

PROCUREMENT PLAN UPLOAD INSTRUCTIONS

This template includes dropdown menus for Schedule Item, UoM, and Procurement Method.

Click on any cell in these columns to see the dropdown arrow.

Field	Description
Schedule Item	REQUIRED. Select from dropdown. Format: 'Code - Name' (e.g., '1000 - Mining Equipment')
Description	REQUIRED. Description of the procurement item (text, not numbers)
UoM	REQUIRED. Select from dropdown: Units, Each, Kg, Litre, Service, Month, etc.
Quantity	Optional. Quantity to procure (number, 0 or blank if not applicable)
Procurement Method	Optional. Select from dropdown: icb, db, rfp, ti, eoi, pq/pqq, ss, others, ncb, direct
Est. Publication Date	Optional. Date when tender will be published (DD/MM/YYYY). Must be within reporting period
Est. Award Date	Optional. Expected date for contract award (DD/MM/YYYY). Must be within reporting period
Est. Start Date	Optional. Expected start date for contract/service (DD/MM/YYYY). Must be within reporting period

SCHEDULE ITEM CODE REFERENCE:

1000 - [Name]	Core Good - Mining-specific goods required for core operations (First Schedule)
2000 - [Name]	Non-Core Good - General goods not specific to mining operations (Second Schedule - 100% local)
3000 - [Name]	Core Service - Mining-specific services required for core operations (First Schedule)
4000 - [Name]	Non-Core Service - General services not specific to mining (Second Schedule - 100% local)

PROCUREMENT METHOD REFERENCE:

icb	Open tendering process inviting international suppliers to compete
db	Direct Bidding
rfp	Request for Proposal
ti	Tender Invitation
eo	Expression of Interest
pq/pqq	Pre-Qualification Questionnaire
ss	Single Source / Sole Source
others	Other
ncb	Open tendering process restricted to nationally registered suppliers
direct	Direct award to a specific supplier without competitive tendering

VALIDATION RULES:

- Schedule Item, Description, UoM are required fields
- Quantity is optional (plan estimated value is set at plan level)
- Dates must be in DD/MM/YYYY format and within the selected reporting period
- Description cannot be a number
- Do not leave required cells blank

TIP: For Split Award procurements, use the Split Award Template from the portal.