8.4 Control of Suppliers & External Processes

Purchasing Process

- The Operations Director has the responsibility of assessing suppliers/sub-contractors who supply goods which are considered fundamental in maintaining quality within the Company
- Acceptability is based on the Company's previous experience in dealing with suppliers/sub-contractors
- Where a firm wishes to be added to the list of approved suppliers/sub-contractors it will be the subject of an assessment carried out under the supervision of the Operations Director.
  - An auto block is added by the Matic Track to prevent any purchase order approval until a supplier has underwent review,
- Suppliers list is maintained automatically via the MaticTrack system.
  - After 3 months of inactivity a supplier is set to reapproval, when they are next used for a purchased order a person with suitable permissions will review the supplier to see if they can be reactivated. This forces us to automatically maintain our suppliers list.
    - **Current Authorised Reviewers**
      - Managing Director
      - Operations Director
- All suppliers are detailed on the computer system under Suppliers, which is reviewed on an annual basis.
  - Suppliers Dashboard :: Sales Management (maticmedia.co.uk)

Purchasing Information

- All orders are the subject of a Purchase Requisition and Purchase Order. Prior to despatch they are reviewed and authorised by one of the authorised purchasers, this is controlled by system privileges control.
- Purchase Order Forms are generated by the system and detail the Purchase Order Number, suppliers name and address, description of goods, quantity and unit price;
- The Purchase Order Number is allocated in numeric order by the computer system and each number is unique;

- Purchase orders are emailed to suppliers, orders can not be placed without an official purchase order.
- The description used in order documents or in verbal orders precisely specifies the materials, uses the customer’s description wherever possible and includes the following, **where applicable;**
  - the type, class, style, grade or other precise information;
  - the title or other possible identification including detailed reference to British Standards or International Standards, and applicable issue of specifications, drawings, process requirements, inspection instructions and other relevant technical data, including requirements for approval or qualification of product, procedures, process equipment and personnel;
  - the title, number and issue of the Quality System International Standard to be applied to the product;
  - specific identification or marking requirements of the goods to be supplied;
  - particular packaging or handling requirements;
  - the provision of all necessary test and/or goods certification as required.

Authorised Purchasers

Name	Amount
Richard McCombe	NA
Robert McCombe	NA
Adrian McCombe	£10,000
Andy Roddie	Requisitions Only
Kelly Power	£5,000
Jamie Mallon	Requisitions Only

Stock Management

Where possible stock items are listed on a controlled stock list that is kept up to date with current stock levels. This allows control of stock quality and consistent throughput of jobs through the production process.

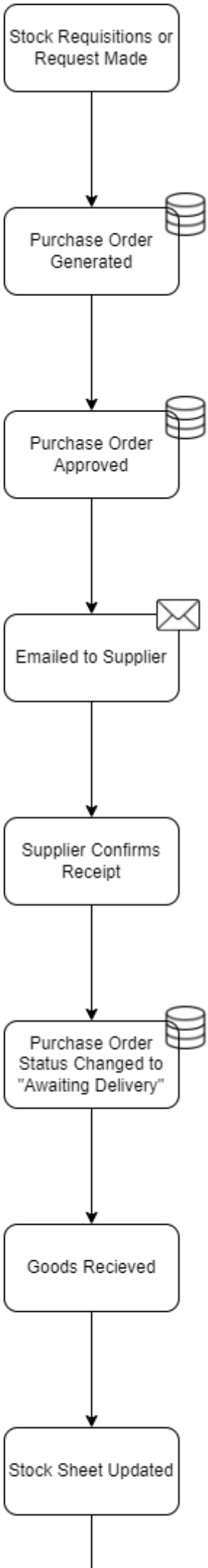
Location

> https://1drv.ms/x/s!AgZhmG8o-MafgpI3vhiU0l8wECmm2A?e=GWipko

Verification of Purchased Product

- SOURCE OF GOODS – invoices indicate which goods are from a source which holds third party certification;
- goods which are purchased from a supplier which holds third party certification are given a visual inspection before despatch to the supplier;
- no goods are despatched to the customer until the Goods Inwards Inspection procedure has been completed.

Purchasing Process


Stock Requisitions or Request Made
Purchase Order Generated
Purchase Order Approved
Emailed to Supplier
Supplier Confirms Receipt
Purchase Order Status Changed to "Awaiting Delivery"
Goods Recieved
Stock Sheet Updated

Revision #5
Created 25 April 2023 11:16:37 by Admin
Updated 14 February 2024 18:03:21 by Admin