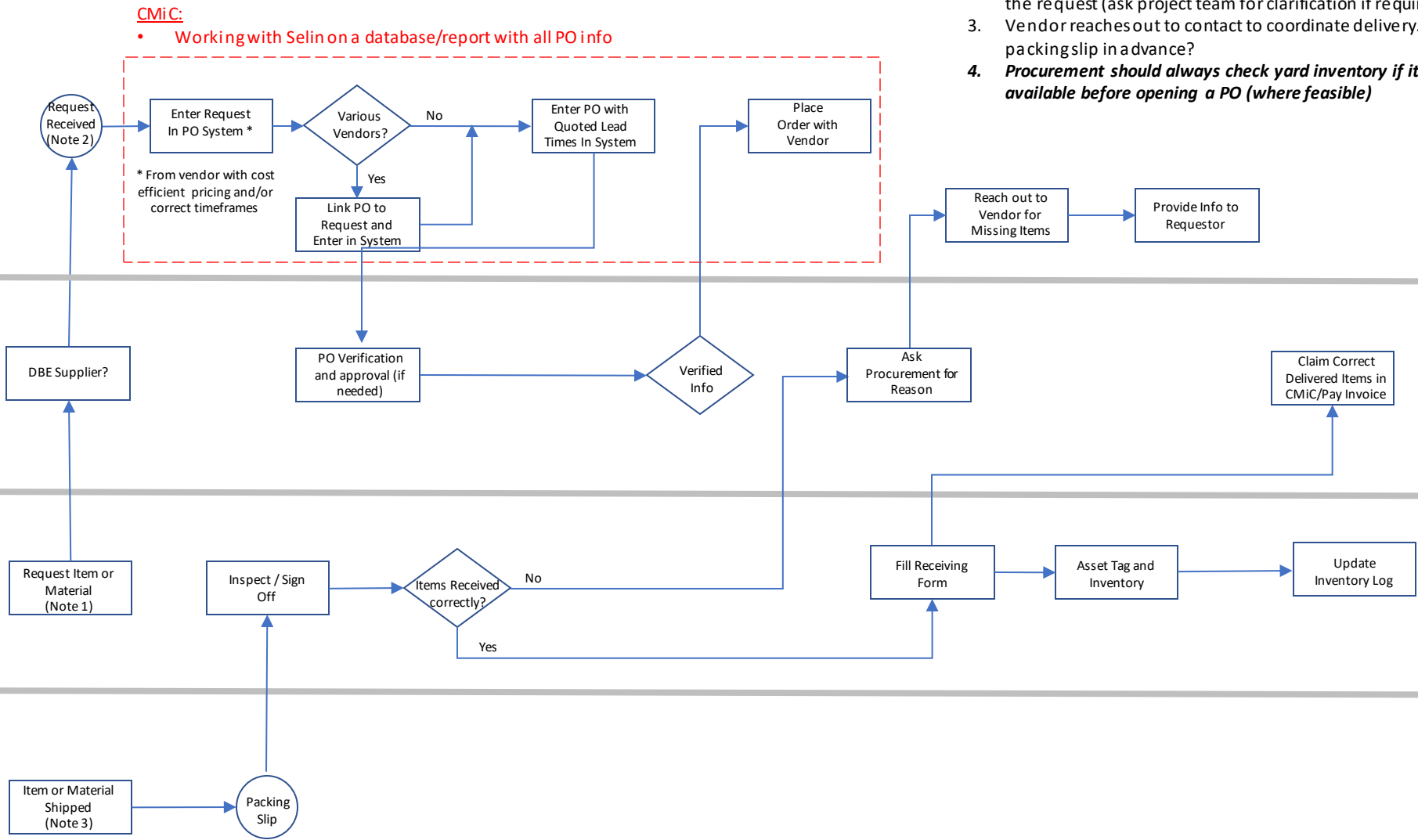


Procurement

APM / CE

Eng. / G. Frm

Vendor (s)



Note:

1. Submit multiple catalog cut sheets for approval. Indicate which cuts are approved and order
2. Send request to vendors for quote. Verify quoted materials match the request (ask project team for clarification if required)
3. Vendor reaches out to contact to coordinate delivery. Email the packingslip in a dvance?
4. **Procurement should always check yard inventory if items are available before opening a PO (where feasible)**