



PURCHASING

PURPOSE:		To define the controls to ensure that all purchased products meet the necessary standards to enable Manhari recycling to supply and install products to the required specifications, including the processes for: engaging and evaluating the external provider; purchase order authorisation; and verification of purchased product.		
SCOPE:		Applicable to all suppliers and service providers supplied to Manhari Recycling.		
STEPS IN THE PROCEDURE		REFERENCES	RESPONSIBILITY	RECORDS
Selection and Approval of Suppliers				
1	Key suppliers are general public, industrial sites (where bins are hired to them) or vehicle wreckers and suppliers of plant and equipment. Service providers to office such as IT and cleaning service.	<ul style="list-style-type: none">N/A	<ul style="list-style-type: none">N/A	<ul style="list-style-type: none">N/A
2	Suppliers of scrap metals can be general public or a business. There are no criteria in place to select the general public (i.e. the business is open to general public). As for businesses, the key criteria for selecting suppliers are <ol style="list-style-type: none">If it's a business, ensure they have a valid ABN numberBank details. The list of all suppliers are maintained in Myyard.net	N/A	Procurement Manager	Myyard.net Supplier Set Up Form
3	Selection criteria for plant and equipment . Typically very specialised equipment. Hire a consultant to assist the company in selecting the best suitable supplier. Key criteria: <ul style="list-style-type: none">Experience in servicing Australian customer/marketDowntime and availability of remote service (suppliers are generally in Europe)Financial terms and costQuality, environmental and OHS certification	N/A	<ul style="list-style-type: none">Procurement Manager and BDM	Supplier Approval & Evaluation Checklist OHS Purchasing Checklist Approved Supplier and Service Provider List



	The list of suppliers and maintenance providers of Plant and Equipment is maintained in the Approved Supplier List			
Procurement information				
4	<u>Suppliers of Scrap metals:</u> Information is agreed and documented in myyard.net with the suppliers.		<ul style="list-style-type: none"> Procurement Manager 	Myyard.net
5	Suppliers of Plant and Equipment including maintenance suppliers Clear description <ul style="list-style-type: none"> Plant and Equipment Service providers (maintenance of machines) 		<ul style="list-style-type: none"> Procurement Manager and/or BDM 	PO / Contract
Ongoing evaluation				
6	Evaluate key suppliers on an ongoing basis as per the criteria specified in the Supplier Evaluation Checklist. The procurement manager decides the key suppliers.	N/A	<ul style="list-style-type: none"> Procurement Manager 	Supplier Evaluation Checklist
7	The outcome of the evaluation would be either: <ul style="list-style-type: none"> Continue relationship with the supplier Provide feedback to improve service Discontinue working with the supplier 	<ul style="list-style-type: none"> 	<ul style="list-style-type: none"> 	Supplier evaluation checklist