


<b>Document Type : POLICY</b>		
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<b>Initiated By : Karien du Toit</b>	<b>Revision Number : 02</b>	
<b>Approved By : Jannes Duvenage</b>	<b>Distribution Number :</b>	
<b>Previous Rev Date : 28/06/2017</b>	<b>Revision Date : 28/04/2021</b>	
<b>DEPARTMENT : SUPPLY CHAIN</b>		

### No Purchase Order, No Payment Policy

#### 1. GENERAL

The requirements for the deliveries, documentation and the validity of payments to vendors supplying goods & services are stipulated in this Policy Procedure

#### 2. RESPONSIBILITIES AND AUTHORITIES

##### 2.1 Responsible for Review

The Supply Chain Manager is responsible for the annual review of this Procedure.

##### 2.2 Responsible for Implementation

The Supply Chain Warehouse Manager is responsible for the implementation of this procedure.

##### 2.3 Notification

Notification of changes to this Procedure shall be forwarded to the Supply Chain Manager.

#### 3. DOCUMENT CONTROL

Version	Date of Change	Revised Item	Reason	Name of Reviewer
00	08-01-2015	Entire document	New Procedure	S. Ragoobeer
02	21-04-2021	Entire document	Delivery methods added	K du Toit

**Distribution : As per Q-Pulse**

**This document, if printed but not control- stamped in red, is only valid on 7/26/2023 and must be destroyed thereafter.**

Issued to :

Version	Date of Change	Revised Item	Reason	Name of Reviewer
01	28/06/2017	Document Previous responsible persons updated.	Document updated to facilitate splitting of QMS Responsible persons allocated as relevant. Supply Chain BI Manager revised to Supply Chain Manager Vendor specialist amended to Vendor administrator Head of Strategic Sourcing changed to Divisional Manager BI manager or Head of Supply Chain revised to Divisional Manager Category Manager revised to Category Owner	S. Ragoobeer

#### 4. RECORD CONTROL

Identification	Reference Number	Responsible for Filing	Responsible for Maintenance	Location of Storage Area	Retention Period	Method of Disposal
No documents relating to this policy are stored.						

#### 5. POLICY

##### INTRODUCTION

The following requirements for the deliveries, documentation and the validity of payments to vendors supplying goods & services to the company are hereby stipulated. Also attached is the PPE and SHE procedure to be followed when entering the sites.

##### POLICY DEFINITION

1. It is illegal to order any items without a valid Purchase Order. Employees may be held liable for the costs of items delivered without a valid Purchase Order.
2. The company is not obliged to make any payments to Suppliers where the above procedures are not complied with.

3. Any deviation from this procedure could lead to a delay in payment and only if the request to make payment is in line with the approval of designated authority. No requests for payment outside of the scheduled payment runs will be entertained.
4. Only exceptions to this procedure that have been signed-off by the Board may be permissible. – confirm this

#### **INVOICE PAYMENT PROCEDURE**

1. The Supply Chain Department advises & confirms order numbers with suppliers on Email on a daily basis as soon as the purchase order is generated.
2. In the case of emergencies the buyer must supply the vendor with an Emergency Order Purchase Requisition number initially and a purchase order to follow within 24hours.
3. No goods or services will be accepted without a valid Purchase Order number and via the **R2P process**. ?
4. All invoices submitted must reflect the valid Purchase Order number and Delivery Note number..
5. Information (Item numbers, description & quantities) on the Purchase Order should be verified as correct against the delivery note before acceptance of goods or rendering of services.
6. The Delivery Note must clearly indicate the recipient name, signature location and date of receipt and reference a single valid Purchase Order number.
7. All signed delivery notes and invoices have to be routed back to the Accounts Payable Department as soon as is possible. (add a time frame)
8. All Invoices are to be emailed to the Accounts Payable department  
at: [AP@scaw.co.za](mailto:AP@scaw.co.za)

For any enquiries please contact [the](#) buyer as stipulated on Purchase Order

#### **DELIVERIES TO SCAW METALS UNION JUNCTION**

Please note that Scaw will be enforcing new procedure with respect to deliveries excluding the Supply of Scrap.

1. All deliveries should be accompanied by a delivery note or invoice
2. The correct Scaw official Purchase Order Number must be reflected on this delivery note and/or invoice. Please take note that Scaw applies a strict **"No PO No Pay"** principle.
3. Oversupply on Purchase Orders will not be tolerated. The receipt of any oversupply that is not in line with call offs made by Scaw shall be at the sole discretion of Scaw.
4. Scaw reserves the right to reject any delivery that does not comply with the above mentioned.
5. Cost associated with the return and/or re-delivery due to non-compliance to the above stipulated shall be for the Supplier's account.
6. Standing time for the delay in receiving due to incorrect information reflected on the delivery note or invoice shall be for the supplier's account.

These changes are effective from 4 November 2019

Scaw requests your co-operation in this regard.

#### **DELIVERIES TO SCAW METALS UNION JUNCTION – COVID 19**

1. Delivery Procedure as stated above is to be followed
2. Supplier's deliveries shall be accompanied by a copy of your CIPC Essential Services Permit. As well as a Traveling Permit for your Vehicle and Driver and any other of your employees traveling with this vehicle. Without these permits you will not be granted access to site. Vehicle impounding and detention on route to Scaw or on Scaw's site as well as any associated fine as result of non-compliance to the COVID-19 regulation shall be for your cost.

These changes shall be implemented with effect 20 May 2020

Scaw requests your co-operation in this regard.

#### **DELIVERIES OF ALLOYS, FLUX'S, ADDITIVES AND REDUCTANTS**

Please note that Scaw will be enforcing new procedures with respect to deliveries of the above mentioned.

1. Delivery Procedure as stated above is to be followed
2. Your deliveries shall be accompanied by a copy of your products certificate of Analysis (COA)
3. No material batches will be received without a COA of the material.
4. Each of your batches shall be analyse and cross checked for compliance to the COA.
5. Every COA shall have the date of analysis on it and should be relevant to the material being supplied.
6. The COA will have a chemical analysis and sizing analysis on it.
7. Scaw reserves the right to reject any delivery that does not comply with the above mentioned.
8. Cost associated with the return and/or re-delivery due to non-compliance to the above stipulated shall be for the Supplier's account.
9. Standing time for the delay in receiving due to not having a COA available shall be for the supplier's account.
10. Material will be analysed post-delivery. In the event that the material does not conform to the specification as required by the purchase order from a minimum and maximum tolerance perspective, Scaw reserves the right to reject the material, Have the material returned at the supplier's cost or alternately accept the material at an appropriate reduced value.

These changes shall be implemented with effect 15 September 2020.

Scaw requests your co-operation in this regard.