Purchasing

Purpose and Scope

To describe the purchasing and supplier evaluation processes.

Responsibility

The Management Representative and Managing Directors ensure that this procedure is implemented and maintained through the relevant Accounts / Payroll Manager.

Procedure

Purchasing

1. Any person can request a purchase. Such requests are normally verbal and are directed to a Managing Director. Purchases are only made on suppliers who have been evaluated first in the Supplier Review Register and is reviewed every three months.
2. All processing of the purchase orders are conducted by the Accounts/Payroll Manager through the use of MYOB when requested by Managing Directors. Majority of Orders are generated through Managing Directors when required.
3. Upon receipt of the good or service, all accompanying documentation is checked against the requested items; if no issues arise upon this time, no further follow up will be required. The purchaser is to resolve any issues from this.

Supplier Evaluation

1. Any person can propose a supplier. Such proposals are normally verbal.
2. Supplier evaluations and assessments are based on price / quality / service with the relevant criteria determined by the relevant person at the time.
3. Such evaluations are normally via phone calls and emails and only by exception situations.
4. As needed, any situation due to a problem or improvement concerning a product or service will be escalated to a director. As deemed necessary, such an escalation will result in a Correctio Action Request or tabled at a management review.

Records

- Purchase Order records are electronically stored through MYOB and the cloud server. All purchase records are maintained by the Accounts/Payroll Manager.
- Supplier invoices are maintained by the Accounts/Payroll Manager through MYOB.
- New Supplier Forms are maintained by the Management Representative on the cloud server in the appropriate folder.