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PURCHASING PROCEDURE

Origination Date: XXXX

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Date:	Latest Revision Date
Project:	Customer, Unique ID, Part Number
Document Status:	Draft, Redline, Released, Obsolete
Document Link:	Location on Server (if used)

Abstract:

This document describes the purchasing process.

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CAGE: xxxxx		Rev: Orig

REVISION LOG

Issue	Date	Comment	Author
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DOCUMENT CHANGE RECORD

Issue	Item	Reason for Change

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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 products and 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 are evaluated unless these Suppliers are listed on:

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

3.2 Supplier evaluation is established according to Company requirements, [REDACTED], and is documented following the format on the **Supplier Evaluation Form**.

3.3 The **Supplier Evaluation Form** ensures that all new suppliers are properly evaluated for criteria related to [REDACTED]

3.4 Once approved through the **Supplier Evaluation Form**, the Responsible Authority 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 as [REDACTED]

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3.7 Using incoming (receiving) inspection results for product suppliers and employee feedback on service providers, the Responsible Authority [REDACTED]

3.8 Using the results from combination of the following functions for product suppliers, the Responsible Authority [REDACTED]

3.9 For suppliers providing product, incoming inspection results are recorded on the **Subcontractor Performance Rating Spreadsheet**, which calculates the Supplier's current quality rating based on items received and items accepted. A new Supplier that rates [REDACTED]

3.10 If a new Supplier rates [REDACTED]

3.11 If any Supplier rates less than [REDACTED]

3.12 If items are returned [REDACTED]

3.13 Any Supplier may be [REDACTED]

3.14 Management may override [REDACTED]

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

3.16 The Company performs verification activities of externally provided processes, products and services when [REDACTED]

Customer verification activities performed at any level of the supply chain [REDACTED]

- Verification activities may include:
- [REDACTED]
 - [REDACTED]
 - [REDACTED]

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

When external provider test reports are utilized to verify externally provided products, the Company [REDACTED]

When the Company or Customer identifies raw material as a significant operational risk (critical item), the Company [REDACTED]

4.0 PROCESSING REQUISITIONS AND PURCHASE ORDERS

4.1 During review of each requisition, the Responsible Authority [REDACTED]

4.2 Responsible Authorities take into consideration [REDACTED]

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

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

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

4.5 As applicable, purchase order information includes:

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

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c) [Redacted]

d) requirements relative to:

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

e) [Redacted]

f) [Redacted]

g) [Redacted]

h) [Redacted]

i) [Redacted]

j) [Redacted]

k) the need to:

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

l) [Redacted]

m) ensuring that Responsible Authorities at the Supplier's facility are aware of:

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

4.6 The requirements for delegation are defined when [Redacted]

4.7 When the Company or its Customer needs to perform verification activities at a Supplier facility, the **Purchase Order** will define the methods for the intended verifications and method of product release.

4.8 See the process map herein.

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4.9 Emergency Purchasing Authority: The Company will authorize the shift foreman and/or the maintenance foreman emergency purchase authority for [REDACTED]

5.0 OTHER PURCHASING RULES

5.1 In all instances, the Purchasing Department will [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]

5.5 The Purchasing Department will [REDACTED]

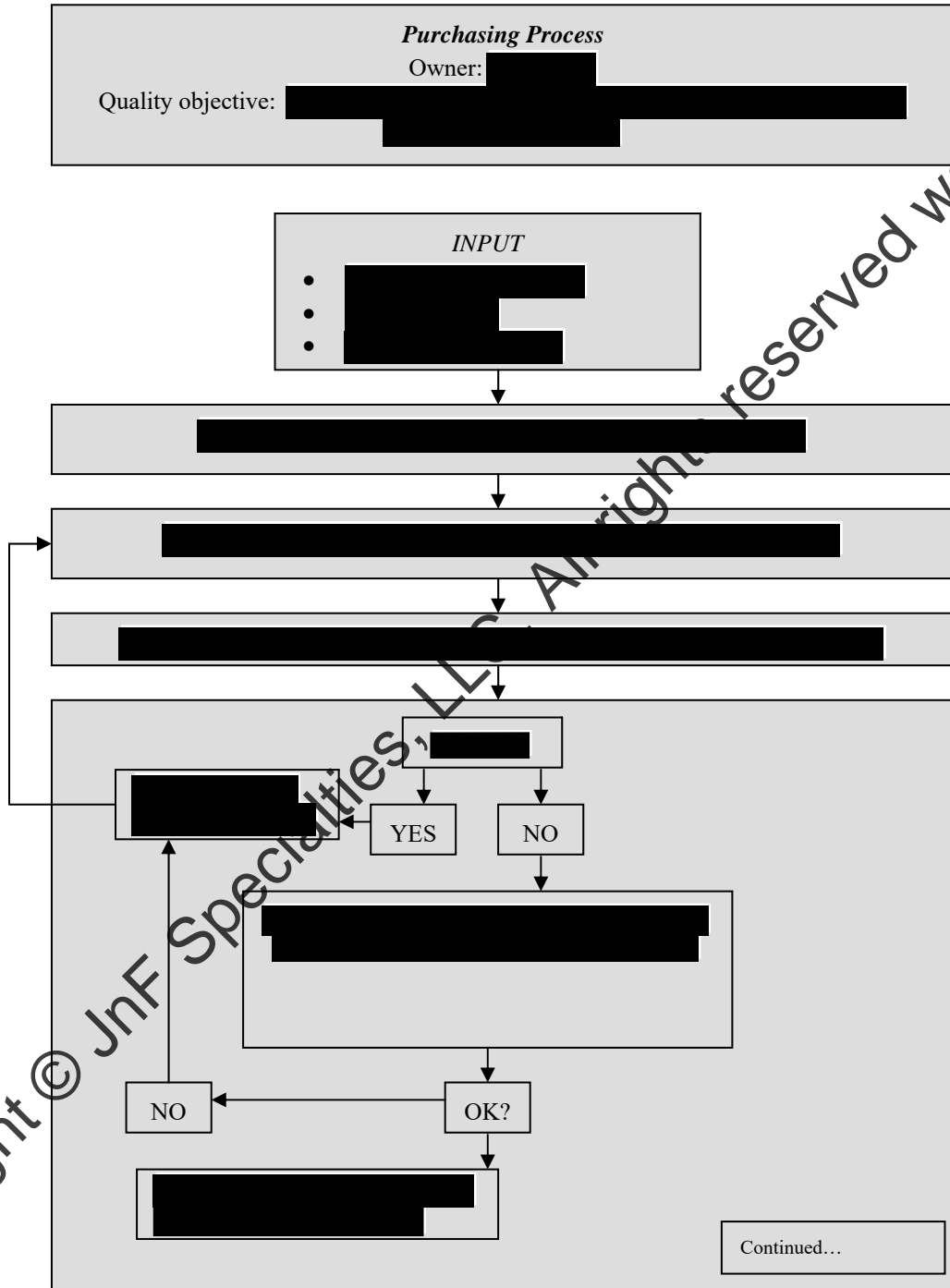
5.6 The Purchasing Department will [REDACTED]

5.7 The Company will [REDACTED]

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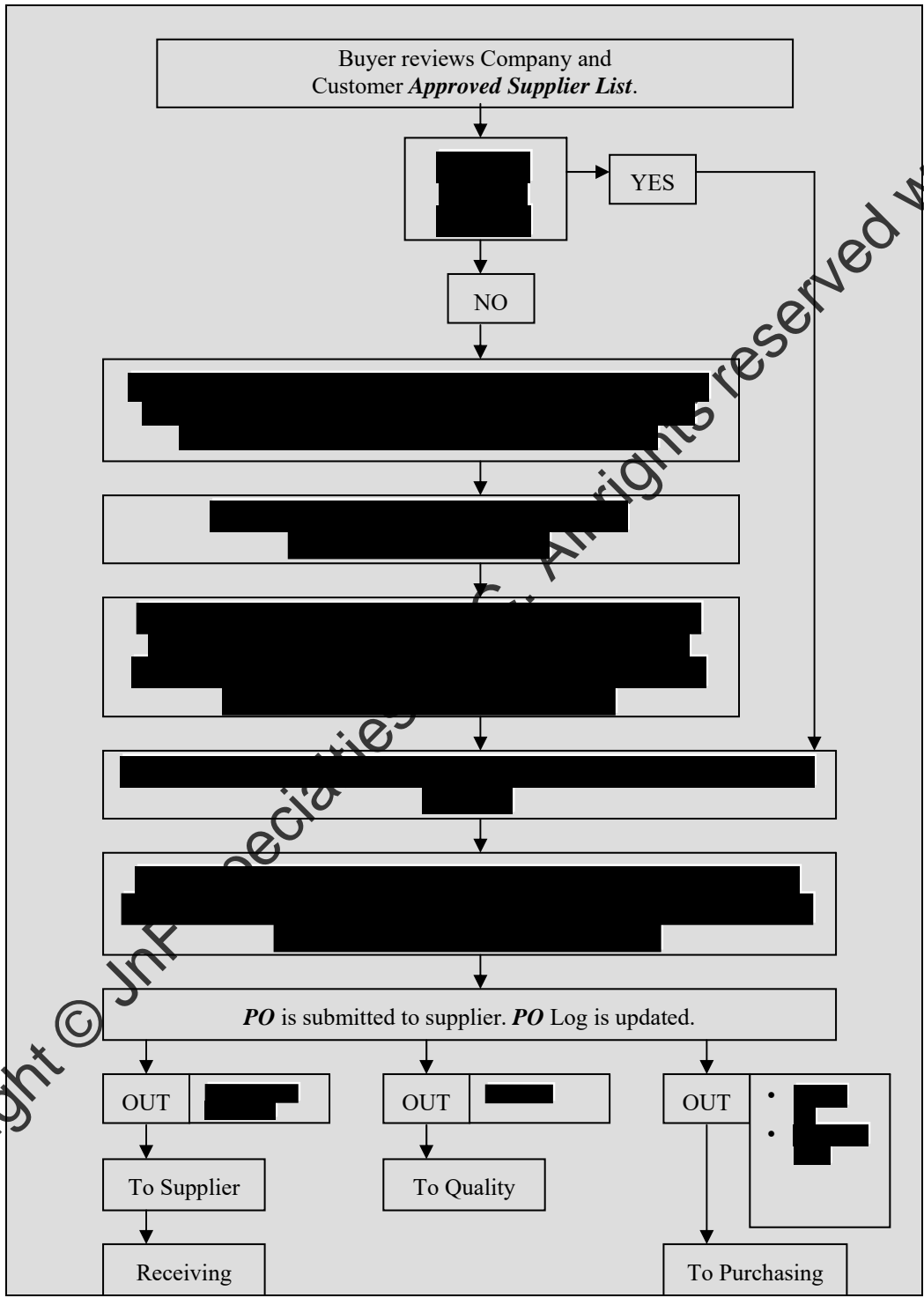
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6.0 PROCESS MAP



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from previous page...



Copyright © JNF Specialties. All rights reserved worldwide.

Your Company Name

Terms and Conditions of Purchase

1) [Redacted]

2) [Redacted]

3) [Redacted]

4) [Redacted]

5) [Redacted]

6) [Redacted]

7) [Redacted]

8) [Redacted]

9) [Redacted]

10) [Redacted]

11) [Redacted]

12) [Redacted]

13) [Redacted]

14) [Redacted]

15) [Redacted]

Contractor and Subcontractor Listing Requirement

1) [Redacted]

2) [Redacted]

Form Rev: Orig

PURCHASE ORDER REVIEW

Origination Date: XXXX

Document Identifier:	Purchase Order Review
Date:	Latest Revision Date
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Document Status:	Draft, Redline, Released, Obsolete
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Abstract:

This document describes the work instruction for reviewing purchase order content.

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DOCUMENT CHANGE RECORD

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		--	[REDACTED]
		--	[REDACTED]
		--	[REDACTED]
		--	[REDACTED]
		--	[REDACTED]
		--	[REDACTED]
5	Discrepancy in Requisition or P.O.	--	[REDACTED]
5.1	Supplier Quality Requirements applies	--	[REDACTED]
5.2	P.O. requires additional conditions related to Supplier	--	[REDACTED]
	IF		THEN
5.2.1	P.O. requires additional conditions related to in-house processing		[REDACTED]
5.2.2	Requisition or P.O. Ok	--	[REDACTED]
		--	[REDACTED]
		--	[REDACTED]
6	Quality Group		Forward Supplier Evaluation to the Supplier; perform required follow-up routines.

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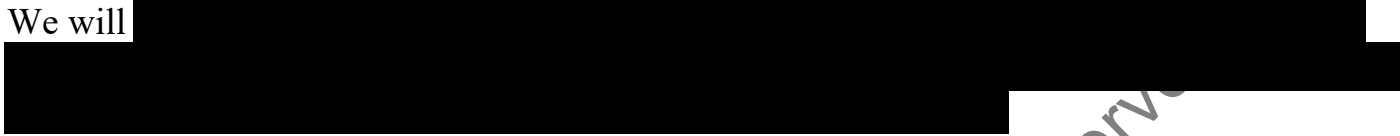
SUPPLIER PERFORMANCE RATING REPORT

Job #: Performance Reporting Dates:

Supplier:

Dear QC Manager,

We have developed a Supplier Report Card that indicates your Quality Performance. Attached is a copy of your Quality Performance, which includes your overall rating. We will



If you have any questions, please call or email us.

Sincerely,

(Your name)

- Your Logo
- Business Name
- Address
- City, State, Zip
- Phone
- Fax
- Email

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Your Logo

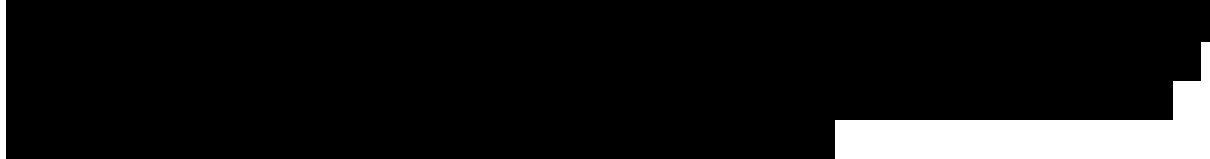
(Date)

Quality Manager
Name
Address
City, State, Zip

Re: Supplier Performance Rating Report
Performance Reporting Dates:
P.O. #

Dear QC Manager:

We have developed a Supplier Report Card that indicates your Quality Performance. Enclosed is a copy of your Quality Performance, which includes



If you have any questions, please call or email us.

Sincerely,

Your Name
Your Company Name
Your Address
Your City, State, Zip
Phone: Your #
Fax: Your #
Email: Your email


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SUPPLIER PERFORMANCE RATING REPORT

Job #: _____ Performance Reporting Dates: _____

Supplier: _____

OVERALL PERFORMANCE RATING **100**


 Excellent
 Good
 Improvement Expected
 Improvement Required

	Points (100 Max)	Weight %
Quality	100	
Delivery	100	
Documentation	100	
Cooperation	100	

Quality: The number of items accepted divided by the number of items that should have been received times 100.

Delivery: The grace period is a maximum of 7 days early and 3 days late. If the Date Received is within the grace period then the Supplier has earned _____

Documentation: Purchasing, QC and Accounting's assessment of the accuracy and completeness of _____

Cooperation: Purchasing and QC's assessment of the Suppliers willingness to cooperate, including _____

Purchasing Agent _____ Date _____

Supplier Overall Performance Rating

Supplier:	Overall Performance Rating					Month:	
PO#	P/N	Excellent	Good	Expect	Required	Remarks	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Perception of Supplier Quality:							

Supplier Monthly Rating Report

Supplier	Rating	Monthly and Average Percentage Rating											
		J	F	M	A	M	J	J	A	S	O	N	D
	Quality												
	Delivery												
	Documentation												
	Cooperation												
	Average												

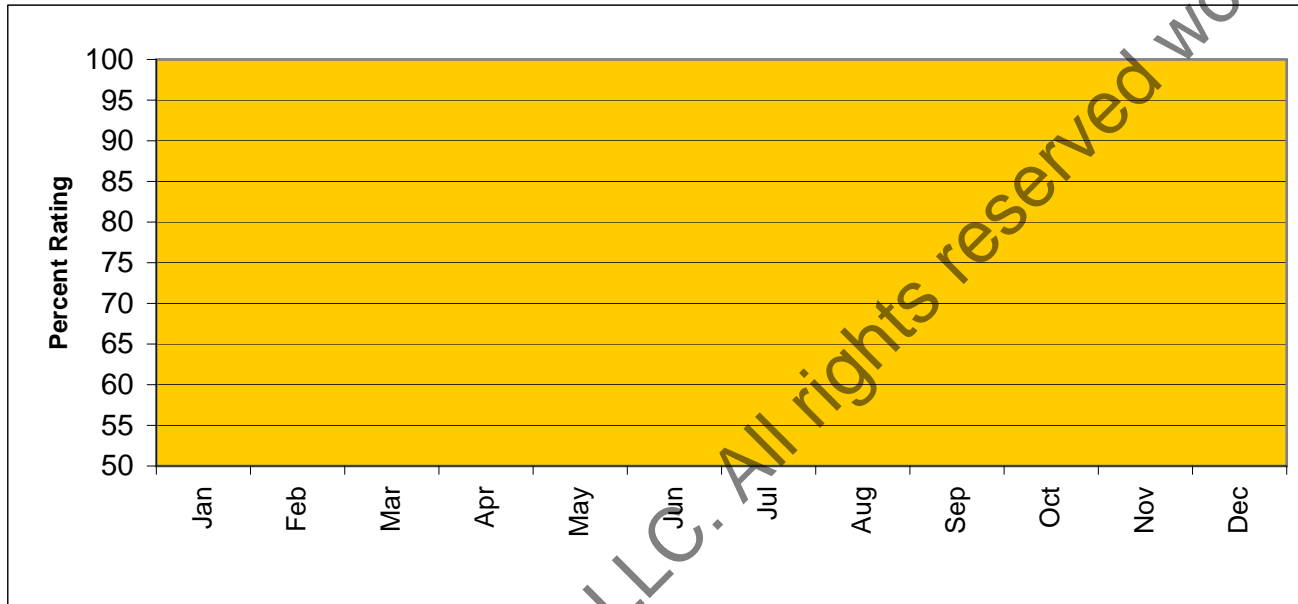
Prepared by: _____

Date: _____

Form Rev: Orig

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Supplier Performance Rating



Quality Performance

Month	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	
Rating %												
Pieces Received												
Pieces Accepted												

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Performance Rating Standards



Supplier Name:	
Overall Rating %:	#DIV/0!

Your Co Name
 Your Address
 Phone: Your#
 Fax: Your#
 Email: Your email

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