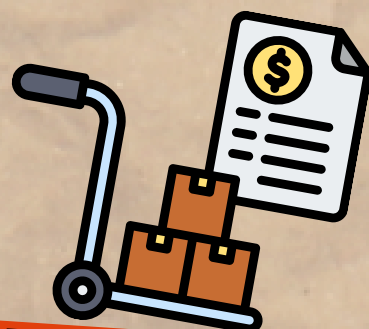


SMALL STEPS TO BIG CHANGES

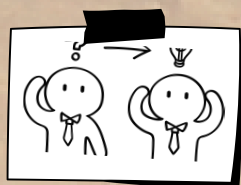


ONE-STOP PROCUREMENT SOLUTION FOR BREAKDOWNS

Blanket Purchase Order (PO) for Common Spare Parts

CHALLENGES

- Facility maintenance is critical to keeping hospital operations running smoothly.
- Group Facilities Management (GFM) previously had to **raise multiple Purchase Requisitions (PRs)** for commonly used spare parts.
- This resulted in:
 - 5–7 days required for each PO to be issued before work could commence
 - **Delays** in repair works, impacting patient experience
 - Frequent urgent purchase approvals, **disrupting workflows and slowing response time**



IMPLEMENTATIONS

A Blanket Purchase Order (PO) provides a **one-stop procurement solution** for commonly required spare parts, covering a pre-approved value for the entire financial year. With fixed SORs, it enables **faster access to parts** and **eliminates repeated PR submissions**.



Improve productivity and maintenance response time



Consolidate and clearly locate all SORs for spare parts within the maintenance contract for easy reference and compliance.

OUTCOMES

- **Faster commencement of repair works**
- **Reduced administrative delays**
- **Smoother workflows and improved maintenance efficiency**
- **Better overall experience for patients and staff**

	No. of PR Raised	Time Spent		Waiting Time For PO Approval
Before Blanket PO	144	1440	24	720 days
After Blanket PO	1	10	0.17	5 days
	Total hours saved		23.83	715 days



KEY

THANK YOU FOR SHARING

Radhakrishnan Naidu
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Group Facilities Management

Every small step matters

Take small steps to yield results.

Focus on identifying the cause to solutions, not problems.

Together, we can create a space where staff can work happily and effectively.