

GCH Aviation group uses ApprovalMax to generate purchase orders.

To request your first purchase order, please email heather.mcdonald@gchaviation.com or rebecca.treweek@gchaviation.com to be invited as a user.

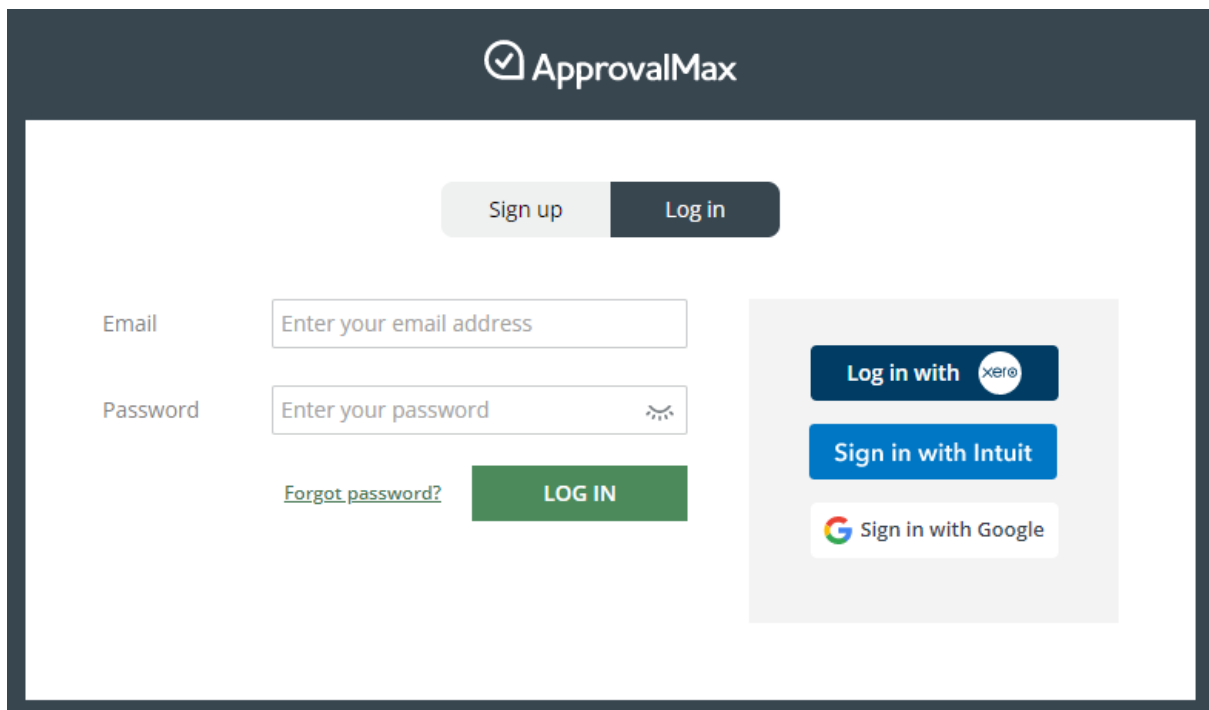
Please ensure that you raise the purchase order against the correct GCH company.

You will need an invite to the specific GCH company which is to be invoiced. Normally it will be GCH Aviation Ltd, but this system also applies for:

- Christchurch Jet Centre Ltd (GCH Aviation Jet Centre; the FBO)
- GCH Jet Operations Ltd
- GCH UAV Ltd
- Kaikoura Helicopters Ltd
- Wellington Helicopters Ltd

If you are already a user, login to ApprovalMax: <https://app.approvalmax.com/login>

If you have access to GCH's Xero, click the Log in with Xero button.



Purchase orders are approved in two steps:

Firstly by the base or department manager (to confirm that this is an item that we want and need to purchase) and

Secondly by finance (to confirm that it fits inside the budget for this month).

Department Managers should consider the following as applicable.

- Is the item fit for required purpose?
- Are there any differences to existing stock with regard training and or maintenance requirements? (if so this purchase needs to be carefully considered as standardisation of equipment should be a major purchasing consideration)

- What issues may need to be addressed to induct this purchase successfully into the organisation and are we able to immediately do so?
- Where a purchase order is part of an action generated from within a company Safety Report the Safety Report should be referenced within the Department Managers comments.
- Is it a purchase or repair of role equipment which should be tracked in D4H?

Instructions to request a purchase order are here...

<https://support.approvalmax.com/portal/en/kb/articles/how-can-i-create-a-purchase-order-in-approvalmax>

Please pay attention to the Requester Instructions. PO requests which are not on the “purchase order form” (select it from the Theme drop-down) or have words in the Delivery instructions box will be sent back to the requester for editing. Only the requester can edit their order.

If the supplier is not in the contact list, please email Heather or Bex to set them up. You will need to include reasons for not purchasing from an existing supplier, and provide all contact details such as address, phone and email. If the supplier has given a credit application form, please forward it to Heather.

The “Note for approvers” box does not show on the PO which the supplier gets, and info in here helps approvers to make a decision, so please include all relevant detail. PDF documents can be attached to your request also, such as quotes or copies of emails to provide context.

If unsure of which account to select, please ask Heather or Bex for help. In case you missed it, we can’t edit your order for you, so it is important that we get it right to start with. We are happy to help 😊

If it relates to a specific aircraft, please select the rego from the list. See below for cheat sheet for base tracking codes.

Please send the PO document as PDF to the supplier (rather than just giving them the order number verbally). This means they receive our Terms and Conditions as shown below.

Terms and Conditions

The order number must be referenced on your invoice.
Tax invoice must comply with IRD requirements and be correctly addressed to the company on this order.
Each invoice must be attached as a separate PDF and emailed to accounts@gchaviation.com.

Accounts will cross check the supplier's invoice against the purchase order to ensure they match. The invoice will go to the relevant base or department manager to verify that the purchase order was filled and the bill is OK to be processed for payment.

Cheat sheet for base codes:

BUAV	Blenheim	UAV
CAPL	Christchurch	Aeromed Pacific Ltd (jet medivacs)
CART	Canterbury	Air Rescue Trust
CCOM	Christchurch	commercial
CENG	Christchurch	engineering
CFBO	Christchurch	FBO (Jet Centre)
CFDS	Christchurch	Flying Doctor Service
CFED	Christchurch	Flight education/training
CJOP	Christchurch	Jet Ops
COV19	COVID19	(directly related costs)
CRES	Christchurch	Rescue helicopter
CUAV	Christchurch	UAV
FFXD	Fiji	fixed wing
FHEL	Fiji	helicopter
FUEL	fuel sales	
GCAC	Garden City Air Centre	Specific to construction of buildings (not R&M)
GCOM	Greymouth	commercial
GFDS	Greymouth	Flying Doctor Service
GFED	Greymouth	Flight education/training
GRES	Greymouth	Rescue helicopter
IFR		specific to Instrument Flight Rules costs
KCOM	Kaikoura	commercial
MKTG		marketing
NCOM	Nelson	commercial
NFDS	Nelson	Flying Doctor Service
NFED	Nelson	Flight education/training
NRES	Nelson	Rescue helicopter
OHGN	Overhead	General
OHRE	Overhead	Rescue helicopter
PILOT	Pilot testing	(Neil Scott)
TCOM	Tasman	commercial
VHEL	Vanuatu	helicopter
VOUCHER	voucher sales	
WCOM	Wellington	commercial