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PURCHASING

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Abstract:

This document describes the purchasing process.



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1.0 PURPOSE

This document defines the Purchasing process including or making reference to procedures for the various activities within the process.

Note: this procedure applies to suppliers of products or providers of services that directly affects the quality of our products or services. Suppliers that provide office and maintenance supplies, furniture, grounds keeping services, etc. are not subject to the controls of this procedure.

2.0 THEORY

The purchase of materials that go into our products or services that help us produce products affects everything we make. As a result, it is important to monitor and control the quality of both products and services that we receive as well as the suppliers of such products and services.

3.0 PROCEDURE: SUPPLIER EVALUATION AND SELECTION

3.1 All suppliers of product related materials or services must be evaluated unless these Suppliers are:

[REDACTED]

3.2 Supplier evaluation is conducted by following the format on the Supplier Evaluation Form.

3.3 The Supplier Evaluation Form ensures that all new suppliers are [REDACTED]

3.4 Once approved through the Supplier Evaluation Form, the Quality Manager will update the Approved Supplier List.

3.5 The following ratings apply to suppliers:

- RESTRICTED: [REDACTED]
- CONDITIONAL: [REDACTED]
- UNRESTRICTED: [REDACTED]
- DOCK-TO-STOCK: [REDACTED]

3.6 Once entered into the Approved Supplier List, suppliers are rated [REDACTED]

3.7 Using incoming (receiving) inspection results for product suppliers and employee feedback on service providers, the Quality Manager will determine if the Supplier should be increased in rating to [REDACTED]

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3.8 Using the results from combination of the following functions for product suppliers, the Quality Manager will determine if the Supplier should be increased in rating to [REDACTED]

3.9 For suppliers providing product, incoming inspection results are recorded on the Subcontractor Performance Rating Spreadsheet, which [REDACTED]

3.10 If a new Supplier rates [REDACTED]

3.11 If any Supplier rates [REDACTED]

3.12 If items are returned to any Supplier using a Material Shipper, the Quality Manager will [REDACTED]

3.13 Any Supplier may be de-rated to [REDACTED]

3.14 Management may override [REDACTED]

3.15 During management review, the entire Approved Supplier List is subject to [REDACTED]

4.0 PROCESSING REQUISITIONS AND PURCHASE ORDERS

4.1 During review of each requisition, the Quality Group will determine if a Supplier or special process has [REDACTED]

4.2 When appropriate, the purchase order defines acceptance criteria for [REDACTED]

4.3 As applicable, purchase order information includes:

- a) [REDACTED]
- b) [REDACTED]
- c) [REDACTED]

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d) requirements relative to:

- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]

e) [REDACTED]
f) [REDACTED]

4.4 The requirements for delegation are defined when the Company delegates inspection verification to a Supplier. The Approved Supplier List is used to [REDACTED]

4.5 When the Company or its Customer needs to perform verification activities at a Supplier facility, the Purchase Order [REDACTED]

4.6 See the process map herein.

4.7 Emergency Purchasing Authority: The Company will authorize the shift foreman and/or the maintenance foreman emergency purchase authority for the procurement of supplies, parts and materials outside the normal plant operating schedule. In such cases, the Purchasing department will [REDACTED]

5.0 OTHER PURCHASING RULES

5.1 In all instances, the Purchasing Department will strive for [REDACTED]

5.2 Any employee of the Purchasing Department that has any financial or other interest in a supplier company, either directly or through any member of his/her immediate family, shall [REDACTED]

5.3 The acceptance by purchasing personnel of gifts or gratuities from suppliers is [REDACTED]

5.4 The acceptance of items intended for the purpose of advertisement and bearing the name of the Supplier is [REDACTED]

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5.5 The Purchasing department will cooperate with Customer-related activities and [REDACTED]

5.6 The Purchasing department will not, in any way, [REDACTED]

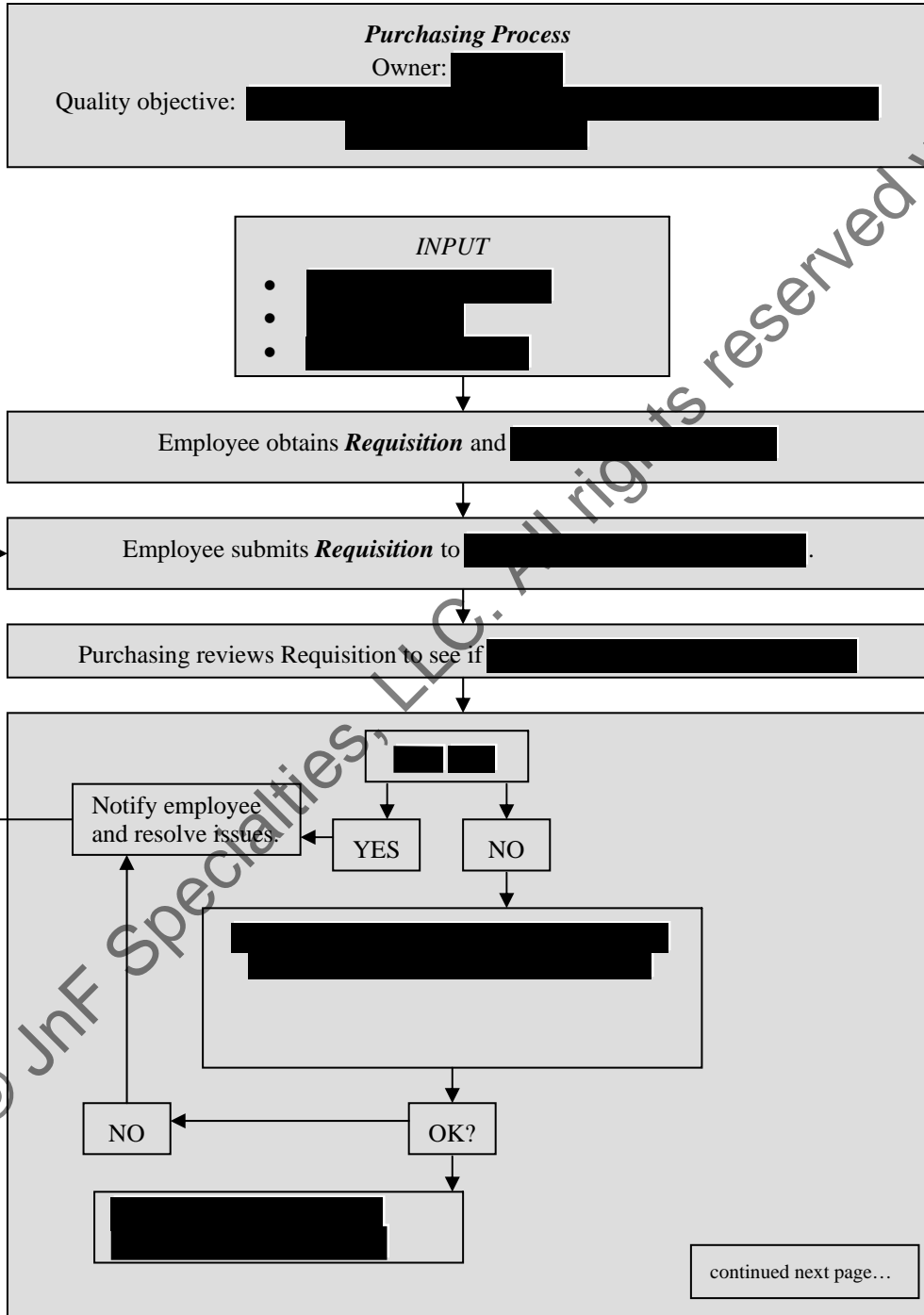
5.7 The Company will abide by all Government clauses or other statutory or regulatory requirements as referenced by the order, contract or other requirements document.

[REDACTED]

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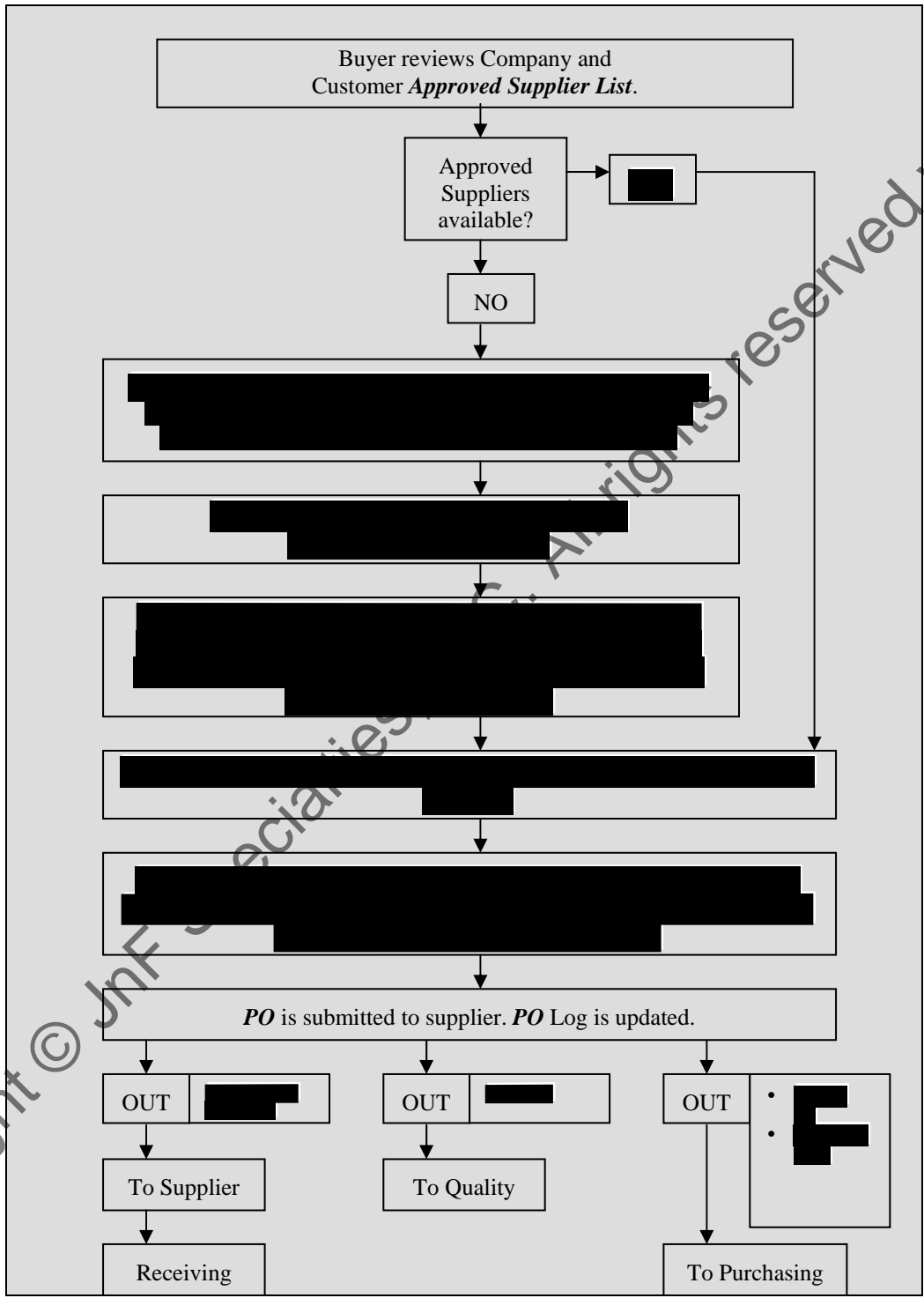
6.0 PROCESS MAP



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