

**1. AIM**

The aim of this procedure is to ensure that those goods & services supplied to Plastica Ltd to be included in product supplied to our customers meet specific requirements and, through us, the specified requirements of our customers.

**2. SCOPE**

This procedure applies to specific product related purchasing activities of Plastica Ltd.

**3. RESPONSIBILITIES**

All Persons – to provide clear and concise specifications for the goods and services required and for providing suitable information in sufficient time for the purchasing department to order the required goods, to the required standard, within the expected time scale.

Managing Director To oversee the operations of the Bought In Purchasing and the Raw Material Purchasing.

Buyers To purchase goods from selected and authorised suppliers to fulfil the requirements of Plastica Ltd and our customers.  
To keep up to date all relevant specifications.

Authority Levels Directors – Unlimited  
Operations Manager – Up to £5,000  
Buyers – Up to £5,000  
Assistant Buyers – Up to £1,000

**4. ADMINISTRATION**

Purchase Order  
Purchasing Terms and Conditions  
Purchase Order Request  
Credit Note Request

**5. QUALITY RECORDS**

Purchase order copies  
Specifications

## **6. IMPLEMENTATION AND CONTROL**

### **Placing Orders**

A request to buy will be made by:

Demand forecasting on AX computer system

Non-stock or Out-of-stock Product to be delivered Direct from Supplier to Customer (Generated by Sales Order).

Written request, either by email or written form.

An order will then be placed on the AX system using an authorised supplier.

The order price and details must be checked for appropriate and correct content.

The order is then signed by an authorised person (see authorisation levels).

The order is then sent. The confirmation and original Purchase Order is filled in the order chasing file to ensure all due dates are checked and orders chased when and where appropriate.

### **Credit Notes**

1. Any credit requirements whether as a result of invoicing errors or faulty goods must have a Credit Note Request Form completed.
2. This form must be sent to the supplier with it being copied to the relevant supplier file.
3. Any amounts due to the supplier must be withheld to the amount of the credit note request.
4. On receipt of the credit note Finance Department will attach the Credit Note to the CNR and hand it to the relevant person for approval.

### **Cross References**

QP19 Evaluation of Suppliers and Subcontractors

QP15 Presentation and Handling of the Product

QP8 Receipt of Goods