

**1. Need (MRP)**

MRP routines will be generated weekly through ERP, which will dispute the needs.

2. Request Quotations (Buyer)

Request quotations, at least, from 2 different vendors.

3. Market Search (Procurement)

If the buyer identifies that there's only one vendor for an item, he must notify the Procurement Team in order to search for alternatives (if available).

4. Quotations evaluation (Buyer)

After vendor quotation's, buyer must validate quotes taking care of quality, LT, price, payment terms, information security, etc. and choose which submit PO to approval. Release PQ.

Note: For services suppliers with impact to our information management system, an evaluation form (T 02 4 20 01 - Evaluation Form for suppliers with cloud-hosted computing) must be shared in order to evaluate their maturity related to information

5. Vendor Selected (Buyer)

According to the quotation evaluation, we'll choose the best vendor. Create PQ in the ERP.

6. Submit to approval (Buyer)

After releasing PQ. Buyer must put all the conditions in the PO including the delivery plan. Post the PO for approval.

7. Possible to change (Buyer)

If the PO is not approved and the requested corrections can be made, the buyer must return to the Open PO in ERP and make the corrections and resubmit to approval. If not, the PO is closed.

8. Place PO (Buyer)

After approval, the PO should be sent to the email of the contact defined in the PO.

9. Receive material**(Logistics)**

The material is received according the Logistics Process.

10. Invoice & Payment**(Financial)**

Receive invoice and respective payment according to the Financial process.

Creation Date:
14/08/2024

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Macro Process: 11 - Purchase
Process: 11 1 - Purchase Process
Procedure: P 11 1 10 - Purchasing Requisition

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