

Purchase Planning & Ordering SOP

Building Materials & Hardware

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This guide explains what the tool produces, how to use the output, and what to watch for. The actual output (draft/report) is generated on the tool page.

Background

Writes a purchase-planning and ordering SOP — demand-based ordering, aligning to company credit and scheme cycles, order quantities vs working capital, and approval controls — so buying is disciplined and not driven by pushy sales officers. Use it to control purchasing. For scheme math use the Brand Scheme & Rebate Optimization tool.

Purpose of this tool & output

Buy right against demand, credit and schemes

How the output is used

Use it as the SOP to buy right against demand, credit and schemes — a disciplined purchase and ordering routine that avoids over-buying.

Important cautions

Do not month-end-load stock just to hit a scheme if it strains cash or risks price falls; buy for real demand first.

Companion documents

- Brand Scheme & Rebate Optimization
- Company / Supplier Terms Negotiation
- Price Tracking & Buying Strategy
- Inward Transport & Freight Management
- Multi-Brand Portfolio Management
- Company Claims & Rebate Reconciliation

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