documents

- Signed Purchase Order

4.4 Enablement or Operationalisation of Another Process

This Process enables the Stock In process and the Finance's Generic Supplier Invoice Loading and Payment Scheduling and Processing processes.

5 The Purchase Ordering Generation Process

The Purchase Order generation process is enabled when there is no stock available for subsidiaries or office stock – stationery, etc..

5.1 Sub-process: No stock Available

5.1.1 The Procurement confirms that there is no stock available with the Salesperson and sends a quotation from the supplier to the General manager to approve it.

5.2 Sub-process: The Purchase Order template in Excel

- **Document:** MG-FIN-PO 20230601.02 Purchasing Order Template 090623.

5.2.1 The Procurement Officer then generates the Purchase Order by capturing the following information:

- Date of purchase order

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- Supplier details
 - Company name
 - Physical address
 - Telephone number
 - Contact person full name
 - Company registration number
 - VAT number
 - Quotation number
 - Our Account Number
 - Email Address
 - Website
- Order details
 - Quantity of stock
 - Stock type and description
 - Price Ex VAT
 - VAT
 - Total Price

5.2.2 The Procurement Officer confirms that the purchase order information is correct and then gives it the correct number using the format: DDMMYYNumber (e.g. 01012501)

5.2.2.1 The number relates to the sequence of Purchase Orders that the Procurement does for that day (e.g. the first PO done will have the following format – 010125**01**)

5.2.3 The purchase order is then saved using the Purchase Order number and the supplier's name.

5.2.4 The purchase is printed and given to the General Manager to sign it or it can be approved via email.

5.2.5 The Purchase Order is emailed to the Supplier for order placement

5.2.6 The supplier acknowledges receipt of the order.

5.2.7 The Procurement Officer informs the Salesperson that the stock has been ordered via email.

5.2.7.1 The Salesperson advises the customer and provides lead time for stock delivery to them via email.

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6 Risks and Opportunities

6.1 Risks

The following risks have been identified:

RISK	BUSINESS IMPACT	MITIGATION ACTIONS
Errors and inaccuracies	Incorrect stock ordered for customer (wrong stock or wrong quantity)	Ensure that the correct information is captured to prevent mistakes in the purchase order that may result in delays, misunderstanding or financial losses
Unauthorised Purchases	Must affect returns to suppliers and obtain credit notes or refunds Time	Ensure that all purchase orders are signed off and approved by General Manager to avoid unnecessary ordering and wasteful spending

6.2 Opportunities

The following opportunities table will be used to help improve the procedure and processes for greater efficiencies.

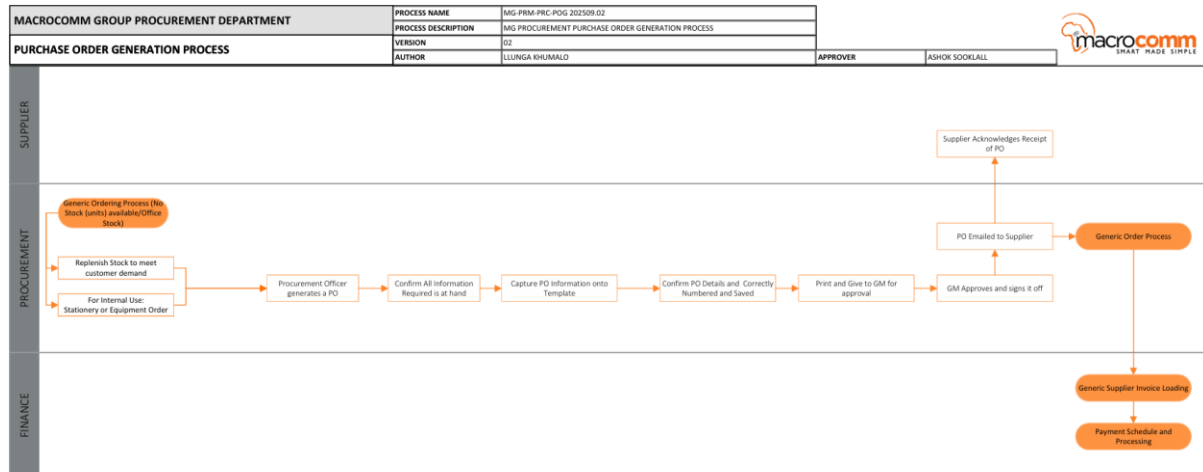
OPPORTUNITY	BUSINESS IMPACT	PROCESS/PROCEDURE AMENDMENT, TRAINING REQUIREMENT
Automate Purchase Order process	Eliminates errors, and makes the process efficient	System training

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7 Processes

The processes mapped below is for Purchase Order Generation.



8 Support

If there are any queries or problems regarding the Generic Delivery Rejection Procedure contact either the General Manager or the Procurement Officer.