


| | | |
|--|---|--|
|  | <p align="center"><i>HEALTH, SAFETY, ENVIRONMENT AND QUALITY MANAGEMENT SYSTEM</i></p> <p align="center">69.0 PROCUREMENT</p> <p align="center"><i>ON THE JOB TRAINING</i></p> | OJT : 069 Page : 1 of 4 Date : 07-Nov-25 Rev : 10.1 Appr : DPA |
|--|---|--|

VESSEL : _____

DATE : _____

Training: Procurement

OJT is to be read in conjunction with the company's SMS chapter 13.0 Purchasing Procedures in Fleet Procedures Manual.

Vessel Budget Codes

- Refer Form 7.2.5 for budget codes. Mespas Procurement database also has these codes.
- Ensure each requisition has the correct code entered for every service/stores/spares.
- These codes are transferred to the PO when generated.
- Incorrect coding causes delays and waste of time due to excessive cross checking in office.

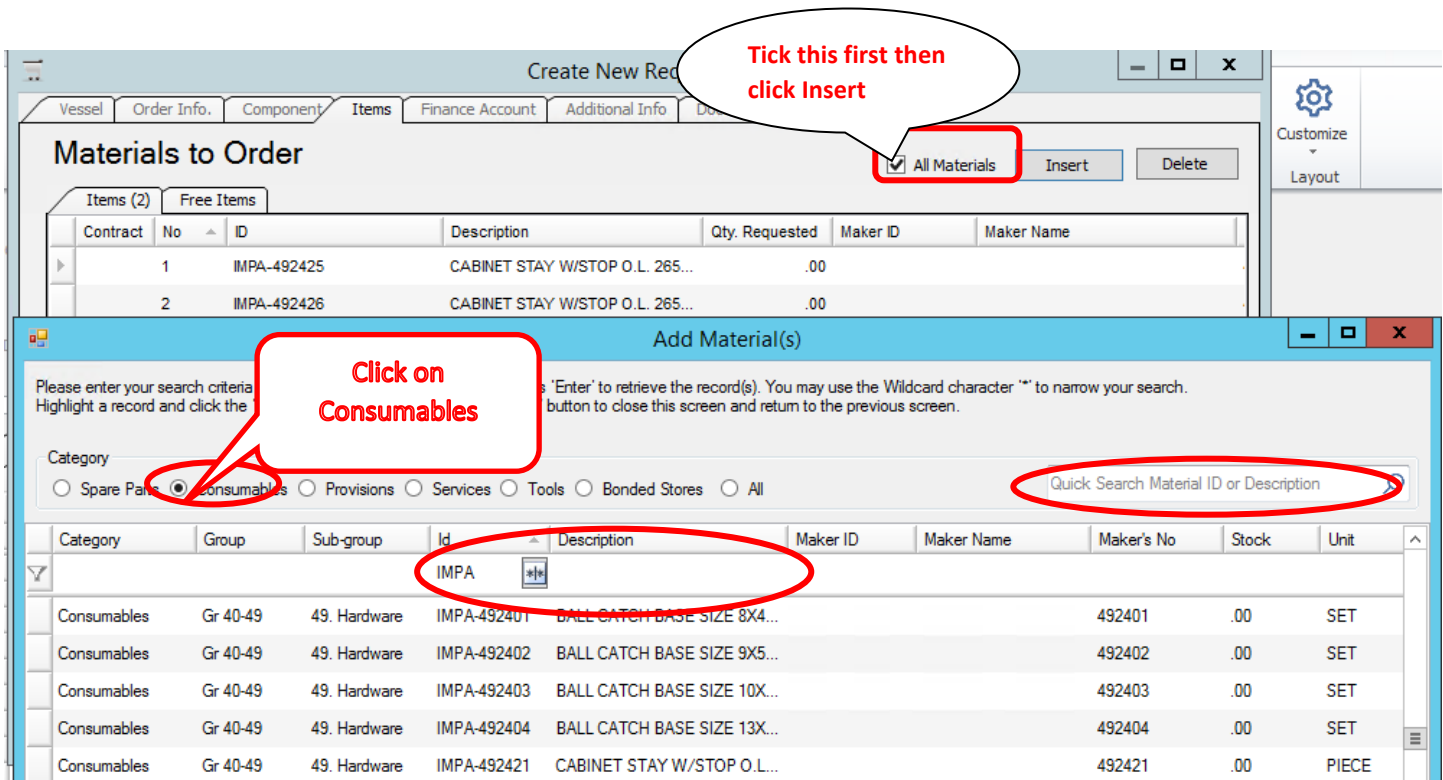
Requisition of Spares

- All parts including consumable such as lamps and fuses which are listed in the manufacturer's manual are considered spares and must be requisitioned in the Mespas Procurement Module.
- Mespas requisition is to be filled in correctly with full details of the spare and its part number from manufacturer's spares manual and only used for one unit of machinery per requisition. (Where part numbers are not available a copy of the drawing, manual, or a photograph showing the part required may be used to assist the Buyer).
- For a special delivery requirement (e.g. urgent), specify it in the comment section and choose Requisition Priority "URGENT" as applicable.
- When spares are delivered on board an Engineer Officer shall check them against the suppliers packing list, and the PO. The delivery note is signed and stamped with the ship's orange ink "GOODS RECEIVED" stamp as proof of delivery. All delivery notes completed with date received, any remarks, and the receivers rank, must be scanned into the PO in Mespas under the Documents tab using "Attach and Send". This is cross referenced by the office before an invoice is paid. Any difference between the PO and the Delivery Note must be commented on in the Comments tab in Mespas.
- Update Mespas as soon as possible after checking to compare all items delivered with the quantity ordered as per the PO. If all items on the PO are received as per the ordered quantity, the PO to be marked as "Fully received".
- For partial deliveries, the "Qty. Received" column in the PO on Mespas to be updated with the Actual Quantity received. In this case the PO status will change automatically to "Partially Received".
- When spare parts are ordered as per sample, the sample part should be labelled and forwarded to agent or to the Ship Manager. The following information must be written on the label:
- Ships name, Date, Description of the spare part, Mespas PO or Requisition number
- Details of when and how the spare parts were forwarded or landed, to whom given and who was advised etc must be noted on the CEO's copy of the spares requisition for traceability.

- If spares are supplied to the vessel without any PO in Mespas, the procedure is to scan the signed Delivery Note into Sharepoint 7.1.4 and inform the Buyer and Ship Manager the items were received. These items are normally bulk purchase made across the fleet, on a single PO.

Requisition of Stores


- Use centralized storing system for the control of all consumable stores (physically stores can be stored in different lockers as is required but control remains central).
- Consumable stores will be supplied on a quarterly basis as per a schedule for the fleet prepared by the Company.
- Plan and submit stores requisitions (excluding victuals) to the Ship Manager on Quarterly Stores Form 7.2.4 in Sharepoint in accordance with the quarterly store schedule and allow sufficient time for delivery in a port that has been nominated for the delivery.
- Once the numbers are agreed by ship manager with the ship, the order will be placed in Mespas.
- Any “free items” i.e. those which are not on the Quarterly Stores Form 7.2.4 will be requisitioned on a separate Mespas requisition.
- The stores items must be correctly described in Mespas to avoid supply of the wrong item. The International Marine Purchasing Association (IMPA) number must be quoted, where applicable. Urgent stores items must be identified.
- IMPA Catalogue items are already available in Mespas so use these from there and do not create Free items using the IMPA number. It can be chosen by clicking “All materials” in the items tab before you click “Insert”. You can search for IMPA catalogue items using IMPA number in “Id” or the description.



The screenshot shows the 'Create New Requisition' window in Mespas. The 'Materials to Order' tab is active, showing a table with two items. A red box highlights the 'All Materials' checkbox, with a callout bubble saying 'Tick this first then click Insert'. Below this, the 'Add Material(s)' window is open, showing the 'Consumables' category selected. A red box highlights the 'Consumables' radio button, with a callout bubble saying 'Click on Consumables'. Another red box highlights the 'IMPAs' search field, with a callout bubble saying 'Quick Search Material ID or Description'. The table below shows various consumable items with their IMPA numbers and descriptions.

| Contract | No | ID | Description | Qty. Requested | Maker ID | Maker Name |
|----------|----|-------------|---------------------------------|----------------|----------|------------|
| 1 | | IMPA-492425 | CABINET STAY W/STOP O.L. 265... | .00 | | |
| 2 | | IMPA-492426 | CABINET STAY W/STOP O.L. 265... | .00 | | |

| Category | Group | Sub-group | Id | Description | Maker ID | Maker Name | Maker's No | Stock | Unit |
|-------------|----------|--------------|-------------|-----------------------------|----------|------------|------------|-------|-------|
| Consumables | Gr 40-49 | 49. Hardware | IMPA-492401 | BALL CATCH BASE SIZE 8X4... | | | 492401 | .00 | SET |
| Consumables | Gr 40-49 | 49. Hardware | IMPA-492402 | BALL CATCH BASE SIZE 9X5... | | | 492402 | .00 | SET |
| Consumables | Gr 40-49 | 49. Hardware | IMPA-492403 | BALL CATCH BASE SIZE 10X... | | | 492403 | .00 | SET |
| Consumables | Gr 40-49 | 49. Hardware | IMPA-492404 | BALL CATCH BASE SIZE 13X... | | | 492404 | .00 | SET |
| Consumables | Gr 40-49 | 49. Hardware | IMPA-492421 | CABINET STAY W/STOP O.L... | | | 492421 | .00 | PIECE |

| | | |
|--|---|---|
|  | <p align="center"><i>HEALTH, SAFETY, ENVIRONMENT AND QUALITY MANAGEMENT SYSTEM</i></p> <p align="center">69.0 PROCUREMENT</p> <p align="center"><i>ON THE JOB TRAINING</i></p> | <p>OJT : 069 Page : 3 of 4 Date : 07-Nov-25 Rev : 10.1 Appr : DPA</p> |
|--|---|---|


- The requisition once a supplier is appointed becomes a purchase order (PO). This number will not be the same as the requisition number. All tracking must be by PO number hereafter.
- The Company will keep the vessel informed of stores delivery and the status of delivery in Mespas, and by email.
- An Officer will check the stores on delivery on board against the suppliers Delivery note, and the PO and will acknowledge receipt by signing, with Rank and date, and stamping the delivery note with the ship orange ink "GOODS RECEIVED" stamp. The ships stamp must not be used for this purpose, as fraudulent delivery notes and invoices have been received (using ship stamp copies cut and pasted off clearance documents). All delivery notes, complete with date received, any remarks, and the receivers rank, must be scanned into the PO in Mespas under the Documents tab using "Attach and Send". This will be cross referenced by the office before an invoice is paid. Any difference between the PO and the Delivery Note must be commented on in the Comments tab in Mespas.
- Mespas is to be updated as soon as possible by the CEO and the Delivery Note attached to the PO, to compare all items delivered with the quantity ordered as per the PO. If all items on the PO are received as per the ordered quantity, the PO to be marked as "Fully received".
- For partial deliveries, the "Qty. Received" column in the PO on Mespas to be updated with the actual quantity received. In this case the PO status will change automatically to "Partially Received".
- The Master must inform the Company of stores received and any discrepancies. The PO and requisition number should be quoted.

Purchases from Masters Cash

- In exceptional circumstances to avoid delays, Master is authorized to purchase urgent items/ spares up to USD 5000 in any one port after discussion with the Ship Manager if possible.
- Inform Ship Manager such purchases at the earliest. Invoice with the ship's stamp "GOODS RECEIVED" must be sent with the sailing message to avoid double payment. The invoice settled from the MCA, the Master must indorse the invoice "Cash paid in full". If not paid aboard, it is to be endorsed "Received in full. To be paid by the company"

Procedures for Goods Not Accepted

- Return unsatisfactory consumable stores immediately to the supplier and endorse the delivery note accordingly. Update in Mespas with this information on the PO in comments tab. Do not mark the PO as Fully Received if items are returned. Only those items received to be updated as received.
- Return excessive/damaged/incorrect spares to the supplier via the ship's agent if necessary. The delivery note or Bill of Entry must be endorsed accordingly and a "returned for credit note" completed for each supplier. Advise Ship Manager and update Mespas accordingly by adding a comment about the spares returned and reasons. Do not mark the PO as Fully Received in this case if items are returned. Only those items received to be updated as received.
- If the performance of a contractor/supplier is not satisfactory the Master or CEO shall advise the Ship Manager and Buyer as soon as possible giving full details.

| | | |
|--|---|--|
|  | <p align="center"><i>HEALTH, SAFETY, ENVIRONMENT AND QUALITY MANAGEMENT SYSTEM</i></p> <p align="center">69.0 PROCUREMENT</p> <p align="center"><i>ON THE JOB TRAINING</i></p> | OJT : 069 Page 4 of 4 Date : 07-Nov-25 Rev : 10.1 Appr : DPA |
|--|---|--|

Environment

- Check hazardous stores are correctly labelled with the Hazard Classification, Technical name, Warnings, Name & Address of producer and supplied with MSDS.
- The vessel Hazard Material Inventory must be updated if any changes of listed items or required to be listed items, are changed or modifications are made.

Above read and understood:

CO: _____

2O: _____

3O: _____

X2O/X3O _____

Deck Cadet _____

2EO _____

3EO _____

4EO _____

EEO _____

Engine Cadet _____

Verified by: Master / _____

Date: _____

Feedback: