

REQUISITION AND PAYMENT PROCESS

1. Requisition Process:

- All requisitions must be raised through the designated Enterprise Resource Planning (ERP) system.
- Requisitions should include comprehensive details such as service description, quantity, unit price, vendor information, and account details to facilitate accurate processing and tracking.
- The requisition process must be completed within the ERP system to ensure consistency, accuracy, and integration with other organizational processes.
- Requisition approval must be obtained from line managers promptly to ensure compliance with budgetary constraints and organizational needs

Further guidance on the requisition process, including detailed instructions and best practices, can be found on the **EBS Portal - Intranet**. Employees are encouraged to refer to this resource for additional information and support regarding requisition procedures.

2. Payment Dates and Timelines:

- Payments will be made on **TUESDAYS** and **THURSDAYS** of each week.
- All requisitions must be raised and approved at least **24 HOURS** before the designated payment date. Therefore, requisitions must be raised and approved on Mondays, Wednesdays, and Fridays to meet the payment schedule.
- When raising a requisition for a vendor's work, it is **MANDATORY** to inform the vendor of the company's policy on payment schedules to manage expectations effectively.
- In cases where requisitions require immediate payment due to urgent circumstances, line managers responsible for approving the requisitions must seek direct payment approval from the CEO or designated authority. This ensures timely processing while maintaining accountability and adherence to the established payment schedule.