

Demo Management System 4 Managing Resources								Process Ref : 4-01
Procurement								Revision : 4
								Revised : 17/03/2009
								Owner : Finance Director
								Approver : Managing Director
								<input type="checkbox"/> Responsible <input type="checkbox"/> Assists <input type="checkbox"/> Consulted <input type="checkbox"/> Informed
Seq	Task Title	Purchasing Manager	Sub-contractor	Storeman	Supplier	Originator	Buyer	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	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			Maintain list of Approved Suppliers or define criteria for supplier selection. [Update QA-047 - Approved Supplier List] [Refer To QA-031 - Quality Audit Reports]
2.0	IDENTIFICATION OF NEED							
2.1	Raise a requisition	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		Process any items available from stock. Sub-Process: 4-02 Control Stock (3.1 Receive requisition / sales order for stock item)
2.2	Select a supplier	<input type="checkbox"/>					<input checked="" type="checkbox"/>	- from Approved List (or get approved). [Refer To QA-047 - Approved Supplier List] <b>Key control</b>
2.3	Raise an order	<input type="checkbox"/>			<input type="checkbox"/>			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						<input type="checkbox"/>	
2.5	Expedite if necessary				<input type="checkbox"/>		<input type="checkbox"/>	← From 2.7
2.6	Receive the product			<input type="checkbox"/>				Record receipt. [Create GRN-001 - Goods Received Note]
2.7	Check the goods and associated documentation			<input type="checkbox"/>	<input type="checkbox"/>			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			<input type="checkbox"/>				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			<input type="checkbox"/>				Sub-Process: 4-02 Control Stock
2.10	Assess supplier's performance	<input type="checkbox"/>					<input type="checkbox"/>	Remove from Approved List if unsatisfactory. [Update QA-047 - Approved Supplier List]