







SOP Reference #: PUR001

Operation/Task:	Job Related Purchases			Equipment:	N/A
Owner:	Purchasing Manager	Date Created:	11/1/14	Department:	Manufacturing Support
		Revision History:	See last page		

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

**Purpose:** This SOP/work instruction ensures the appropriate purchasing documentation is provided to procure products and services.

Step #	Alerts	Step Description - "What to Do"	"How to Do it"	"Why to Do it"
1		CSR provides a copy of the ticket to the buyer that the purchase request in Prinstream is ok to process.	Email a copy of the ticket noting which process/s is ok to procure.	To ensure purchases are made only after the necessary ticket information has been finalized.
2		Check to make sure the job is not a PHI or SPII job.	Check the top of the ticket directly under the "Job Title Line" for a black box that would have the indicators reversed out "PHI" or "SPII"	PHI and SPII jobs are not to be outsourced. Unless they have passed vendor security audit performed by CAPS team. Contact IT Security and Compliance Manager or CFO to confirm vendor has passed audit. See SOP-QS001
3		Create a new purchase order using MIS system	<p>Purchase orders at a minimum shall contain the following:</p> <p>Information necessary for processing invoices. Purchase order number, purchase order date, ENPOINTE job number, bill to address, Vendor name and address, ship to address, requestors name, and due date.</p> <p>Line items will consist of detail description of product or services being purchased, weight (primarily used when ordering stock), size, quantity, unit of measure, price.</p> <p>Additional charges for shipping or tax should be broken out on a separate line when applicable.</p> <p>Notes area can be used for overs/unders allowed, samples requested, or quality requirements.</p>	To guarantee that products and services arrive on time, within budget and to ENPOINTE expectation.

4	☑	Confirm that the product/service can be provided on time and within budget.	<p>Call or email the purchase order to the supplier for review prior to starting and work.</p> <p>If the supplier cannot meet the timeline needed research if another provider can meet the requirements. If another supplier cannot be source communicate when the project can be completed to scheduling.</p> <p>If the supplier cannot meet the price quoted research if another provider can meet the requirement. If another supplier cannot meet the pricing needs communicate with Sales the additional costs for approval prior to proceeding.</p>	To be able to communicate changes to a job.
5	♦	Document what is being sent to a vendor	Shipping to write on copy of Purchase Order counts, proofs, supplies, miscellaneous being sent.	To have record of transferring possession and know what needs to be returned.
6	♦	Notify Sales/CSR/Production/Shipping of materials needed to be moved	Using Prestige Scheduler Outside Services information updated as information is available for jobs at outside vendor.	Give shipping a list of jobs needing to be shipped or picked up and communicate the transfer of these materials to others in the organization.
7	☑	Notify Sales or CSR of quality check if requested	Communicate in person, phone or email date and time along with the location of the quality check	So ENPOINTE can perform quality check if requested.
8	♦	Copy of the signed off product for job ticket retention	Sales or CSR will bring back a signed off copy and put in the job ticket.	Record of what was agreed upon when job was ok'd at the outside vendor.

**Notes:**

Purchase orders shall be retained electronically.  
If a quality concern is found follow Non-conforming Product SOP (NCP001).

**Definitions:**

**PHI**-Protected Health Information is linkage of actual or potential medical status to an individual.

**SPII**-Sensitive Personally Identifiable Information is an individual's first and last name or first initial and last name combines with personal information. Some examples of personal information are Social Security number, bank account number or Driver's License number

Revision History	Description of Changes	Requested by	Date
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Rev 1	Revised SOP to new format	Rick Hamann	11/1/14
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
Rev 4	Updated communications of product moving/completing at outside vendor	Rick Hamann	5/22
Rev 5	Added verbiage to Step 2 Why to Do It	Rick Hamann	9/7/23