

PUF204: Exemptions to Purchase Order Process

This exemption list identifies items or particular categories of expenditure that do not require a supporting purchase order due to the nature of spend or the inability to raise a purchase order in advance. This is to ensure that prompt payment targets to suppliers are met and to minimise non-compliance levels. This document supports NA Procurement Policy (PUP103).

<u>Category</u>	<u>Name of Supplier</u>	<u>Process Category</u>	<u>Description of Service/Payment</u>
Customs and Duty	UAE Based Freight Agent (no specific supplier)	Exemption to Purchase Order	UAE clearing of goods
Flights and Overseas	Emirates Travel - various suppliers	Exemption to Purchase Order	
Landlords and Property Agents	Abu Dhabi Commercial Property (ADCP)	Exemption to Purchase Order	Landlord Abu Dhabi Region
Landlords and Property Agents	Aldar Property	Exemption to Purchase Order	Landlord Abu Dhabi Region
Staff Claims	Staff Allowances & Expenses Claims - various	Exemption to Purchase Order	Allowances
Staff Recruitment and General	Tuition Fees for Children's Educational	Exemption to Purchase Order	Tuition fees for children of NA Staff
Utilities	Abu Dhabi Distribution Company (ADDC)	Exemption to Purchase Order	Utilities
Utilities	Abu Dhabi National Oil Company (ADNOC)	Exemption to Purchase Order	Fuel/Diesel
Utilities	DU	Exemption to Purchase Order	Communications network provider
Utilities	ETISALAT	Exemption to Purchase Order	Communications network provider
Vehicle Fines	Budget, Future etc., Leasing Car Companies	Exemption to Purchase Order	Traffic fines
Contractors and Consultants	Ashraf Amro	Retrospective Purchase orders	Internal Audit Services
Contractors and Consultants	OCS Technical Services	Retrospective Purchase orders	Biomedical Engineering Services
General Corporate Expenses	Xerox - various	Retrospective Purchase orders	IT Maintenance/service of equipment
General Corporate Expenses	Insurance Companies/brokerage firms- various	Retrospective Purchase orders	Group, Life and Vehicle insurance
General Operational Expenses	Industrial Gas Plant	Retrospective Purchase orders	Oxygen and Entonox Gas
General Operational Expenses	Lord Land Tyres	Retrospective Purchase orders	Tyre purchase and repairs NE
Local Accommodation	Double Tree, Jumeriah- various	Retrospective Purchase orders	UAE hotels and Events bookings
Staff Recruitment and General	Al Jazeera Training Institute	Retrospective Purchase orders	Driving license (Northern Emirates)
Staff Recruitment and General	Data Flow	Retrospective Purchase orders	Data Verification for EMT Staff
Staff Recruitment and General	European HEMS & Air Ambulance Committee	Retrospective Purchase orders	Corporate Membership

Staff Recruitment and General	Kings College Hospital Abu Dhabi	Retrospective Purchase orders	Healthcare Services for Staff
Staff Recruitment and General	Philippines Overseas Employment	Retrospective Purchase orders	New staff recruitment (Philippines)
Staff Recruitment and General	Sacred Heart Diagnostics	Retrospective Purchase orders	Medical testing for new staff
Staff Recruitment and General	Smart Driving School	Retrospective Purchase orders	Driving training (Philippines)
Staff Recruitment and General	The New Signal Transport	Retrospective Purchase orders	Staff transportation