PROCUREMENT / ADMINISTRATOR

Buy material with clear approvals

Connect reviewed material requirements, real supply units, supplier choices and receipts to the same project.

1 Open the correct Procure workspace

Choose the project and phase, then Procure. Saved status bars show progress for each stage. Open a bar to work on it; a completed purchasing stage is not a quality or dispatch approval.

2 Review routes, stock and plate sheets

Check profiles, quantities, lengths, grades and line-total mass. Review section cutting against saved machines and purchased stock lengths. Select actual plate sheet sizes and quantities in the RFQ using your nesting result. A material list or model does not prove plate nesting or hole requirements.

3 Choose CFLC in-house or outsourced

Review each CFLC profile and grade. Outsourced buys supplier-cut-and-rolled sections. In-house uses your roller: roll and cut, cut blanks then roll, or roll before a separate cut. Confirm actual coils, strips or sheets, dimensions and quantities; price each whole unit. Existing raw stock needs a reference.

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Continue the workflow, then check the saved result.

4 Compare quotations and save the supplier

Review quoted quantities, units, price basis, lead time and totals, then Save supplier selections. Check the confirmation before creating the PO. Sending RFQs or POs is a deliberate action; importing or comparing does not send them. Changed raw requirements need another review.

5 Receive the original ordered units

Record actual partial or full receipts, delivery references, certificates and heat numbers. CFLC receiving keeps the registered PO’s coils, strips or sheets and dimensions, even after demand changes. Outstanding quantities remain visible. Categories classify rows; they do not change purchasing or routing.

CHECK BEFORE YOU CONTINUE

Reopen saved selections, POs and receipts. Confirm that raw CFLC prices and received counts use the same whole-unit basis. Keep outstanding certificates separate from supplier-selection saving.

IF SOMETHING DOES NOT MATCH

A stale plan or quote needs review before new purchasing. Existing issued POs retain their original evidence; use the supply-revision workflow for order changes. Do not invent coil width, developed blank width or kilograms from the finished profile.