



Annex VIII. Process Documentation Guide

|  REPUBLIC OF KENYA | |  | |
|--|---|--|--|
| Institution/Organization Name: | | Kenya School of Law | |
| Affiliations; Ministry / Department/ County/Parent Company: | | Office of the Attorney General & Department of Justice (OAG & DOJ) | |
| Economic Sector Alignment: | | N/A. Since we fall under Political Sector in the Vision 2030 | |
| Big 4 Alignment: | | N/A. Since we are an enabler of big 4 agenda in capacity development | |
| Accounting Officer: | | Dr. Henry K. Mutai | |
| Period: FY | | 2021/22 | |
| Process Documentation | | | |
| Service Name | Payment of goods, services and works offered to the School | | |
| Brief Description | This procedure covers all the activities of the procurement department | | |
| Document Purpose/service | | | |
| Document Control: | KSL/QMS/PRO | | |
| Change Record/ Version Number | ISSUE/REV NO: 3/0 | | |
| Process Owner: | Principal Supply Chain Management Officer | | |
| Name and Position | | | |
| Process Writer (s); Name and Position | Principal Supply Chain Management Officer | | |
| Process Reviewer (s) | Management Representative | | |
| Name and Position | 1. | | |
| STEPS/FLOW/SEQUENCE | | | |
| Step | Event/Activity/Action | Time/ No. Of Days | Actor |
| 1. | Receive and Inspect quality and quantity of delivered materials. | 1-7days | -Supplier. -Stores in-charge -Inspection and Acceptance Committee. |
| 2. | Counter check against the L.P.O. and Delivery Note. Raise a GRN and update the ledger cards | 1day | Inventory Assistant, Inspection and Acceptance Committee |

| | | | |
|----|--|------|---------------------|
| 3. | Prepare all documents and forward to Finance to facilitate payment | 1day | Inventory Assistant |
|----|--|------|---------------------|

EXCEPTIONS TO THE NORMAL FLOWS

| Title | No. | Description | Time | Actor |
|--|-----|---|---------|--|
| Trigger 1. Rejected goods, services and works | 1. | Goods, services and works not being as per sample provided/specifications thus delays | 1-7days | -Supplier. -Stores in-charge -Inspection and Acceptance Committee. |
| (if any other, add rows) | | | | |

Process Maps/Visuals

Business process flowcharts/ swim lanes/screen shots

4.6.5 Flow chart

| Activity | Responsibility |
|---|--|
| <pre> graph TD Start([Start]) --> Step1[Receive and Inspect quality and quantity of delivered materials] Step1 --> Step2[Counter check against the L.P.O. and Delivery Note. Raise a GRN and update the ledger cards] Step2 --> Step3[Prepare all documents and forward to Finance to facilitate payment] Step3 --> End([End]) </pre> | |
| Receive and Inspect quality and quantity of delivered materials | -Supplier. -Stores in-charge -Inspection and Acceptance Committee. |
| Counter check against the L.P.O. and Delivery Note. Raise a GRN and update the ledger cards | Inventory Assistant, Inspection and Acceptance Committee |
| Prepare all documents and forward to Finance to facilitate payment | Inventory Assistant |
| End | |

4.6.6 Retained Documented Information (Records)

- GRN
- Delivery note
- LPO/LSO
- Invoice