

# Company Standard Practice

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Procurement Process - Purchasing
Doc. Title:

## Change Record:

Revision Date	Description of Revision	Department Approval	Quality Assurance
3/5/03	INITIAL DOCUMENT RELEASE	DRAFT	
3/26/03	Revised	Draft	
3/5/04	Document number was 04.02;	KF	NF

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## 1.0 SCOPE

This procedure describes the process of purchasing product that conforms to the requirements specified by the Customer and to requirements established by the Company.

## 2.0 POLICY

Sales Orders are reviewed against the original request to ensure that the Purchase Order generated fulfills the Customer's requirement.

## 3.0 SUMMARY OF PROCEDURE

3.1 Buyer receives a Sales Order from the Sales Group and verifies it for accuracy.

3.2 The Buyer generates a Purchase Order (PO) and validates it against the original requirement, quotation and Sales Order.

3.3 Buyer receives a Customer Confirmation when required.

3.4 Buyer places the PO to the supplier and forwards the PO, SO and Confirmation to management.

## 4.0 Details of Procedure

### Responsibility

### Action

- |       |     |  |
|-------|-----|--|
| Buyer | 4.1 | Receives a Sales Order from the Sales Group.   |
|       | 4.2 | Verifies whether the Sales Order is complete, returning for completion incomplete Sales Orders.  |
|       | 4.3 | Generates a PO, checking to ensure that the PO, Sales Order and the original requirement are consistent, resolving any discrepancies before continuing.      |
|       | 4.4 | Determines whether a Customer Confirmation is required by the confirmation attachment or management's override initial in upper right corner of Sales Order. |

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## Responsibility

## Action

Buyer (contd)	4.5	Holds PO for Customer Confirmation or, if not required, places the PO with the Supplier.
	4.6	Forwards a hard copy of the PO/SO and Customer Confirmation (if available) to management.
Management	4.7	Forwards documentation to Customer Service for filing and expediting.