

Service Entry Approval Form Supplier Job Confirmation



Site:

Indicate the Site

Supplier Job Confirmation Form

After completion of a service to one of the Samancor Sites, kindly complete this form to ensure that the Service Entry/ time sheet is approved.

There is two parts to the form – one part for the Supplier of the Service and another to the Samancor employee (End user / Supervisor) complete their section for quality control purposes.

This document will serve as proof that the Service was rendered and must be attached to the Service Time Sheet together with other supporting documents.

1. The Service Provider

This document must be completed by each Service Provider entering the plant to perform work. The following information is needed from the supplier:

Service Provider Name		
Service Provider / Vendor number		
Service Provider Representative Name & Cellphone number:		
Date(today):		
Purchase Order number:		
Person to report to in plant:		
Task Based Service Was the task completed, or only partially done?		
Percentage completed		
Explain reason for partial completion		
Hourly Based Service Was the task completed, or only partially done?		
Number of Hours?		
Other Comment		

2. The Plant Responsible Person:

Please complete the attached information. Attach all relevant documentation.

Who performed the quality inspection on the work performed? Specify Company No	
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Was the work done according to the Scope of Work provided? Yes/ No	
If No - Elaborate why work was not done according to SOW.	
Was the quality of the work performed satisfactorily?	
Will the Tax invoice amount be less than the Order amount?	
Who in the plant can be contacted w.r.t. queries on Coupa /SAP?	
Was all documentation submitted to Plant i.e.Delivery note, Job card, Time Sheet	
Other Comment	

Signature: Service Provider	
Date:	

Signature: Samancor Employee	
Date	