

# **Procurement Management Process For [Project Name]**

## Document Control

### Document Information

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### Document Approvals

Role	Name	Signature	Date
Project Sponsor			
Project Review Group			
Project Manager			
Quality Manager <i>[if applicable]</i>			
Procurement Manager <i>[if applicable]</i>			
Communications Manager <i>[if applicable]</i>			
Project Office Manager <i>[if applicable]</i>			

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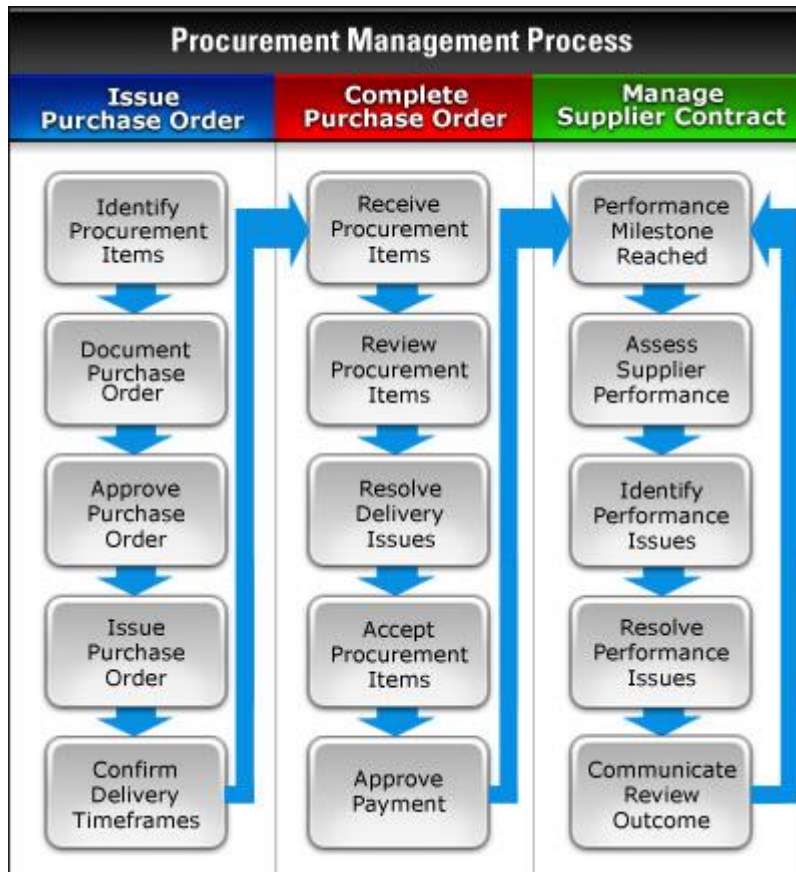
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# 1 Procurement Process

*Document the process for sourcing the procurement of items for a project by completing this template.*

## 1.1 Overview

*Provide an overview of the Procurement Management Process, depicted as follows:*



## **1.2 Issue Purchase Order**

*Describe in detail the steps needed to issue Purchase Orders to suppliers:*

- *Identify the items to be procured*
- *Complete a Purchase Order which describes the items being procured*
- *Approve and issue the Purchase Order to the supplier*
- *Confirm the estimated delivery timeframes*

## **1.3 Complete Purchase Order**

*Describe in detail the steps needed to complete (i.e. fulfill) Purchase Orders:*

- *Receive procurement items from suppliers*
- *Review the items received against the terms of the contract*
- *Identify and resolve any supplier delivery issues*
- *Accept the procurement items received, on behalf of the project*
- *Approve supplier invoices for payment*

## **1.4 Manage Supplier Contract**

*Describe in detail the steps to manage the supplier's performance through the procurement process:*

- *Identify when performance milestones have been reached*
- *Assess the supplier's performance based on the terms of the contract*
- *Identify any performance issues and making the supplier aware of those issues*
- *Resolve all issues identified and continuing with the terms of the contract*
- *Communicate the outcome of the performance reviews, to all appropriate project stakeholders*

# **2 Procurement Roles**

*In this section, describe the key roles and responsibilities involved in the Procurement Management Process.*

## **2.1 Procurement Manager**

*List the responsibilities of the Procurement Manager in the Procurement Management Process.*

## **2.2 Project Manager**

*List the responsibilities of the Project Manager in the Procurement Management Process.*

# **3 Procurement Documents**

*In this section, identify the documents that are used to successfully undertake the Procurement Management Process.*

### **3.1 Purchase Order Form**

*Describe the purpose of the Purchase Order Form and provide a template for its completion.*

### **3.2 Procurement Register**

*Describe the purpose of the Procurement Register and provide a template for its completion.*