

Purchase Request

Request Date: 2025-03-19

Supplier: Orion Ingredients

Purpose of Request

This request seeks approval to initiate procurement planning for three replenishment items. Recent supply variability from Orion Ingredients indicates the need for structured planning and sufficient buffer to support uninterrupted operations.

Requested Items

ItemCode	ItemName	Suggested Qty	Notes
SR900	StarRoot Powder	60	Proceed with planned replenishment to maintain buffer.
CL210	CometLeaf Fibre	96	Requires earlier PO due to shorter planning horizon.
SB777	SolarBloom Resin	72	Consider ordering slightly ahead of schedule due to batch variability.

Justification for Procurement

- Supplier previously delivered partial batches due to availability constraints.
 - CometLeaf Fibre presents a shorter replenishment window.
 - SolarBloom Resin benefits from proactive buffer building.
 - No quality concerns recorded, but volume unpredictability remains a risk.
 - Additional analytical details are available in the related analysis report.
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Recommended Procurement Timing

- SR900 – StarRoot Powder**
 - Recommended PO Issue Date: 2025-06-01
 - Target Receipt Date: 2025-08-22
- CL210 – CometLeaf Fibre**
 - Recommended PO Issue Date: 2025-04-03

- Target Receipt Date: 2025-06-15
 - **SB777 – SolarBloom Resin**
 - Recommended PO Issue Date: 2025-04-28
 - Target Receipt Date: 2025-07-12
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5. Approval Required

Role	Signature
Purchasing Manager	
Operations Director	
Finance Officer	