























Demo Management System 4 Managing Resources							Process Ref : 4-01
Procurement							Revision : 1.1
							Revised : 10/01/2011
							Owner : Finance Director
							Approver : Managing Director
							 Responsible  Assists  Consulted  Informed
Seq	Task Title	Purchasing Manager	Buyer	Storeman	Supplier	Originator	Task Description
	Scope & Objectives						SCOPE: All material for projects and capital items. Any purchases over £1,000. All sub-contractor engagements. OBJECTIVES: To ensure that best value is obtained from all purchases and sub-contracts by managing the procurement process and the selection and monitoring of suppliers.
1.0	PREPARATION						
1.1	Evaluate suppliers						Maintain list of Approved Suppliers or define criteria for supplier selection. [Update QA-047 - Approved Supplier List] [Refer To QA-031 - Quality Audit Reports] [Refer To Quality Policy]
2.0	IDENTIFICATION OF NEED						
2.1	Raise a requisition						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						- from Approved List (or get approved). 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						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						← 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
							



Demo Management System 4 Managing Resources Procurement		Purchasing Manager Buyer Storeman Supplier Originator	Process Ref : 4-01 Revision : 1.1 Revised : 10/01/2011 Owner : Finance Director Approver : Managing Director		 <input type="checkbox"/> Responsible <input checked="" type="checkbox"/> Assists <input checked="" type="checkbox"/> Consulted <input type="checkbox"/> Informed
Seq	Task Title		Task Description		
2.10	Assess supplier's performance	2.9 <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		Remove from Approved List if unsatisfactory. [Update QA-047 - Approved Supplier List]