

HEXATECH ENGINEERING SDN. BHD.	CONTRACTS DEPARTMENT	Issue No.: 1	Document Effective Date: 01 Oct 2025	Page 1 of 7
	<b>Material Requisition &amp; Purchasing Procedure</b>	Revision No.: 2		Document Ref: CD-PRO-02

Purpose:	To outline the procedures by which the materials and services are requisitioned and procured to support the M&E engineering and implementation processes.
Scope:	This procedure shall be applicable to the M&E works engaged by the Company.
ISO Reference:	MS ISO 9001:2015 Clause No. 8.4

Revision History			
Revision No.	Revision Date	Originator	Description of Changes
1	01 Oct 2024	IM	To add in the process of control of outsourced vendor for PURE.
2	01 Oct 2025	IM	To add vendor COI & ABAC acknowledgement.

Definitions	
ABAC	Anti-Bribery and Anti-Corruption
LOA	Letter Of Award
MOA	Memorandum Of Approval
MRF	Material Requisition Form
OEM	Original Equipment Manufacturer
PO	Purchase Order
Receiver	Authorized person who accept, verify and document the goods upon delivery.

Step	Activity	Responsibility	Reference
1	<p><b><u>Responsibilities</u></b></p> <p>(1) <u>Contracts &amp; Procurement Manager (CPM)</u> is the overall manager in charge of procurement in the Company.</p> <p>(2) <u>Purchasing Executive (PURE)</u> reports to CPM and is responsible to obtain prices of materials and services from approved vendors (suppliers and sub-contractors), obtain approval for purchase and issue Purchase Orders.</p> <p>(3) <u>Storekeeper (SK) or Project Supervisor (PS) or Project Executive (PE), Project Engineer (PENG)</u>, is responsible to process all material requisitions for issuance of available stocks and to receive incoming materials purchased by the company for use in the project implementation process.</p> <p>(4) <u>Project Manager (PM)</u> is responsible for ensuring the timely, compliant and procurement of all necessary materials from requisition to their delivery on-site. PM shall check the materials to be ordered on the Material Requisition Form (MRF) raised by SK/PS/PE/PENG according to project site requirement and approve the MRF for PURE to conduct the procurement.</p>	<p>CPM</p> <p>PURE</p> <p>SK/PS/ PE/PENG</p> <p>PM</p>	

HEXATECH ENGINEERING SDN. BHD.	CONTRACTS DEPARTMENT	Issue No.: 1	Document Effective Date: 01 Oct 2025	Page 2 of 7
	<b>Material Requisition &amp; Purchasing Procedure</b>	Revision No.: 2		Document Ref: CD-PRO-02

Step	Activity	Responsibility	Reference
2	<p><b><u>Requisition of Materials and Services</u></b></p> <p>The Material Requisition Form (MRF) shall be used by the Originator (Requester) to request the procurement of materials and specialized services in support of the M&amp;E engineering, implementation and maintenance process.</p> <p>The Requester (at project/maintenance site) shall obtain the necessary approval of the Project Manager (PM) before requesting SK/PS/PE/PENG for issuance of stock held at the project/maintenance site.</p> <p>If stock is available, SK/PS/PE/PENG shall immediately retrieve the stock (at project site) and issue the required materials to the Requester.</p> <p>If stock is unavailable, SK/PS/PE/PENG shall issue MRF and obtain approval from PM before forwarding the MRF to PURE for purchasing purpose.</p>	<p>Requester</p> <p>Requester</p> <p>SK/PS/PE /PENG</p> <p>SK/PS/PE /PENG</p> <p>PM/PURE</p>	<p>Material Requisition Form (MRF)</p>   <p>Material Requisition Form (MRF)</p>
3	<p><b><u>Purchasing Policy</u></b></p> <p>When undertaking any purchasing activity, PURE shall always adhere to our Company's Purchasing Policy as follows:</p> <p>'To secure materials or services needed to complete a project on time and within budget'.</p>	PURE	
4	<p><b><u>Control of Outsourced Vendor</u></b></p> <p>PURE is to comply to the procedure for control of outsourced vendor that includes the following:</p> <p>4.1 Vendor registration and approval.</p> <p>4.2 Vendor conflict of interest declaration and ABAC acknowledgement.</p> <p>4.2 Issuance of Outsourced Work Instructions /Letter of Award / Purchase Order.</p> <p>4.3 Vendor Performance Evaluation and Vendor Audit.</p> <p>4.4 Verification and monitoring of Outsourced Vendor Workscope.</p>	PURE	Outsourced Vendor Control Procedure (CD-PRO-03)
5	<p><b><u>Request For Quotation</u></b></p> <p>Upon the receipt of MRF for purchasing action, PURE will source the required materials or services from approved vendors as per the outsourced vendor control procedure.</p>	PURE	MRF, Outsourced Vendor Control Procedure (CD-PRO-03)

HEXATECH ENGINEERING SDN. BHD.	CONTRACTS DEPARTMENT	Issue No.: 1	Document Effective Date: 01 Oct 2025	Page 3 of 7
	<b>Material Requisition &amp; Purchasing Procedure</b>	Revision No.: 2		Document Ref: CD-PRO-02

Step	Activity	Responsibility	Reference
	<p>PURE will made requests for quotation to the vendors and upon receipt of prices, PURE to raise the Memorandum Of Approval (MOA) Form (after obtaining the MOA number from MOA Log).</p> <p>(Note: the MOA is only raised if PURE is able to obtain prices from more than one source of supply).</p> <p>If there is only one source of supply e.g. proprietary products, etc. PURE will not be required to raise the MOA form.</p> <p>Where possible, PURE is to obtain at least three (3) quotations.</p> <p>For single-source purchase, PURE is to record the valid reasons, such as:</p> <ul style="list-style-type: none"> <li>(a) Proprietary parts (OEM requirement).</li> <li>(b) Follow on order.</li> <li>(c) Customer nominated vendor.</li> <li>(d) Emergency breakdown requiring urgent supply.</li> <li>(e) Specialized equipment with no alternative suppliers.</li> </ul>	<p>PURE</p> <p>PURE</p> <p>PURE URE</p>	<p>Memorandum Of Approval (MOA) Form, Memorandum Of Approval Log</p>
6	<p><b><u>Memorandum of Approval (MOA)</u></b></p> <p>In preparation of the MOA, PURE is to ensure the following:</p> <ul style="list-style-type: none"> <li>(a) A tabulated comparison of all quotations.</li> <li>(b) Analysis of price, delivery lead time, payment terms and technical compliance.</li> <li>(c) A clear recommendation with comprehensive justification.</li> <li>(d) Justification of need / requirement, if applicable.</li> </ul> <p>PURE shall then submit the MOA for approval as per the CD-REC-ATL Approval Table Limit.</p> <p>Upon approval of the MOA, PURE shall issue the PO or Letter of Award accordingly.</p>	<p>PURE</p> <p>PURE</p>	<p>Memorandum Of Approval (MOA) Form, Memorandum Of Approval Log</p> <p>CD-REC-ATL Approval Table Limit</p>
7	<p><b><u>Terms and Conditions Of Purchase Order/Letter of Award</u></b></p> <p>PURE is to ensure to state the agreed terms and conditions in the PO or LOA as mutually agreed by the vendors. The PO or LOA shall specify the required delivery date or required completion date (if</p>	<p>PURE</p>	<p>PO / LOA</p>

HEXATECH ENGINEERING SDN. BHD.	CONTRACTS DEPARTMENT	Issue No.: 1	Document Effective Date: 01 Oct 2025	Page 4 of 7
	<b>Material Requisition &amp; Purchasing Procedure</b>	Revision No.: 2		Document Ref: CD-PRO-02

Step	Activity	Responsibility	Reference
	<p>available), delivery location, contact person to receive the materials at the project site for PO and required completion date for LOA.</p> <p>For all purchases of materials or services, PURE is to ensure the mandatory declaration confirming the selected supplier/subcontractor has provided a valid CD-REC-VCOIDF Vendor Conflict of Interest Declaration Form and has acknowledged the Company's CD-REC-VABACDF Vendor Anti-Bribery and Anti-Corruption Acknowledgement Form.</p>	PURE	<p>CD-REC-VCOIDF Vendor Conflict of Interest Declaration Form</p> <p>CD-REC-VABACDF Vendor Anti-Bribery and Anti-Corruption Acknowledgement Form</p>
8	<p><b><u>Purchase Order / Letter of Award Approval</u></b></p> <p>PURE shall obtain approval of Managing Director (MD) / Executive Director (ED) before issuing a Purchase Order (PO) or Letter of Award (LOA). All purchases are to be made to approved vendors as per the CD-REC-AVL Approved Vendor List.</p> <p>The PO or LOA is to be emailed to the selected vendor and need to ensure the vendor acknowledged the receipt of the email. The vendor is then required to print the PO or LOA and annotate their acceptance on the PO or LOA by giving their signature, Company stamp, name of the person who sign acceptance and date. The vendor should then email the accepted PO or LOA to PURE as soon as possible.</p> <p>PURE is responsible to track the fulfilment of the PO or LOA by the vendor until its full completion of the supply of materials or services rendered.</p> <p>PURE shall endorse the vendor's Invoices and Delivery Order (DO) and approved subcontractor interim claim certificate before passing them to Accounts Department for payment.</p>	<p>PURE</p> <p>PURE</p> <p>PURE</p> <p>PURE</p>	<p>Purchase Order (PO), Letter Of Award (LOA), CD-REC-AVL Approved Vendor List</p> <p>PO</p> <p>PO / LOA</p> <p>PO / LOA, Vendor's Invoices &amp; DO, Subcontractor Interim Claim Certificate</p>
9	<p><b><u>Goods Receiving, Inspection, and Inventory Control</u></b></p> <p>9.1 <u>Receipt and Inspection:</u></p> <p>(a) All goods, whether delivered to the store or direct to the project or maintenance site, must be received by an authorized SK/PS/PE /PENG at site.</p>	SK/PS/PE/ PENG	Delivery Order (DO)

HEXATECH ENGINEERING SDN. BHD.	CONTRACTS DEPARTMENT	Issue No.: 1	Document Effective Date: 01 Oct 2025	Page 5 of 7
	<b>Material Requisition &amp; Purchasing Procedure</b>	Revision No.: 2		Document Ref: CD-PRO-02

Step	Activity	Responsibility	Reference
	<p>(b) The Receiver must physically verify the quantity and check for visible damage against the supplier's Delivery Order (DO) and the PO.</p> <p>(c) The Receiver is to use and sign the Incoming Material Verification rubber stamp on the DO upon inspection of the correct quantity, dimension, brand, quality and material.</p> <p>(d) If there is discrepancies on the materials received, the Receiver shall write down on the Incoming Material Verification stamp on the DO and alert the Project Manager (PM) or PURE accordingly.</p> <p>9.2 <u>Factory Acceptance Test (FAT) Verification (If Required)</u>: For main equipment (e.g., Switchgear, Transformer, Switchboards, Gensets, Chillers, Busway, etc.), the Receiver shall witness the FAT at the manufacturer's facility to verify compliance with specified requirements, performance criteria, and quality standards prior to shipment to the project site. Any non-compliance by the supplier, the Receiver shall report to the Project Director (PD) or PURE accordingly.</p> <p>9.3 <u>Inventory Management</u>:</p> <p>(a) Stock Entry: Upon receipt of the DO and materials, SK/PS/PE/PENG shall update the Inventory List or the computerized inventory system, increasing the stock quantity.</p> <p>(b) Stock Issuance: Materials issued from the store for projects or maintenance require proper stock in/out record by the SK/PS/PE/PENG. The Inventory List shall be updated accordingly.</p> <p>(c) Stock Level Monitoring: SK/PS/PE/PENG is responsible in maintaining the stock levels.</p>	<p>Receiver</p> <p>Receiver</p> <p>PM / PURE</p> <p>Receiver / PD / PURE</p> <p>SK/PS/PE /PENG</p> <p>SK/PS/PE /PENG</p> <p>SK/PS/PE /PENG</p>	<p>Purchase Order (PO)</p> <p>Incoming Material Verification rubber stamp</p> <p>Delivery Order (DO)</p>
10	<p><b><u>Handling of Non-Conforming Goods</u></b></p> <p>10.1 Based on the Delivery Order (DO), any discrepancy (damage, incorrect item, short shipment) must be identified at the point of receipt by the Receiver.</p> <p>10.2 The Receiver shall:</p> <p>(a) Place the goods on hold and segregate them.</p>	Receiver	Delivery Order (DO)

HEXATECH ENGINEERING SDN. BHD.	CONTRACTS DEPARTMENT	Issue No.: 1	Document Effective Date: 01 Oct 2025	Page 6 of 7
	<b>Material Requisition &amp; Purchasing Procedure</b>	Revision No.: 2		Document Ref: CD-PRO-02

Step	Activity	Responsibility	Reference
	<p>(b) Mark and sign on the supplier's DO with the discrepancy on the stamp for Incoming Material Verification.</p> <p>(c) Immediately notify the Project Manager (PM) or PURE.</p> <p>10.3 PURE will liaise with the supplier for replacement, top-up, or issuance of a credit note. All returns to the supplier shall be documented on a return Delivery Order (DO) to be issued by PURE.</p>	<p>Receiver</p> <p>PM / PURE</p> <p>PURE</p>	<p>Delivery Order (DO)</p>
11	<p><b><u>Issuance of GRN (Goods Received Note)</u></b></p> <p>11.1 After verification of the incoming materials on the DO, the Receiver shall handover the DO to PURE.</p> <p>11.2 Upon receipt of the verified DO from the Receiver, PURE will issue a Goods Received Note. The GRN is the only document that authorizes the Accounts Department to process payment.</p> <p>11.3 For maintenance materials delivered directly by the Supplier to the facility, the Receiver or Maintenance Manager (MM) shall inspect the delivered materials using the incoming material verification stamp on the DO and subsequently, the verified DO shall be handed over to PURE to issue a GRN.</p> <p>11.4 If partial delivery had been made by the supplier, PURE will raise a CD-REC-PDCC Partial Delivery Control Card as per the quantity delivered on the DO.</p> <p>11.5 PURE will compile the invoice from the supplier together with the verified DO, Control Card (if available) and GRN and pass all these documents to Accounts Executive for processing of payment.</p>	<p>Receiver / PURE</p> <p>PURE</p> <p>Receiver MM / PURE</p> <p>PURE</p> <p>PURE</p>	<p>Delivery Order (DO)</p> <p>Goods Received Note (GRN)</p> <p>Delivery Order (DO)</p> <p>CD-REC-PDCC Partial Delivery Control Card</p>
12	<p><b><u>Interim Claim Certificates And Invoice from Subcontractors</u></b></p> <p>12.1 The subcontractor submits an Interim Claim Certificate to the Project Manager (PM), who reviews and forwards it to the Project Director (PD) for approval.</p>	<p>PM / PD</p>	<p>Subcontractor Interim Claim Certificate</p>

HEXATECH ENGINEERING SDN. BHD.	CONTRACTS DEPARTMENT	Issue No.: 1	Document Effective Date: 01 Oct 2025	Page 7 of 7
	<b>Material Requisition &amp; Purchasing Procedure</b>	Revision No.: 2		Document Ref: CD-PRO-02

Step	Activity	Responsibility	Reference
	12.2 Once approved, the subcontractor prepares and issues a Invoice corresponding to the certified claim amount.	Subcontractor	Subcontractor Invoice
	12.3 Both the approved Subcontractor Interim Claim Certificate and the subcontractor's invoice are submitted to PURE.	PURE	
	12.4 PURE verifies that the invoice matches the approved certificate, checks compliance with contract terms, and compiles all supporting documents.	PURE	
	12.5 Verified documents are then handed over by PURE to the Accounts (ACE) for further processing.	PURE / ACE	
	12.6 ACE shall prepares the payment in accordance with Company policies, ensuring proper authorization and record keeping.	ACE	

End