

## **Monitoring and Controlling Process Group Artifacts**

12.3 Control Procurement

12.3.3 Correspondence Letter (Output)

PMGT 690, ERAU, Prof. Sherman

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Deliverable: Procurement Management Plan

by

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**12.3.3 Correspondence Letter:** This is an output for Controlling Procurement process. It consists of terms and conditions of the buyers and sellers communications and provides clarifications to changes and corrective actions. Both parties need to comply with this letter and should be presented in writing as well as verbally. This letter was taken from the group's procurement management plan.

### **Procurement Letter of Correspondence**

ACME Bicycle Suppliers  
April, 2017 Akron, Ohio

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Procurement Officer,

Group 2 Bicycles will be purchasing item number #TW12345, Training wheels, set, 1 ea. black. The above requested item(s) are required to be delivered to the above address no later than 28 April, 2017 to installed on our project bicycle.

- Scope: Our client has requested a change in their order to include installation of adjustable training wheels. Item #12345 meets all the customer's requirements and will meet all Group 2 Bicycle requirements for quality and fit.
- Schedule: Item #12345 has a required delivery date of 28 April, 2017 to allow for the completion of the bicycle no later than the previous delivery date.
- Budget: Your website has a price of \$29.99 with free shipping. If the amount is different, immediate notification to Group 2 Bicycles is required.

To continue the long and mutually beneficial relationship between our two businesses, please notify Group Two Bicycle immediately if the delivery date and costs estimate is not possible. Thank you for your continued great service.

Project Manager Order #123456

Group 2 Bicycle