Scope

This document covers the policies and procedure in preparing purchase request for office/operating supplies, fixed assets/ leasehold improvements and services through Purchase Request (PR) system, receiving of goods and performing Goods Receipt (GR) in the PR system.

Definition of Terms

Purchase Requisition (PR) – is an internal request/notification to Materials Management Department.

Purchase Order (PO) – is a formal request from Materials Management Department to a supplier.

Goods Receipt (GR) – is a system movement in which the receipt of goods from a supplier is posted.

Systems Applications and Products (SAP) System – a system used for creating, and receiving a Purchase Order.

DDC: This Document is already Approved and Posted on Intranet.

Please refer to printed files for signatures of approvers.

Any printed and saved copy of this document is considered uncontrolled

Policies and Procedures

1. All Requestors & approvers shall be enrolled in the system with Username and Password provided by IT Department.

2. All Requestors shall log in the F2 Enterprise System to access the PR System.

3. In the dash board, click the PR System button and access the PR request tab.

4. In the PR screen, proceed to the Create Request button, select in the doc type category items to be requested. Click on the date required field and click submit button for the system to generate PR number.

5. Click the Add item button and start inputting items to be requested. Once encoded, click on the save button.

6. All Requestors shall ensure to fill-up the following fields in the PR System if the material/service required has special instructions / specifications & descriptions:
   a. Remarks / instructions
   b. Items Specifications

7. Click the finalized button to forward the request to immediate approver. Below is the list of approvers.

Purchase Requisition Approver Matrix		
ORIGINATOR	APPROVER	ALTERNATE APPROVER
Requestor	Immediate Team Leader – Manager and/or AVP of the respective Business Unit	In the absence of the immediate approver, the following may approve: • AVP Operations • AVP Sales • AVP Finance • AVP Internal Audit • AVP MMD • SVP/CFO • VP and COO of respective Business Unit

8. All Approvers shall access the PR system to validate and approved PR of their respective department.

9. Approved PR shall be uploaded in SAP for MMD PO creation.

10. The Buyer shall request for the quotation of the specific material and/or service required by the requestor.

11. The Buyer shall compare the specification, price, credit terms and availability of material and/or service required by the requestor versus the submitted quotation of supplier.

12. Once selection of prospective supplier is done through comparing the specification, price, credit terms and availability of material and/or service required by the requestor, the Buyer shall endorse the prospective supplier who offers the best price, credit terms and product/service availability.

13. Buyer shall access SAP system to create Purchase Order (PO).

14. Buyer shall print the PO for signature of the following:
    a. Prepared by – Buyer
    b. Reviewed by – Materials Management Supervisor/Materials Management Manager
    c. Verified by – AVP Materials Management
    d. Approved by – SVP Shared Services
    e. Approved by – Chairman, President and CEO

    Note:

    1. For items Classified under 1. Office Supplies, 2. Operating Supplies, 3. Janitorial Supplies, 4. Communication Equipment, 7. Repair and Maintenance Tools, and 13. PPE and Safety Equipment, the Purchase Requisition Approver Matrix shall apply (refer to no. 7 of this procedure)

    2. Chairman, President & CEO shall approve request in any form of document or communications such as but not limited to cost of quotation proposal submitted by the supplier either by email, SMS, Viber, PR, PO (system and manually generated).

15. Approved and/or signed PO are forwarded to identified accredited supplier.

16. If the request is for a fixed asset, the Requestor shall route the electronically approved PR to the office of the SVP-CFO/CRO and/or Chairman, President & CEO of the company.

17. If the request is a replacement of an existing fixed asset, any documents such as but not limited to Diagnostic from IT Department and/or Asset Disposal Request Form should be provided and approved prior to requesting of PR for approval (refer to Asset Management Policies & Procedures).

18. Buyer and the Requestor shall receive the items from the supplier based on the Purchase Order (P.O) and Delivery document(s) and perform the Goods Receipt (GR) in the SAP system.
    Note: For Branches and/or Requestor of the requesting department located outside of F2 Corporate Office in Paranaque, the Sales Invoice and Delivery Receipt (if any) shall be forwarded by the Requestor to the Buyer once request has been received.

19. Buyer shall access Goods Receipt (GR) button in the SAP system to update system that he receives his/her request.

20. Buyer shall input the date of delivery or date received of items delivered, delivery documents (Sales Invoice of supplier), indicate if items received are complete or incomplete, and correct based on item specification requested.

21. A fixed asset will be issued by Asset Management Specialist with asset sticker and a filled-up Fixed Asset Transfer of Accountability Form for signature.

22. Lead time of delivery from approved PR shall be based on the Material Group Delivery Lead time table.

No.	GENERAL ITEMS CLASSIFICATION	MATERIAL CODE	CANVASSING & AWARDING NO. OF DAYS	SIGNING OF POD NO. OF DAYS	DAYS OF DELIVERY ON THE SITE AFTER AWARDING NO. OF DAYS	TOTAL LEADTIME NO. OF DAYS	TOTAL LEADTIME NO. OF WEEK
	MATERIAL GROUP DELIVERY LEAD TIME TABLE						
I.	OFFICE SUPPLIES	OFC SUP					
	1. Office Supplies and other materials		2	1	5	8	1.14
	2. Printed Supplies		2	1	5	8	1.14
	3. Pre-printed Forms and others						
	3.1 RPS, CV, CA, GATEPASS & LF		2	1	10	13	1.86
	3.2 Official Receipt & Service Invoice		2	1	28	31	4.43
II.	OPERATING SUPPLIES	OPG SUP					
	1. Container and Truck Seals*		2	1	7	10	1.43
	2. Labels and Stickers*		2	1	7	10	1.43
	3. Packaging Materials*		2	1	7	10	1.43
III.	JANITORIAL SUPPLIES	JAN SUP				0	0.00
	1. Regular Items (Hand Soap, Tissue, etc.)		2	1	7	10	1.43
	2. Non-regular Items (Floor Polisher, etc.)		3	1	10	14	2.00
IV.	COMMUNICATIONS EQUIPMENT (Wireless Telephone)	COM EQT	3	1	7	11	1.57
V.	COMPUTER EQUIPMENT AND PARTS	CMP EQT					
	1. Laptop and Desktop**		3	1	7	11	1.57
	2. Server**		3	1	15	19	2.71
VI.	COMPUTER SOFTWARE (MS Office and OS**)	CMP SOF	3	3	2	8	1.14
VII.	REPAIR AND MAINTENANCE TOOLS	R&M TOL	3	3	2	8	1.14
VIII.	FURNITURE, FIXTURE, AND OFFICE EQUIPMENT (Tables, Chairs, and Cabinet**)	FFO EQP	3	1	14	18	2.57
IX.	LEASEHOLD IMPROVEMENT	LSH IMP	7	3	TBA	10	1.43
X.	TRANSPORT EQUIPMENT	TRN EQP					
	1. Cars***		7	2	TBA	9+	
	2. Trucks***		2	3	TBA	5+	
	3. Trailers***		2	3	TBA	5+	
XI.	TRUCK AND VEHICLE PARTS***	TAV PRT	TBA	2	TBA	2+	
XII.	R&M, TRUCK AND VEHICLE	R&M TRV	2	2	2	6	0.86
XIII.	PPE and SAFETY EQUIPMENT (Hard Hat, Vest & Safety Shoes)	PPE & SFTY EQP	3	1	7	11	1.57
XIV.	MATERIAL HANDLING EQUIPMENT	MH EQP					
	1. Forklift (Rental)		TBA	2	TBA	2+	
	2. Hand Pallet (Owned and Rental)		2	2	3	7	1.00
XV.	STORAGE EQUIPMENT	STR EQP					
	1. Rack System		7	7	30	44	6.29
XVI.	TIRES/TUBES/FLAPS/BATT/RIM	STR EQP	2	7	5	14	2.00

*Suggested to have Mother PO for fast-moving items (e.g. Operations Supplies)

**PR submitted to MMD should have proof of approval from CTS/EEU.

***Truck parts depend on the availability of the items.

23. All purchase requests (Material or Services) that are not yet included in the PR System data base shall be added and encoded in the system so that Requestors can use to prepare the request and be recognized in the Enterprise Resource Planning (ERP) System.