



PROCURER’S MAIN RESPONSIBILITIES

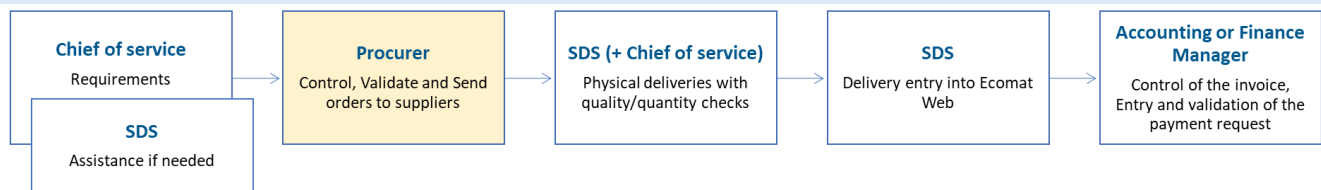
As a major player of the external procurement process, the Procurer is responsible for:

- Securing the resorts supply on its perimeter
- Drafting and ensuring the respect of the operating agreement by all stakeholders
- Supervising and rationalizing orders (quality, time, cost, volume) and deliveries according to procedures
- Following up on orders and deliveries (Acknowledgment of receipt, delivery date, reminder, etc.)
- Managing supplier performance through rigorous disputes follow-up (incidents, assets) in connection with buyer
- Managing functionally the SDS

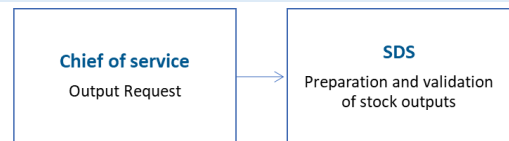
PROCURER’S ROLE IN KEY PROCESSES

The Procurer has a key role in the procurement process: the tasks identified in orange below are under his responsibility.

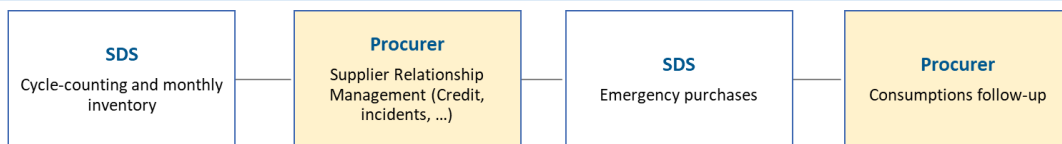
EXTERNAL PROCUREMENT PROCESS



INTERNAL PROCUREMENT PROCESS



AS TIME GOES BY...



FOCUS ON PROCURER’S KEY RULES

For all of the following tasks, here is a reminder of the key rules to follow:

1) Control, validate and send orders to suppliers :

- For recurring products (Dry products, consumable supplies, etc.) :
 - ❖ In order to procurers to place orders independently, **minimum/maximum stock levels must be determined** at the start of the season, in coordination with the concerned chief of service, and in accordance with the average consumption or defined plan menu and the storage spaces specific to each resort.
- For specific products (fresh fish/meat, fruits/vegetables, bread, Supply, etc.) :
 - ❖ Requirements that are entered by chiefs of services must be challenged in order to avoid overstock risks and to ensure the right ordered quantity according to resort occupancy rate
- An acknowledgment of receipt is mandatory for any order sent to a supplier
- A delivery schedule must be optimized with suppliers and communicated to the SDS
- An alternative solution (replacement product, order to another supplier) must be found for any shortage of stock from our suppliers, in order to not endanger the performance
- All transit orders should be mutualized (orders from different resorts but same supplier for only one platform delivery, orders from different suppliers but same resort for only one resort delivery)



FOCUS ON PROCURER'S KEY RULES

2) Supplier Relationship Management :

- Any incident which is opened on the Incidents Database must be dealt with and followed up : actions plans must be drafted with suppliers for recurring issues. In case of repeated incidents or if the activity is significantly impacted, information must be shared with the buyer.
- Credits to be received must be rigorously followed up and suppliers must be reminded until the credit invoice is received.
- In case of price issue, get in touch with the buyer responsible of the concerned purchasing family.
- In order to optimize our common processes, procurer must regularly challenge suppliers on flow management and processes (implementation of dematerialization, optimization of deliveries, etc.).

3) Consumptions follow-up :

- Consumption by product must be monitored weekly to validate consistency with the occupancy rates: Any overconsumption observed must be analyzed in coordination with the SDS and the concerned chief of service
- An HD Cost follow up must be done every week to validate consistency with the established budgets (if inconsistency, remember to check that the correct HD has been entered in Ecomat Web by SDS)

FUNCTIONAL MANAGEMENT OF STOCK AND DELIVERIES TEAM IN RESORT

In order to ensure the proper functioning of the service, Procurer has the role of functional manager with the SDS and storekeepers. In this context, he is responsible for:

- Improving team skills by identifying training needs (tools and processes)
- Ensure compliance with procedures for the entire team through the following key controls:
 - **Organization and material control:** Well organized and tidy reserves which are labeled for PDA use, Material available for receptions, Check of HACCP and Green Globe rules compliance
 - **Control of deliveries:** Quantities actually delivered entered in Ecomat Web, Check of temperature done (on ePack tablet), Check that discrepancies between orders and deliveries are justified by SDS
 - **HD Cost Control:** Regular entry of stock outputs and no stock regularization done with outputs
 - **End of month checks:** HD entered, Inventory fully entered and stock discrepancies justified in Ecomat Web

OPERATING AGREEMENT IN RESORT

Key document drafted at the start of the season by the Procurer, in collaboration with SDS and Chiefs of services, this agreement defines the terms of external and internal supply for the resort (Frequency, Time, Operation, etc.).

It acts as an **internal contract** between the Procurement department (Procurer & SDS) and the various services, and must therefore be validated and accepted by all stakeholders (SDS, Chiefs of services and Procurer).

It may be subject to adjustments during the season if this is relevant.

REFERENCE DOCUMENTS OF THE PROCURER

- Operating agreement Template

PROCEDURES

- Goods supply : [Link to the procedure](#)
- Goods receipt : [Link to the procedure](#)
- Stock Management : [Link to the procedure](#)

TOOLS

- Ecomat Web User Guide : [EW User Guide](#)
- Supplier incidents database : [NAM](#), [SAM](#), [ESAP](#), [EAF](#)