

# Mya Ayer Group of Companies

Prepared Date	2.3.2018	Procurement & Purchase Policy	Approved By	BOD
			Prepared By	Food Safety Team
Department	Procurement & Purchase		Do. No-PRP-06-00	Page No: 1 of 2
				Effective date: 5-March-2018

## 1. Purpose /Objective

The purpose of this procedure is defined the steps for purchasing materials which impact food safety and to ensure that the suppliers has the capability to meet the specified requirements.

## 2. Scope:

This procedure is applicable for all materials (raw, ingredient and packaging) for purchasing.

## 3. References:

Codex Alimentarius- Recommended International Code of Practice General Principles of Food Hygiene based on ISO 22000

## 4. Definition:

**Materials specification** – detailed documented description or enumeration of parameters, including permissible variations and tolerances, which are required to achieve a define level of acceptability or quality.

## 5. Responsibilities and authorities:

**Food safety Team leader** is responsible for reviewing the compliance with standard specifications or requirements defined in the methods for the tests raw, ingredients, and packaging materials.

**Procurement & Purchasing Manager is responsible** for selecting, evaluating and approving the suppliers to ensure that the suppliers used have the capability to meet the specified requirements.

**Quality control section** is responsible for taking specific sample form receipt purchased items and requests technicians' verification

## 6. Procedure details and Policy

### 6.1 Policy

Mya Ayer Group ensures an uninterrupted supply of raw material, ingredients, packaging materials, chemical for cleaning and sanitation and/or services are available to perform all quality requirements in the company

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Mya Ayer Group maintains a list of vendors that meet the requirements for the product or service to be purchased. The company strives to purchase high quality materials at a reasonable cost.

Mya Ayer Group has a documented procedure for ordering, receiving, documenting, evaluating and storing all supplied materials. The company has an inventory management system as FIFO and FEFO.

## 6.1 selection and management of suppliers

### 6.1.1 *Selection of suppliers*

Our company evaluates the suppliers for purchasing of raw materials, ingredients and packaging.

The evaluation is conducted with supplier's evaluation request form which may include defined criteria;

- Quality of raw materials
- Safety requirements (microbial and chemical)
- Price of materials
- Appropriate third party certification
- Provide COA
- Specification requirement
- Audit of the supplying size

### 6.1.2 *Approve supplier*

After evaluating, the supplier is approved who can provide and fulfil the criteria of company's purchasing requirements and approved supplier lists are established which may include following criteria.

- Name of supplier
- Code number
- Address
- E. mail
- Phone number
- Date of approving
- Name of supply materials.
- Monitoring the performance of supplier

### 6.1.3 *Supplier's performance*

All supplier performance must be evaluated and recorded in each deliver time at incoming material inspection. The following performances are recorded;

- Conformity with material or product specifications.
- Fulfilment of COA requirements
- Delivery time

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## 6.1.1 Receiving

- Quality control and inspections – verify quantity, quality from visual inspection noting any damaged packaging, etc.
- Comparing of goods received with PO
- Receiving Report

## 6.1.2 Accounts Payable

- File receiving report with related purchase requisitions and purchase orders pending receipt of vendor’s invoice
- Once voucher package complete, review for accuracy and authenticity before entering into Accounts Payable

## 6.1.3 Cash Disbursement

- Follow cash disbursement procedures covered separately

## 7. Record Keeping

RF-06-01-00 Approved supplier List.  
 RF-06-02-00 Supplier’s Assessment Form  
 RF-06-03-00 Materials Inspection Form

RF-06-04-00 Goods Received Note RF-06-05-00 Goods

## 8. Revision History

Revision number	Revision Date	Revision Details	Prepared by	Approved by
0	00	New issue	Food Safety Team	Food Safety Team Leader

## 9. Cash Procedures (Forms for Disbursements and Reconciliation)

Myanmar is still very much a cash-based society. While company efforts are being made to migrate more to check payments and electronic transfers, a high volume of transactions will still need to be conducted using cash.











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## Purchase Order Form



**MYA AYER MANUFACTURING CO.,LTD.**  
 No.(55), Bagan Nyaung Oo Street, Ywar Thar Gyi Industrial Zone,  
 South Dagon, Yangon, Myanmar. Purchasing & Procurement : +95-9421144727  
 Admin : +95-9421144724, Sales +95-973046817, +95-973241015

### PURCHASE ORDER

Request By :

Vendor : \_\_\_\_\_

Address : \_\_\_\_\_

Tel : \_\_\_\_\_

Email : \_\_\_\_\_

Attention : \_\_\_\_\_

P/O No. : \_\_\_\_\_

Date : \_\_\_\_\_

Payment : \_\_\_\_\_

Delivery : \_\_\_\_\_

ITEM NO.	CODE	PRODUCT	QTY(KG/PCS)	U/P USD	TOTAL AMOUNT
TOTAL AMOUNT					

Delivery Place : \_\_\_\_\_

Payment Term : \_\_\_\_\_

Authorized By \_\_\_\_\_

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## Good Received Note (GRN)

**Mya Ayer Manufacturing Co., Ltd**

Prepared Date		Goods Received Note	Approved By	
			Prepared By	
Department	Purchasing		Do. No- RF-	Effective date:

**GOODS RECEIVED NOTE**

<b>Goods Received Date:</b>			<b>PO. No:</b>			
PR. No	Item	Description of Goods	Unit	Quantity Received	Quality Check	Comment

Remarks:

<b>Supplier Signature</b>	<b>Check by Purchase</b>
Name.....	Name.....
Position.....	Position.....
Signature.....	Signature.....



