## RSS Procurement reference numbers

## 1.5 Procurement Numbering System

### 1.5.1 Purpose:

The purpose of the Procurement Numbering System introduced by this Manual is to ensure that each requirement is given a unique identification to assist in the tracking, monitoring and audit of procurement, and in the tracing and maintenance of records and files. The Procurement Number is assigned at the requisition stage and will form the basis for document filing and management information systems.

Procurement Numbers are issued from a register maintained by the Procurement Unit, or the Head of the User Department, Programme or Project as appropriate. Numbers must not be re-used, even if the original procurement is cancelled.

### 1.5.2 Structure of the Procurement Number

The basic Procurement Number consists of five parts as follows:

###### The Procuring Entity - Up to five letters being the commonly used abbreviation which identifies the Procuring Entity. (e.g. “MOFEP” for the Ministry of Finance & Economic Planning)

###### The Department or Project - Up to five letters used to identify the Department or Project (e.g. “Admin” for the Administration & Finance Department) within the Procuring Entity.

###### The Financial Year (e.g. 2009).

###### Category of Procurement – A two digit number is allocated to each one of the three categories of procurement as follows: (01 for Goods, 02 for Works and 03 for Consulting Services).

###### A Four-Digit Sequence Number - The sequence number allocated by the Department or Project within the Financial Year (e.g. from 0001 to 9999).

*Example:*

*A simple example is “****MOFEP/ADMIN/2009/01/0022****” representing the 22nd requisition raised for Goods procurement in the year 2009 by the Administration & Finance Department of the Ministry of Finance & Economic Planning*