

Group Purchasing Procedure (REV C) All CTEC Branches

1. Parts Manager prints a *Suggested Order Report* and marks up additions & deletions.
2. Suggested order report with mark-ups scanned and sent to:
StockOrder@ComTruck.ca Subject: *Product Code*
3. Purchaser issues a stock order PO, on schedule as per the *Stock Order* shared calendar**
4. Purchaser issues all inter-branch transfer POs (at standard cost)
5. Purchaser emails the POs & Vendor conformation to the Parts Managers and Branch Receiver
6. *Receiving branch issues invoices for inter-branch transfers*
7. Warehouse receives the stock order
8. Warehouse ships out inter-branch transfer

Notes:

- Generally, the stock order PO will be issued out of the warehouse with the largest stock order request.
- Split Orders and Drop Shipments will be arranged when practical.
- All freight and inter-branch instructions will be shown clearly on the POs.
- Purchaser will arrange & manage all incoming freight & brokerage for stock orders.
- Freight for inter-branch transfers are arranged by the branch shipper/receiver, unless otherwise stated on the PO.
- *If the invoice is issued early, the inter-branch stock will show up as committed or backorder. This will flag the receiver that these parts are destined for another branch. (Any landed cost variances will need to be done as a correction).
- Generally, *rush* parts are ordered directly by the branch.
- **All expenses must be approved by the Parts Manager