

Attachment 9.10

AGIG Purchasing Procedure

January 2025

PUBLIC



**Dampier Bunbury
Pipeline**

Procedure

AGIG Purchasing

Contents

1	Purpose	3
2	Scope	3
2.1.	The Types of Purchase Orders	3
2.1.1.	Call off Purchase Orders.....	3
2.1.2.	Standalone Purchase Orders	3
2.1.3.	Inventory replenishment Purchase Order	3
2.1.4.	Maximo Generated PR to SAP Purchase Order	4
2.1.5.	Enhanced Limit Purchase Orders	4
2.2.	Expediting Purchase Orders and Monitoring performance of Suppliers.....	4
2.2.1.	Expediting.....	4
2.2.2.	Monitoring Supplier Performance	4
2.3.	Changes to Purchase Orders.....	4
2.4.	Service Receipts.....	4
2.5.	Non-warehouse Goods Receipts.....	4
2.6.	Deviations to standard payment terms	5
3	Responsibilities	5
4	Standalone Purchase Order.....	6
4.1.	Standalone Purchase Order Activity Flowchart	6
4.2.	Activity Descriptions – Standalone Purchase Order	7
5	Inventory Replenishment Purchase Orders	13
5.1.	Activity Flowchart – Inventory Replenishment Purchase Orders.....	13
5.2.	Activity Descriptions – Inventory Replenishment Purchase Orders	14
6	Maximo Requisitions (Work Order) To SAP Purchase Orders.....	16
6.1.	Activity Flowchart – Maximo Requisitions (Work Orders) to SAP Purchase Orders.....	16
6.2.	Activity Descriptions – Maximo Purchase Requisitions (Work Order) to SAP PO	17
7	Change to Purchase Orders	20
7.1.	Activity Flowchart – Changes to Purchase Orders	20
7.2.	Activity Descriptions – Changes to Purchase Orders	21
8	Supporting Documents	24
9	Abbreviations and Definitions.....	24
10	Amendments of this Procedure	27

1 Purpose

The purpose of this procedure is to define the activities, roles, responsibilities, and activities associated with the Purchasing process area.

2 Scope

This procedure only applies to the AGIG Group of companies, and the activities defined in the Contracts and Procurement Standard.

This procedure covers the following activities:

- Purchase Requisition to Purchase Order
 - Contract Call Off Purchase Order
 - Standalone Purchase Order
 - Inventory replenishment Purchase
 - Maximo generated Purchase Requisitions (Work Orders) to SAP Purchase Orders
 - Enhanced Limit Purchase Orders
- Expediting Purchase Orders and monitoring performance of Suppliers
- Changes to Purchase Order
- Service receipt process
- Non-warehouse Goods Receipt

MGN Procurement will occur in accordance with the processes described in this document for Call Off Purchase Orders and Standalone Purchase Orders with the exception that Purchase Requisitions will be approved and auto convert to Purchase Orders.

2.1. The Types of Purchase Orders

2.1.1. Call off Purchase Orders

These are Purchase Requisitions that are raised against existing Contracts of Value (there is an approved contract value in SAP).

For these the Requisitioner only needs to raise the Purchase Requisition, referencing the Contract Number, in SAP. No other approval documents are required to be attached to the Purchase Requisition provided the value of the requisition can be accommodated under the funds remaining against the approved Contract value. As this is a simple process no Workflow or Activity list will be completed. Refer only to the Work Instruction for Raising an SAP Purchase Requisition.

2.1.2. Standalone Purchase Orders

These are Purchase Requisitions that are raised where there is no existing contract of value, or there is only an MSA with no contract value approved.

For Purchase Requisitions that are relying on an MSA for terms and conditions, the Requisitions needs to reference the MSA in the text of the SAP Requisition (not put the Contract Number in the contract field).

If the MSA has an approved SSJ related to it, then only a single quotation from that Contractor need be attached or a list of agreed rates taken from the MSA built into the Purchase Requisition to demonstrate how the overall Purchase Requisition value was arrived at.

2.1.3. Inventory replenishment Purchase Order

These are Purchase Requisitions that are system generated when a Material Requirements Planning (MRP) process is run against inventory levels. The system will automatically generate a Purchase Requisition for those inventory items where the stock level has

fallen below the minimum restocking point (taking into account unfilled Purchase Orders already raised). The Inventory Controller shall also generate manual PR's based activities on the Rotables and Repairable.

2.1.4. Maximo Generated PR to SAP Purchase Order

These are Maximo generated requisitions. These can be Work Order Purchase Requisitions activities or standalone Maximo PR's generated by field personnel.

A Work Order is a planned work event which has a list of materials and or services that are required to be procured (or issued from inventory) to complete that work activity.

2.1.5. Enhanced Limit Purchase Orders

These Purchase Orders are raised against a Supplier with a "Not to Exceed" value limit.

The Purchase Order is drawn down over time as requirements are identified. These types of Purchase Orders can be based off an existing Contract or as a Standalone Purchase Order. The processes for these types of Purchase Orders follow the same work activities identified above in 2.1.1 or 2.1.2.

2.2. Expediting Purchase Orders and Monitoring performance of Suppliers

2.2.1. Expediting

Periodical checks are made against goods related Purchase Orders and the contractual delivery date.

The Purchasing Officer will assess these reports and expedite the Purchase Orders as necessary. This activity is described in the Standalone Purchase Order process but will apply to all goods related Purchase Orders.

2.2.2. Monitoring Supplier Performance

Where the Purchase Order is not related to a Contract, the Suppliers performance will be managed by exception as these types of engagements are considered low value and low (or medium) risk. i.e. The Requester will advise Procurement if performance was unsatisfactory to the point that it requires action.

This activity is described in the Standalone Purchase Order process but will apply to all goods and services related Purchase Orders where a Contract is not in place.

Where a Contract exists, the performance will be assessed and managed at the Contract Level (See Contract Management Procedure)

2.3. Changes to Purchase Orders

This process details how you make a change to an existing Purchase Order.

2.4. Service Receipts

All Service receipts are done by the requisitioner Refer to the Quick reference guide for Service Receipts.

2.5. Non-warehouse Goods Receipts

This process deals solely with Goods that do not go through an AGIG warehouse. All other goods receipts are processed by the warehousing function (refer Processing Inventory Transactions Procedure - DBP-PR-PML-03 for goods receipt).

This activity is described in the Standalone Purchase Order process but will apply to all goods that do not pass through an AGIG warehouse (examples are goods that are delivered directly to an office, directly to a project site, delivered directly to a Contractor's facility).

2.6. Deviations to standard payment terms

Any deviation from Standard Payment time frames requires approval from the Financial Controller. This is usually done at Vendor Setup but may vary from the payment terms in the Vendor Master due to a Purchase Order specific requirement. Procurement Officer to source approval.

Cash on Delivery – In these instances the SAP line item will need to be received to facilitate the payment. These should be minimised whenever possible. If this is a warehouse item, warehousing are notified to receipt the goods to facilitate payment. EGM and Financial Controller approval required prior to committing, this approval will be sought by Procurement.

Upfront milestone payments – For above \$100k these payment conditions should be stipulated in the approval documents (RFA or SSJ), Below \$100K the Procurement officer will get approval from Head of C&P.

3 Responsibilities

The responsibilities are defined in the RASCI for each activity.

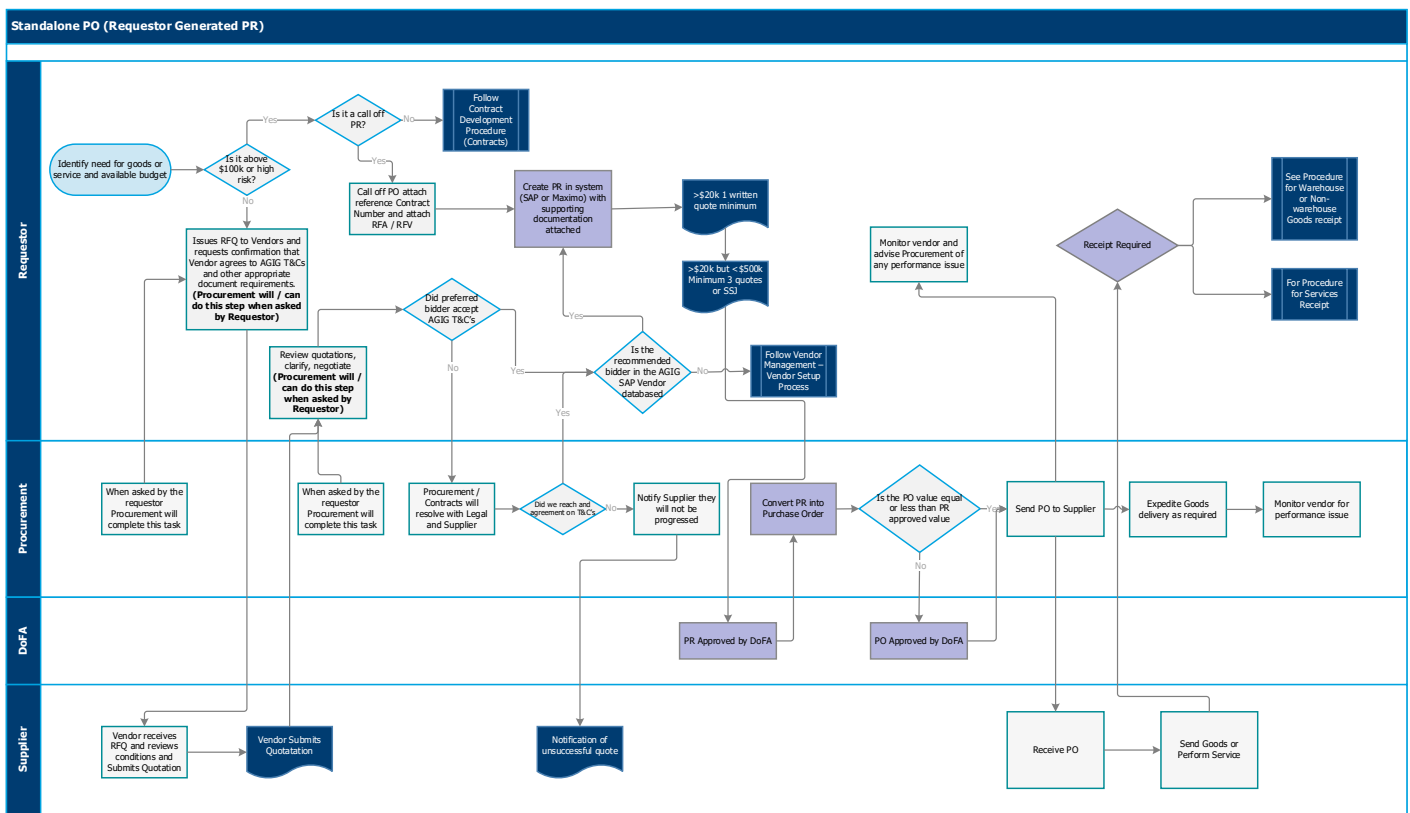
RASCI Definitions

RASCI RESPONSIBILITY	DEFINITION
Responsible (R)	<ul style="list-style-type: none"> Responsible (R)- This person is responsible for carrying out the activities required to complete the task. Each task must have one R member, but you can have multiple Rs per task.
Accountable (A)	<ul style="list-style-type: none"> This person is accountable for the completion or coordination of the overall activity. Only one person is Accountable. This person may also be responsible (R) for a task in that activity.
Support (S)	<ul style="list-style-type: none"> This person Supports the task/s in that activity to be completed.
Consult (C)	<ul style="list-style-type: none"> The person whose opinions are sought, typically subject matter experts, and with whom there is two-way communication.
Informed (I)	<ul style="list-style-type: none"> The person who is kept up-to-date on progress, often only on completion of the task or deliverable, and with whom there is just one-way communication.

4 Standalone Purchase Order

This process defines the activities for a Standalone Purchase Order. These are Purchase Requisitions that are raised where there is no existing contract of value, or there is only an MSA with no contract value approved.

4.1. Standalone Purchase Order Activity Flowchart



*Indicates SAP System Step

4.2. Activity Descriptions – Standalone Purchase Order

		<i>R</i>	<i>A</i>	<i>S</i>	<i>C</i>	<i>I</i>	
		<i>Responsible</i>	<i>Accountable</i>	<i>Support</i>	<i>Consulted</i>	<i>Informed</i>	
ACTIVITY	ACTIVITY DESCRIPTION	RESPONSIBLE STAFF	<i>R</i>	<i>A</i>	<i>S</i>	<i>C</i>	<i>I</i>
1	Identify need for Goods or Service	Requestor	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		Purchasing Officer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>The Requestor identifies the need for a good or service.</p> <p>If the requirement is above \$100k or deemed High or Critical risk, then the Requestor contacts the Project Procurement Manager who will allocate a Contract Specialist to coordinate and manage the contracting process for this requirement.</p>							
2	Issuing of RFQ to Vendor(s)	Requestor	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		Purchasing Officer	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		Supplier	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>For below \$100k and deemed low or medium risk, the Requestor may conduct the RFQ process using the RFQ template where appropriate. Should assistance be required Procurement will provide guidance (i.e. Vendors available in the ERP, Vendors with specialised distribution agreements, Vendors capabilities).</p> <p>If the Requestor does not feel confident in doing the RFQ activity, then the Procurement Team will conduct the RFQ process.</p> <p>The Requestor will identify the required scope and available budget, they will then contact Procurement to determine if a valid Master Service Agreement is applicable and can be utilised for this requirement.</p> <p>Things to be consider when doing an RFQ:</p> <ul style="list-style-type: none"> • Potential Bidders List <ul style="list-style-type: none"> ○ Firstly consider available, capable vendors, from the existing AVL and identify additional vendors from the market place, where possible, to meet the minimum bidder threshold for that expenditure value. 1 written quote for below \$20k. Above \$20k requires a minimum of 3 written Quotes or an SSJ will need to be completed. • Scope description – Scope of Work / Datasheets / Part number / Basis of design etc • Are there any free issue materials to be giving to the Vendor for incorporation into the final product? • Are Vendor documents required? And how are they to be transmitted? • Pricing Strategy (i.e. Lump Sum or Schedule of Rates) • Delivery Terms for goods (See IncoTerms 2020) and Location for delivery. 							

		<i>R</i>	<i>A</i>	<i>S</i>	<i>C</i>	<i>I</i>	
		<i>Responsible</i>	<i>Accountable</i>	<i>Support</i>	<i>Consulted</i>	<i>Informed</i>	
ACTIVITY	ACTIVITY DESCRIPTION	RESPONSIBLE STAFF	<i>R</i>	<i>A</i>	<i>S</i>	<i>C</i>	<i>I</i>
	<ul style="list-style-type: none"> Reference to Purchase Order Terms and Condition Key Dates (when are bids due back, when are goods or services require, Bid Validity requirements?) 						
ACTIVITY	ACTIVITY DESCRIPTION	RESPONSIBLE STAFF	<i>R</i>	<i>A</i>	<i>S</i>	<i>C</i>	<i>I</i>
3	Review Quotation(s)	Requestor	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		Purchasing Officer	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<p>The Requestor and/or the Procurement Specialist will assess the suitability of the submissions taking into account:</p> <ol style="list-style-type: none"> Technical – This includes compliance to specification/datasheets but also includes any HSE, Quality and Vendor document submittal considerations. Delivery – Does the Suppliers delivery schedule meet with the work program requirements. Commercial – Pricing provided should be detailed enough so that future invoices can be assessed against the initial quotation for compliance. <ul style="list-style-type: none"> For Services that are not lump sum the quotation must include detailed Cost Time Resource (CTR) sheet that has made up the estimated Purchase Requisition value. For Services that are Lump Sum it is still good practice to have a schedule of rates included in the quotation in case there is a need to vary the Purchase Order date after issue. Those rates can be used as a basis for negotiating the change. For Goods – Has the suppliers price included the appropriate packing and delivery costs associated with the IncoTerms? Bid Validity – Is the Bid Validity going to be sufficient to allow evaluation and generation of a Purchase Order? Terms and Conditions – Are the terms favourable for AGIG when compared to other Vendors? Available budget – Is the cost for these goods / services within the approved budget. If not consult your manager. Commitments can only be made within an approved budget (See DoFA) <p>If the value of the quotation is below \$20k then a minimum of 1 written quote is required. If the value is above \$20k and only 1 written quote was received, then an SSJ is required to be completed and approved (and attached to the Purchase Requisition) before a Purchase Requisition can be raised and approved.</p>						
ACTIVITY	ACTIVITY DESCRIPTION	RESPONSIBLE STAFF	<i>R</i>	<i>A</i>	<i>S</i>	<i>C</i>	<i>I</i>
4	Acceptance of Terms and Conditions	Requestor	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		Purchasing Officer	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		Contracts Specialist	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

		<i>R</i>	<i>A</i>	<i>S</i>	<i>C</i>	<i>I</i>	
		<i>Responsible</i>	<i>Accountable</i>	<i>Support</i>	<i>Consulted</i>	<i>Informed</i>	
ACTIVITY	ACTIVITY DESCRIPTION	RESPONSIBLE STAFF	<i>R</i>	<i>A</i>	<i>S</i>	<i>C</i>	<i>I</i>
		Legal SME	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	<p>If the Supplier does not accept AGIG standard Purchase Order Terms and Conditions, and no other previously agreed set of Terms and Conditions exist (see Procurement or Contracts team to see if there are previously agreed Terms), then the Procurement Officer will liaise with a Contract Specialist who will resolve the Terms and Conditions issues with the Legal team. The Requestor is not to engage with Legal directly to resolve Terms and Conditions issues.</p> <p>If AGIG cannot reach mutually agreeable terms with the Supplier, and after discussion with the Requestor to better understand the risk in the scope and if there could be alternative sources of supply, The Contract Specialist will notify the Supplier that we will not be moving forward with their quotation.</p> <p>The Requestor will then need to find an alternative source of supply and the process will begin again.</p>						
5	Create Purchase Requisition	Requestor	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Purchasing Officer		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
DoFA		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<p>When the Requestor is to raise a Purchase Requisition in SAP in accordance with the Purchase Requisition Work Instruction.</p> <p>The Purchase Requisition must have attached:</p> <ul style="list-style-type: none"> • Scope description – Scope of Work / Datasheets / Part number / Basis of design etc • All quotations received. which must include details on the price make up and a Cost Time Resource (CTR) sheet for estimated price. • An approved SSJ if required. <p>The Purchase Requisition will then be submitted for approval via SAP and approved by the relevant DoFA Holder. The DoFA holder should not approve any requisitions that do not have relevant supporting information.</p>						
ACTIVITY	ACTIVITY DESCRIPTION	RESPONSIBLE STAFF	<i>R</i>	<i>A</i>	<i>S</i>	<i>C</i>	<i>I</i>
6	Convert Purchase Requisition to Purchase Order	Purchasing Officer	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Requestor		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<p>Once the Purchase Requisition has been approved it will be converted to a Purchase Order within SAP by the Purchasing Officer.</p> <p>If the Purchase Order value exceeds the Purchase Requisition value, the Purchase Order will be</p>						

		<i>R</i>	<i>A</i>	<i>S</i>	<i>C</i>	<i>I</i>	
		<i>Responsible</i>	<i>Accountable</i>	<i>Support</i>	<i>Consulted</i>	<i>Informed</i>	
ACTIVITY	ACTIVITY DESCRIPTION	RESPONSIBLE STAFF	<i>R</i>	<i>A</i>	<i>S</i>	<i>C</i>	<i>I</i>
	<p>sent for DoFA approval. If the Purchase Order is equal to or less than the Purchase Requisition value, The Purchasing Officer will be able to release the Purchase Order without further DoFA approval.</p> <p>All attached documentation will be validated against the Procurement threshold to confirm business obligations are met.</p> <p>Should there be a failure to meet the required criteria or a variance from the Vendor Quotation the Requestor will be notified and the Purchase Requisition will be unapproved (Requestor to revert back to Activity 5). Examples of reasons for rejection:</p> <ul style="list-style-type: none"> • Goods / Service can't be sourced. • Budget Holder (DoFA) will not approve the PR. • Not sufficiently itemised PR. • Insufficient supporting documentation. • If the Requestor is using free text for a catalogue item 						
7	Send Purchase Order and Monitor	Purchasing Officer	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		Requestor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
		Supplier	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<p>The Purchasing Officer will issue the Purchase Order to the Supplier (inclusive of any required technical and commercial documentation if instructed by the Requestor with documents the Requestor provide).</p> <p>Should the Requestor not wish for the Purchase Order to be submitted to the Vendor they must stipulate this in the Purchase Requisition (be aware any Purchase Orders within this category will not be subject to Expediting process by the Purchasing Officer).</p> <p>Once a purchase order is issued, the contractual delivery date is set.</p>						
ACTIVITY	ACTIVITY DESCRIPTION	RESPONSIBLE STAFF	<i>R</i>	<i>A</i>	<i>S</i>	<i>C</i>	<i>I</i>
8	Expedite Goods Delivery	Requestor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
		Purchasing Officer	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

		<i>R</i>	<i>A</i>	<i>S</i>	<i>C</i>	<i>I</i>	
		<i>Responsible</i>	<i>Accountable</i>	<i>Support</i>	<i>Consulted</i>	<i>Informed</i>	
ACTIVITY	ACTIVITY DESCRIPTION	RESPONSIBLE STAFF	<i>R</i>	<i>A</i>	<i>S</i>	<i>C</i>	<i>I</i>
	<p>Once a purchase order is issued, the contractual delivery date is set.</p> <p>The Purchasing Officer will be responsible for expediting the purchase order to meet the delivery requirements detailed in the purchase order. Periodical checks are made to ensure that deliveries are on track and for more complex orders, manufacturing schedules have to be submitted by vendors to demonstrate activity completion and overall progress. If, during the course of these checks, problems are encountered, discussions take place between the Purchasing Officer and the requestor to decide what, if any action is required.</p> <p>The Purchasing Officer will update the Delivery Date in SAP with the most current delivery date information.</p> <p>If there are delays or changes to the requirements the Purchasing Officer will liaise with the Vendor and Requestor to ensure delivery date meets business needs.</p>						
9	Monitor Supplier Performance	Purchasing Officer	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		Requestor	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		Supplier	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
		Vendor Management	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<p>Standalone Purchase Orders are considered low value and low (or medium) risk.</p> <p>As such, Suppliers performance will be managed by exception i.e. The Requester, or Purchasing Officer, will advise the Vendor Management Officer if performance was unsatisfactory to the point that it requires action.</p> <p>The Purchasing Officer will liaise with the Vendor Management to consider a broader supplier assessment based on feedback received from the Requestor or based on the Purchasing Officers experiences with the Supplier.</p> <p>Appropriate action will then be taken in accordance with the Vendor Management Procedure.</p>						
ACTIVITY	ACTIVITY DESCRIPTION	RESPONSIBLE STAFF	<i>R</i>	<i>A</i>	<i>S</i>	<i>C</i>	<i>I</i>
10	Receipt of Services	Purchasing Officer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
		Requestor	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		Supplier	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<p>When the Supplier has provided the services (in total or in part) they need to be receipted into SAP to facilitate payment of the invoices.</p> <p>This activity confirms that services have been provided to AGIG as per the purchase order.</p> <p>The first step is to check and confirm if the services delivered meet the requirements of the</p>						

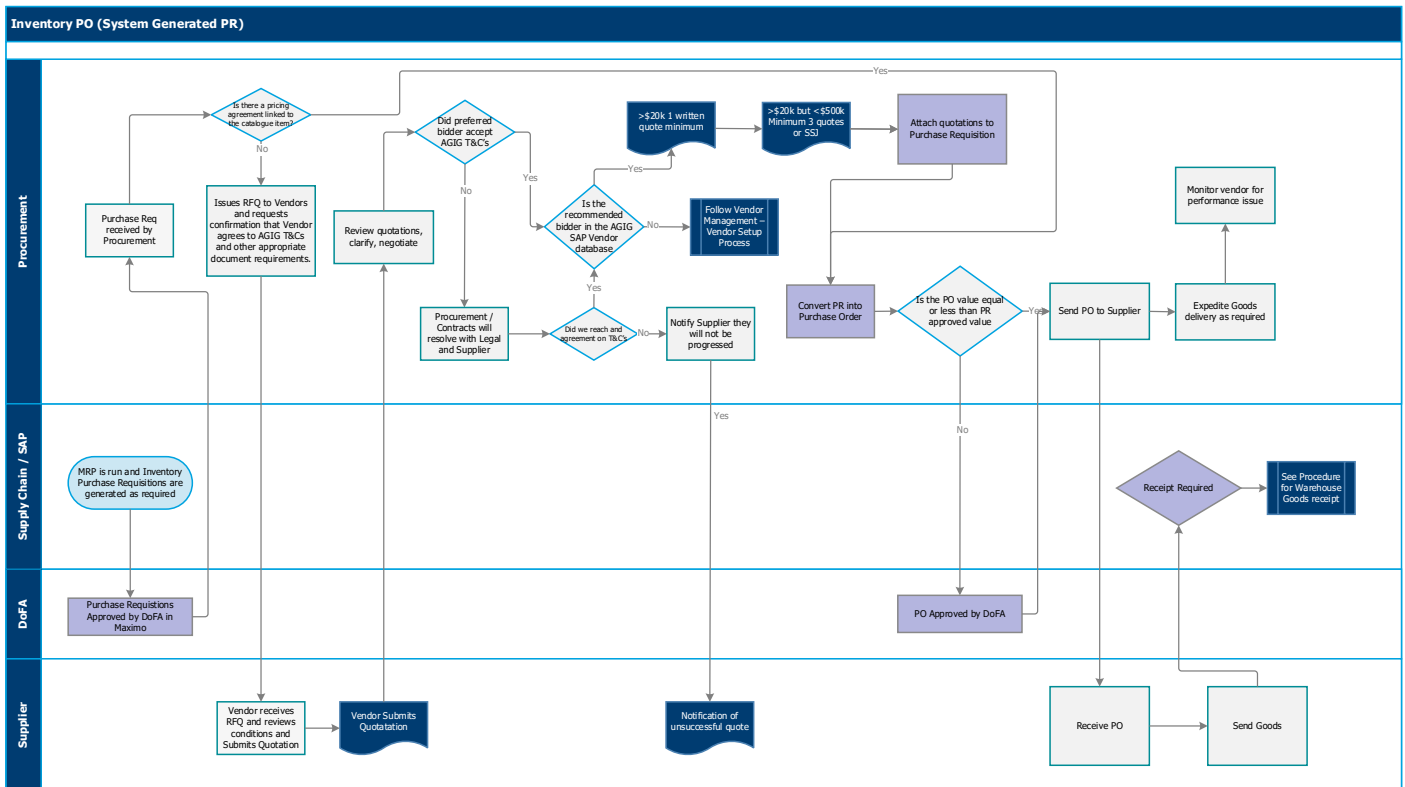
		<i>R</i>	<i>A</i>	<i>S</i>	<i>C</i>	<i>I</i>	
		<i>Responsible</i>	<i>Accountable</i>	<i>Support</i>	<i>Consulted</i>	<i>Informed</i>	
ACTIVITY	ACTIVITY DESCRIPTION	RESPONSIBLE STAFF	<i>R</i>	<i>A</i>	<i>S</i>	<i>C</i>	<i>I</i>
	<p>purchase order.</p> <p>In the event that the services are incomplete or insufficient, liaise with the Purchasing Officer to resolve the issue directly with the Supplier. Upon resolution of the discrepancies, the Contractor is to resubmit part or all of the evidence as required.</p> <p>Where services have met the requirements, the SES Creator will create SES in SAP in accordance with the Service Receipt Work Instruction.</p>						
ACTIVITY	ACTIVITY DESCRIPTION	RESPONSIBLE STAFF	<i>R</i>	<i>A</i>	<i>S</i>	<i>C</i>	<i>I</i>
11	Receipt of Goods	Purchasing Officer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		Requestor	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		Supplier	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		Supply Team	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<p>When the Supplier has provided the goods (in total or in part) they need to be receipted into SAP to facilitate payment of the invoices.</p> <p>All Goods going through an AGIG warehouse will be receipted in accordance with Processing Inventory Transaction Procedure DBP-PR-PML-03.</p> <p>All goods that do not pass through and AGIG controlled Warehouse will be receipted in accordance with Non-warehouse receipt Work Instruction</p>						
ACTIVITY	ACTIVITY DESCRIPTION	RESPONSIBLE STAFF	<i>R</i>	<i>A</i>	<i>S</i>	<i>C</i>	<i>I</i>
12	Receipt of Corporate Goods (AGIG office direct deliveries)	Purchasing Officer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		Requestor	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		Supplier	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<p>This activity is for goods delivered directly to AGIG offices only.</p> <p>When the Supplier has provided the goods (in total or in part) they need to be receipted into SAP to facilitate payment of the invoices.</p> <p>This activity confirms that Goods have been delivered to the AGIG office as per the purchase order.</p> <p>The Requestor checks the physical goods delivered are matching the quantities specified on the Contractors delivery note.</p> <p>Any discrepancies are noted directly on the delivery note and the document is signed by the Requestor. Requestor must reference the delivery docket or invoice number on the SAP Goods Receipt</p> <p>The Requestor must check and confirm if the goods have been delivered in accordance with the</p>						

	<i>R</i> <i>Responsible</i>	<i>A</i> <i>Accountable</i>	<i>S</i> <i>Support</i>	<i>C</i> <i>Consulted</i>	<i>I</i> <i>Informed</i>
ACTIVITY	ACTIVITY DESCRIPTION			RESPONSIBLE STAFF	
	requirements of the purchase order. In the event that the goods are incomplete or insufficient, liaise with the Purchasing Officer to resolve the issue directly with the Supplier. Upon resolution of the discrepancies, the Supplier to resupply the goods, supplier the missing goods, amend the invoice to reflect the deficiencies or provide supporting evidence that the goods were delivered.				

5 Inventory Replenishment Purchase Orders

This process defines the steps for the Inventory Replenishment Requisitions activities.

5.1. Activity Flowchart – Inventory Replenishment Purchase Orders



*Indicates SAP System Step

5.2. Activity Descriptions – Inventory Replenishment Purchase Orders

	<i>R</i> <i>Responsible</i>	<i>A</i> <i>Accountable</i>	<i>S</i> <i>Support</i>	<i>C</i> <i>Consulted</i>	<i>I</i> <i>Informed</i>			
ACTIVITY	ACTIVITY DESCRIPTION		RESPONSIBLE STAFF	<i>R</i>	<i>A</i>	<i>S</i>	<i>C</i>	<i>I</i>
1	MRP is run to Produce Inventory Requisitions		Inventory Controller	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Purchasing Officer			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Supplier			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
SAP System			<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<p>The Material Requirement Planning process is run in SAP against inventory levels.</p> <p>There is a scheduled auto run and sometimes a manual run by the Inventory Controller. The Inventory Controller releases the Purchase Requisitions for DoFA approval.</p> <p>The system will automatically generate a Purchase Requisition for those inventory items where the stock level has fallen below the minimum restocking point (taking into account unfilled Purchase Orders already raised but not yet delivered).</p> <p>If the Catalogue item has a Inventory agreement attached to it, the system will populate the Purchase Requisition with the vendor details, Agreement details and the pricing information from that agreement.</p> <p>If there is no Pricing Agreement, then price on the Purchase Requisition is taken from the last purchased price. Where there is no last Purchase Price the Inventory controller can type in their best guess at a price.</p>							
ACTIVITY	ACTIVITY DESCRIPTION		RESPONSIBLE STAFF	<i>R</i>	<i>A</i>	<i>S</i>	<i>C</i>	<i>I</i>
2	Issuing of RFQ to Vendor(s)		Requestor	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Purchasing Officer			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Supplier			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	This step applies for those items not on Pricing Agreements - Refer to the detail of Activity 2 of the Standalone Purchase Order Process.							
ACTIVITY	ACTIVITY DESCRIPTION		RESPONSIBLE STAFF	<i>R</i>	<i>A</i>	<i>S</i>	<i>C</i>	<i>I</i>
3	Review Quotation(s)		Supply Chain	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Purchasing Officer			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

		<i>R</i>	<i>A</i>	<i>S</i>	<i>C</i>	<i>I</i>		
		<i>Responsible</i>	<i>Accountable</i>	<i>Support</i>	<i>Consulted</i>	<i>Informed</i>		
ACTIVITY	ACTIVITY DESCRIPTION	RESPONSIBLE STAFF	<i>R</i>	<i>A</i>	<i>S</i>	<i>C</i>	<i>I</i>	
	<p>As these items are inventory replenishment against catalogued goods, the Purchasing officer will be responsible for assessing the vendors quotations.</p> <p>Should there be any doubt that the goods quoted may not match the catalogue description, the Purchasing Officer will consult with Supply Chain, highlighting the concerns that the product may not meet requirements. Supply Chain will advise the appropriate course of action to resolve the discrepancy.</p>							
ACTIVITY	ACTIVITY DESCRIPTION	RESPONSIBLE STAFF	<i>R</i>	<i>A</i>	<i>S</i>	<i>C</i>	<i>I</i>	
4	Acceptance of Terms and Conditions	Requestor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		Purchasing Officer	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		Contracts Specialist	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		Legal SME	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
	Refer to the detail of Activity 4 of the Standalone Purchase Order Process							
ACTIVITY	ACTIVITY DESCRIPTION	RESPONSIBLE STAFF	<i>R</i>	<i>A</i>	<i>S</i>	<i>C</i>	<i>I</i>	
5	Attach Quotations to the Purchase Requisition	Requestor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		Purchasing Officer	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Following activities 2 to 4 the Purchasing Officer will attach the quotations to the Purchase Requisition or attach an SSJ where there is only one source of supply.							
ACTIVITY	ACTIVITY DESCRIPTION	RESPONSIBLE STAFF	<i>R</i>	<i>A</i>	<i>S</i>	<i>C</i>	<i>I</i>	
6	Convert Purchase Requisition to Purchase Order	Purchasing Officer	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		Requestor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<p>Whether the Requisitioned items required quotes or pricing was provided through a pricing agreement, The Purchasing Officer will convert the Purchase Requisition to a Purchase Order.</p> <p>If the Purchase Order value exceeds the Purchase Requisition value or is less than the Purchase Requisition value, the Purchase Order will be sent for DoFA approval. If the Purchase Order is equal to or less than the Purchase Requisition value, The Purchasing Officer will be able to release the Purchase Order without further DoFA approval. MRP Requisitions do not re-work flow for</p>							

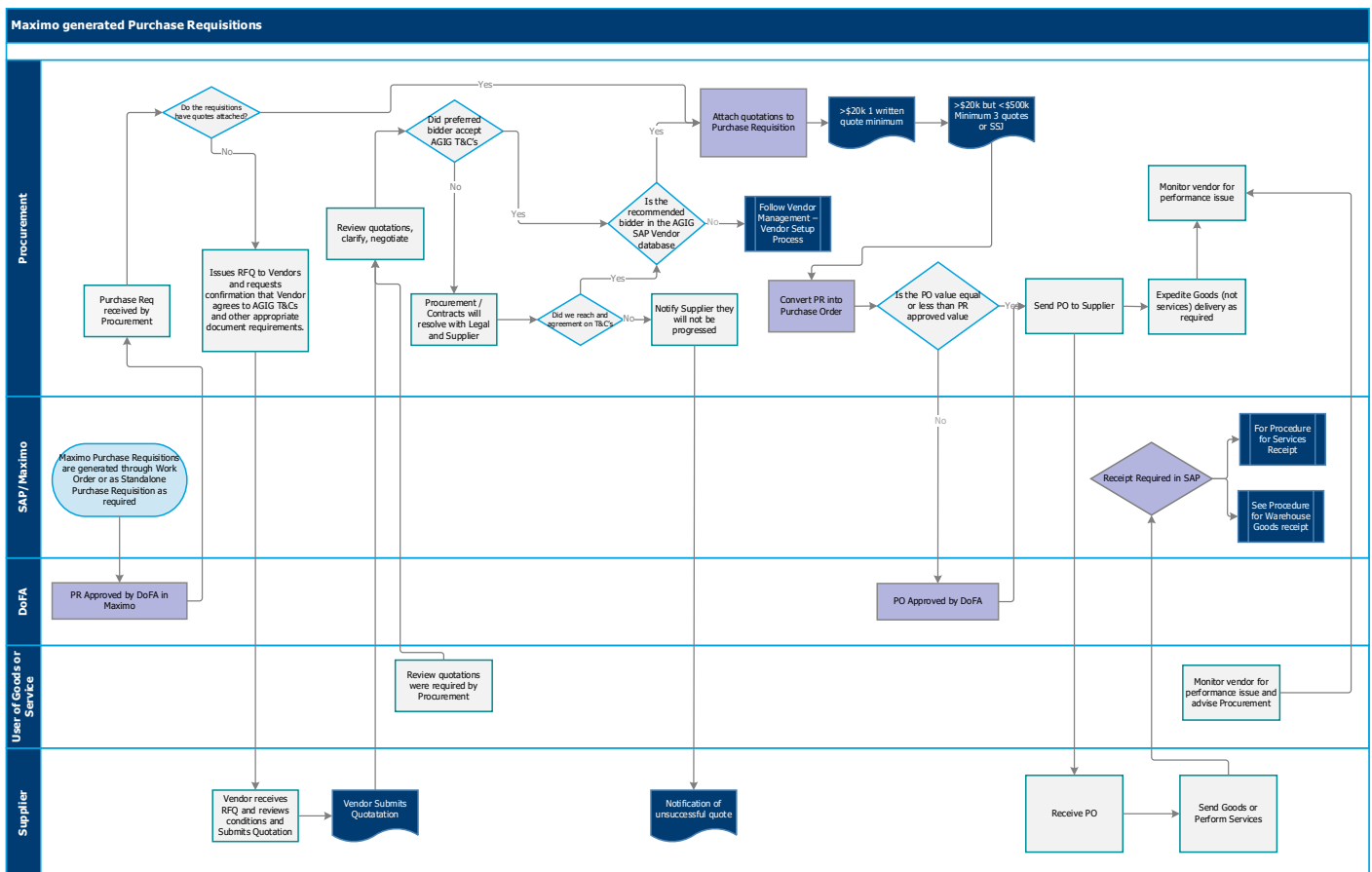
	<i>R</i> <i>Responsible</i>	<i>A</i> <i>Accountable</i>	<i>S</i> <i>Support</i>	<i>C</i> <i>Consulted</i>	<i>I</i> <i>Informed</i>				
ACTIVITY	ACTIVITY DESCRIPTION			RESPONSIBLE STAFF	<i>R</i>	<i>A</i>	<i>S</i>	<i>C</i>	<i>I</i>
	amendment.								
	Refer to the detail of the Standalone Purchase Order Process for the remaining activities as they remain exactly the same.								

6 Maximo Requisitions (Work Order) to SAP Purchase Orders

This process defines the steps for the Maximo generated requisitions. These can be Work Order Purchase Requisitions activities or standalone Maximo PR's generated by field personnel.

A Work Order is a planned work event which has a list of materials, tools and or services that are required to be procured (or issued from inventory) to complete that work activity.

6.1. Activity Flowchart – Maximo Requisitions (Work Orders) to SAP Purchase Orders



6.2. Activity Descriptions – Maximo Purchase Requisitions (Work Order) to SAP PO

		<i>R</i>	<i>A</i>	<i>S</i>	<i>C</i>	<i>I</i>		
		<i>Responsible</i>	<i>Accountable</i>	<i>Support</i>	<i>Consulted</i>	<i>Informed</i>		
ACTIVITY	ACTIVITY DESCRIPTION	RESPONSIBLE STAFF	R	A	S	C	I	
1	Maximo Purchase Requisitions are generated through Work Order or as Standalone Purchase Requisition as required	Requestor	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		Purchasing Officer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		Supplier	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		Maximo System	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<p>Maximo Standalone Purchase Requisitions can be raised by Field Personnel.</p> <p>Work Orders are also released from Maximo, these will then automatically generate Purchase Requisitions in SAP for the required Materials, tools or Services that cannot be filled by inventory.</p> <p>Where there are inventory items in stock, the system will reserve those items for the Work Order if selected to draw from Inventory, otherwise it will generate a Purchase Requisition for this item.</p> <p>The Purchase requisitions generated by the release of the work order may have some quotations attached for specific line items (typically for the services). Other items may not have quotations and those quotations will be sourced by the Purchasing Officer in activity 2 below.</p> <p>Maximo generated PR can only be sent to SAP once. Any changes required shall need the original PR cancelled and a new PR created, or the PR transitioned to PO and amendments managed in.</p>								
ACTIVITY	ACTIVITY DESCRIPTION	RESPONSIBLE STAFF	R	A	S	C	I	
2	Issuing of RFQ to Vendor(s)	Requestor	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		Purchasing Officer	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		Supplier	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<p>If the Purchase Requisitions have quotations attached the Purchasing officer will review the attached documentation to validated against the Procurement threshold to confirm business obligations are met.</p> <p>Should there be a failure to meet the required criteria or a variance the Purchasing Officer will resolve with Requestor / Supervisor.</p> <p>Refer to the detail of Activity 2 of the Standalone Purchase Order Process on how RFQ's are issued.</p>								
ACTIVITY	ACTIVITY DESCRIPTION	RESPONSIBLE STAFF	R	A	S	C	I	
3	Review Quotation(s)	Requestor	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		Purchasing Officer	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

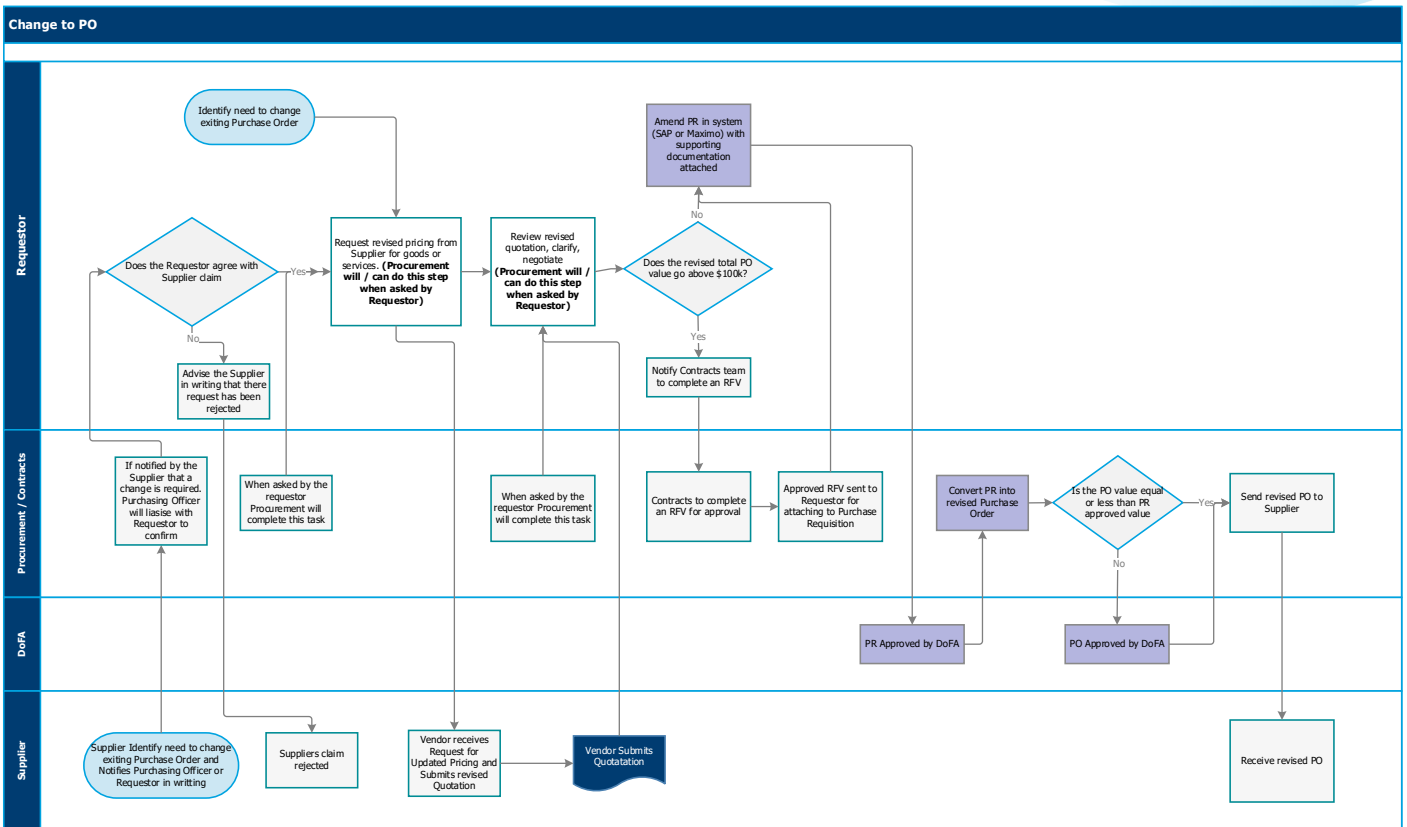
		<i>R</i>	<i>A</i>	<i>S</i>	<i>C</i>	<i>I</i>	
		<i>Responsible</i>	<i>Accountable</i>	<i>Support</i>	<i>Consulted</i>	<i>Informed</i>	
ACTIVITY	ACTIVITY DESCRIPTION	RESPONSIBLE STAFF	R	A	S	C	I
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<p>The Purchasing Officer and the Requestor (or Requestors Supervisor) will assess the suitability of the submissions taking into account:</p> <ol style="list-style-type: none"> 1. Technical – This includes compliance to specification/datasheets but also includes any HSE, Quality and Vendor document submittal considerations. Any deviations to the technical spec need to follow the Management of Change process PO-CM-OM-001. 2. Delivery – Does the Suppliers delivery schedule meet with the work program requirements. 3. Commercial – Pricing provided should be detailed enough so that future invoices can be assessed against the initial quotation for compliance. <ul style="list-style-type: none"> • For Services that are not lumpsum the quotation must include a detailed Cost Time Resource (CTR) sheet that has made up the estimated Purchase Requisition value. For Services that are Lump Sum it is still good practice to have a schedule of rates included in the quotation in case there is a need to vary the Purchase Order date after issue. Those rates can be used as a basis for negotiating the change. • For Goods – Has the suppliers price included the appropriate packing and delivery costs associated with the IncoTerms? 4. Bid Validity – Is the Bid Validity going to be sufficient to allow evaluation and generation of a Purchase Order? 5. Terms and Conditions – Are the terms favourable for AGIG when compared to other Vendors? 6. Available budget – Is the cost for these goods / services within the approved budget. If not consult your manager. Commitments can only be made within an approved budget (See DoFA) <p>If the value of the quotation is below \$20k then a minimum of 1 written quote is required. If the value is above \$20k and only 1 written quote was received, then an SSJ is required to be completed and approved (and attached to the Purchase Requisition) before a Purchase Requisition can be raised and approved.</p>						
ACTIVITY	ACTIVITY DESCRIPTION	RESPONSIBLE STAFF	R	A	S	C	I
4	Acceptance of Terms and Conditions	Requestor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		Purchasing Officer	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		Contracts Specialist	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		Legal SME	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Refer to the detail of Activity 4 of the Standalone Purchase Order Process							
ACTIVITY	ACTIVITY DESCRIPTION	RESPONSIBLE STAFF	R	A	S	C	I
5	Attach Quotations to the Purchase Requisition	Requestor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		Purchasing Officer	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

		<i>R</i>	<i>A</i>	<i>S</i>	<i>C</i>	<i>I</i>		
		<i>Responsible</i>	<i>Accountable</i>	<i>Support</i>	<i>Consulted</i>	<i>Informed</i>		
ACTIVITY	ACTIVITY DESCRIPTION	RESPONSIBLE STAFF	R	A	S	C	I	
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Following activities 2 to 4 the Purchasing Officer will attach the quotations to the Purchase Requisition (where they were not already attached) or attach an SSJ where there is only one source of supply.							
ACTIVITY	ACTIVITY DESCRIPTION	RESPONSIBLE STAFF	R	A	S	C	I	
6	Convert Purchase Requisition to Purchase Order	Purchasing Officer	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		Requestor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<p>The Purchasing Officer will convert the Purchase Requisition to a Purchase Order.</p> <p>If the Purchase Order value exceeds or is less than the Purchase Requisition value, the Purchase Order will be sent for DoFA approval. If the Purchase Order is equal to or less than the Purchase Requisition value, The Purchasing Officer will be able to release the Purchase Order without further DoFA approval.</p>							
	Refer to the detail of the Standalone Purchase Order Process for the remaining activities as they remain the same.							

7 Change to Purchase Orders

This process defines the steps required to amend / change a Purchase Order after it has been approved.

7.1. Activity Flowchart – Changes to Purchase Orders



*Indicates SAP System Step

7.2. Activity Descriptions – Changes to Purchase Orders

	<i>R</i> <i>Responsible</i>	<i>A</i> <i>Accountable</i>	<i>S</i> <i>Support</i>	<i>C</i> <i>Consulted</i>	<i>I</i> <i>Informed</i>			
ACTIVITY	ACTIVITY DESCRIPTION		RESPONSIBLE STAFF	<i>R</i>	<i>A</i>	<i>S</i>	<i>C</i>	<i>I</i>
1	Supplier Identifies need to change existing Purchase Order		Requestor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
			Purchasing Officer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
			Supplier	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Where the Supplier has identified a need for a change to the existing Purchase Order, the Supplier will notify, in writing, the Purchasing Officer or the Requestor of their claim.</p> <p>In Consultation with the Purchasing Officer, if the Requestor agrees that a change is required, the Supplier will be asked to provide revised pricing for the goods or services (see Activity 3).</p> <p>If, In Consultation with Purchasing Officer, the Requestor disagrees with the Suppliers Claim then the Supplier will be notified in writing of the rejection.</p>								
ACTIVITY	ACTIVITY DESCRIPTION		RESPONSIBLE STAFF	<i>R</i>	<i>A</i>	<i>S</i>	<i>C</i>	<i>I</i>
2	Requestor identifies a need to Change existing Purchase Order		Requestor	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			Purchasing Officer	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			Supplier	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>If the Requestor has identified a need to change the existing Purchase Order, then they, or the Purchasing officer, will request the Supplier to provide revised pricing (in writing) for review and consideration.</p>								
ACTIVITY	ACTIVITY DESCRIPTION		RESPONSIBLE STAFF	<i>R</i>	<i>A</i>	<i>S</i>	<i>C</i>	<i>I</i>
3	Request revised Pricing from the Supplier and Evaluate		Requestor	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			Purchasing Officer	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			Supplier	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>The Supplier will provide, in writing, a revised pricing submission for evaluation.</p>								
ACTIVITY	ACTIVITY DESCRIPTION		RESPONSIBLE STAFF	<i>R</i>	<i>A</i>	<i>S</i>	<i>C</i>	<i>I</i>
4	Evaluation of the Claim		Requestor	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

		<i>R</i>	<i>A</i>	<i>S</i>	<i>C</i>	<i>I</i>		
		<i>Responsible</i>	<i>Accountable</i>	<i>Support</i>	<i>Consulted</i>	<i>Informed</i>		
ACTIVITY	ACTIVITY DESCRIPTION	RESPONSIBLE STAFF	<i>R</i>	<i>A</i>	<i>S</i>	<i>C</i>	<i>I</i>	
		Purchasing Officer	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		Supplier	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<p>The Requestor and / or the Purchasing Officer will evaluate the Supplier revised pricing.</p> <p>If the Suppliers revised pricing is not agreeable then negotiating will occur until a mutually agreeable value is reached.</p> <p>The Standard AGIG Purchase Order Terms and conditions allow for the AGIG to instruct the supplier to proceed with the required change prior to agreeing a price, however this is not the preferred solution. Agreeing a price in advance will eliminate the possibility of a dispute at a later date.</p> <p>If the total revised PO value is less than \$100k, go to Activity 6</p>							
ACTIVITY	ACTIVITY DESCRIPTION	RESPONSIBLE STAFF	<i>R</i>	<i>A</i>	<i>S</i>	<i>C</i>	<i>I</i>	
5	Does the revised total PO value exceed \$100k	Requestor	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		Purchasing Officer	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		Supplier	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		Contracts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<p>Does the total revised Purchase Order value exceed \$100k.</p> <p>If the total revised PO value is less than \$100k, Attached the revised quotation to the revised Purchase Requisition and release for approval (See Purchase Requisition work instruction).</p> <p>If the total revised PO value is greater than \$100k, Notify the Contracts Team as an RFV will be required to be approved and attached to the Purchase Requisition and release for approval (See Purchase Requisition work instruction).</p>							
ACTIVITY	ACTIVITY DESCRIPTION	RESPONSIBLE STAFF	<i>R</i>	<i>A</i>	<i>S</i>	<i>C</i>	<i>I</i>	
6	Amend Purchase Requisition in SAP	Requestor	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		Purchasing Officer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		Supplier	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		DoFA	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<p>The Requestor is to amend a Purchase Requisition in SAP in accordance with the Purchase Requisition Work Instruction. For Maximo, a new requisition in Maximo will need to be created detailing the amendment and referencing the PO in the long description (reason – amended Maximo requisitions generated from Work Orders will not work flow to SAP).</p>							

		<i>R</i>	<i>A</i>	<i>S</i>	<i>C</i>	<i>I</i>		
		<i>Responsible</i>	<i>Accountable</i>	<i>Support</i>	<i>Consulted</i>	<i>Informed</i>		
ACTIVITY	ACTIVITY DESCRIPTION	RESPONSIBLE STAFF	<i>R</i>	<i>A</i>	<i>S</i>	<i>C</i>	<i>I</i>	
	<p>The Purchase Requisition must have attached:</p> <ul style="list-style-type: none"> Any revised pricing. An approved RFV if required. <p>The Purchase Requisition will then be submitted for approval via SAP and approved by the relevant DoFA Holder. The DoFA holder should not approve any requisitions that do not have relevant supporting information.</p>							
ACTIVITY	ACTIVITY DESCRIPTION	RESPONSIBLE STAFF	<i>R</i>	<i>A</i>	<i>S</i>	<i>C</i>	<i>I</i>	
7	Revise Purchase Order	Purchasing Officer	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		Requestor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
		Supplier	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<p>Once the amended Purchase Requisition has been approved it will be converted to a Revised Purchase Order within SAP by the Purchasing Officer.</p> <p>If the Purchase Order value exceeds the Purchase Requisition value, the Purchase Order will be work flowed to the account holder and then for DoFA approval. If the Purchase Order is equal to or less than the Purchase Requisition value, The Purchasing Officer will be able to release the Purchase Order without further DoFA approval.</p> <p>All attached documentation will be validated against the Procurement threshold to confirm business obligations are met.</p>							
ACTIVITY	ACTIVITY DESCRIPTION	RESPONSIBLE STAFF	<i>R</i>	<i>A</i>	<i>S</i>	<i>C</i>	<i>I</i>	
8	Send Revised Purchase Order	Purchasing Officer	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		Requestor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
		Supplier	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<p>The Purchasing Officer will issue the revised Purchase Order to the Supplier (inclusive of any required technical and commercial documentation if instructed by the Requestor with documents the Requestor provide).</p> <p>Should the Requestor not wish for the Purchase Order to be submitted to the Vendor they must stipulate this in the Purchase Requisition (be aware any Purchase Orders within this category will not be subject to Expediting process by the Purchasing Officer).</p>							

8 Supporting Documents

Procedural

- Contracts and Procurement Policy
- Corporate Credit Card Policy Fin-04-020
- Delegation of Financial Authority (DoFA)
- Code of Conduct Policy
- Supplier Code of Conduct Policy
- Non-Warehouse Goods receipt Work Instruction.

Templates

- Recommendation For Award (Template)
- Sole Source Justification (Template)
- Document Execution Checklist (Template)

9 Abbreviations and Definitions

Abbreviation / Term	Definition
ABC	Anti-Bribery and Corruption
AGIG	Australian Gas Infrastructure Group
AP	Accounts Payable
ASIC	Australian Security and Investment Commission
AVL	Approved Vendor List
C&P	Contracts and Procurement
Catalogued Item	Material or Service that has a standardised description and a unique identifying number
Commercial Instrument	Commercial Instruments are documents like Bank Guarantees, Insurance Certificates of Currency and Parent Company Guarantees.
Company	Any operation or business under the control of AGIG Group of Companies
Contractor	This term should be used interchangeably with Supplier or Vendor for the supply of Goods or Services
Master Contracts Register	Electronic database containing all contracts, managed by C&P
CTR	Cost Time Resource

DEC	Document Execution Checklist
Defects Liability Period	The period for which the Contractor is responsible to remedy any defects identified in the Goods or Services
DoFA	Delegation of Financial Authority
EOI	Expression of Interest
Exceptions List	List of exceptions to the C&P Process. See C&P Standard
FIRB	Foreign Investment Review Board
Goods Receipt (GR)	Goods Receipt is a mechanism to record the receipt of goods from a supplier in SAP.
HSE	Health, Safety & Environment
Incoterms 2020	International standard for freight movements which are used to determine when the seller's cost and risks are transferred onto the buyer.
ITT	Invitation To Tender
KPI	Key Performance Indicator. Similar to SLA's where a certain level / standard of service is required. These must be measurable and quantifiable.
LMS	Learning Management System
Material Notice	Significant Contractual Notices such as Notices of Force Majeure, Default, Breach, Dispute, Termination, and indefinite suspension.
Maximo	An asset management software application used for monitoring, management, maintenance, and reliability planning
Milestone Payment	Partial contract payments related to achievement of a specific deliverable or milestone
MRP	Material Requirements Planning
MSA - Panel	A group of Contractors with Master Service Agreements (MSA) for a specific category of goods or services
MSA - Sole Source	A Master Service Agreements (MSA) with a Sole Sourced Contractor
MSA - Tendered	Master Service Agreement with a Contractor derived from a competitive tender process
Notice of Dispute	Formal written correspondence sent by one party to another when a dispute arises.
OEM	Original Equipment Manufacturer
OTV	One Time Vendor
Purchase Order (PO)	A legal document sent by a buyer to a seller to demonstrate its commitment to pay for specific products and/or services from a seller and establishes the terms and conditions of the purchase.
Purchase Requisition (PR)	Purchase Requisition (PR) is a mechanism for internally requesting the procurement of goods

or services.

Progress Claim	Partial contract payments related to progress achieved (often monthly)
QA / QC	Quality Assurance / Quality Control
RASCI	A matrix used as a tool to define responsibility - Responsible, Accountable, Support, Consult, Informed.
Repairable / Rotables	Catalogued items that are capable of repair and return to stock
Requisitioner / Requestor	The AGIG personnel that requested the purchase
RFA	Recommendation for Award
RFQ	Request for Quotation
RFV	Recommendation for Variation
Safe Custody	A fireproof safe for legal documents
SAP	Enterprise resource planning (ERP) software
SES	Service Entry Sheet is a mechanism to record services have been performed by a Contractor in SAP.
Single Sourced	Single Sourced is where a Contractor is selected to provide Goods and or Services for some preferential reason and no competitive pricing has been sought.
Skill-Pass	A workforce management platform
SLA	Service Level Agreements. Similar to KPI's where a certain level / standard of service is required. These must be measurable and quantifiable.
SME	Subject Matter Expert such as Legal, Technical, Finance, Tax, Health and Safety
Sole Sourced Justification (SSJ)	Sole Sourced is where a Contractor is selected to provide Goods and or Services because they are the only available supplier of the Goods and or Services.
Time Bar	A period of time in a Contract that requires a party (claiming party) to submit a notice, make a claim, or take other action. If the claiming party fails to comply with time frame the claim will be "barred."
Variation Instruction	An instruction to the Contractor notifying them of a variation to the scope.
Vendor	This term should be used interchangeably with Supplier or Contractor for the supply of Goods or Services
Vendor Database	Electronic database containing all pre-qualified vendors, residing on the C&P Intranet Page on OneNet.
Vendor Master	This is the Master data (contact, banking details etc.) associated with the vendor setup in SAP.

Work Order	Is a planned work event which has a list of materials, tools and or services that are required to be procured (or issued from inventory) to complete that work activity.
Written Quotation	Written offer made in response to an invitation to supply specified goods.

10 Amendments of this Procedure

Rev #	Date	Prepared By	Reviewed By	Approved By	Description
0	22 December 2023	James Johnston	Michael Yow	Jon Cleary	Rev 0 Issued for use