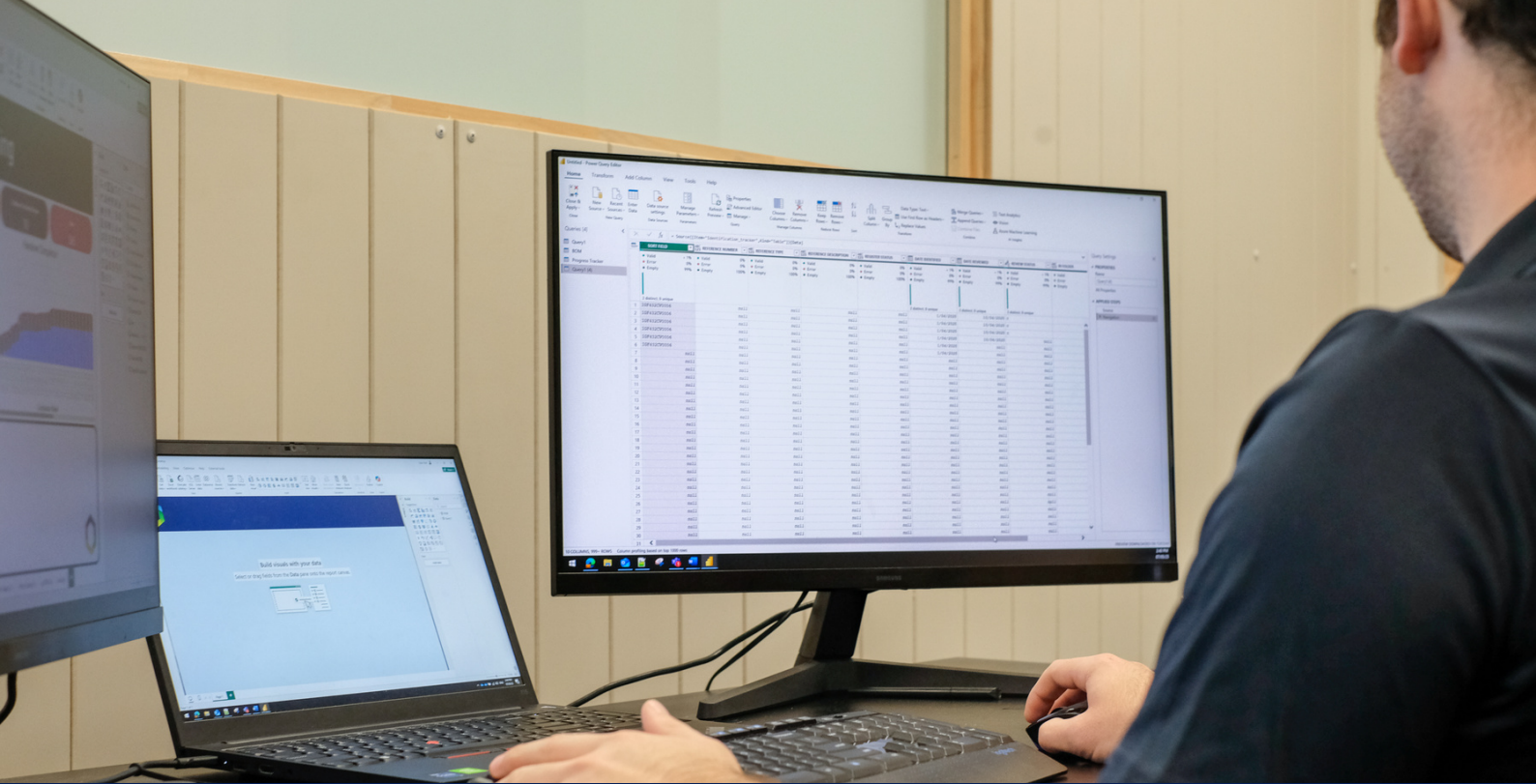




Procurement Reports

Materials Management Suite



PROCUREMENT REPORTS PACKAGE

At Marlanda, we develop site-specific, customised reporting solutions aligned to each operation's unique requirements, maturity, and performance targets. Our reports are built using industry best practice and tailored to site processes and systems. We define practical, meaningful metrics to support decision-making. Reporting can be delivered through Power BI interactive dashboards, Excel-based reports, or embedded ERP BI tools.

THE IMPORTANCE OF PROCUREMENT

Procurement ensures materials and services are sourced at the right cost and delivered when needed to support operations. Strong procurement helps avoid last-minute buying, reduces cost blowouts, and makes sure suppliers are reliable when it matters most.

INDUSTRY BEST PRACTICE REPORTS

- 01** Cost Savings/Cost Avoidance
- 02** Supplier Performance
- 03** Open & Overdue Purchase Orders
- 04** Emergency vs Planned Procurement
- 05** Material Availability



01. COST SAVINGS/COST AVOIDANCE

Why it matters

Cost Savings & Cost Avoidance reporting ensures procurement activities actively reduce spend and optimise costs without compromising operational requirements.

INFORMING DECISIONS FOR



**Procurement & Inventory
Teams**



Finance/Costings Team



Supply Chain Leadership

Logic

- Tracks realised and avoided costs compared to baseline or expected pricing:
- Savings = negotiated reduction vs previous or quoted price
- Avoidance = costs prevented through strategic sourcing, purchase order reviews and contract use

Example Target: Continuous savings and measurable cost reduction vs baseline

Site inputs

- Historical pricing / baseline costs
- Savings methodology / definitions
- Contract management processes

Common causes of poor performance

- Poor contract utilisation
- Weak negotiation practices
- Limited supplier competition
- Lack of spend visibility



02. SUPPLIER PERFORMANCE REPORT

Why it matters

Supplier Performance reporting ensures suppliers meet expectations on delivery, quality, and cost, supporting reliable operations and reducing disruption.

INFORMING DECISIONS FOR



**Procurement & Inventory
Teams**



Supply Chain Leadership



**Operations &
Maintenance Leadership**

Logic

Measures supplier performance across key metrics:

- On-time delivery
- Quality (defects/returns)
- Cost adherence

Site inputs

- Contract KPIs
- Site targets
- Warehousing processes

Common causes of poor performance

- Poor contract management
- Inaccurate demand signals
- Limited supplier accountability



03. OPEN & OVERDUE PURCHASE ORDERS REPORT

Spend, Overdue & Discrepancies

Why it matters

Open & Overdue PO reporting ensures purchase orders are actively managed, and materials are delivered on time to support maintenance and operations.

INFORMING DECISIONS FOR



**Procurement & Inventory
Teams**



**Inventory/Materials
Teams**



Maintenance Planners

Logic

Tracks open purchase orders and identifies those past expected delivery dates:

- Open POs = active, not yet received
- Overdue POs = past delivery date

Example Target: Minimise overdue POs (ideally near zero for critical items)

Site inputs

- Priority classification of materials (E.g. critical vs non-critical)
- Acceptable overdue thresholds or targets
- Escalation rules for overdue POs

Common causes of poor performance

- Inaccurate delivery dates
- Supplier delays
- Weak expediting processes



04. EMERGENCY VS PLANNED PROCUREMENT REPORT

Why it matters

Emergency vs Planned Procurement reporting ensures purchasing is proactive rather than reactive, reducing cost premiums, minimising disruption to operations, and improving overall supply reliability.

INFORMING DECISIONS FOR



**Procurement & Inventory
Teams**



Maintenance Managers



Supply Chain Leadership

Logic

Compares emergency (unplanned/urgent) purchases against planned procurement activity:

- % of Emergency spend or purchase orders vs total procurement
- Can also be trended over time to show improvement

Example Target: Low emergency procurement (<10-20%, trending down as maturity improves)

Site inputs

- Definition of “emergency” vs “planned” procurement
- Target thresholds for acceptable emergency spend/order levels
- Work management process (how maintenance demand feeds into procurement)

Common causes of poor performance

- Poor maintenance planning and scheduling
- Stockouts or gaps in inventory strategy
- Inadequate demand forecasting
- Reactive operating environment (frequent breakdowns)
- Weak coordination between maintenance, inventory, and procurement



05. MATERIAL AVAILABILITY REPORT

Procurement

Why it matters

Material Availability reporting ensures procurement activities are aligned to upcoming maintenance demand, enabling timely delivery of parts and reducing the risk of delays due to late or missing supply.

INFORMING DECISIONS FOR



**Procurement & Inventory
Teams**



Parts Expediting Team



Maintenance Planners

Logic

Assesses whether materials required for upcoming scheduled work have been procured and will arrive on time:

- Links scheduled work orders to purchase orders and supplier delivery dates
- Traffic light view:
 - Green: PO confirmed and on track to meet required date
 - Yellow: PO exists but delivery risk based on lead time or delays
 - Red: No PO or delivery confirmed beyond required date

Example Target: 100% of required materials have confirmed supply aligned to schedule dates

Site inputs

- Lead time assumptions for key suppliers
- Criticality of work orders (priority level)
- Escalation rules for at-risk or overdue supply

Common causes of poor performance

- Delays in raising purchase orders
- Poor supplier performance or unreliable lead times
- Lack of visibility of upcoming demand from maintenance
- Weak expediting and supplier follow-up



Marlanda