Purchasing

Purpose and Scope

To plan, determine, review, and communicate all purchasing activities, including supplier evaluation.

Responsibility

The directors ensure this procedure is implemented and maintained.

All office personnel and supervisors can make purchases.

References / Forms

Accounting Software (MYOB)

Purchase Order Books

Suppliers List

Procedure

General

a. Purchases for project consumables, parts and services are placed and managed by the directors and supervisors.
b. All other purchases are placed and managed by office staff.
c. Capital equipment purchases must be approved by Management.

Supplier Evaluation

a. All suppliers are evaluated and assessed during the purchasing cycle.
b. Such evaluations and assessments are based on price / quality / service with the relevant criteria determined by the relevant person at the time.
c. Such evaluations are normally via phone calls and emails and only by exception situations.
d. As needed, any situation due to a problem or improvement concerning a product or service will be escalated to a director. As deemed necessary, such an escalation will result in a Review or tabled at a management review.
e. In appropriate circumstances we may ask to inspect the goods and operations at the supplier's premises and if this is the case, such a request will be specified in our purchase order. We will similarly arrange for our customer to inspect the goods at the supplier's premises if our Management System so requires.

Purchasing

a. The relevant person places the relevant order with the relevant supplier. As needed, a purchase order is raised to comply with a supplier requirements. However, most purchases are via credit card or company account.
b. It is the responsibility of the person placing the order to adequately specify item numbers, specifications, environmental and safety requirements, and any special instructions.
c. Purchases made by credit card. Receipts (photo) are uploaded immediately into MYOB using the MYOB Capture app which is installed on phones of personnel with credit cards.

Raw Material Purchases

When purchasing raw materials on behalf of a client for a specific project, the costs are separated in the accounting system, with a separate invoice raised to cover these costs. This is included in Openshore's Terms and Conditions.

Receiving

a. Upon the receipt of goods or services, the person receiving the goods or services will check and approve the relevant delivery documentation acknowledging receipt and quantities.
b. If during any stage of receiving or use, the product or service is found not to comply with the purchasing requirements, the service is stopped and or the product is isolated with the situation escalated.

Approval of Subcontractors

Openshore does not currently engage sub-contractors to conduct any part of or outsource any part of its business.

Re-evaluations will be conducted as part of Management Review and the category of a subcontractor may be changed as a result.

Records

All relevant supplied data and documents are maintained by accounts in the relevant Accounts / Supplier folders.