

# TCE

# Emergency PO

# Policy

May 2025



**TATA** CHEMICALS EUROPE

Version 3.0



# Emergency PO Policy

## Purpose

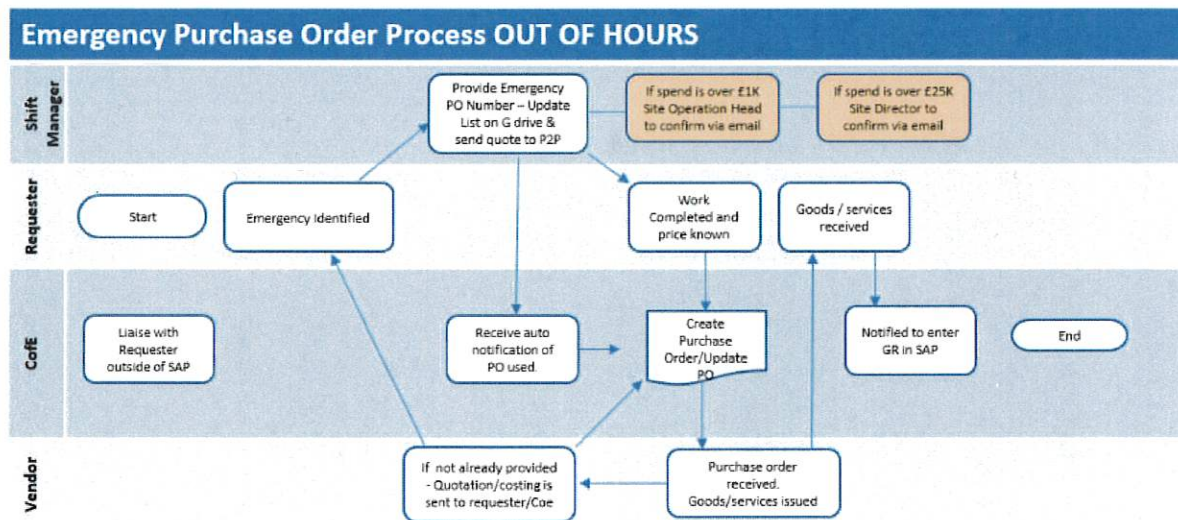
The Emergency Purchase Order process provides sites with access to approved Purchase Order numbers to enable them to submit that order number to suppliers at the time of instruction, in cases of emergency both inside and outside of normal office hours.

The requirement exists within the European operations of TATA, as we operate a 24/7 365 days a year plant and infrequently this results in Emergency Works being required outside of standard office hours – and these works should always have a PO number attached as per our “No PO, No Pay” Policy.

This Policy therefore dictates how this process operates, and gives guidance on how the process is governed, managed, and proven to be effective

NOTE: Prior to this Policy, those Goods and Services would have been ordered via a PCard, by utilising the PR number instead of the PO number, or by creating a retrospective PR/PO once the works had already been complete/Goods had already been delivered.

## How this will reflect in practice



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- Each Operational Site will have their own individual Microsoft Form, to which only authorised personnel will have access to view. It will be the responsibility of these authorised personnel to issue these numbers, making them also the responsible person for financially approving spend at that point in time.
- This Purchase order can be immediately given to the Supplier to satisfy the “No PO No Pay” Policy.
- The authorised responsible person annotates the password protected spreadsheet with this usage. P2P centre of excellence team periodically check the spreadsheet throughout the working day and can see once an action has been completed,

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- We may have this item in stock at one of the sites. During working hours please contact site Stores first who will check for you if that item is available across all sites before placing and emergency purchase order with the supplier.

If the item is not stocked at any site:

- A quotation **must** be sourced from the supplier. Once received, this is to be sent to P2P to be added to the SAP PO once created. This ensures PO accuracy and will ensure this transaction does not result in being parked as an invoice query.
- Any spend over £1000 will require authorisation from a Site Lead before committing to spend with the supplier.
- Any spend over £25,000 will require authorisation from a Director before committing to spend with the supplier.
- These Emergency POs will then be actioned by the P2P central team inside office working hours.
- Requisitioners **MUST** inform P2P as soon as goods have been received, or services have been completed in order to receipt these in. This ensures on time payment of invoices and avoiding unnecessary parked invoices. Due to the nature of emergency purchase orders, this should, in most cases, be within 24/48 hrs of the PO being used.
- The Head of Procurement will produce a monthly report on the Emergency Purchase Order's used per site each. This report will be shared and reviewed at Director level to make sure the tightest level of control possible is adhered to throughout

Annually a roundup report will be produced to review the financial year end spend on emergencies. This will provide a key analysis on both how many emergency issues each plant faces and give an overview of emergency spend on a site. This report will also allow a proportion of time for review and improvements on the process as a whole.

### Governance

The use of emergency Purchase orders will be closely monitored to ensure accurate use and to avoid misuse. It will also allow visibility to track any trends.

- All Emergency PO Numbers can only be issued by an authorised person, due to the use of a password protected spreadsheet with restrictions on its access and visibility.
- All Emergency PO usage is immediately and automatically emailed to the CoE for review and action.
- Any failure to follow policy will be highlighted and tackled through the site leaders.

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- The P2P team will compile usage data on a monthly basis and report it to the Head of Procurement.
- Any failure to follow policy will be highlighted and tackled through the site leaders.
- Any invoice received with no purchase order will be highlighted and reported to the Site Leaders.
- Periodic random checks will be carried out by Procurement.
- The process will also be providing more visibility to the business, and increase the level of control and accountability for each site.

The emergency spend will then be contained within SAP and ensure the procurement policy is followed from this point.

### Policy Goals and KPIs

This requirement is part of a wider goal to create a centralised team who will manage the PR requests across the business. Ensuring that all PR requests are accurate; sourced through approved suppliers; financially approved and receipted promptly. This will ensure on time payment of invoices, reduce parked invoices, reduce re-work/double handling within the business and reduce the use of P cards in emergency situations.

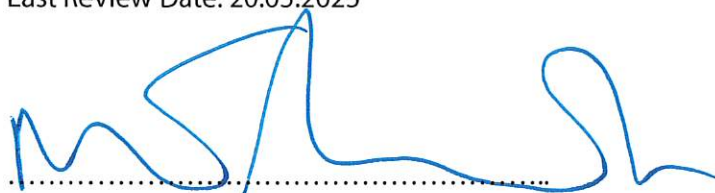
As part of this, the Emergency PO process will:

- Ensure accurate and necessary spend across the business.
- Reduce the use of P cards in emergency situations.
- Provide suppliers with an approved purchase order at the start of the process.
- Provide visibility and accountability for the use of emergency PO's and spend each month.
- Ensure accurate reporting to the correct cost centre.
- Improve on time payment to suppliers.
- Reduce parked invoices

### Review

This policy will be reviewed annually, in April by the Head of Procurement.

Last Review Date: 20.05.2025

A handwritten signature in blue ink, consisting of a series of loops and curves, positioned above a dotted line.

**Managing Director**  
**TCE Group Limited**