



April 2, 2018

CIRCULAR

COMPLIANCE WITH THE PROCUREMENT PROTOCOLS

All procurement teams, business units and service departments are requested to ensure compliance with the procurement protocols. These procurement protocols are already defined in the company's procurement policies and procedures which are being reiterated below:

- Purchase Requisitions (PR) to be made by the user department based on the stock position and approved by the head of department. All PRs to mention complete specifications, quantity and required date. Direct communication with the vendor by user departments should be avoided. In exceptional cases, the users may accompany procurement team during vendor meeting/ visit.
- After approval of PR, the procurement staff shall invite quotations through "Request for Quotations (RFQs)" from preferably three (3) approved suppliers but not less than two (2) approved suppliers. In instances of single quotation acceptance, a reasonable explanation needs to be given on the authorization sheet which should be authorized by Supply Chain Manager.
- All Purchase Orders (PO) to be made after receiving approved PR from user department (other than imported raw materials which are stocked on projection basis and samples procured free of cost for which PRs are not being prepared currently). Practice of bulk Purchase orders should be discouraged.
- Gate office should place a stamp evidencing receipt of consignment upon ensuring that delivery challan is available. All deliveries should be routed through Central Stores, where Goods Receipt Note (GRN) will be made. No direct delivery will be made to the departments/ business units. Central stores should place a stamp of receiving and prepare a GRN only after ensuring that stock has been physically received in company premises.
- No deliveries would be received at Packages without a valid PO and vendors should be required to send copy of PO or mention PO reference on delivery documents.

PACKAGES FOR EVERY PURPOSE



Head Office, Sales Office & Works:

SHAHRAH-E- ROOMI, P.O. AMER SIDHU, LAHORE-54760, PAKISTAN PH: (042) 35811191-94, 35811541-46 FAX: (042) 35811195, 35820147.

Registered Office, Regional Sales Office & Works:

4TH FLOOR, THE FORUM, SUITE NO. 416-422, G-20, BLOCK 9, KHAYABAN-E-JAMI, CLIFTON, KARACHI-75600, PAKISTAN PH: (021) 35378650-52, 35874047-49, 35831618, 35833011 . FAX: (021) 35860251
WORKS KARACHI: PLOT # 6 & 6/1. SECTOR 28, KORANGI INDUSTRIAL AREA, KARACHI-74900, PH: (021) 35045310, 35045320 Fax: (021) 35045330

Regional Sales Office:

G.D. ARCADE, 2nd FLOOR, 73-E, FAZAL-UL-HAQ ROAD, BLUE AREA, ISLAMABAD-44000, PAKISTAN PH: (051) 32276765, 32276768, 32278632 FAX: (051) 32829411



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- No services to be received without a valid purchase order. Service Entry Sheets (SES) to be made within 3 working days of the receipt of invoice. For trucker bills, SES would be acceptable after invoice date.
- Accounts Department to honor payments of only those invoices where proper procurement procedures have been followed.

All procurement teams, business units and user departments are advised to ensure compliance. In case of continued non-compliance, disciplinary action will be taken.



02/04/18

Waqas Munir
Head of Internal Audit

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