



MEMO

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From : Procurement, Group Financial Services *via*
En Azmin Che Yusoff, Group Chief Operating Officer /
Executive Director, Group Financial Services

Ref. : 50-08/2017/PROC/ACY/wmh/snr

Date : 7 September 2017

Subject : Improvement in Purchase Order (PO) Lead-Time

We refer to the above-captioned and wish to inform of the following:

A. The Initiative:

1. The issuance of Centralised PO via PTP system by Procurement started from **1 May 2016** and 898 approved POs were issued to 366 suppliers in the same year. Procurement had set a targeted performance of 90% and above for PO to be raised between 1 to 5 days.
2. In the first quarter this year, we have conducted a sharing session with T&D and GHC on the improvement activities based on identified counter-measures namely the utilisation of "PTP checklist".
3. After registering enhancement of >90% of POs raised within 5 days, the same counter-measures were shared with other Group in UMWC between 7 May and 9 June 2017.

B. The Advantages:

4. In July this year, the performance has reached **93%** where POs were raised between 1 to 5 days.
5. The enhancement in speed and efficiency of processes support following benefits:
 - a. Requisition to PO time, if reduced demonstrates the PTP process is leading to a reduction in total cycle times. (i.e. process from point of order to delivery)
 - b. Users and Procurement staff shared same/standardise checklist that ensure compliance to the purchasing process.

You may contact En Morgan (ext. 5360) or En Mohd Amsyar (ext. 5469) for any enquiries.

We look forward to your continuous support and cooperation, and we are also open to feedback/comments regarding the overall process and the PTP system.

Thank you.

Azmin Che Yusoff
Group Chief Operating Officer /
Executive Director, Group Financial Services

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