



Date: July 29, 2022

To: Head, Services; Head, Procurement

From: Managing Director/Chief Executive Officer

Subject: -TURNAROUND TIME FOR PURCHASE OF APPROVED ITEMS

This is to inform you that Executive Management has approved the following turn-around time for the purchase/supply of items with approved Purchase Orders (POs):

S/N	NATURE OF PURCHASE	TIMELINE
	On Shelf – Within Benin City	1 day
	On the Shelf – Outside Benin City	3 days
	Off the Shelf — Within Benin City	3 days
	Off the Shelf — Outside Benin City	5 days
	Sourced from overseas	Maximum of 30 days

Consequently, you are to realign your internal processes and structures accordingly and ensure compliance going forward as non-adherence to this directive by relevant parties shall attract applicable sanction(s) as enshrined in the company's Sanction Grid.

Approval.....

Dr. Henry Ajagbawa (MD/CEO)