Supply Chain Management: Procurement of Travel via Travel Management Consultant (TMC) Process

Business	Supply Chain Management (SCM)_ Travel Desk	Travel Management Consultant (TMC)	Destination marketing Consultant (DMC)	National Department of Tourism (NTD)	Product	Finance	National Treasury

Business
- 1. Provide Approved Travel Plan or Approved Hosting
- Agrees with the option
- Handover invoices and supporting documents for signatures
- Receives monthly MIS reports
- Report cost containment to NT

Supply Chain Management (SCM)_ Travel Desk
- 2. Received Approved Travel Plan or Approved hosting
- Request Quotations
- Corporate or Hosting?
  - If corporate → Access Online Booking Tool
  - If Hosting → Request Quotations from TMC
- Receive the Quotes from TMC
- Agrees Quotes and preferred options with Business
- Issues the PO and confirm the arrangement with the TMC
- Receives vouchers and performs quality assurance
- If correct
  - Yes → Pass the vouchers to the traveler
  - No → Engage the TMC to amend accordingly
- Receives invoices and supporting documents

Travel Management Consultant (TMC)
- Received the RFQ
- Obtain Quotes
  - Where possible → Engage SMMEs accredited by NDT who completed the Tour operator training programm
  - Obtain at least three quotes from other DMC
- Receives the PO and confirmation of the arrangement and issue relevant vouchers
- Amend accordingly and re-issue
- Issues invoices and relevant supporting documents
- Provides monthly MIS reports

Destination marketing Consultant (DMC)
- Receives the RFQ
- Engage NTD to source appropriate Tour Guides (from their programm)
- Engage Product Owners for 3rd Party Quotes
- Receive the Quotes from DMC and sent to SCM Travel Desk
- Provide the invoices and relevant supporting documents

National Department of Tourism (NTD)
- Provide Data Base for Tour Guides and Tour Operators

Product
- Provided DMC with Quotes and availability

Finance
- Receives invoices and relevant supporting documents for processing
- Process invoices

National Treasury
- Receives the report of cost containment to NT

Phase

SC_ TMC Model

1 of 1