



IN-STORE PURCHASES

Target users: staff at stores

Procedure owner: SM

Procedure supervisor: DM - OM

Distribution lists: LogisticaandOperations@illanificio.com, retail@illanificio.com

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From 15 July 2024, a new procedure will be introduced for the management of all purchases made by shops.

Shops are asked to plan their purchases carefully and with clear justification, taking into account any surplus stock remaining from previous orders. It is therefore the responsibility of shop staff to monitor the stock levels of materials required for cleaning and the day-to-day running of the business.

From the date of introduction of the new procedure, the use of cash from the till for any type of purchase will no longer be permitted.

How do I go about reporting the material?

1. Every three months, the Operations department will send the list of stationery and cleaning supplies to the SM and VSM. The SM and VSM will then complete the list with the supplies required to carry out activities over the following three months. The list must be shared with the DM in advance.
2. All shops must provide the Operations department with an estimate of the purchases to be made no later than the day following the deadline.
3. The list will be reviewed by the Operations and Administration department within 15 days, after which purchases will be made centrally. Any agreements with suppliers, pricing structures and payment terms will be assessed exclusively by the Operations and Administration department.
4. Once the purchasing process is complete, the Operations department will inform you about the delivery of the goods. The goods will be delivered directly to the shops by couriers appointed by the selected suppliers.

Cases of extreme necessity and urgency will be assessed on a case-by-case basis and must be authorised in advance by Operations and Administration. In such cases, however, the use of cash from the shop will not be permitted.

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