

## PURCHASING POLICY STATEMENTS & PROCEDURES



It is So Clean Cleaning & Support Services policy to purchase Machinery, Consumables, Chemicals and any other sundries items from one of the approved Company suppliers.

These suppliers meet our purchasing criteria outlined below.

1.	A regularly updated schedule of approved suppliers and sub-contractors is maintained.
2.	Before a new supplier is added, the Organisation's Approval Procedure is followed
3.	All suppliers and sub-contractors are selected from the approved list.
4.	Selection is based upon a number of criteria. These may include: <ol style="list-style-type: none"> <li>1. Quality – ISO9001 Accreditation</li> <li>2. Qualification</li> <li>3. Track Record</li> <li>4. Customer's requirement</li> <li>5. Availability</li> <li>6. Ability to meet legislative requirements</li> <li>7. Technical competence</li> <li>8. Location</li> </ol>
5.	Orders are raised for both specific requirement and to maintain existing stock levels.
6.	The order is allocated a sequential order number from the database.
7.	For capital purchases over a value of £500 the supplier is provided with full order details on a uniquely referenced Purchase Order Form, such as: <ol style="list-style-type: none"> <li>1. The unique purchase order number</li> <li>2. Required delivery date</li> <li>3. Required delivery arrangements</li> <li>4. Delivery address</li> <li>5. Quantities</li> <li>6. Descriptions</li> <li>7. Technical specifications</li> <li>8. Any Certification requirement (e.g. COSHH Sheets)</li> <li>9. Colours</li> <li>10. Price quoted</li> <li>11. Any special details</li> </ol>
8.	Emergency verbal orders are read back by the supplier and are confirmed in writing with a purchase order.
9.	On collection or delivery, incoming materials are checked against the original order details, the supplier's delivery documents and for transit damage. All purchase orders and delivery notes are then checked against invoices. Orders are then cross referenced by the Accounts Department.

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10.	A record of such Goods-Inward inspection is made on the Organisation's copy of the Delivery/Despatch note with the approver's name, signature and the date.
11.	All goods-inward are inspected at point of delivery or collection and a record made on the Organisation's copy of the Goods Inward Note
12.	Should there be a requirement for verification at the supplier's premises, by either the Organisation or the customer's representative, then the details of the verification process to be used is described in the purchasing documents.
13.	A quarterly review meeting is held with each supplier to evaluate service delivery.

A handwritten signature in blue ink, consisting of several overlapping loops and a long horizontal stroke extending to the right.

Nicholas Gasson  
For and on behalf of the Board of Directors  
**So Clean Cleaning & Support Services Ltd**  
February 2007