



Guidelines for Ordering APC Office Supplies

Purpose: To outline the step-by-step process for ordering office supplies, from identifying needs through to final payment confirmation with the vendor.

Roles

- **Office Manager** — prepares the supplies list
- **Geethu (Accountant)** — reviews and approves all purchases, including large purchases; approves final payment
- **Vendor** — currently Pooja Traders (+91 82908 99330)

Procedure

1. **Prepare the supplies list-** Create an Excel sheet listing every item needed, with columns for Item Name and Quantity.
2. **Send for approval-** Copy and paste the full list from Excel into the body of a new email addressed to accounts@apcwo.org and send to accounts for approval.
3. **Wait for approval-** Do not proceed until the accounts team approves.
4. **Send order to vendor-** Once approved, copy and paste the same list into a WhatsApp message and send it to the approved vendor's number (currently Pooja Traders: +91 82908 99330).
5. **Vendor confirms and delivers-** The vendor confirms the order and delivers it, typically the same day or the next day.
6. **Collect bills-** Once the full order is delivered, the vendor sends photos of the bills.
7. **Consolidate bills into a PDF-** Combine all bill photos into a single PDF using a PDF conversion tool such as iLovePDF.
8. **Send bills for approval-** Attach the consolidated PDF to the same email thread and send it to Geethu for approval.
9. **Confirm payment with vendor-** Once the payment is completed, take a screenshot of the payment and send it to the vendor via WhatsApp.