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PURCHASING PROCEDURE

Origination Date: (your origination date)

Document Identifier:	Purchasing Procedure
Date:	Latest Revision Date
Project:	Client, Unique ID, Part Number
Document Status:	Rev: Orig

Abstract:

This document describes the purchasing process.

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Your Logo	Your Company Name	Purchasing Procedure
		Rev: Orig

REVISION LOG

Issue	Date	Comment	Author
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REVISION RECORD

Issue	Item	Reason for Change

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PROPRIETARY INFORMATION Page 2 of 9	This document expires 1 day after printing unless marked "Released". Date Printed: [REDACTED]	Form Rev: Orig
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Your Logo	Your Company Name	Purchasing Procedure
		Rev: Orig

TABLE OF CONTENTS

1.0	PURPOSE.....	4
2.0	THEORY	4
3.0	PROCEDURE: SUPPLIER EVALUATION AND SELECTION.....	4
4.0	PROCESSING REQUISITIONS AND PURCHASE ORDERS	5
5.0	OTHER PURCHASING RULES	7
6.0	PROCESS MAP.....	8

Referenced documents are displayed in ***bold/italic*** font.

(Note: Consider tracking purchased hardware using Tekla EMP software program.)

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Your Logo	Your Company Name	Purchasing Procedure
		Rev: Orig

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 items or providers of services that directly affects [REDACTED] [REDACTED] are not subject to the controls of this procedure.

2.0 THEORY

The purchase of materials that go into [REDACTED] and control the quality of items and services [REDACTED]

3.0 PROCEDURE: SUPPLIER EVALUATION AND SELECTION

3.1 All suppliers of [REDACTED] must be evaluated by [REDACTED] unless the suppliers are:

- [REDACTED]
- [REDACTED]

3.2 Supplier evaluation is conducted by following the format on the **Supplier Evaluation Form**. Supplier evaluation [REDACTED] according to each Supplier's **Performance Rating Spreadsheet**.

3.3 The **Supplier Evaluation Form** ensures [REDACTED] and other factors.

3.4 Once approved through the **Supplier Evaluation Form**, the Responsible Authority (RA) updates the **Approved Supplier List**.

3.5 The following ratings apply to suppliers:

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

3.6 Once entered into the **Approved Supplier List**, suppliers are rated [REDACTED] to advance in rating.

Your Logo	Your Company Name	Purchasing Procedure
		Rev: Orig

3.7 Using incoming (receiving) inspection results for [REDACTED] determines if the Supplier should be [REDACTED]

3.8 Using the results from [REDACTED] should be [REDACTED] performance test(s).

3.9 For suppliers [REDACTED] **Subcontractor Performance Rating Spreadsheet**, which calculates the Supplier's current quality rating based on [REDACTED] may be upgraded to UNRESTRICTED.

3.10 If a new Supplier rates [REDACTED]

3.11 If any Supplier rates [REDACTED]

3.12 If items are returned to [REDACTED]

3.13 Any Supplier may be de-rated to [REDACTED] on the **Approved Supplier List**.

3.14 Management may [REDACTED] on the **Supplier Evaluation Form**.

3.15 [REDACTED] the entire **Approved Supplier List** is subject to [REDACTED] at the decision of [REDACTED]

4.0 PROCESSING REQUISITIONS AND PURCHASE ORDERS

4.1 During review of each requisition, [REDACTED] and notifies Purchasing when [REDACTED] is required.

4.2 Responsible Authorities take into consideration the [REDACTED] ability to [REDACTED] the effectiveness of [REDACTED] a Supplier and controls that apply to [REDACTED] ensure that Supplier [REDACTED] according to applicable purchase order information.

4.3 Responsible Authorities ensure the adequacy of requirements prior to their communication to a Supplier, which includes:

- [REDACTED]

Your Logo	Your Company Name	Purchasing Procedure
		Rev: Orig

- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]

4.4 When appropriate, the **Purchase Order** defines [Redacted] appropriate criteria for a Supplier QMS.

4.5 As applicable, purchase order information includes:

- a) [Redacted]
- b) [Redacted]
- c) [Redacted]
- d) [Redacted]
- e) [Redacted]
- f) [Redacted]
- g) [Redacted]
- h) [Redacted]
- i) [Redacted]
- j) [Redacted]
- k) [Redacted]
- l) [Redacted]
- m) [Redacted]
- n) [Redacted]
- o) [Redacted]
- p) Requirements relative to:
 - [Redacted]
 - [Redacted]
- q) [Redacted]
- r) [Redacted]
- s) [Redacted]
- t) [Redacted]
- u) [Redacted]
- v) [Redacted]

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Your Logo	Your Company Name	Purchasing Procedure
		Rev: Orig

- w) [REDACTED]
- x) [REDACTED]

4.6 The requirements for delegation are defined [REDACTED] to maintain a register of delegations.

4.7 When the Company or its Client needs to perform verification activities at a Supplier facility, the **Purchase Order** defines [REDACTED]

4.9 Emergency Purchasing Authority: The Company authorizes the shift foreman and/or the maintenance foreman [REDACTED] In such cases, the Purchasing department [REDACTED]

5.0 OTHER PURCHASING RULES

5.1 In all instances, the Purchasing Department strives [REDACTED] with suppliers.

5.2 Any employee of the Purchasing Department that has [REDACTED] warrant the disqualification [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] on the basis that such conferences will be [REDACTED]

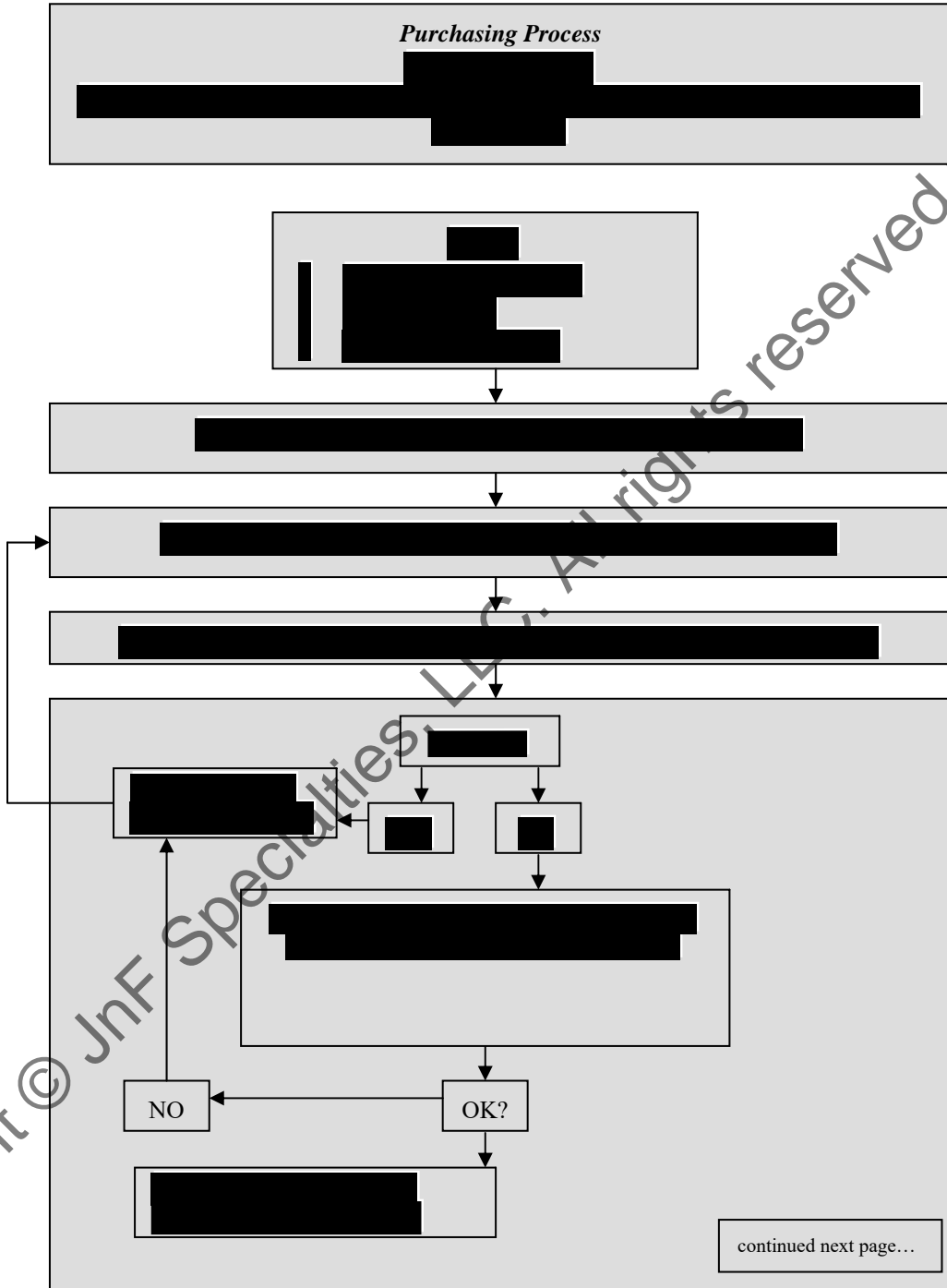
5.5 The Purchasing department cooperates with Client-related activities and participates where requested in [REDACTED] the approval of the Purchasing department and concurrence of [REDACTED]

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

5.7 The Company abides by all [REDACTED] r other requirements document.

Your Logo	Your Company Name	Purchasing Procedure
		Rev: Orig

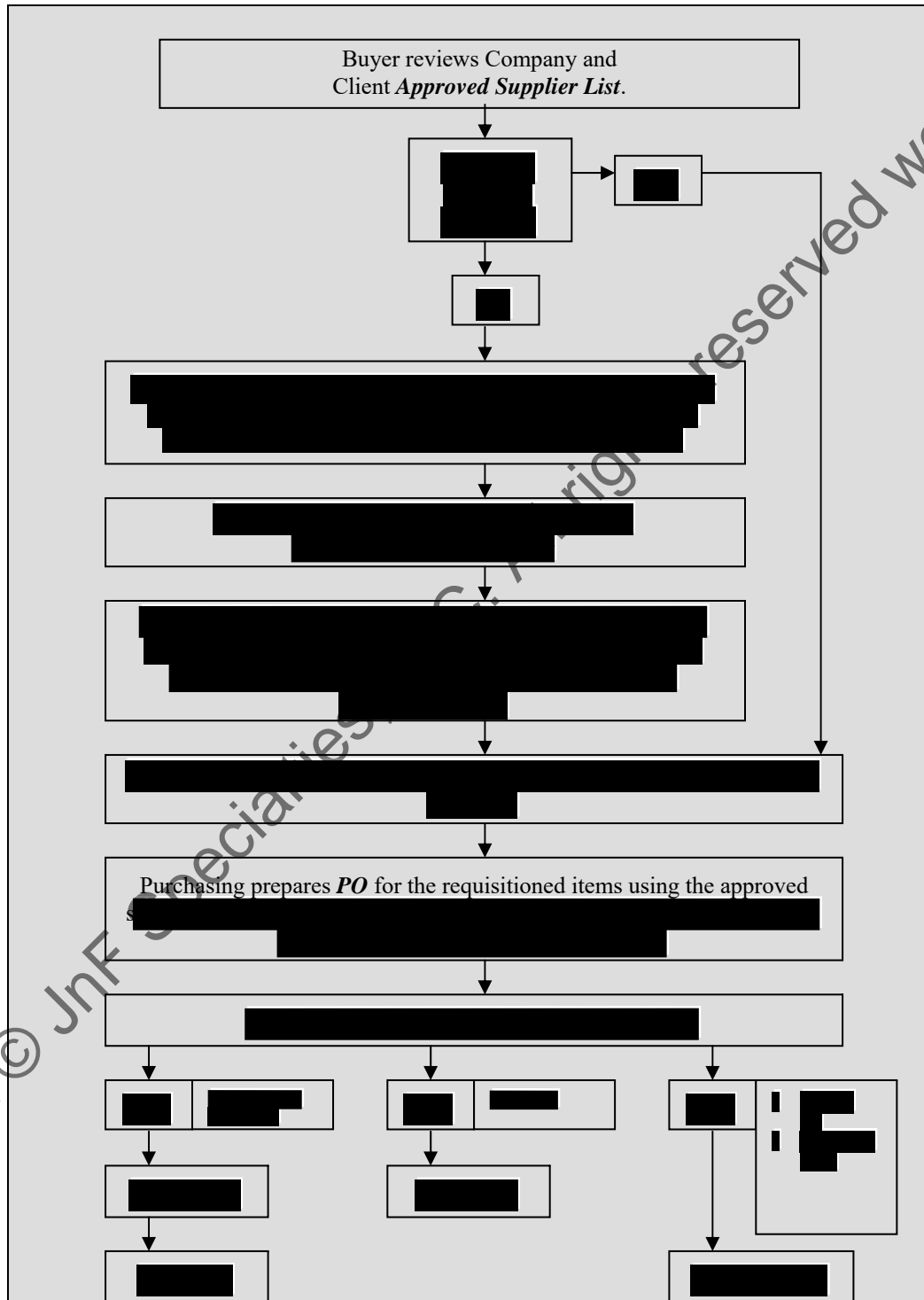
6.0 PROCESS MAP



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PROPRIETARY INFORMATION Page 8 of 9	This document expires 1 day after printing unless marked "Released". Date Printed: [REDACTED]	Form Rev: Orig
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from previous page...



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