

Purchasing Process

PHX010

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Purpose

The purpose of this process is to ensure goods are purchased to the correct specification and in a timely fashion to fulfil the customer's requirements.

Scope

This process applies to all operations personnel and their suppliers and impacts on sales and customers.

Responsibility

It is the responsibility of the operations personnel to process all items appearing on the Oasis Shopping List and liaising with sales personnel regarding lead time and pricing queries.

Procedure

Sales Orders that have been processed are automatically forwarded to the operations department and appear on the Purchasing Shopping List.

Purchasing Items

Software pricing for major vendors is submitted to Phoenix by the supplier and imported into the Oasis system, on a monthly basis. New items or software that has not been purchased on a regular basis or from a regular source are price checked with the supplier when required.

Operations personnel check the Purchasing Shopping List on a regular daily basis. The item on the Shopping List is updated regarding pricing, if necessary and with a lead time for delivery. A Phoenix Purchase Order is raised and forwarded to the vendor or supplier.

Consumable goods and services appear on the Internal Purchasing System (SharePoint). Pricing is usually included from the requester. If pricing is not included, the operations personnel will investigate any costings and lead times before creating a Purchase Order.

Reported items do not appear on the shopping list.

See Purchasing Process Flowchart

Overdue Purchase Orders

The Outstanding Purchase Order report is run weekly by the Operations Team. For any items outstanding the supplier is contacted and a new delivery date agreed. Details of the new delivery date are entered on to the system with action notes which are available to the sales person.

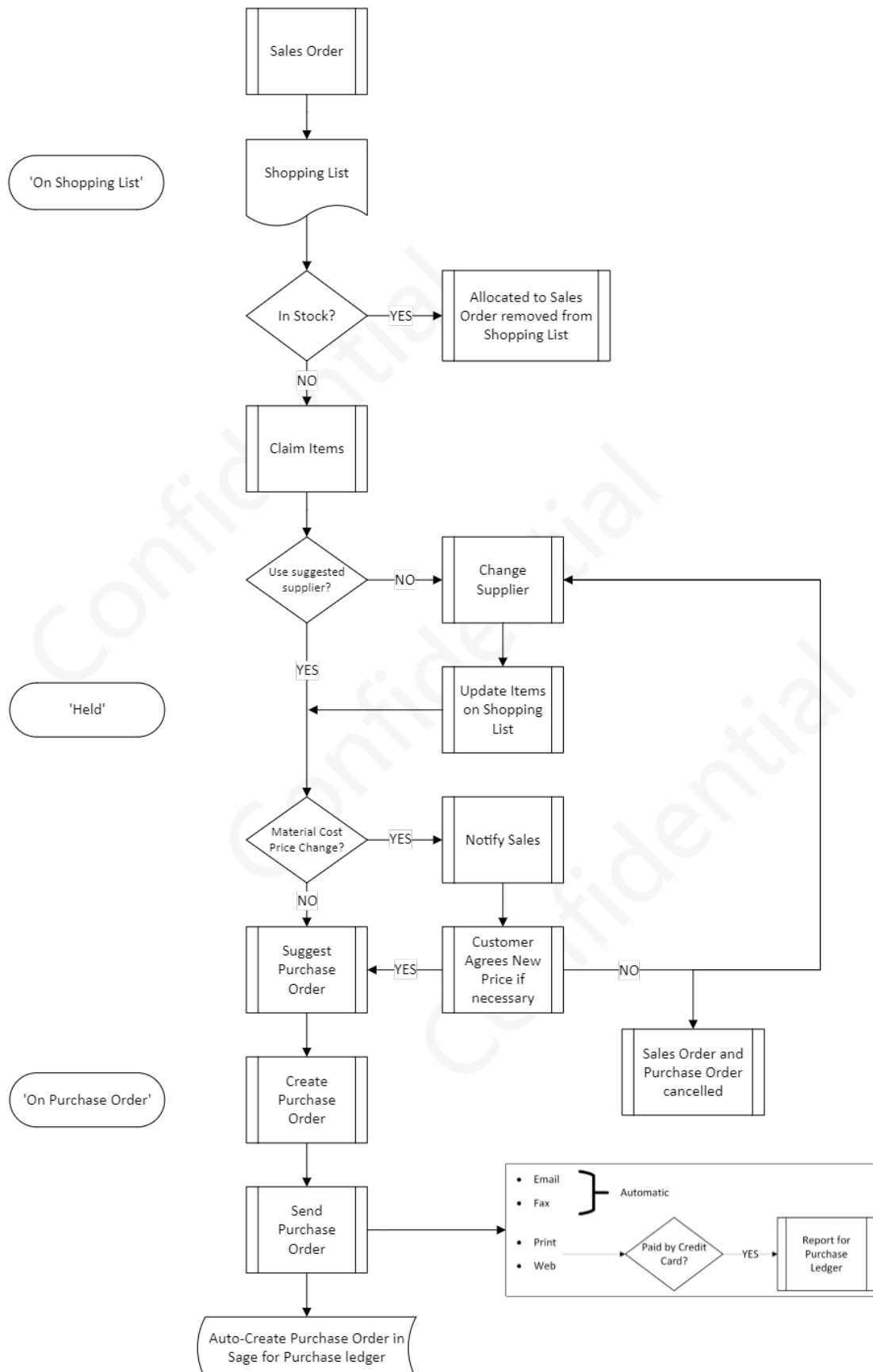
If a new due date is unacceptable the initial purchase order is cancelled, and the item is returned to the Purchasing Shopping List to be procured from an alternative supplier and the normal procedure is followed.

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Purchasing Process Flowchart



Version Control

<u>Author</u>	<u>Version</u>	<u>Date</u>	<u>Description</u>
QMS	1.0	01/05/2016	Original Document
QMS	1.0	30/12/2017	Annual review – no changes
QMS	1.0	30/12/2018	Annual review – no changes
QMS	1.0	05/12/2019	Annual review – no changes
Jayne Goddard	1.0	11/11/2020	Annual review – no changes
Jayne Goddard	1.0	11/11/2021	Annual review – no changes
Jayne Goddard	2.0	08/11/2022	Changes following annual review

Document Approval

<u>Name</u>	<u>Version</u>	<u>Date</u>	<u>Position</u>
Sam Mudd	1.0	01/05/2016	Managing Director
Sam Mudd	1.0	30/12/2017	Managing Director
Sam Mudd	1.0	30/12/2018	Managing Director
Sam Mudd	1.0	05/12/2019	Managing Director
Sam Mudd	1.0	11/11/2020	Managing Director
Sam Mudd	1.0	11/11/2021	Managing Director
Clare Metcalfe	2.0	18/11/2022	Operations Director

Signed: *Clare Metcalfe* Clare Metcalfe, Operations Director

Dated: 18/11/2022