

PROCESS NAME
PURCHASING - OTHER MATERIALS

CODE
KDDB-16

PROCESS TIME
3 DAYS 3 HOURS 20 MINS.

RESPONSIBLES

PROCESS

Material Registry Control Officer

Material Registry Control Officer

Purchasing Officer, Branch Manager, Head of Department

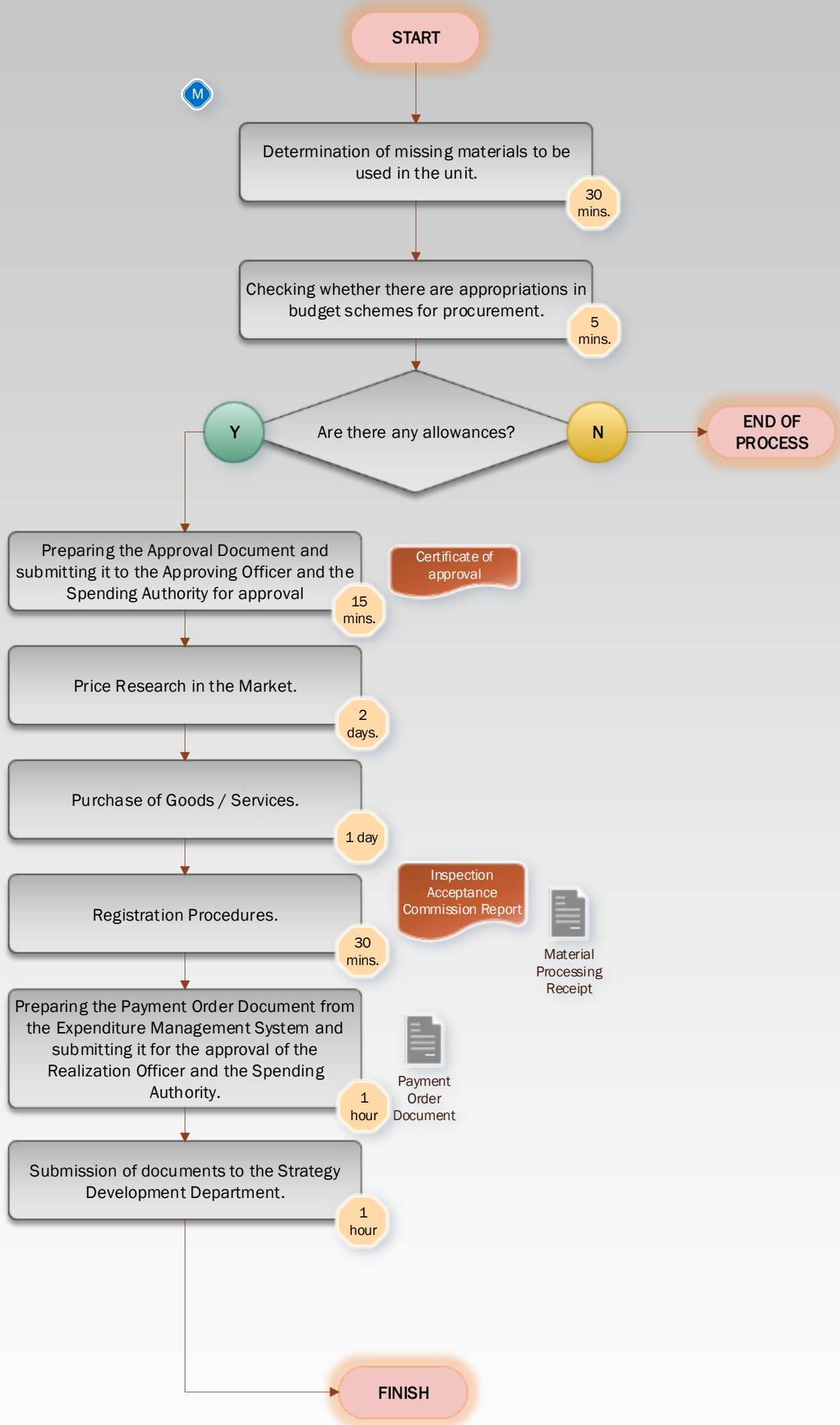
Market Research Commission

Purchasing Officer

Material Registry Control Officer

Purchasing Officer, Branch Manager, Head of Department

Material Registry Control Officer



START

M

Determination of missing materials to be used in the unit.

30 mins.

Checking whether there are appropriations in budget schemes for procurement.

5 mins.

Are there any allowances?

Y

N

END OF PROCESS

Preparing the Approval Document and submitting it to the Approving Officer and the Spending Authority for approval

15 mins.

Certificate of approval

Price Research in the Market.

2 days.

Purchase of Goods / Services.

1 day

Registration Procedures.

30 mins.

Inspection Acceptance Commission Report



Material Processing Receipt

Preparing the Payment Order Document from the Expenditure Management System and submitting it for the approval of the Realization Officer and the Spending Authority.

1 hour



Payment Order Document

Submission of documents to the Strategy Development Department.

1 hour

FINISH