**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 $10,000 requires approval from the Procurement Manager.
   * Purchases above $50,000 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 **Product A** and **Product B** should be placed every 30 days to maintain stock levels and avoid supply chain disruptions.
   * Any urgent orders for **Product B** 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.