

Procurement

Process Ref : 4-01

Revision : c

Revised : 11/06/2013

Owner : Finance Director

Approver : Managing Director



▽ Responsible a Assists c Consulted i Informed

Seq	Task Title	Purchasing Manager	Buyer	Storeman	Trainer	Supplier	Originator	Task Description
1.1	Evaluate suppliers	▽	c	c	c	i		Maintain list of Approved Suppliers or define criteria for supplier selection. [Refer To QA-047 - Approved Supplier List] [Refer To QA-031 - Quality Audit Reports]
1.2	Review regularly	a	▽			i		- and update list as required. Provide feedback on performance.
2.0	IDENTIFICATION OF NEED							
2.1	Raise a requisition	i					▽	Process any items available from stock. [Refer To QA-047 - Approved Supplier List] Sub-Process: 4-02 Control Stock (3.1 Receive requisition / sales order for stock item) Sub-Process: 5-03 Train and Develop Staff
2.2	Select a supplier	c	■					← From 2.8 - from Approved List (or get approval). [Refer To QA-047 - Approved Supplier List] Key control
2.3	Raise an order	▽				i		Define the requirements clearly for supply / for checking at the supplier's premises by the company or by the customer. Refer to any supplied drawings etc.
2.4	File copies of order		▽					
2.5	Expedite if necessary		▽			c		← From 2.7
2.6	Receive the product			▽				Record receipt. [Create GRN-001 - Goods Received Note]
2.7	Check the goods and associated documentation			◆				cf Purchase Order / quality requirements. [Refer To PO-002 - Purchase Order] [Refer To QA-065 - Goods Inwards Inspection Schedule] Go to 2.5 if Missing / faulty items
2.8	Identify the goods			◆				Hold any non-conforming items in quarantine. [Create QA-78 - Non-Conformance Report / Quarantine Label] [File/Archive GRN-001 - Goods Received Note] Go to 2.2 if urgent order
2.9	Store the goods until required			▽				Sub-Process: 4-02 Control Stock
2.10	Assess supplier's performance	■	c					Remove from Approved List if unsatisfactory. [Update QA-047 - Approved Supplier List] Improvement opportunity