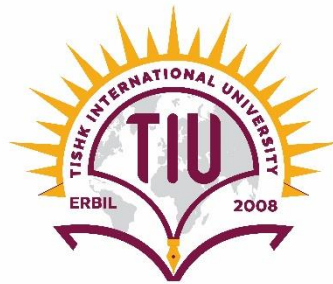



# Purchasing Procedure



	<b>PURCHASING PROCESS DEFINITION</b>		<b>Document No</b>	TIU.QM.PR.099E
			<b>Validity Date</b>	10-11-2017
			<b>Revision No</b>	01
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## 1. SUMMARY


- 1.1. This procedure defines the requirements for evaluation and selection of critical suppliers, purchasing critical materials and services, and monitoring supplier performance.
- 1.2. The receipt and receiving inspection of incoming purchased items is defined in the procedure **[Receiving and Storing IU.QM.PR.086]**.
- 1.3. “Critical materials or services” are those which have a direct impact on the University’ academic operations or quality system, or which are otherwise deemed as critical by management.
- 1.4. Stationary, administrative consumables, Tea Rooms materials consumables, Hospital Consumables, etc. are not critical materials, and therefore not subject to this procedure.
- 1.5. Tishk International University understands it is responsible for the conformity of all products purchased from suppliers.

## 2. REVISION AND APPROVAL

This procedure is prepared, reviewed and approved as follows.


Prepared by	Reviewed by	Approved by
Rasha Alkabbanie QMS Coordinator	Dr. Wasfi Kahwachi Vice-President of Administrative and Financial Affairs	Dr. Idris Hadi Salih President

#	Date of Issuance	Ver.	Validity	Description of Change	Prepared by	Reviewed by	Approved by
1	15/05/2015	0	3 years	Original Release	Rasha Alkabbanie	Nurullah Darci	Dr. Mehmet Ozdemir
2	10/11/2017	1	3 Years	The format has been changed, other items has been added to the content	Rasha Alkabbanie	Dr. Wasfi Kahwachi	Dr. Idris Hadi Salih

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### 3. SUPPLIER EVALUATION, SELECTION AND CONTROL

- 3.1. The Purchasing Committee evaluates new suppliers. This committee both the responsibility and authority to approve and disapprove suppliers.
- 3.2. New suppliers are evaluated in accordance with the following criteria:
  - Price \$/unit
  - Quality
  - Skills/ Experience
  - Capacity
  - Time Of Service
  - After Sales Services
  - Spare parts Availability
  - Warranty
- 3.3. *For each item needs to be purchased, three suppliers are requested to submit their proposal, then the suppliers are evaluated and the best is chosen using the Form of Choosing a Supplier (IU.GS.FR.018) by the Purchasing Committee.*
- 3.4. The Purchasing Committee will maintain an **Approved Supplier List (IU.GS.FR.019)** which lists all evaluated and approved suppliers, their approval status, and the scope of their approval.
- 3.5. Suppliers who meet any of the evaluation criteria, in the judgment of the Purchasing Committee, may then be accepted and items may be purchased. However, the supplier is entered into the **Approved Supplier List (ASL)** on a **CONDITIONAL** basis, pending inspection or review of products or services rendered.
- 3.6. Upon successful receipt or review of products or services, the Head of Purchasing Committee may then advance the supplier's status to **APPROVED**.
- 3.7. If the results of review of product or service received are insufficient or otherwise lacking, the buyer may then elect to change the supplier's status to **DISAPPROVED**, or to leave it at **CONDITIONAL** until further orders are received and reviewed.
- 3.8. A supplier may also be listed as **RESTRICTED**, where certain purchasing restrictions are placed on the supplier. This may be useful to limit what products may be purchased from a supplier, or to place other conditions.
- 3.9. The **Approved Supplier List** indicates the supplier, location, approval status (Approved, Conditional, Disapproved, Restricted), and the scope of approval (typically commodity type or product family). Re-approval of suppliers is continual and ongoing based on the suppliers ability to meet the criteria of paragraph 3.2.2. For **Restricted** status, a note of the restriction must also be included.

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- 3.10. Suppliers used for at least six months prior to [Date of Issue], have been grandfathered into the system as Approved, provided they have no outstanding quality issues on record, and only upon the decision by Purchasing Committee to do so.
- 3.11. Purchasing from suppliers is then carried out in accordance with section 4 below.
- 3.12. Verification of purchased product is carried out in accordance with the **[Receiving and Storing IU.QM.PR.086]** procedure.
- 3.13. Supplier performance is monitored on the basis of the quality of items received.
- 3.14. During Management Review meetings, supplier performance is reported to top management, in accordance with the procedure **[Management Review Proc. IU.QM.PR.009]**. This periodic activity also consists of secondary re-evaluation of suppliers.

#### 4. PURCHASING STEPS

- 4.1. When any staff needs to supply any item, he/she shall submit "Supply Request form IU.FN.FR.002E".
- 4.2. The staff submits the form to his/her superior for approving the request. The request shall be forwarded to the Procurement Office.
- 4.3. The Director of Procurement checks whether the Item is available in the store or not. If yes, he/she shall notify the Storekeeper to issue the Item. If not, the Director shall submit the request to the Top Management for the approval.

Position	Authorization Value (\$)
Administrative Manager	500
Financial Committee	5000
Board of Trustees	10000

- 4.4. When the request is approved, the Procurement office send the Request of Quotation IU.QM.FR.279E.
- 4.5. The Procurement Office receives the offers.
- 4.6. The Procurement office chooses the best supplier using "Form of Choosing Supplier IU.GS.FR.018E".
- 4.7. The Procurement office enters the name and data of the chosen supplier to the "Approved Supplier List IU.GS.FR.019E as **"Under Evaluation"**.
- 4.8. The procurement office sends Purchase Order IU.GS.FR.012E to the chosen supplier.
- 4.9. The procurement office receives the items and checks them using Receipt Checklist IU.QM.FR.278E and releases the Goods Received Note IU.QM.FR.277E

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- 4.10. When the supplier submits the invoice and pays the money, the Accountant issues the Payroll.
- 4.11. After all the purchasing operation is over, the Procurement Office becomes able to evaluate the supplier. The Procurement Office evaluates the supplier using Supplier Evaluation Checklist IU.QM.FR.276E.
- 4.12. Then based on the total evaluation value, the supplier was entered to the “Approved Supplier List IU.GS.FR.019E ” as the followings:
- If the total evaluation is between (35 till 45): The supplier is considered “Approved”(green)
  - If the total evaluation is between (23 till 34): The supplier is considered “Restricted”(yellow)
  - If the total evaluation is less than 23: The supplier is considered “Disapproved”(red)