

HEXATECH	CONTRACTS DEPARTMENT	Issue No.: 1	Document Effective Date: 01 Mar 2017	Page 1 of 2
	Material Requisition & Purchasing Procedure	Revision No.: 0		Document Ref: CD-PRO-02

Purpose:	To outline the procedures by which the materials and services are requisitioned and procured to support the M&E engineering and implementation processes.
Scope:	This procedure shall be applicable to the M&E works engaged by the Company.
ISO Reference:	MS ISO 9001:2015 Clause No. 8.4

Step	Activity	Responsibility	Reference
1	<p><u>Responsibilities</u></p> <p>(1) Contracts Manager (CM) is the overall manager in charge of procurement in the company.</p> <p>(2) Purchasing Executive (PURE) is responsible to obtain prices of materials and services from approved vendors (suppliers and sub-contractors), obtain approval for purchase and issue Purchase Orders.</p> <p>(3) Storekeeper (SK) or Project Supervisor (PS) is responsible to process all material requisitions for issuance of available stocks and to receive incoming materials purchased by the company for use in the manufacturing process.</p>	<p>CM</p> <p>PURE</p> <p>SK / PS</p>	
2	<p><u>Requisition of Materials and Services</u></p> <p>The Material Requisition Form (MRF) shall be used by the originator (requester) to request the procurement of materials and specialized services in support of the M&E engineering and implementation process.</p> <p>The requester shall obtain the necessary approval of the department head before submitting the MRF to SK / PS for issuance of stock.</p> <p>If stock is available, SK /PS shall immediate retrieve the stock and issue the required materials to the requester.</p> <p>If stock is unavailable, SK / PS shall forward the MRF to PURE for purchasing purpose.</p>	<p>Requester</p> <p>Requester/ Department Head/SK</p> <p>SK / PS</p> <p>SK / PS</p>	<p>Material Requisition Form (MRF)</p> <p>MRF</p> <p>MRF</p>

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3	<p><u>Request For Quotation</u> Upon the receipt of MRF for purchasing action, PURE will source the required materials or services from approved vendors as per the outsourced vendor control procedure.</p> <p>PURE will made requests for quotation to the vendors and upon receipt of prices, PURE to raise the Memorandum Of Approval (MOA) Form (after obtaining the MOA number from MOA Log).</p> <p>(Note: the MOA is only raised if PURE is able to obtain prices from more than one source of supply).</p> <p>If there is only one source of supply e.g. proprietary products, PURE will not be required to raise the MOA form.</p>	PURE	<p>Outsourced Vendor Control Procedure (CD-PRO-03), MRF</p> <p>Memorandum Of Approval (MOA) Form, Memorandum Of Approval Log</p>
4	<p><u>Purchase Approval</u> PURE shall obtain approval of Managing Director (MD) before issuing a Purchase Order (PO). All purchases are to be made to approved vendors as per the Approved Vendor List.</p>	PURE/MD	Purchase Order (PO), Approved Vendor List
5	<p><u>Purchase Order</u> PURE is to ensure to state the agreed terms and conditions in the PO as mutually agreed by the vendors. The PO shall specify the required delivery date or required completion date (if available).</p> <p>Vendors are required to accept the PO either by returning an acknowledged copy of the PO or verbally made known to PURE.</p> <p>PURE is responsible to track the fulfilment of the PO by the vendor until its full completion of services rendered.</p> <p>PURE shall endorse the vendor's Invoices and Delivery Order (DO) before passing them to Accounts Department for payment.</p>	<p>PURE</p> <p>PURE</p> <p>PURE</p> <p>PURE</p>	<p>PO</p> <p>PO</p> <p>PO</p> <p>Vendor's Invoices & DO</p>

End