

Materials Management Process Overview



Expedited Purchasing EPR

- Supports emergency work on all shifts when parts are not in storeroom inventory or available on site
- Supports maintenance supervisors

Basic Trigger

- An Emergency or unplanned equipment repair

Key Steps

1. Identify required parts and material
2. Check for outstanding work orders and any kits that may be waiting
3. If material is not available, contact Vendor
4. Determine if Vendor will sell the material without a Purchase Order (PO); if yes, generate a purchase requisition
5. If no, check to see if there is a blanket PO
6. If Vendor requires a PO and no blanket PO is in place, make purchase using a credit card
7. Place order and determine if goods will be picked up or delivered

Final Output

- Material received for Emergency Equipment Repair

What's Different?

- Track expedited material costs to work orders
- Fewer credit card purchases

Benefits

- Able to report on emergency-related costs
- Increased accuracy in material identification via the work order
- Maintenance supervisors can respond more quickly to emergency situations