PURCHASING SOP

Company name:	Leading Star
Dept:	BU3
Module:	Accessory Purchasing
SOP Name:	SOP3. Purchasing
Date:	01-03-23
Version:	V3
Creator:	NGOC ANH
Approval:	LUCY
Approval signature:	LUCY
Changing note:	Separate from MS to Purchase MS
Purpose:	Prepare Acc ready for ontime production.
Scope:	MS/Acc WH/ IDPL/ Supplier
KPI:	95% TARGET HOT
Abbreviation:	

SOP	JOB Description/ Material	Person In Charge	Time
1. Receive Selection result or Implatation orders & go indus BOM	1.Receive Selection result or FG bulk implantation orders data from Ms Pro via email. Ms Develop update go indus BOM on ERP system and inform via email. Every week, receive acc order request from Ms Pro on Wednesday, Friday.	PURCHASE MS	Beginning a season
2.Check go indus BOM — NOK → **3. Inform MS Develop to work with IDPL if any query**	2. If there is no query on go indus BOM, BOM is ready to book FC/ greige (for long LT items) or bulk acc.	PURCHASE MS	After receiving the BOM
	3.If there is any query on go indus BOM, inform Ms Develop to clarify with IDPL.	PURCHASE MS	Re-correct once find GAP info
4. Book FC or greige. Make balance sheet record for Acc WH to follow for bulk orders, then make acc purchase orders.	4. Purchase Acessories & folow up with supplier * MS pro will send ACC q'ty request on Thursday or Friday. * For Selection Result, start booking FC or greige for long LT item acc to shorten bulk LT acc later. * Make balance sheet. Calculate which items, qty of acc we need to book. Check stock qty can be used, then book the balance needed acc qty. * Proceed booking bulk acc. * Feedback to Ms Pro the ready date acc at WH.	PURCHASE MS	Proceed order: Right as got clear & full info of BOM.
5. Update ETD/ ETA ACC schedule	5. Update ETD & ETA acc schedule	PURCHASE MS	Check goods arrival when ETA time within 3 working days
6.1. Arival or not? — NOK → **6.2. Push supplier**	6. If supplier didn't delivery ontime, push them or find solution	PURCHASE MS	After checking goods ETD/ ETA
7a. Provide Shipping team the official shipping document. 7b. Request payment (for	For oversea purchase orders: 7a. Provide the official shipping document (Bill, invoice, packing list) to Shipping team for Customs declaration and get the cargo when the shipment arrive in VN. 7b. Prepare PO/ PI/ Commercial Invoice and pass to Account team for payment arragement for Oversea suppliers.	PURCHASE MS	After receive official shipping document from Oversea suppliers.