

**ERL MAINTENANCE SUPPORT SDN BHD**

Co. Reg. No. 199901023674 (498574-T)



**PROCUREMENT DEPARTMENT**

**PURCHASING PROCEDURE**

Ref. No. G00.OMU.M10540.CD.0008.H

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**Release**

<b>Released:</b>	Thomas Baake	Chief Executive Officer	27/03/2024	
<b>Checked:</b>	James L. Boudville	Operations	21.3.24	
<b>Checked:</b>	Norhandee Nordin	Drivers & Stations	21.03.2024	
<b>Checked:</b>	Omar Zakir Ibrahim	Operations - Control Centre	21.03.24	
<b>Checked:</b>	Jayarajah Savarimuthu	Maintenance	26.03.2024	
<b>Checked:</b>	Mohd Hisham Badasary	Project and Engineering	21/03/2024	
<b>Checked:</b>	Norazman Abu Hassan	Rolling Stock	21.03.2024	
<b>Checked:</b>	Noel Devan Sawnthara Pandian	Systems	21 March 24	
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<b>Checked:</b>	Suriani Farisa Md Isa	Human Resource	9-Mar-2024	
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<b>Author:</b>	Gan Lee Hong	Procurement	29.02.24	
	<b>Name</b>	<b>Dept.</b>	<b>Date</b>	<b>Signature</b>

Amendments or additions to this procedure must be indicated with a vertical black line in the adjacent left margin.

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**Change Record and Configuration Control**

H	29 Feb 24	1. Amend Anti-bribery & Corruption process 2. Revision on MRP item 1st time purchase approval process 3. Other revisions to reflect current changes	GLH
G	26 Oct 21	1. Added Anti-bribery & Corruption Practices 2. Added Work From Home (WFH) Process 3. Revision on E-MAS PR approval authority 4. Other revisions to reflect current changes	GLH
F	10 Aug 18	Revision on the following : 1. Handling of PR without specification 2. Withdrawal of exemption facility by the Ministry of Finance for ERLSB purchases 3. Approval on E-MAS PO 4. ERLSB invoice submission process 5. ERLSB petty cash claim process 6. To reflect current processes	GLH
E	18 Feb 13	1. Changes as per new organization chart G00.OMG.M11110.BB.0005.* 2. New E-MAS PR form 3. Revised E-MAS purchasing procedure 4. Include approval procedure of EPR through ESS portal for ERL purchase 5. Include PR & PO amendments procedure 6. Include dispute handling procedure 7. Change petty cash purchase procedure	GLH
D	3 Nov 11	1. ERL PR form to replace JOP form 2. CEO acknowledgement in items with specified value. 3. Amendment to petty cash purchase process for ERL purchase 4. Amendment to Procurement Process flow chart 5. Add in version reference for forms used  <i>Note: Old Document Ref No : G00.OMU.M10540.CD.0008.C</i>	GLH
<b>Revision</b>	<b>Date</b>	<b>Modification</b>	<b>Name</b>

**Planning Of Changes Reference For Revision: G00.OMU.M10540.CD.0008.H**

<b>Issues To Consider</b>	<b>Checked (Please mark X)</b>				<b>Remarks</b>
1) Are there any negative impact?	YES		NO	X	
2) Will the integrity of QEMS be affected?	YES		NO	X	
3) Resources available?	YES	X	NO		
4) Allocation or relocation of responsibilities and authorities required?	YES	X	NO		MRP item 1 <sup>st</sup> time purchase to follow one-off purchase process

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### 1. Purpose

This procedure serves as a guideline for the overall procurement activities. It is established in accordance with ISO 9001:2015 and ISO 14001:2015 requirement.

All EPR, PR and PO transactions are managed via ESS Portal and SAP MM system.

### 2. Scope, Distribution & Access

This procedure applies to all procurement activities for ERL Maintenance Support Sdn Bhd (E-MAS) and purchases carried out on behalf of Express Rail Link Sdn Bhd (ERLSB) with the exception of E-MAS asset purchase above RM500 which refers to ERLSB General Fixed Asset and E-MAS Minor Asset Process Flow Cycle under Administration Service Procedure ref. no. G00.OMB.M13500.EY.1001.\*. E-MAS IT related asset purchase is required to obtain the consent from ERLSB Information Services Management on price/vendor selection by signing on the quotation. This document shall be read by all E-MAS staff and accessible companywide via E-MAS portal.

### 3. Abbreviation and Definition

<b>Abbreviation</b>	<b>Definiton</b>
ADM	FAD – Administration Unit
AOI	Administrative Overhead Items
ASL	Approved Supplier List: Supplier/Contractor database maintained in SAP, and is managed by PRC
Department codes	Department codes as per Documentation Manual Procedure ref. no. G00.OMM.M11160.BT.1007.*
E-MAS	ERL Maintenance Support Sdn Bhd [Co. Reg. No: 199901023674(498574-T)]
E-MAS PR Form	A form used to initiate E-MAS purchase, ref. no.G00.OMU.M10540.CD.1012.*
E-MAS Purchase	Procurement activities carried out for E-MAS, divided into 3 categories namely PO for E-MAS General Purchase, Internal PO and Training PO
EPR	Electronic Purchase Requisition
ERL PR Form	A form used to initiate ERL purchase, ref. no. G00.OMU.M10540.CD.1010.*
ERL Purchase	All Operations and Maintenance related purchases carried out on behalf of ERLSB
ERLSB	Express Rail Link Sdn Bhd [Co. Reg. No: 199601003493 (375839-H)]
ESS Portal	Employee Self Service portal. A web base system for EPR approval, which the EPR would be automatically converted to SAP PR once approved.
FIN	FAD – Finance Unit

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<b>Abbreviation</b>	<b>Definiton</b>
FRM	Finance and Revenue Management of ERLSB
GRN	Goods Receipt Note
HOD	Head Of Department.
MMT	Material Management Department
MRP	Material Requirements Planning
OEM	Original Equipment Manufacturer
PO	Purchase Order: An official commercial document generated and printed from SAP system, issued by PRC to supplier indicating details of purchase.
PR	Purchase Requisition
Requestor	Requesting person
RFQ	Request for Quotation. Email and phone call can also be a form of RFQ
SAP MM	System Application Product Material Management
*	Refers to latest version

**4. Overview of Responsibilities**

<b>No.</b>	<b>Function</b>	<b>ERL Purchase</b>	<b>E-MAS Purchase</b>
4.1	Requestor	<ul style="list-style-type: none"> <li>• Initiates ERL PR Form (Refer 6.1)</li> <li>• To provide specification, part number or sample</li> </ul>	<ul style="list-style-type: none"> <li>• Initiates E-MAS PR Form (Refer 5.1.3) and Training Requisition Form (Refer 5.1.2)</li> <li>• To provide specification, part number or sample</li> </ul>

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<b>No.</b>	<b>Function</b>	<b>ERL Purchase</b>	<b>E-MAS Purchase</b>
4.2	HOD-Requestor	<ul style="list-style-type: none"> <li>• Approves ERL PR before submission to MMT</li> <li>• Approves petty cash purchase</li> <li>• Initial at PR total cost after supplier selected and price obtained for one-off purchase</li> </ul>	<ul style="list-style-type: none"> <li>• Approves E-MAS PR before submission to PRC</li> <li>• Signs on the HOD sign column of the GRN stamp, approving for ADM to perform GRN and FIN to process payment thus confirming goods received/services meets requirement (General Purchase and Internal PO)</li> <li>• Training invoice will be signed by HRD HOD</li> </ul>
4.3	MMT	<ul style="list-style-type: none"> <li>• Receive PR from requestor and verify stock availability</li> <li>• Assign cost centre, General Ledger (GL) and material number</li> <li>• Create PR in SAP MM for MRP items and submit to PRC for action</li> <li>• Create EPR in ESS portal for one-off purchase and repair/service and route to PRC for action.</li> <li>• Perform Goods Received in SAP MM</li> </ul>	N/A

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<b>No.</b>	<b>Function</b>	<b>ERL Purchase</b>	<b>E-MAS Purchase</b>
4.4	PRC	<ul style="list-style-type: none"> <li>• Receive PR from MMT</li> <li>• Send RFQ to suppliers</li> <li>• Negotiate, discuss, recommend to purchase</li> <li>• Provide update to requestor if required</li> <li>• Follow up and expedite delivery</li> <li>• Coordinate shipping (import &amp; export)</li> <li>• Handle import license, part duties and customs clearance related matters</li> <li>• Compile invoices and submit timely to ERLSB Finance and Revenue Management (FRM)</li> <li>• Maintain vendor master record in SAP MM</li> <li>• Co-ordinate and update GL Reference for Plant ERLSB as advised by FRM</li> <li>• Handle discrepancy</li> </ul>	<ul style="list-style-type: none"> <li>• Receive PR from requestor</li> <li>• Assign cost centre, General Ledger (GL), business area and material number</li> <li>• Create PR in SAP</li> <li>• Send RFQ to suppliers</li> <li>• Negotiate, discuss, recommend to purchase</li> <li>• Provide update to requestor if required</li> <li>• Follow up and expedite delivery</li> <li>• Compile invoices/related document and submit to ADM for GRN process</li> <li>• Coordinate shipping (import &amp; export)</li> <li>• Maintain vendor master record in SAP MM</li> <li>• Handle discrepancy</li> </ul>
4.5	HOD-PRC	<ul style="list-style-type: none"> <li>• Approve PR and its amendment</li> <li>• Approve PO and its amendment</li> <li>• Approve urgent purchase or special request</li> <li>• Overall management of procurement activities</li> <li>• Assist FRM in monitoring spending against budget</li> </ul>	<ul style="list-style-type: none"> <li>• Approve PR and its amendment</li> <li>• Approve PO and its amendment</li> <li>• Approve urgent purchase or special request</li> <li>• Overall management of procurement activities</li> </ul>



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<b>No.</b>	<b>Function</b>	<b>ERL Purchase</b>	<b>E-MAS Purchase</b>
4.6	ADM	N/A	<ul style="list-style-type: none"><li>• Verify budget availability (AOI items) and material number. [Note: During budget verification, ADM to highlight if item is classified as an asset/minor asset. Otherwise, AOI is the default type of purchase]</li><li>• Perform Goods Received in SAP MM.</li><li>• Communicate item discrepancy to PRC (item 4.4)</li></ul>
4.7	FIN	N/A	<ul style="list-style-type: none"><li>• Verify budget availability (external service and technical support), cost center, GL, business area and vendor code in PR</li><li>• Charge back if applicable.</li></ul>
4.8	HRD	N/A	<ul style="list-style-type: none"><li>• Verify budget availability (training related item)</li></ul>

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## 5. Procedure for E-MAS Purchase

There are 3 categories of E-MAS purchases: -

- **Internal:**  
This refers to the request of goods and services, which are supported by either a contract or agreement such as engagement letter, letter of appointment, insurance policy, letter of undertaking and/or approved credit facilities. Refer to E-MAS Internal PO ref. no. G00.OMA.M13311.JR.1006.\*.
- **Training**
- **General E-MAS purchase:**  
This refers to general request to purchase goods and services for E-MAS, other than Internal and Training.

This procedure does not cover medical related purchases.

### 5.1 Preparation of PR

#### 5.1.1 PR for Internal PO

No PR is required under this category. All terms and conditions are stipulated in the supporting contract or agreement. PRC is not required to source.

However, for new contract set-up, refer to Contract Administration Procedure ref. no. G00.OMA.M11160.CD.1021.\*.

For purchases that are under agreement PRC assist upon request by respective department in sourcing or verifying the price obtained prior to agreement acceptance and signing.

#### 5.1.2 PR for Training

Requestor shall prepare and submit Training Requisition Form to HRD. Further details can be obtained from Training Procedure ref. no. G00.OMH.M10580.SD.0006.\*. The processed and approved Training Requisition Form will be routed to PRC to create PR and PO in SAP. No PRC sourcing is required.

#### 5.1.3 PR for General E-MAS Purchase

Requestor is required to fill up E-MAS PR form and to provide details necessary for sourcing i.e. part number, model, specification, drawing, brand, OEM, technical data sheet and other tangible expectations, obtain approval from respective HOD before submitting to PRC for action (as per 4.4). PRC will only process PR with complete information. IT accessories above RM500 required the consent from ERLSB Information Services Management on price/vendor selection by signing on the quotation.

For urgent purchase due to breakdown or during emergency, the HOD of requestor shall notify PRC HOD via telephone/e-mail for immediate attention. To complete the purchasing cycle process, the requestor shall submit PR within one (1) working day.

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## 5.2 RFQ

RFQ will be sent to potential suppliers inviting them to quote their best offer. RFQ shall clearly indicate the requirements and expectations for the goods and services. Priority is given to ASL when sourcing.

## 5.3 Quotation

For items purchased for the first time, three (3) quotations will be sourced. In the event that this requirement failed, PRC shall provide justification.

For repeated order with purchase history, the purchase can be made from the supplier who made the last supply, except when the value of the current PR is/exceeds RM5,000 or its equivalent in foreign currencies, in which case, three (3) quotations are required.

Exceptions to the above:

- For single source item, i.e. item can only be purchased from the OEM, or its sole agent or authorized dealer in Malaysia, then one (1) quotation is acceptable.
- For PR indicated by the requestor HOD as urgent, PRC will immediately submit for budget verification, prepare PO and proceed with approval to expedite the purchase upon receiving of an offer.
- For item that only one supplier provides quotation within 10 working days after 3 RFQ were sent.

## 5.4 PR Approval

PR for general E-MAS purchase is to be approved by requestor HOD and PRC HOD. CEO's approval is required for all PRs with value RM500 and above.

## 5.5 Issuance of PO

### 5.5.1 Internal PO

Any invoice received will be submitted to PRC to create an electronic record in SAP. The PO number generated meant for reference and data retrieval purposes, thus no signature is required. Refer Flow Chart for E-MAS Procurement Process: Internal PO, ref. no. G00.OMU.M11062.CC.0002.\*.

### 5.5.2 Training PO

HRD provides the processed and approved Training Requisition Form to PRC to create PO. The signed PO will be sent via email to training provider and copied to HRD for action. Refer Flow Chart for E-MAS Procurement Process: Training PO, ref. no. G00.OMU.M11062.CC.0003.\*.

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### **5.5.3 PO for E-MAS General Purchase**

PRC will source, negotiate and issue PO to the selected supplier based on the most suitable quotation received.

Selection of quotation is based on evaluation of the price, product quality, supplier's reliability, urgency of request and delivery lead-time.

All POs are to be approved by PRC HOD and any one of the company's directors following requirement under the Companies Act 2016.

Not taking external influences into account, PRC's processing cycle from received PR to PO issuance in SAP shall not be more than 10 working days.

PRC will send via email the status update of the outstanding PR (if any) and PO periodically to the responsible department / HOD.

Refer Flow Chart for E-MAS Procurement Process: E-MAS General Purchase, ref. no. G00.OMU.M11062.CC.0001.\*.

## **5.6 Charge Back Process**

Charge Back in this context refers to payment arrangement made between E-MAS and a third party. In normal cases, E-MAS will pay to supplier and subsequently obtain reimbursement from the relevant third party.

Requestor is to obtain CEO's approval before initiating PR form for charge back purchases.

Requestor is to ensure all particulars for charge back are obtained before confirming the PR. FIN will liaise with the third party involved on the charge back process. Details required are: -

- Company name
- Company address
- Correspondence address (if different from company address)
- Contact details of the person-in-charge (preferable from the Commercial/Finance) for billing purpose
- Mutual written agreement on the charge back (letter/e-mail)

## **6. Procedure for ERL Purchase**

### **6.1 Preparation of PR**

Requestor is required to fill up ERL PR form and to provide necessary details for sourcing i.e. part number, model, specification, drawing, brand, OEM, technical data sheet and other tangible expectations, obtain approval from respective HOD before submitting to MMT for creating PR in SAP and EPR in ESS Portal. Proper planning by requestor is essential to ensure goods/services are received when needed.

For item without work scope, technical specification, drawing or other related information to proceed RFQ, PRC will assist to find suitable supplier (whenever possible) but

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requestor to liaise directly with supplier to establish the required work scope, specification and other information mentioned above. PRC may base on the established details source from other supplier as per clause 6.2 & 6.3.

For urgent purchase due to breakdown or during emergency, the HOD of requestor shall notify PRC HOD via telephone/e-mail for immediate attention. To complete the purchasing cycle process, the requestor shall submit PR within one (1) working day.

## **6.2 RFQ**

Upon receiving the processed request from MMT, PRC will begin sourcing. RFQ will be sent out to potential suppliers inviting them to quote their best offer. RFQ shall clearly indicate the requirements and expectations for the goods and services. Priority is given to ASL when sourcing.

## **6.3 Quotation**

For items that are purchased for the first time, three (3) quotations will be sourced. In the event that this requirement failed, PRC will provide justification.

For repeated order (example MRP stock item) with purchase history, the purchase can be made from the supplier who made the last supply, except when the value of the current PR is/exceeds RM5,000 or its equivalent in foreign currencies or when the current price has increased more than average 5% per year and total PR value exceeded RM200. In these cases, three (3) quotations are required.

Exceptions to the above:

- For single source item, i.e. item can only be purchased from the OEM, or its soleagent or authorized dealer in Malaysia, then one (1) quotation is acceptable.
- For PR indicated by requestor HOD as urgent, PRC will immediately prepare PO, submit for approval to expedite the purchase upon receiving of an offer.
- For item that only one supplier provides quotation within 10 working days after 3 RFQ were sent.

## **6.4 PR Approval**

PR shall be signed by requestor and his/her HOD before submitting to PRC. The approval authority is according to the type of part and the PR value.

### **6.4.1 One-off purchase:**

- Maintenance part:
  - Requestor HOD's initial on PR form is required after price obtained and supplier selected before PRC HOD approves.
  - The Maintenance HOD's and CEO's approvals are required for maintenance item RM1,000 and above or its equivalent in foreign currencies. The approval is obtained through the ESS portal.

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- Non-maintenance part:
  - Requestor HOD's initial on PR form is required after price obtained and supplier selected before PRC HOD approves
  - CEO's approval is required for non-maintenance PR RM1,000 and above or its equivalent in foreign currencies. The approval is obtained through the ESS portal.

#### 6.4.2 MRP item:

- MRP item purchase for the 1<sup>st</sup> time:  
The approval authority of one-off purchase shall be followed. The approval is obtained through signing on the PR form.
- MRP item repeated purchase:  
CEO's approval is required for PR RM5,000 and above or its equivalent in foreign currencies. The approval is obtained through signing on the PR form.

#### 6.5 Issuance of PO

PRC will issue a PO to the supplier selected, based on the most suitable quotation received.

Selection of quotation is based on evaluation of the price, product quality, supplier's reliability, urgency of request and delivery lead-time.

Consultation with and confirmation by requestor is compulsory before PRC confirms the order with another manufacturer instead of the OEM, or for alternative solution.

If Withholding Tax is applicable, PRC will obtain necessary cost breakdown as per advice by FRM.

Not taking external influences into account, PRC's processing cycle from received PR to PO issuance in SAP shall not be more than 10 working days.

PO would be sent to ERLSB for approval on a weekly basis. PRC monitor and update the status of the outstanding PR and PO periodically in files accessible by the responsible persons and their HODs.

**Note:** PO of any value in foreign currency and with total value RM5,000 and above are to be forwarded to Mr. Gregory Gijssen or any person assigned by ERLSB, working on behalf of ERLSB for approval, before submitting to ERLSB for signature.

#### 6.6 Petty Cash Purchase/Purchase without PO

Petty cash purchase with adequate justification up to a maximum RM800 per case is allowed for urgent Operations and Maintenance related request after MMT verification of no or insufficient stock; and suppliers are not able to make urgent delivery

Requestor is required to obtain his/her HOD and PRC HOD approval either verbally or in written form before proceeding to any cash purchase except on non-working day. The duly signed petty cash voucher by requestor HOD and PRC HOD attached with original bill/receipt is required for reimbursement.

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Any purchases made by requestor without approval in accordance with the above are considered unauthorized purchase, and are subject to personal liability for payment.

## **7. Processing of Approved PO**

Approved PO will be sent to supplier by fax/e-mail (method as agreed with supplier) and copied to requestor whenever applicable. PO acceptance is required from supplier in form of order confirmation / acknowledgement, either written or verbal.

The original PO shall be filed accordingly with all relevant and applicable documents i.e. PR form, quotation and their comparisons, supplier order confirmation, general term and conditions of purchase, Customs form and etc.

## **8. Amendment/Cancellation of PR Due To Changes**

In case of cancellation of PR, a written notification from requestor/PRC is required.

In case of amendment, the HOD of change initiator to countersign on the PR. Amendment involving increase in value to be approved by PRC HOD, requestor HOD/Maintenance HOD and CEO as per approval authority described in clause 5.4 for E-MAS general purchase and clause 6.4 for ERL purchase.

For E-MAS purchase PRC shall notify the budget owner of any changes that impact the verified budget.

## **9. Amendment/Cancellation of PO Due to Changes**

In case of cancellation, PO with 'cancelled' stamp will be sent to supplier via fax/e-mail and to be acknowledged by supplier.

In case of amendment, PRC will reprint the amended PO and stamp "amendment" for re-signing. PR would be amended accordingly as per clause 8.

After releasing the new or amended PO to the supplier, PRC will follow-up with action required to obtain the new delivery date, or info on any changes to avoid service disturbance and delays.

## **10. Follow Up and Expedite Delivery**

PRC is responsible to monitor delivery for all E-MAS and ERL purchase in accordance to the agreed delivery terms and conditions as stipulated in the PO.

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## **11. Logistic and Shipping Arrangement for Offshore Purchase**

### **11.1 ERL Purchase**

Upon receiving shipping notification from the supplier, PRC shall coordinate with the appointed local forwarding agent for Customs clearance.

### **11.2 E-MAS Purchase**

For Customs duty payments related to E-MAS purchases, PRC shall obtain the approval from CEO and advise FIN before proceed with Customs clearance.

## **12. Processing Invoice**

PRC is to ensure all invoices are checked against the correct PO and GRN details. Only original invoices are acceptable as per Payment Procedure ref. no. G00.OMA.M11160.CD.1020.\* (E-MAS purchase) and ERLSB practice.

### **12.1 Invoicing for ERL Purchase**

Each invoice must be accompanied with corresponding Delivery Order and a duly completed MMT Internal Check & Testing Form, ref. no. G00.OML.M14100.QZ.1007.\* as proof of good/service received. PRC will verify the accuracy of these invoices and scan a copy in SAP and also PRC shared folder accessible by FRM.

All original invoices verified by PRC will be submitted to ERL Finance & Revenue Department (FRM) on regular basis for payment.

### **12.2 Invoicing for E-MAS Purchase**

Upon receiving the original invoice, PRC will verify the accuracy of these invoices and stamp it with GRN rubber stamp before forwarding it to ADM for the GRN process.

Each invoice must be accompanied by a corresponding Delivery Order or a duly completed service sheet as a proof of good/service received.

## **13. Discrepancy Handling**

Requestor is to inform PRC when a discrepancy has been raised.

PRC shall inform the relevant supplier to claim for replacement or other means of acceptable settlement. The onus is on the requestor to provide proof /reasons explaining a product procured is considered defective or to be rejected.

For ERL purchases, this shall be done through MMT Material Discrepancy Form, ref. no. G00.OML.M14100.QZ.1002.\*.



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#### 14. Anti-bribery & Corruption Practices

In line with the Malaysian Anti-Corruption Commission Act 2009 (MACCA 2009) PRC practice the following to ensure compliance:

- Conduct checking on new suppliers if the anti-bribery and corruption practices are being implemented. Refer Supplier/Contractor Selection, Registration and Evaluation Procedure ref. no. G00.OMU.M10540.CD.0001.\*.
- New vendors are required to declare the E-MAS/ ERLSB Anti-Bribery & Corruption Practices Form ref. no. G00.OMU.M14100.CD.1001.\* as part of the registration process. Refer Supplier/Contractor Selection, Registration and Evaluation Procedure ref. no. G00.OMU.M10540.CD.0001.\*.
- The companies' No Gift Policy and the Anti Bribery & Corruption Policy are being communicated to all suppliers via link provided in PO.
- The following statement has been included in all PRC staff emails to emphasize as well as to remind all the parties in the correspondences on E-MAS/ERLSB anti-bribery and corruption practices and no gift policy :

***ERLSB & E-MAS adopt a zero-tolerance policy against all forms of bribery and corruption as spelled out in our Anti-Bribery and Corruption Policy and No Gift Policy.***

***We conduct our business with honesty, integrity, and the highest ethical standards, actively promoting good business practices.***

***For more details, please refer to:***

***Anti-Bribery and Corruption Policy: [ABC Policy](#)***

***No Gift Policy and Whistleblowing: [No Gift Policy](#)***

#### 15. Purchasing Process during Work From Home (WFH)

During pandemic, endemic or other situational condition the Management may implement WFH for office-based staff. Thus, the purchasing process will be conducted via electronic documents and digital approval whenever suitable and applicable. Please refer to process flow charts in 16.1 item no. 6 to 8. PRC implement either partially or entirely of the processes depending on the current condition and the WFH arrangement decided by the Management.

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## 16. Appendices

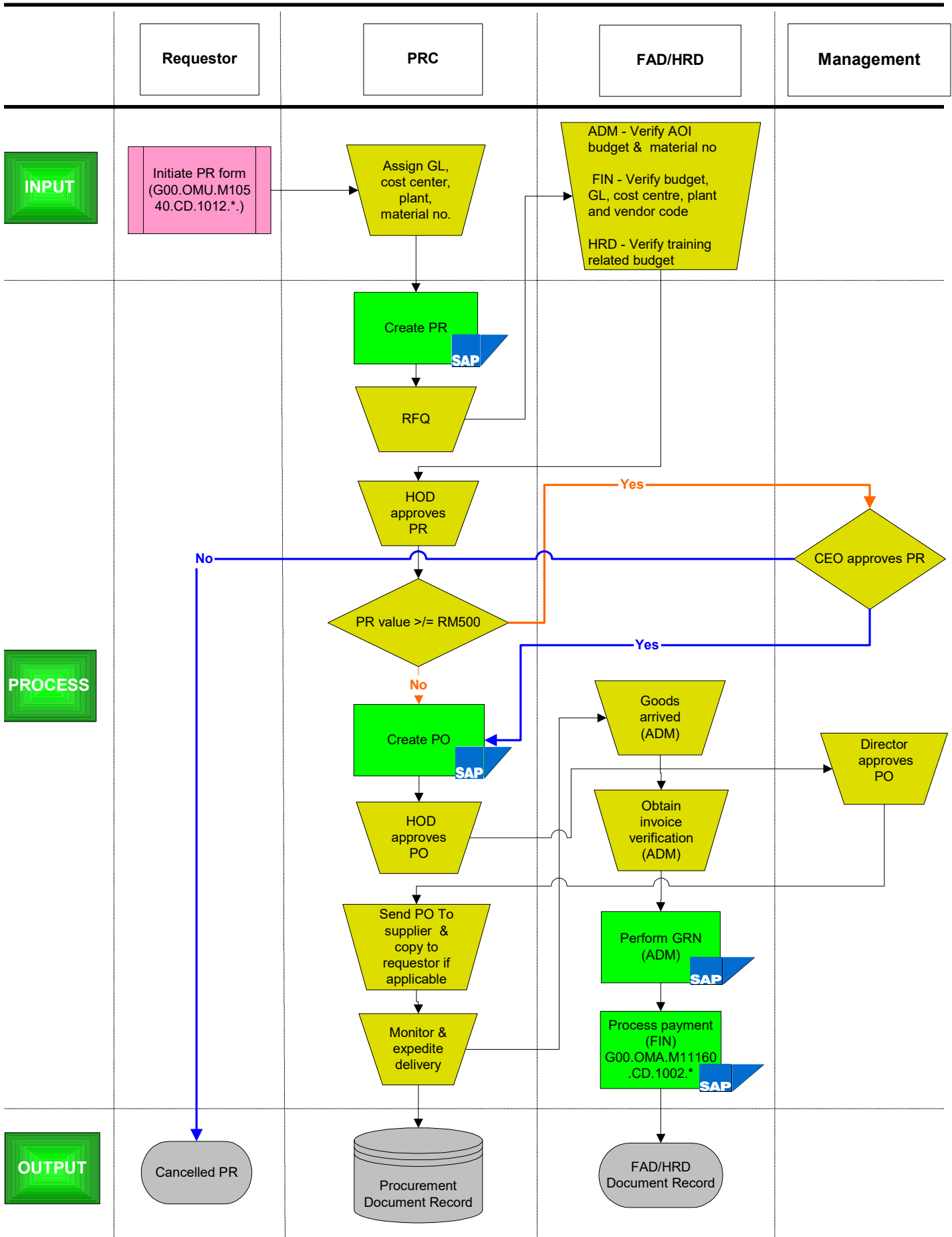
### 16.1 List of Procurement Process Flow Chart

<b>No.</b>	<b>Title</b>	<b>Document Reference</b>
1	Flow Chart for E-MAS Procurement Process: E-MAS General Purchase	G00.OMU.M11062.CC.0001.*
2	Flow Chart for E-MAS Procurement Process: Internal PO	G00.OMU.M11062.CC.0002.*
3	Flow Chart for E-MAS Procurement Process: Training	G00.OMU.M11062.CC.0003.*
4	Flow Chart for ERLSB Procurement Process (Stock Item)	G00.OMU.M11062.CC.1004.*
5	Flow Chart for ERLSB Procurement Process (One-Off)	G00.OMU.M11062.CC.1005.*
6	Flow Chart for E-MAS Procurement WFH Process & Data Storage Location: E-MAS General Purchase	G00.OMU.M11150.CC.1002.*
7	Flow Chart for ERLSB Procurement WFH Process & Data Storage Location (Stock Item)	G00.OMU.M11150.CC.1003.*
8	Flow Chart for ERLSB Procurement WFH Process & Data Storage (One-Off)	G00.OMU.M11150.CC.1004.*

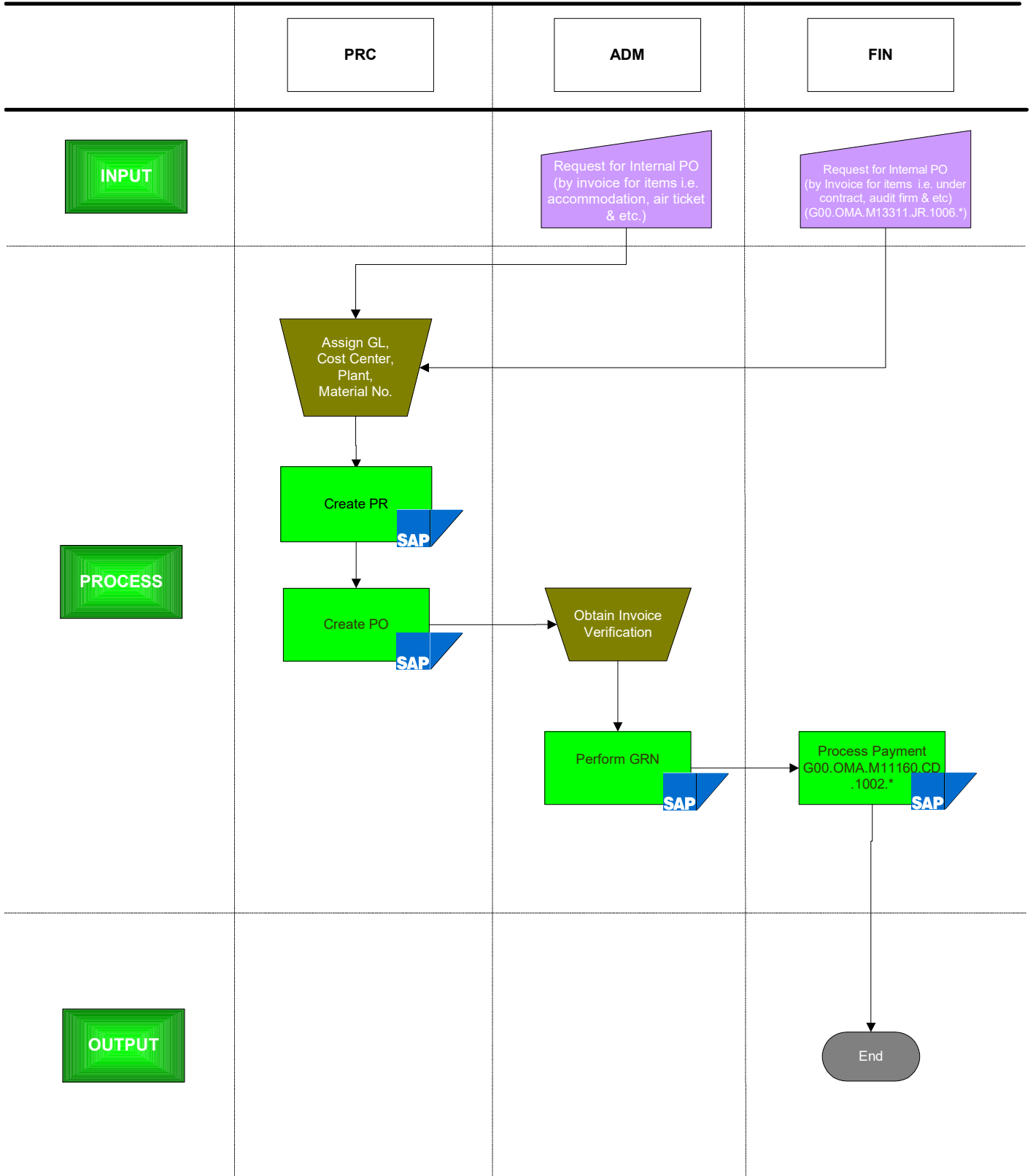
### 16.2 List of Forms Used

<b>No.</b>	<b>Title</b>	<b>Document Reference</b>
1	E-MAS Purchase Requisition Form	G00.OMU.M10540.CD.1012.*
2	ERL Purchase Requisition Form	G00.OMU.M10540.CD.1010.*
3	ERL Petty Cash Voucher	G00.OMU.M10540.CD.1013.*
4	Declaration of Anti-bribery & Corruption Practices Form	G00.OMU.M14100.CD.1001.*

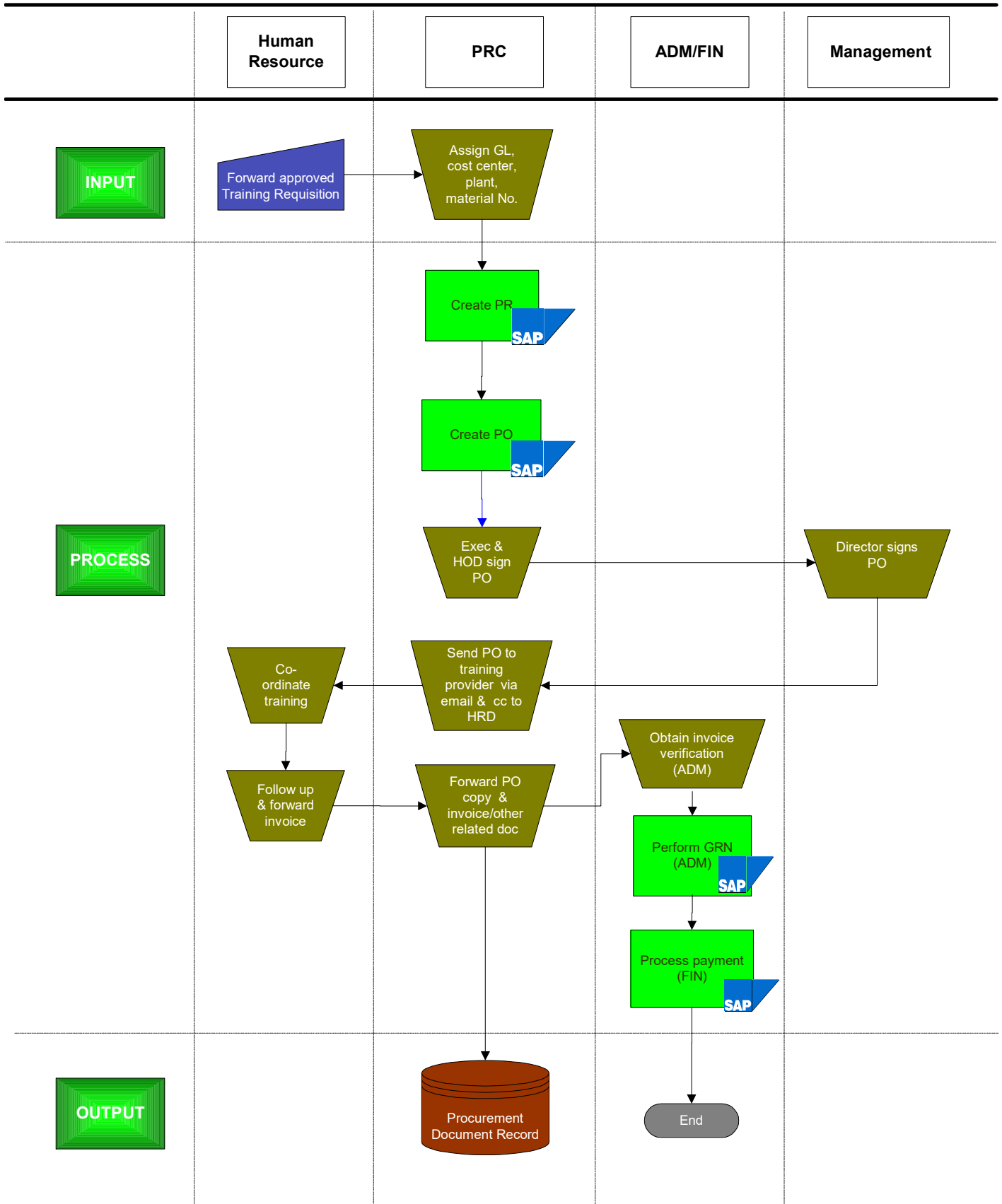
# Flow Chart for E-MAS Procurement Process : General E-MAS Purchase



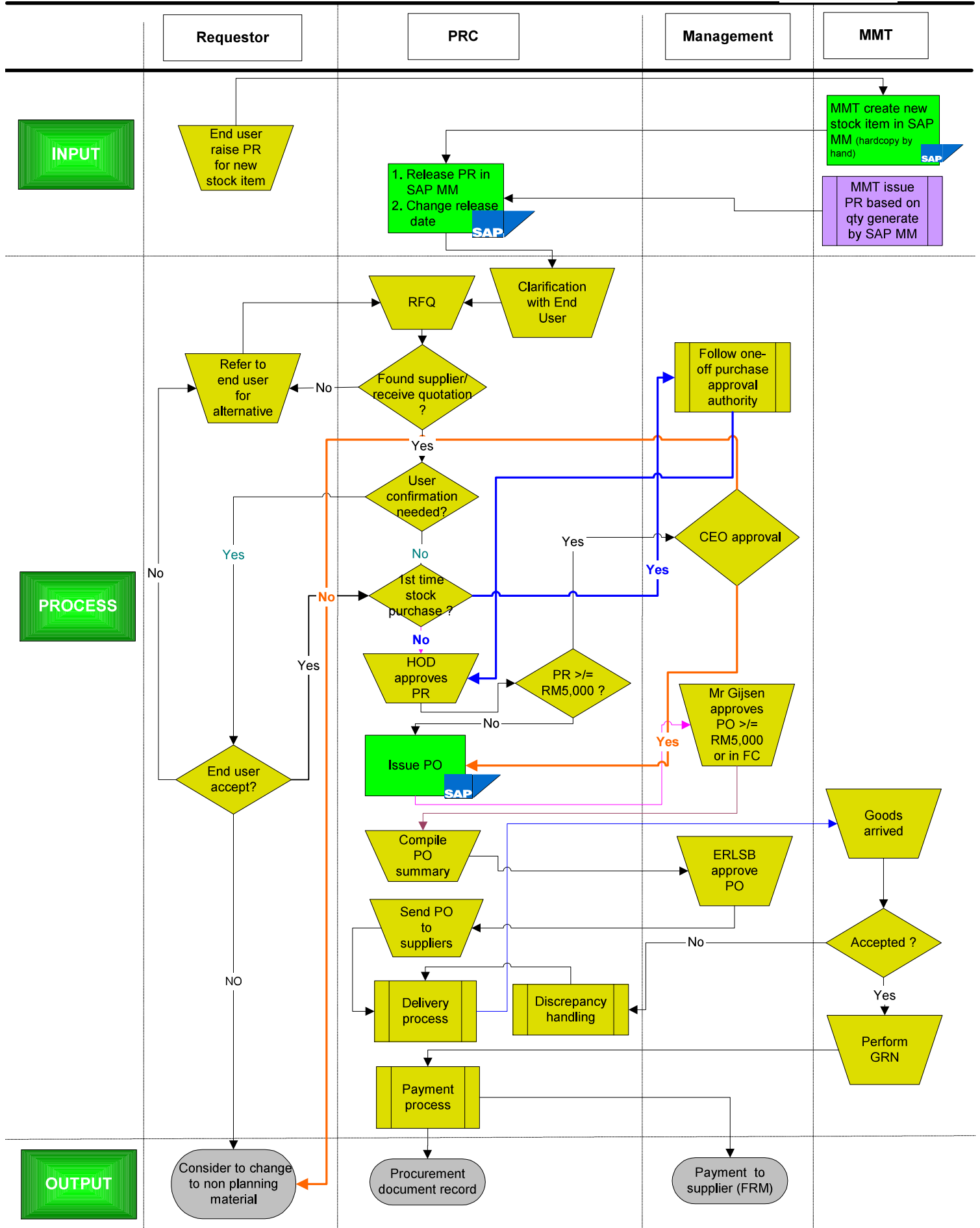
# Flow Chart for E-MAS Procurement Process : Internal PO



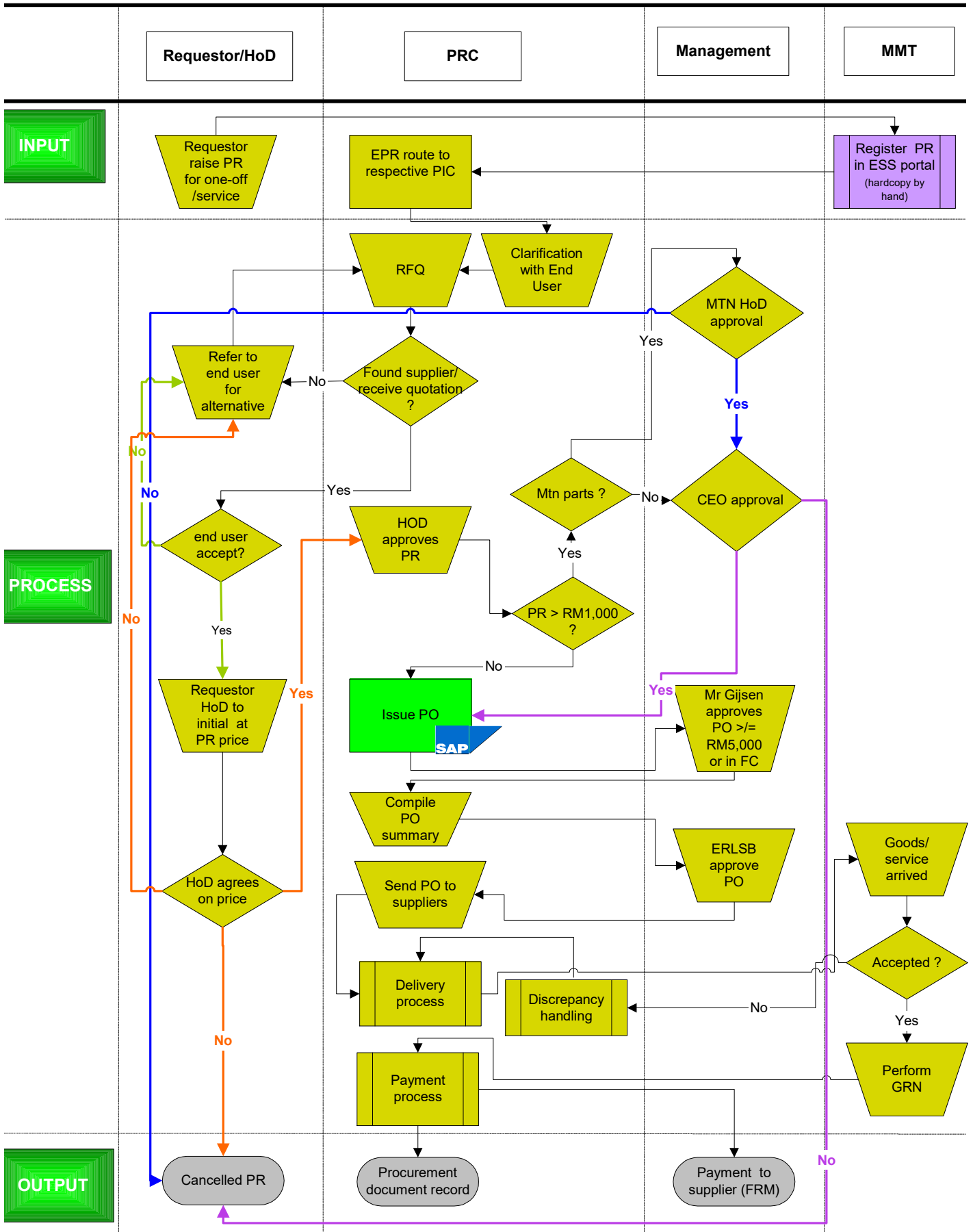
# Flow Chart for E-MAS Procurement Process : Training PO



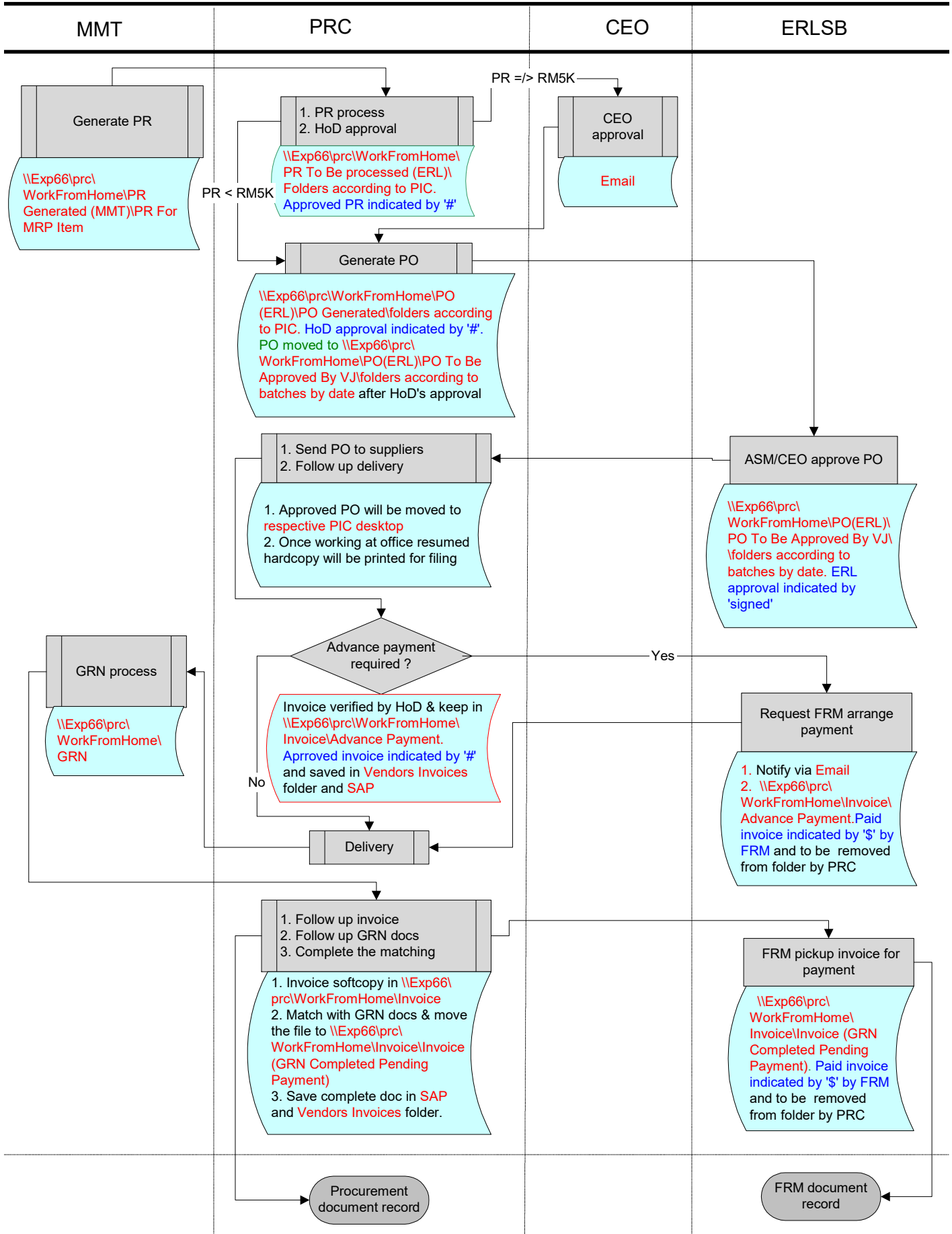
# Flow Chart for ERLSB Procurement Process (Stock Item)



# Flow Chart for ERLSB Procurement Process (One-Off / Repair / Service)

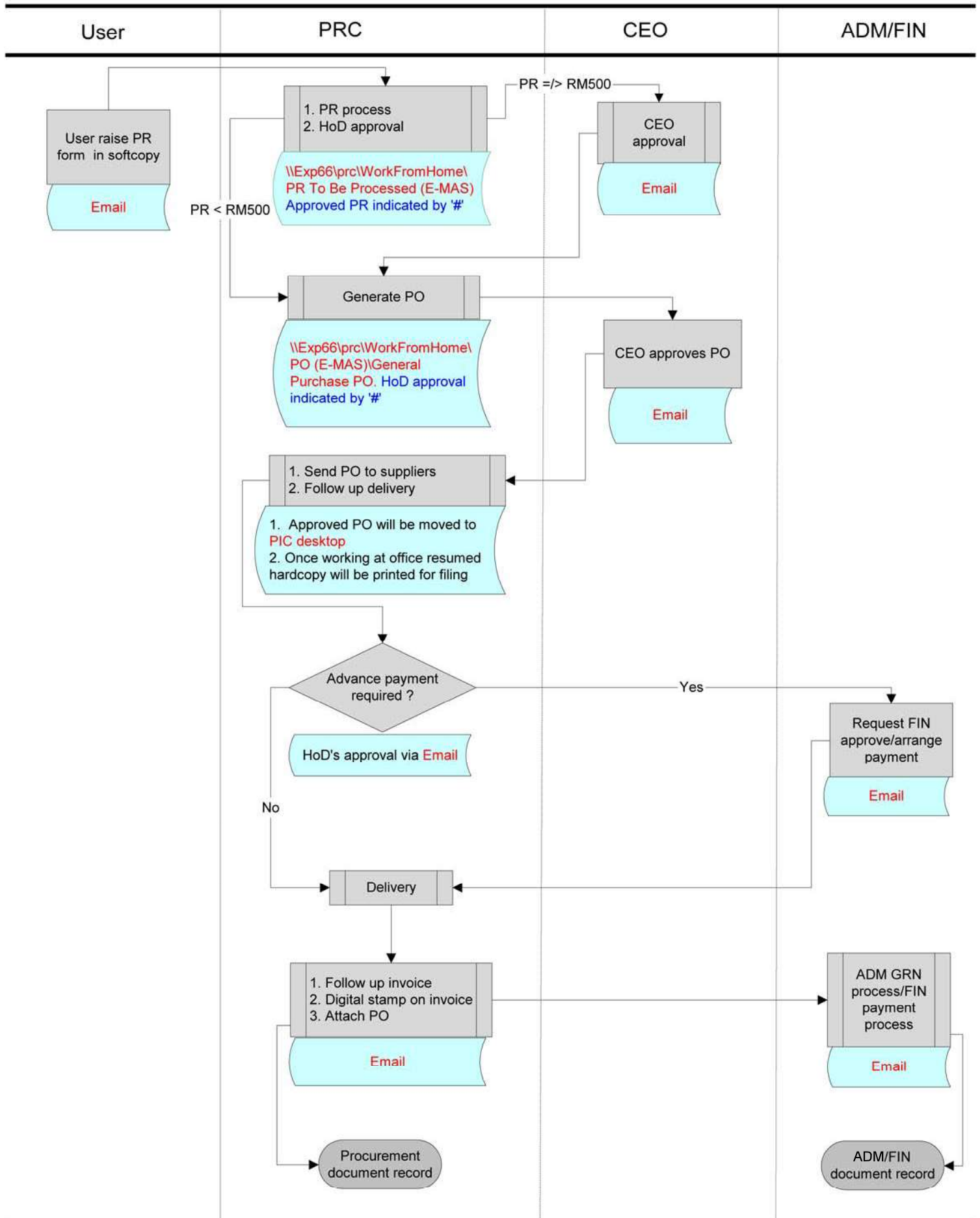


# Flow Chart for ERLSB Procurement WFH Process & Data Storage Location (Stock Item)

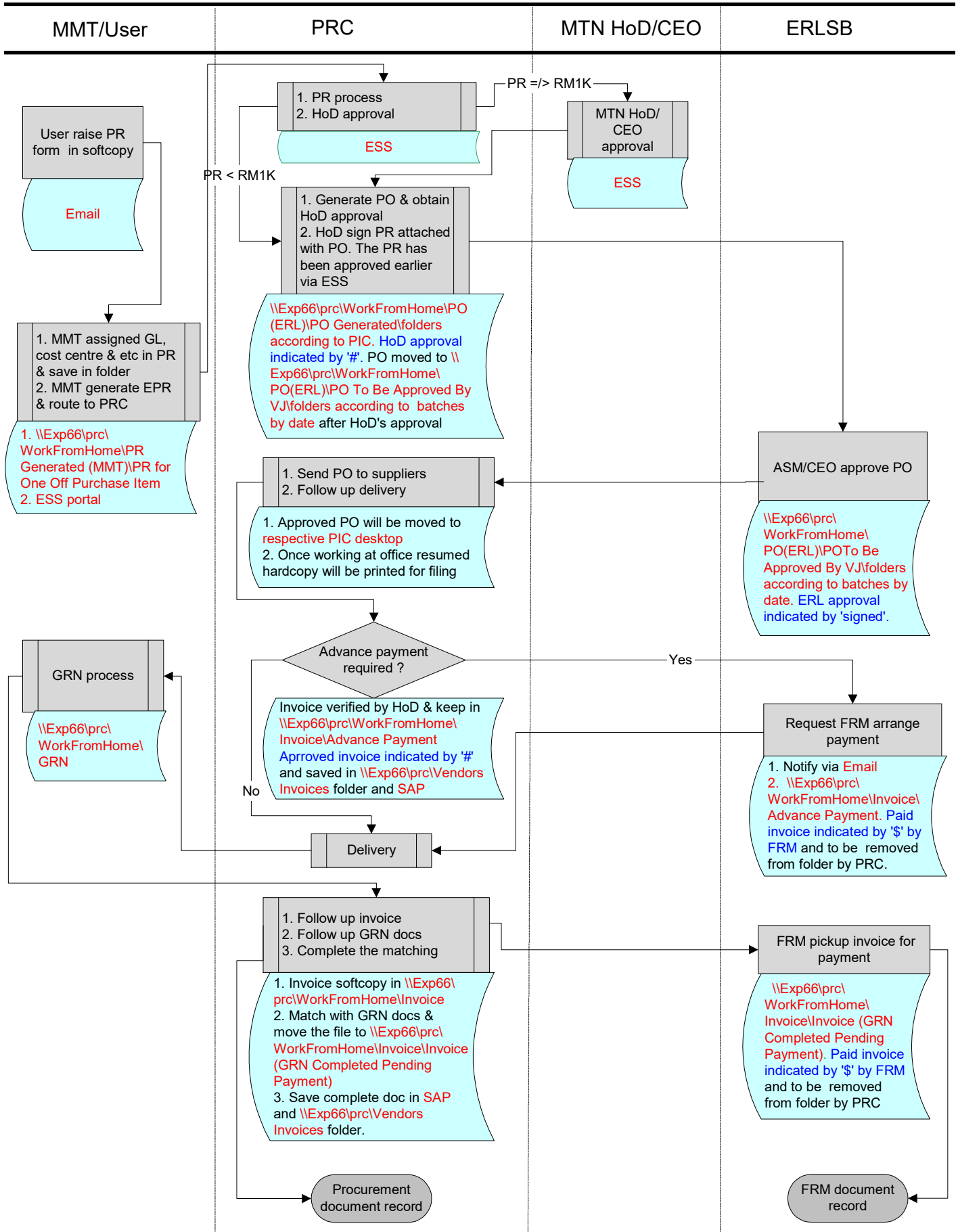




**Flow Chart for E-MAS Procurement WFH Process & Data Storage Location : E-MAS General Purchase**



# Flow Chart for ERLSB Procurement WFH Process & Data Storage (One-Off)



**ERL MAINTENANCE SUPPORT SDN BHD (E-MAS)**

**E-MAS Purchase Requisition Form**

<i>To be filled by Requestor</i>				<i>To be filled by PRC</i>			
Date :		PR No. :		PO No. :			
Dept		Supplier :		Vendor Code :			
<input type="checkbox"/> External Project <input type="checkbox"/> O & M		Currency :		Payment Terms :			
No	Description	Material No	Cost Centre	Plant	G/L Ref	Unit Price	Total Amount
<b>Price Comparison</b>							
Required Date :		Supplier		Unit Price		Remark	
Justification For Purchase							

<b>Material No. Verification (by ADM)</b> GL, C.C, Plant & Vendor Code Verification (by FIN)		<b>Checked by PRC Assistant / Exec</b> Name Date	<b>Approved by PRC HOD</b> Name Date	<b>Approved by CEO (PR Value RM 500 and Above) / Director (Special Asset above RM 1K)</b> Name Date
<b>Requestor / User</b> Name Date		<b>Approved by Requestor HOD / PM</b> Name Date		

**ERL MAINTENANCE SUPPORT SDN BHD (E-MAS)  
ERL Purchase Requisition Form**

<b>Department :</b>  <b>Date :</b>	<i>To be filled by requestor / user</i>			<i>To be filled by PRC</i>																								
	<b>Suggested Vendor :-</b>				<b>PRC Acknowledged Received</b>																							
	Stock Item	SPARE	CONS	Budget FY:	Supplier				PO No.			Currency			Term													
	<i>(please tick in applicable box)</i>			CAPEX <input type="checkbox"/> OPEX <input type="checkbox"/>	ZJUMO							ZRPPO			ZCAN			Qty										
PR Type	One Off	Service	Repair	EXT	INT	SAP No.			Part No. / Serial No.			Matl Group			ZJUMO			ZRPPO			ZCAN			Qty				
<b>No Description</b>  <b>Required Delivery Date :</b> <b>Justification For Purchase</b>	<i>To be filled by MMT</i>				<i>To be filled by requestor / user (Mandatory)</i>																							
	SAP No.				Part No. / Serial No.			Matl Group			ZJUMO			ZRPPO			ZCAN			Qty			Unit Price			Total Amount		
	<b>Price Comparison</b>										<b>Total</b>																	
	No				Supplier						Unit Price			Unit Price			Remark											
<b>Last Purchase</b>																												
MMT Acknowledged Received	<i>To be filled by MMT</i>				<i>To be filled by requestor / user</i>																							
PR No. :	No				Date			Supplier			Qty			Unit Price														
RO	OLD				NEW																							
MLS																												
Stock Bal																												
Requestor / User	Approved by Req HOD				Checked by PRC Assistant / PRC Executive							Approved by PRC HOD			Approved By CEO (MRP Above RM5,000 or One Off Purchase Above RM1,000)													
Name: Date:	Name: Date:				Name: Date:							Name: Date:			Name: Date:													

**ERL Maintenance Support Sdn Bhd (E-MAS)**  
**ERLSB Petty Cash Voucher**

Date : \_\_\_\_\_

No. : \_\_\_\_\_

Requesting Dept/Unit : RST/SIG/INF/TLE/PNE/DWE/ELT/OCL/TVL/MMT/SAS/OPS/

Others \_\_\_\_\_

No	Description	Qty	Unit Price (RM)	Total Amount (RM)
<b>Purpose</b>		<b>Justification For Cash Purchase</b>		
<b>Requested by</b>	<b>Approved by Requestor HOD</b>	<b>Approved by PRC</b>	<b>Cash Received by</b>	
Name :	Name :	Name :	Name :	
Date:	Date:	Date:	Date:	

*Note : Please paste receipts in various sizes on A4 paper*

## Declaration of Anti Bribery and Corruption Practices

On behalf of our company, ....., I hereby declare that:

- 1) We are committed to comply with the ERL Group’s Anti-Bribery & Corruption Policy, which sets out the principles and standards of which we shall observe in carrying out business with ERL Group.
- 2) We agree to conduct business in an ethical manner and with integrity and will not undertake any corrupt conduct (including offering or accepting bribes) especially when it involves provision of goods and/or services to the ERL Group.
- 3) If we failed to comply with clauses 1 to 2 of this Declaration Form, the ERL Group reserves the right to terminate the service or business arrangements (established through official contracts, letter of offer, letter of appointment, engagement letter, purchase order or any form of document of the similar nature), initiate legal action and/or report any instances of bribery and corruption to the relevant authorities.
- 4) To our best knowledge, we are not aware of any actual, potential, or perceived conflict of interest situations with the ERL Group or other stakeholders of the ERL Group. We have never been convicted of any financial or commercial crime and we agree to notify the ERL Group if there is any such conviction, as well as any new actual, potential or perceived conflict of interest as soon as practicable.
- 5) Our commitment to report to ERL Group of any real and suspected incidents of bribery and corruption through email to [internalaudit@kliaekspres.com](mailto:internalaudit@kliaekspres.com).

Signed by .....

*[Name]*  
*[Designation]*  
*[Date]*  
For and on behalf of  
*[Company Name]*  
*(Company No.)*  
*[Registered Address]*  
*[Company Stamp]*