

Procurement

Process Ref : 4-01

Revision : b

Revised : 20/02/2012

Owner : Finance Director

Approver : Managing Director

▼ Responsible a Assists c Consulted i Informed

Seq	Task Title	Purchasing Manager	Buyer	Storeman	Supplier	Originator	Task Description
1.1	Evaluate suppliers	▼	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)
2.2	Select a supplier	c	■				- from Approved List (or get approval). This only applies to suppliers which affect the quality of goods and services we deliver. In other cases, refer to the Purchasing Dept. [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. Sub-Process: 2-05 Tender for a Contract
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]
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]