



PROCUREMENT POLICY AND PROCEDURE

Alleyroads Group and associated companies under which the share holding falls under the Group holding structure have implimented the following procurement policy and procedure for purchasing of all goods, materials, stock, fuel, equipment, this policy comes into effect as from the 1 January 2012.

All goods, materials, stock, fuel, equipment and or items procured for the use under Alleyroads Group and or associated companies, must follow the following procurement policy as effective 1 Janaury 2012, this is implimented in consultation with Alleyroads Group Auditors and compiles to requirements for SARS.

Conditions of Procurement:

1. Any and all items procured must have the following on each and every invoice/order/delivery or quote for both the purchaser and supplier:
 - a. Company vat number,
 - b. Company CK number
 - c. Company address
 - d. Address where stock is delievered or site it is delivered
 - e. Order number and job number
 - f. Name and signature of duly authorised person receiving the procured item, this can only either be the site manager, site foreman and or storemen manager. Security will not be allowed to receive stock not with any labour or sub-contractor.
2. All items procured must have a minimum of 3 quotes obtained, where 3 quotes cannot be obtained a formal reason as to why 3 quotes could not be obtained must be provided prior to the order been given.
3. All quotes must be obtained 7 days prior to any order been given and at least one of these quotes must be obtained from Alleyroads Supply or Alleyroads Supply subsidiaries.
4. All orders are to be provided 48hrs prior to any collection of any procured item.
5. All invoice must be be submitted with in the month of the order and quote been obtained.
6. Alleyroads will only make payment on statement presentation and not on invoice.
7. Where the quote, order and invoice is not provided as supporting documents for the statement, payment for the batch will not be made.
8. All refunds are due prior to payment of the statement, these refund are linked but not limited to:
 - a. Equipment not delivered
 - b. Cement pallets
 - c. Fault items as noted on delivery
 - d. Items where the quote, order and invoice do not reflect the same amount per item procured.



9. No subcontractor shall be paid in cash and no labour shall be paid in cash, it is the duty of the labour and subcontractor to ensure they have a bank account, failing which Alleyroads cannot under take work with them.
10. All petty cash items will require a purchase order and order number, where petty cash is required or is to be used 24 hr during the week notice is to be given to the office to provide a purchase order, no petty shall be paid where a purchase order is not given. Petty cash shall be agreed to and paid 1 month in advance, where a slip is not provided this shall not be paid back to the staff member.
11. All suppliers accounts will be verified against the CK/ID/IT or company registration number, where the registration number, vat number and or account details are not related no payment shall be made.
12. Any staff not adhering to this procurement policy shall be held liable accordingly and action will be taken.