








Operation/Task:	Order Placement			Equipment:	N/A
Owner:	Purchasing Manager	Date Created:	2/12/15	Department:	Premiums & Promotions
		Revision History:	See last page		

ALERTS (see below): Critical Step  Quality Check  Tip  Team Safety 

Purpose: This SOP/work instruction describes the process of placing an order with selected supplier.

Step #	Alerts	Step Description - “What to Do”	“How to Do it”	“Why to Do it”
1		Account Executive or Customer Service Representative will provide a job number with instructions needed to produce the product including shipping information	Customer Service Representative opens a job using the MIS.	Allow for tracking, billing and shipping of jobs.
2		Director of Promotional Products with review specifications to make sure the match the quoted price.	Compare job ticket information to the vendor quote.	To determine if pricing needs to be revised.
3		Director of Promotional Products will review specifications with Vendor.	Call, email or fax and confirm payment terms, lead times, artwork requirements and pricing.	To make sure the requested product can be made.
4		Director of Promotional Products will generate purchase order.	Create a purchase order linking cost to the job number using the MIS system. Email purchase order including supplier quote number, shipping information, and artwork along with imprint instructions.	Make sure all costs are accounted for and achieving order data.

Notes: If a quality concern is found follow Non-conforming Product SOP (NCP001).

Definitions:

MIS-Management Information System

Revision History	Description of Changes	Requested by	Date
Rev 1	Revised SOP to new format	Rick Hamann	2/12/15

Rev 2	Added Revision History table	Rick Hamann	8/1/16
Rev 3	Updated to current SOP format; branding updates: font, company name; Manager review – no changes	Rick Hamann	4/21

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Rev. Date 4/20