

---

## Procurement Requisition Rules

### General Procurement Guidelines:

#### 1. Supplier Selection:

- All procurement requisitions should first evaluate if the item can be sourced from either Excelentia Supplies or Global Office Supplies.
- Preference will be given to suppliers based on performance, product availability, and past delivery records.

#### 2. Approval Levels:

- Any procurement requisition exceeding \$100,000 requires approval from the Procurement Manager.
- Purchases above \$150,000 require additional approval from the Senior Management.

#### 3. Lead Time Considerations:

- Ensure lead times from the suppliers align with project or operational deadlines.
- For items requiring urgent procurement, use the "**Emergency Procurement**" process.

#### 4. Payment Terms:

- Payment terms will be discussed and agreed upon before placing any orders.
- Excelentia Supplies typically offers **30-day** net terms, while Global Office Supplies offers **45-day** net terms.

---

### Excelentia Supplies Procurement Requisition Rules:

#### 1. Product Availability:

- **High Priority:** Products with a **95% or higher** on-time delivery rate should be prioritized.
- **Low Priority:** Items with a **2% or higher** return rate should be flagged for review before ordering.

#### 2. Order Volume:

- For bulk orders (above 5,000 units), contact the supplier's account manager to negotiate potential discounts or delivery incentives.

#### 3. Order Frequency:

- Orders for **Xtralife** and **Gro-Well** should be placed every 30 days to maintain stock levels and avoid supply chain disruptions.
- Any urgent orders for **Gro-Well** must be placed **at least 2 weeks in advance** to ensure availability.

#### 4. Return Process:

- Returns must be documented and communicated within **7 business days** of receipt if any products are defective.
- If the return rate exceeds **2%** on any product, notify the supplier to review product quality.

#### 5. Emergency Procurement:

- For urgent procurement that requires same-day or next-day delivery, escalate to the procurement manager, and only request products with an on-time delivery rate greater than **95%**.

---

## Global Office Supplies Procurement Requisition Rules:

### 1. Product Availability:

- **High Priority:** Products with a **92% or higher** on-time delivery rate should be prioritized.
- **Low Priority:** Items with a **1% or higher** return rate must be reviewed with the supplier to ensure quality standards are being met.

### 2. Order Volume:

- For orders greater than 4,000 units, notify the supplier at least **2 weeks in advance** to confirm stock availability and discuss potential discounts.

### 3. Order Frequency:

- **Product C** and **Product D** should be ordered on a **quarterly basis** to maintain inventory levels.
- For **special orders** (i.e., unique product specifications or custom orders), ensure that the order is submitted **at least 4 weeks before the required delivery date**.

### 4. Return Process:

- A **1% return rate** threshold is acceptable; however, if it exceeds this amount, escalate the issue to Global Office Supplies for quality assurance checks.
- Return requests must be submitted within **10 business days** for defective or damaged goods.

### 5. Emergency Procurement:

- For expedited procurement, a **24-hour notice** to the supplier is required, and only products with a delivery rate of **92% or higher** should be considered for emergency orders.

---

## Procurement Reporting & Monitoring:

### 1. Performance Review:

- A quarterly performance review will be conducted for both **Excelentia Supplies** and **Global Office Supplies** to assess delivery performance, return rates, and customer satisfaction.
- Any recurring issues with product quality or delivery will result in a formal review meeting with the supplier.

### 2. Order Tracking:

- All procurement requisitions must be tracked using the company's procurement management system to ensure transparency and accountability.
- Ensure that all orders are logged with a **purchase order number** and delivery tracking information.

### 3. Stock Level Monitoring:

- Regular stock level monitoring should be done every **two weeks** to assess reorder needs for high-turnover items.

---

These **Procurement Requisition Rules** help ensure a smooth and organized procurement process for both **Excelentia Supplies** and **Global Office Supplies**,

providing clear guidelines for product sourcing, order approval, and monitoring supplier performance.