



High Performance Procurement Services:

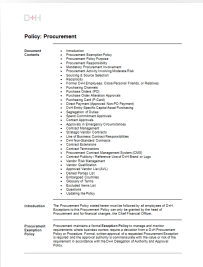
*Procedure Mapping
(example)*



Navigating the Procurement Process & Procedures

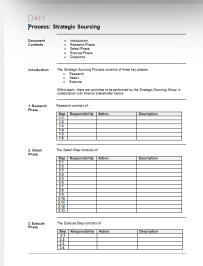


Procurement's processes and procedures have the following structure:



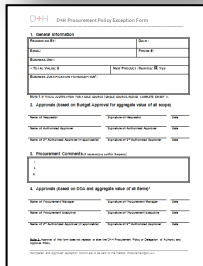
Policy Document

A Word document containing the rules and direction to guide the actions of CLIENT employees in regards to procurement matters. The document is intended to facilitate decision-making, mitigate risk and increase the value derived by CLIENT from its procurement activities.



Process / Procedure Document

A comprehensive Word document containing details on each stage and/or activity within each process, including tips and instructions to guide users on all aspects of a Process. Intended as a training tool for new Procurement personnel or a refresher for experienced team members.



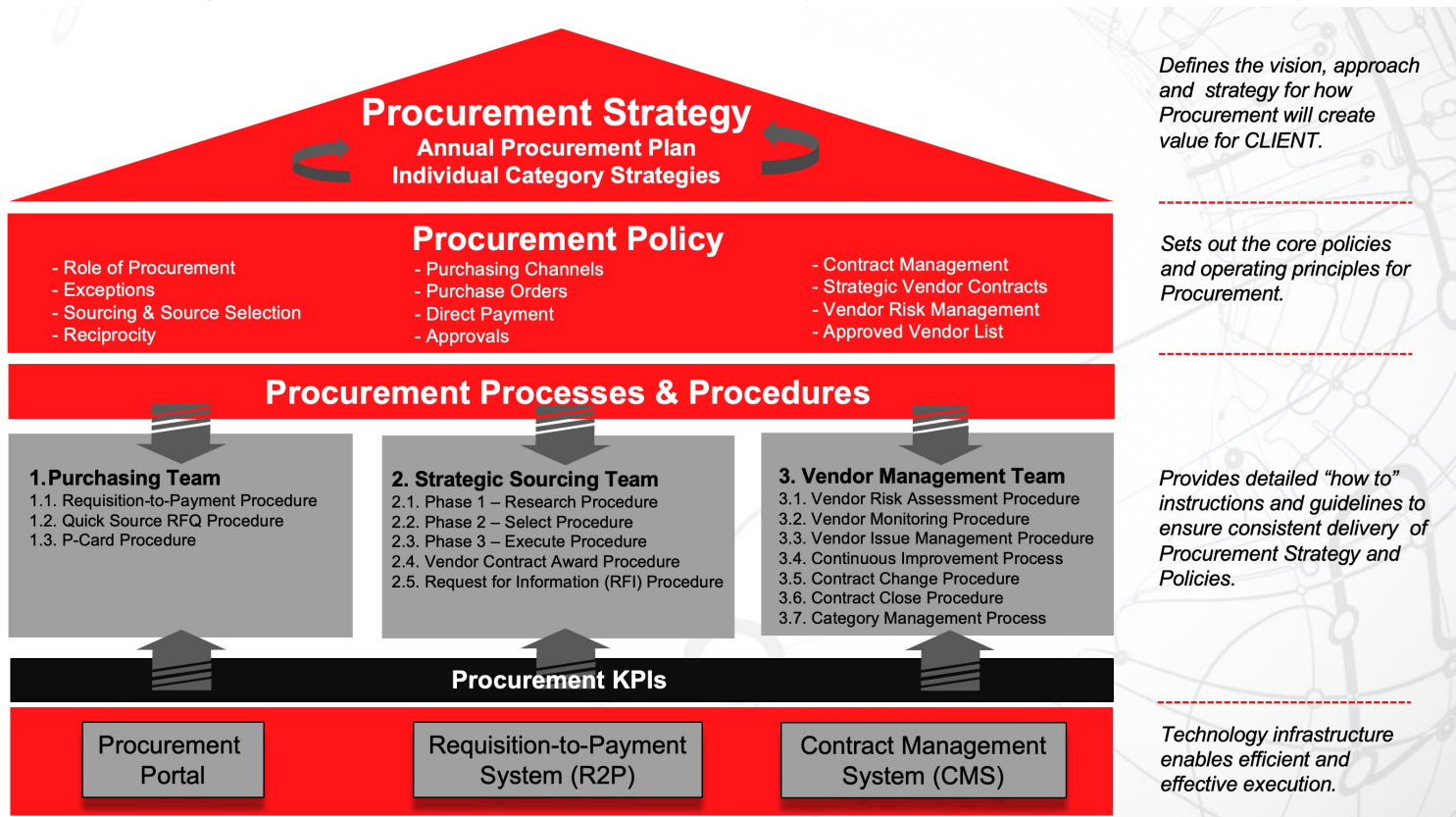
Template Library

All of tools / templates referenced in the policies, processes and procedures ordered in the specific folder corresponding to their reference in the documents, with links for users for easy access as they execute the process / procedure.

Procurement Policy & Procedure Structure






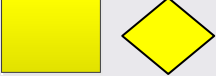




The Procurement Policy & Procedures drives compliance and is consistent with best-in-class organizations to optimize supply chain value and quality.



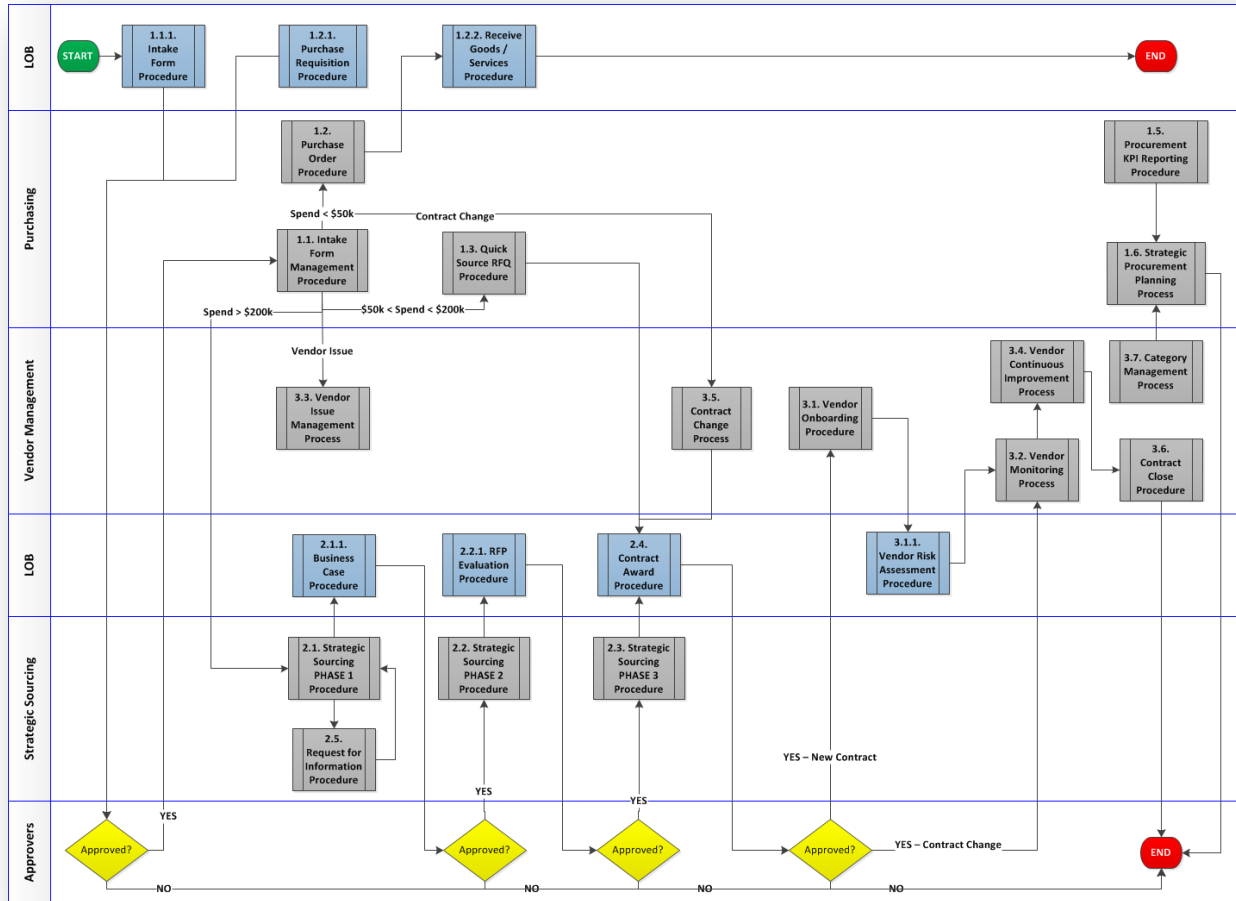
Navigating the Procurement Process & Procedures



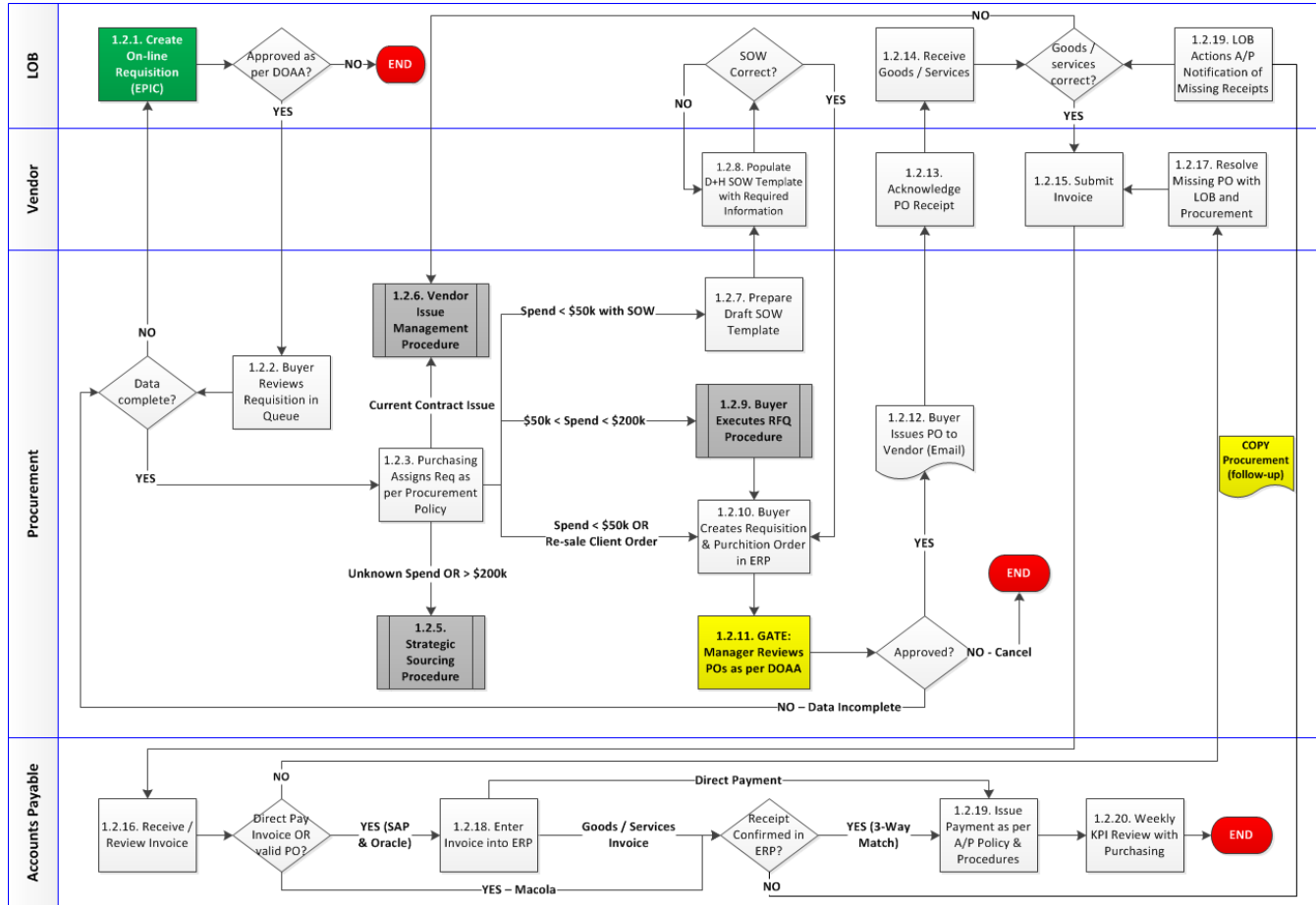
Procurement's processes and procedures maps leverage the following symbols:

SYMBOL	DESCRIPTION
	Stage/Step in a process or procedure. Activity details included in supporting documents.
	Process / procedure start point ("Trigger")
	Defined process / procedure described on a separate page.
	Gates. Formal approval from specific stakeholders required to proceed further.
	Decision required to proceed to next Stage / Step in the process or procedure.
	Integration / input required with separate Step / Stage in different process / procedure.
	For this Step / Stage, transition to the process / procedure on the identified page.
	Process / procedure end point.

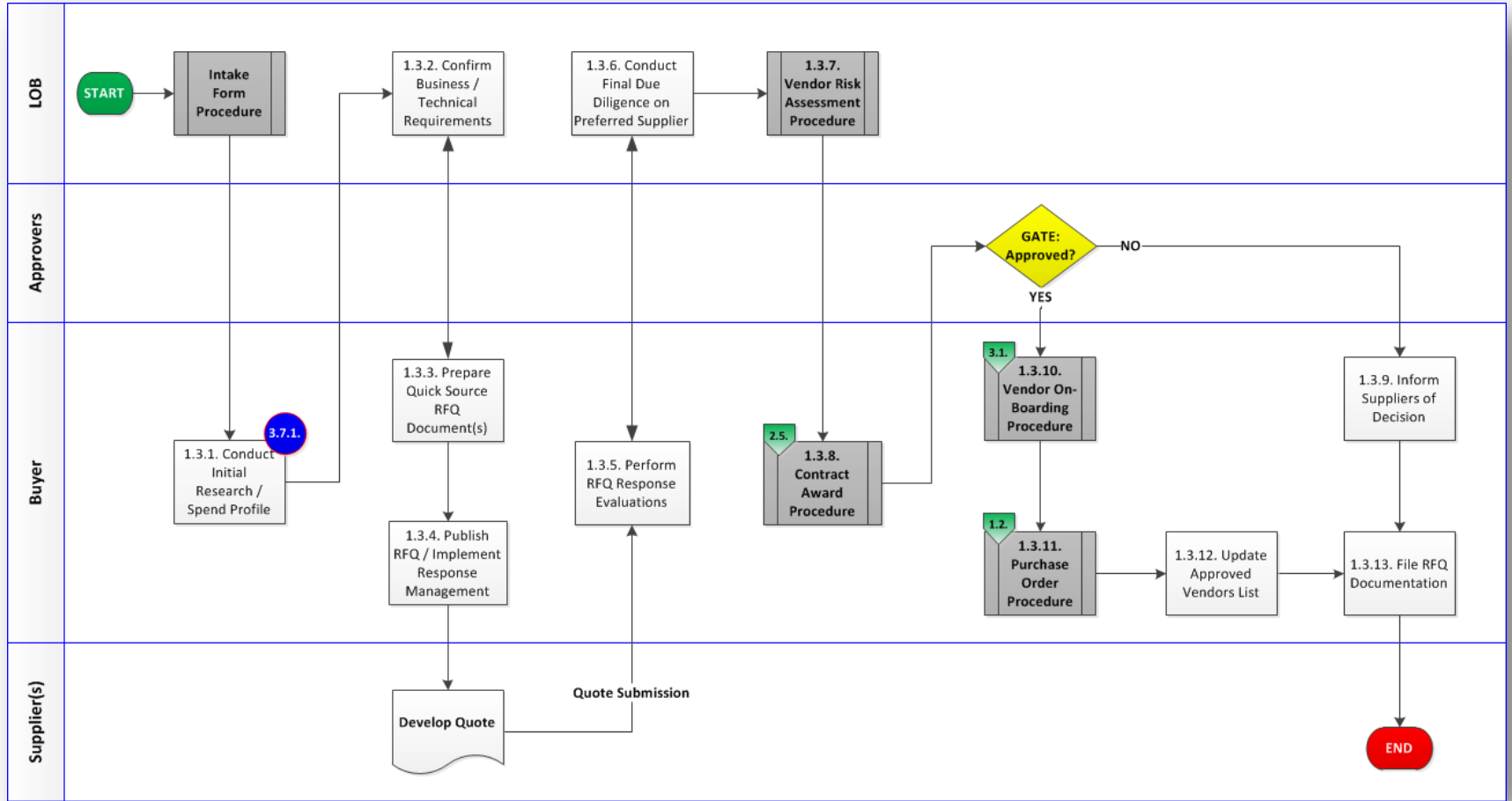
Procurement - Processes & Procedures Overview



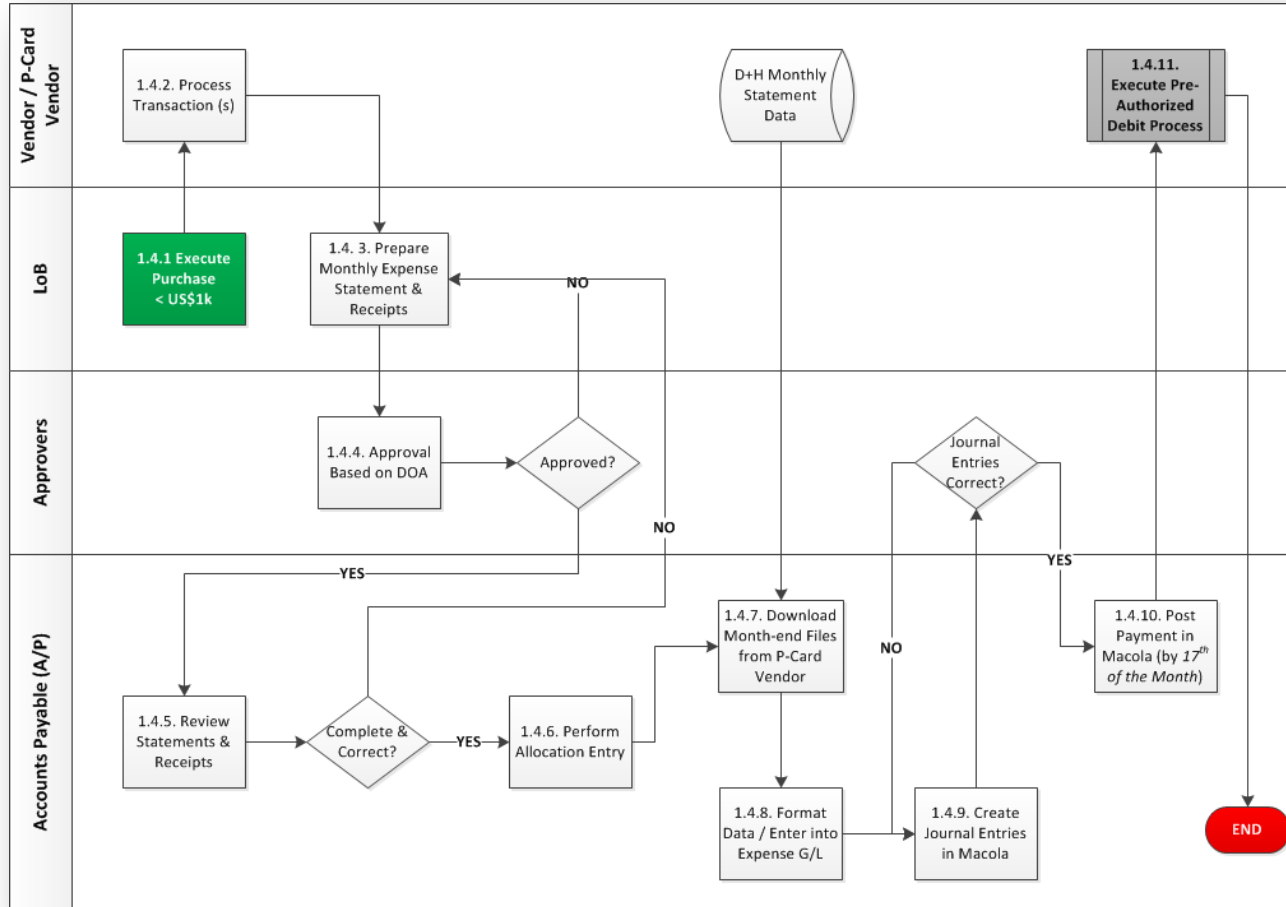
1.1. Requisition-to-Payment Procedure



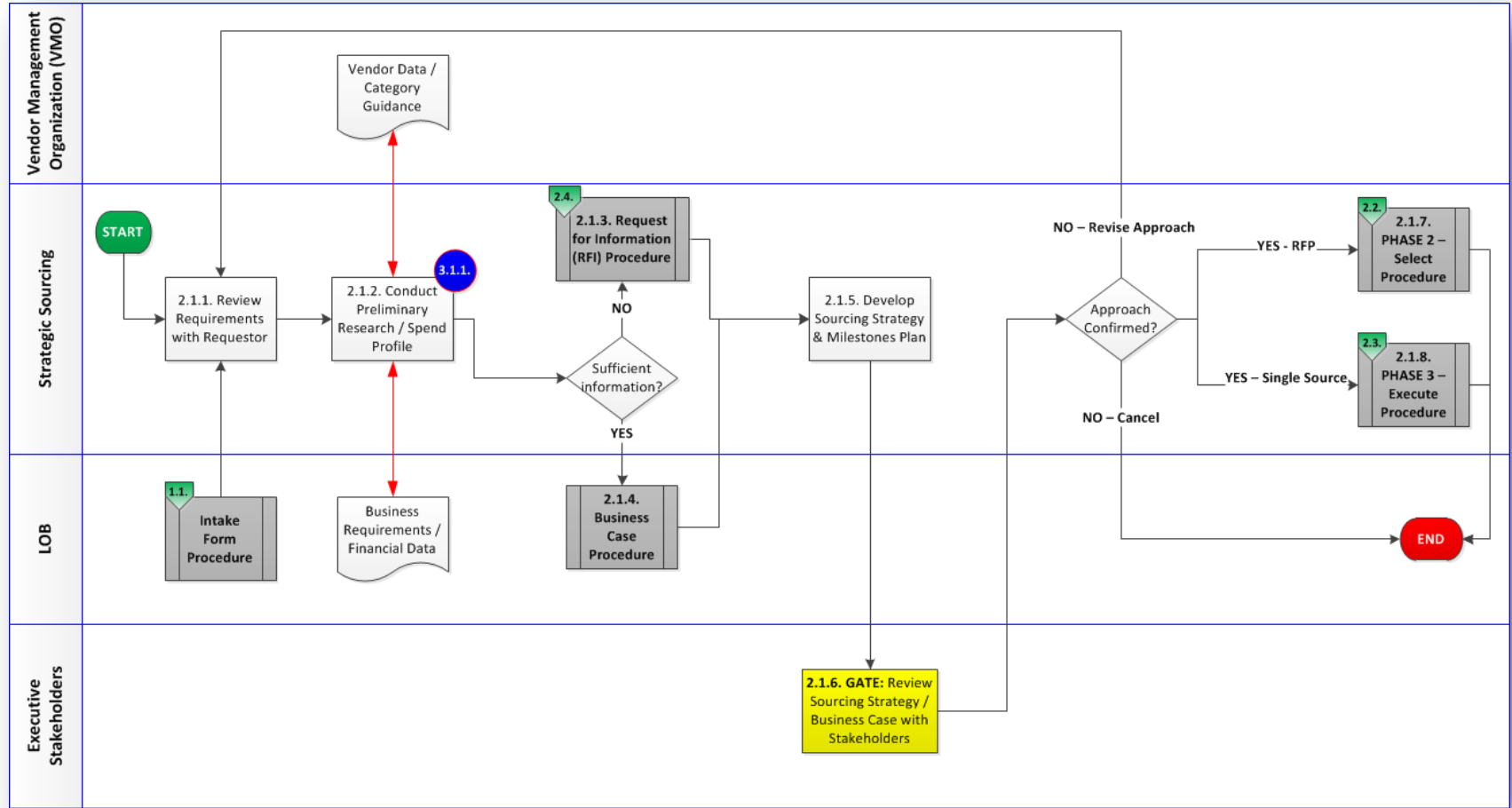
1.2. Quick Source Request for Quote (RFQ) Procedure



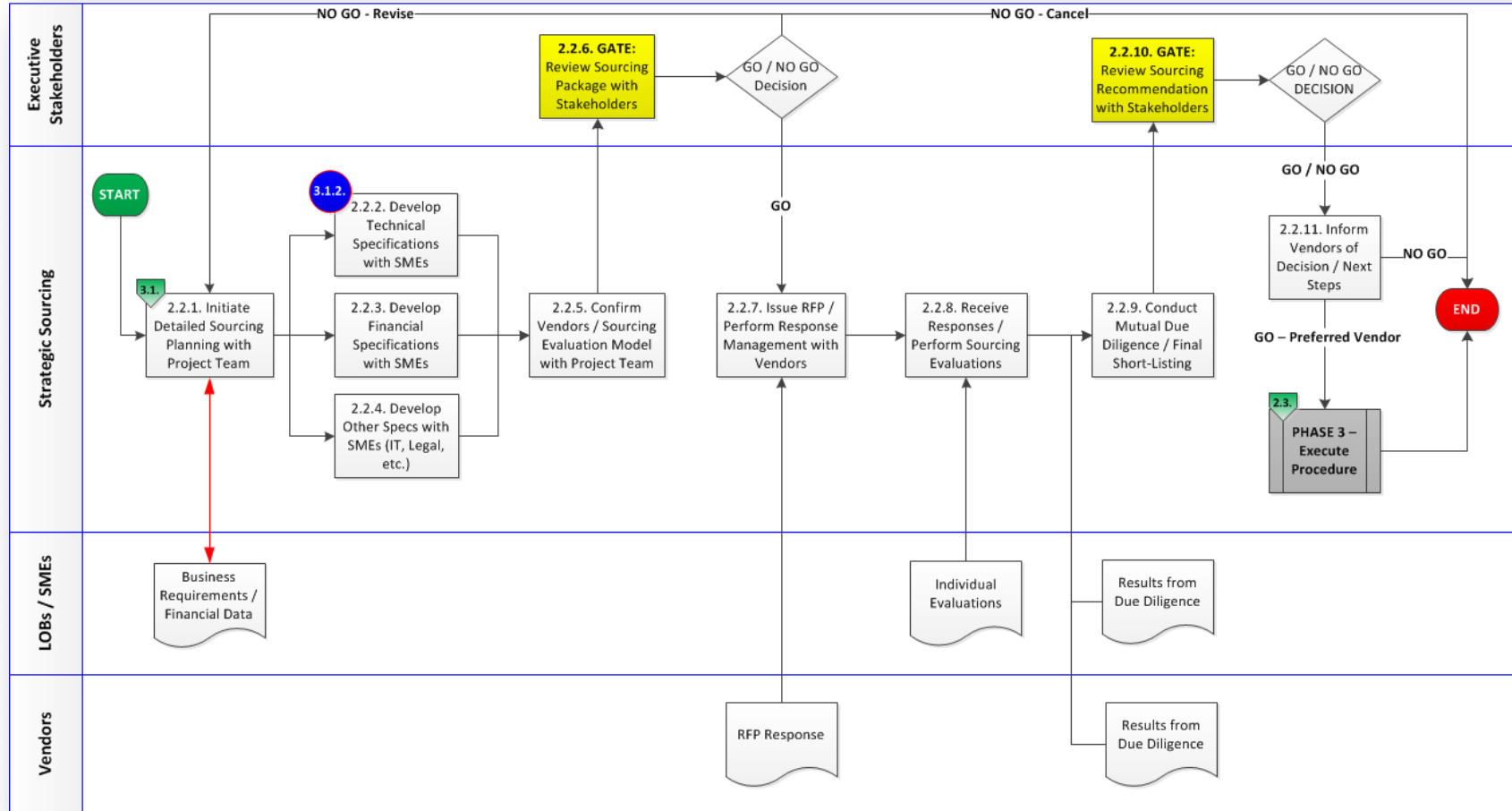
1.3. Purchase Card (P-Card) Procedure



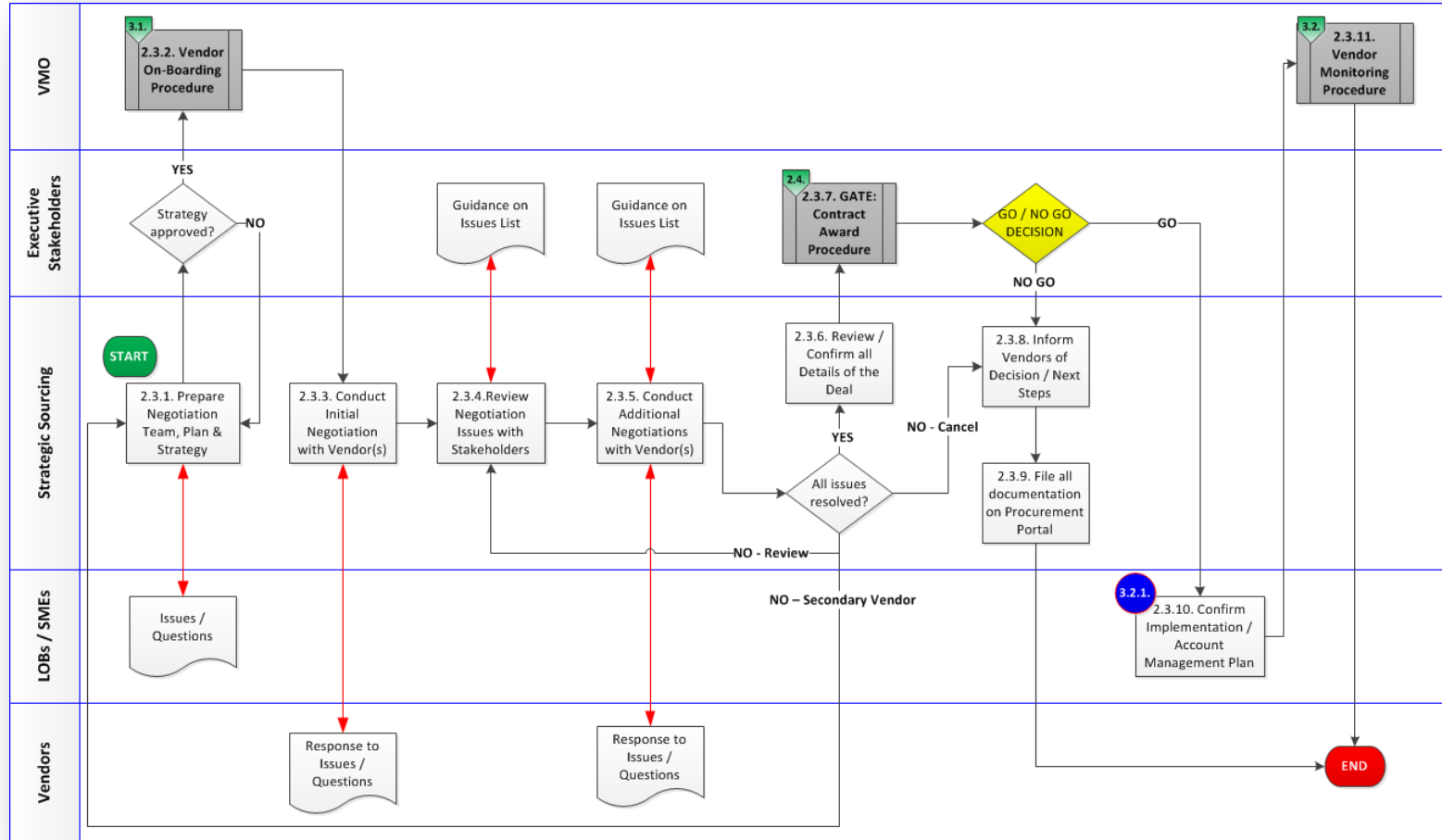
2.2. Strategic Sourcing PHASE 1 - Research Procedure



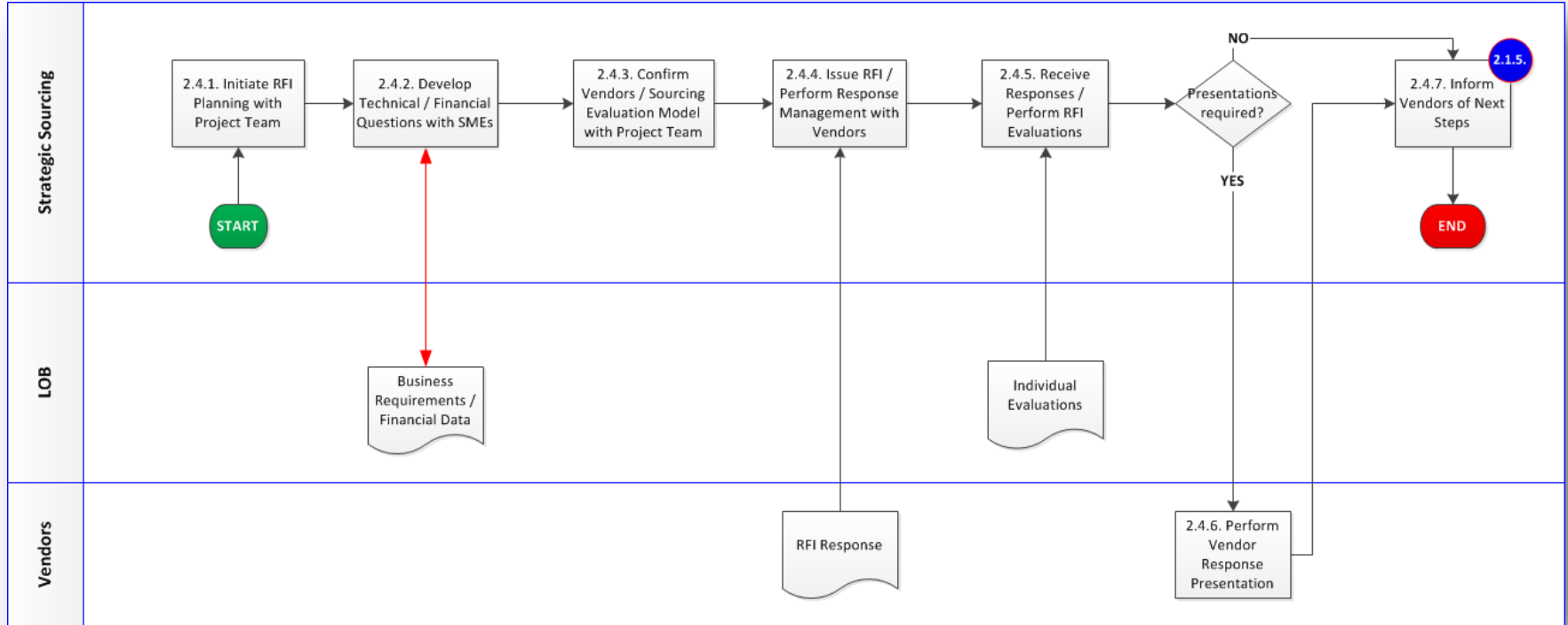
2.3. Strategic Sourcing PHASE 2 - Select Procedure



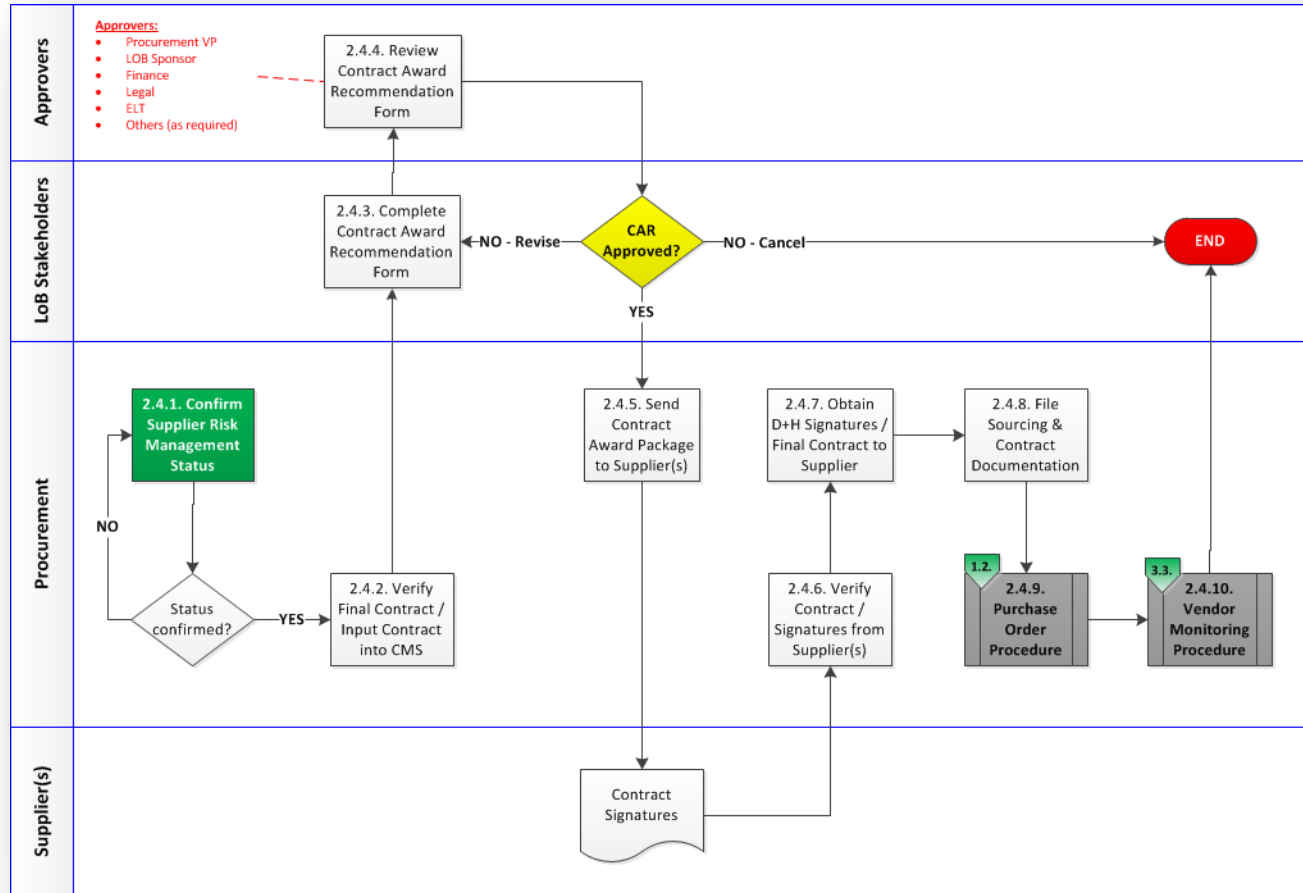
2.4. PHASE 3 Execute Procedure



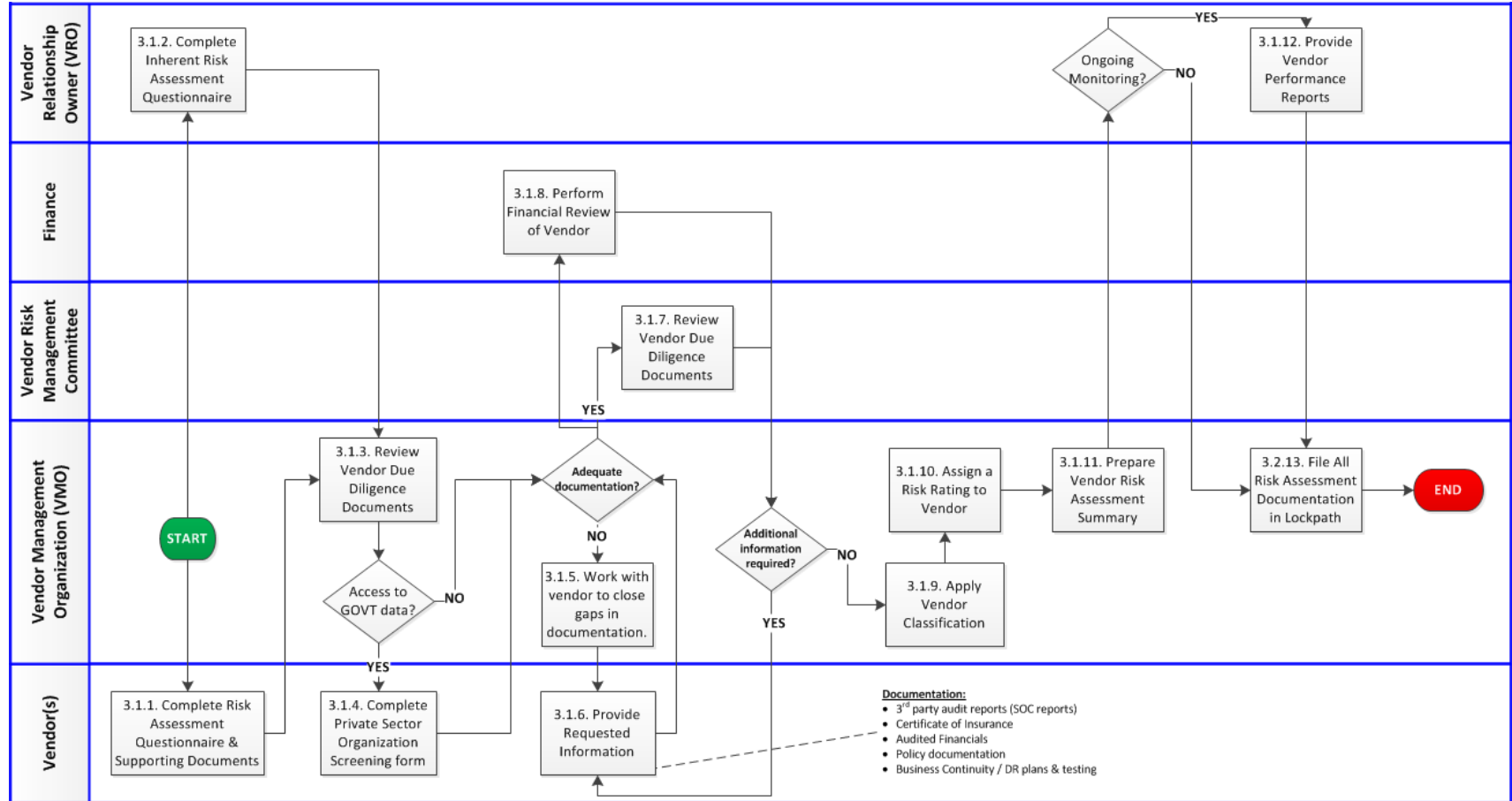
2.4. Request for Information (RFI) Procedure



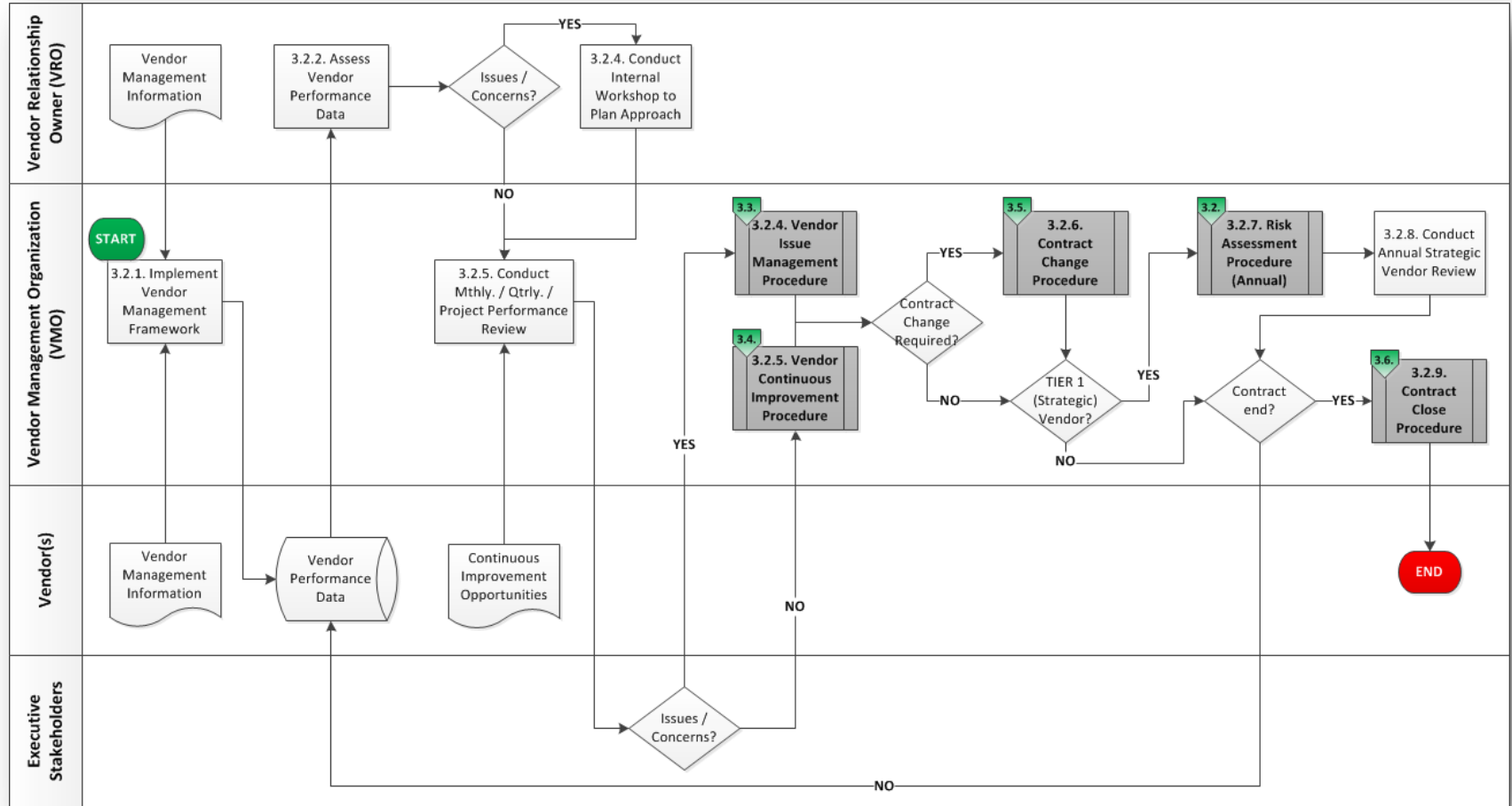
2.5. Contract Award Procedure



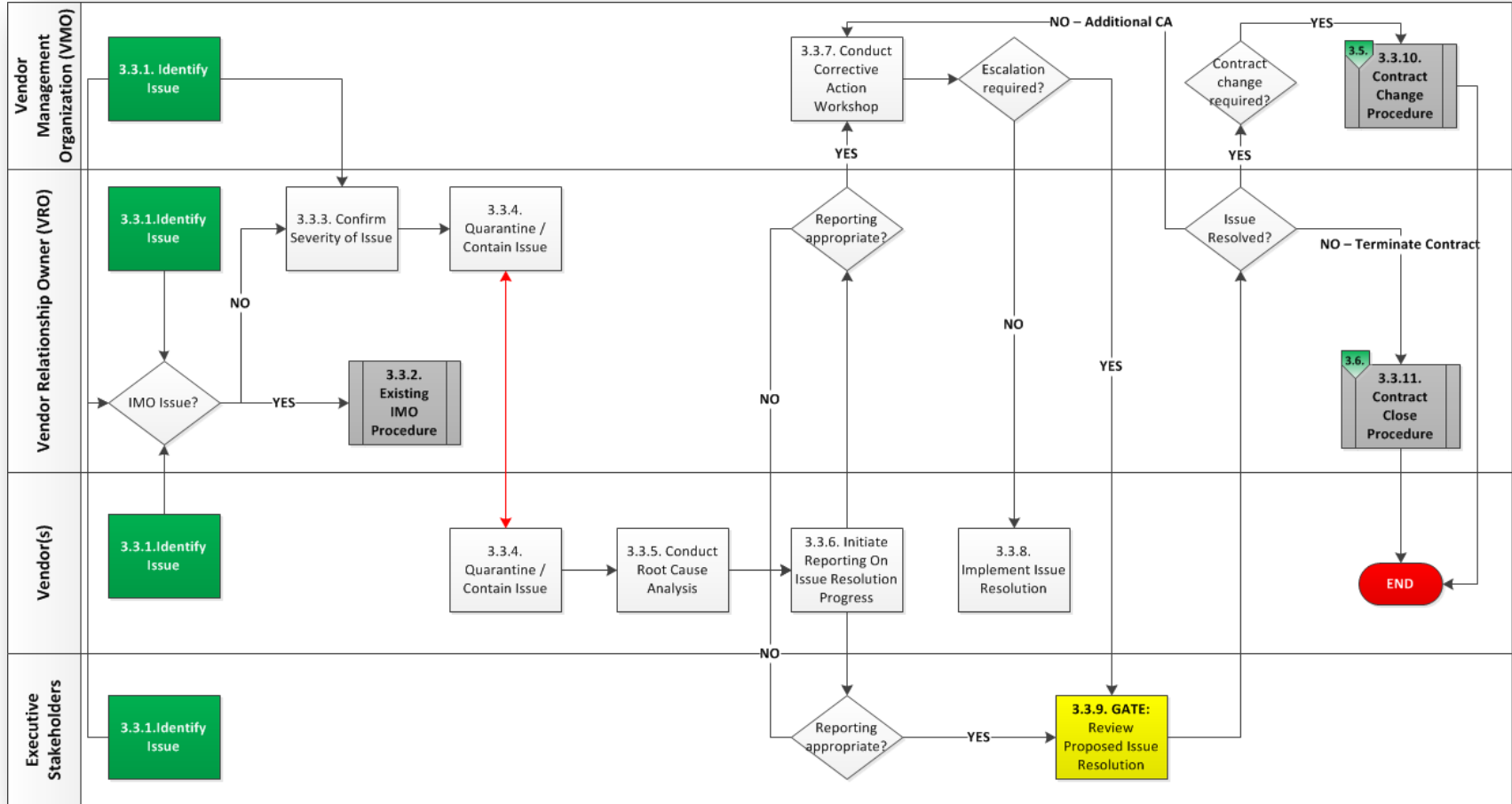
3.1. Vendor On-Boarding Procedure



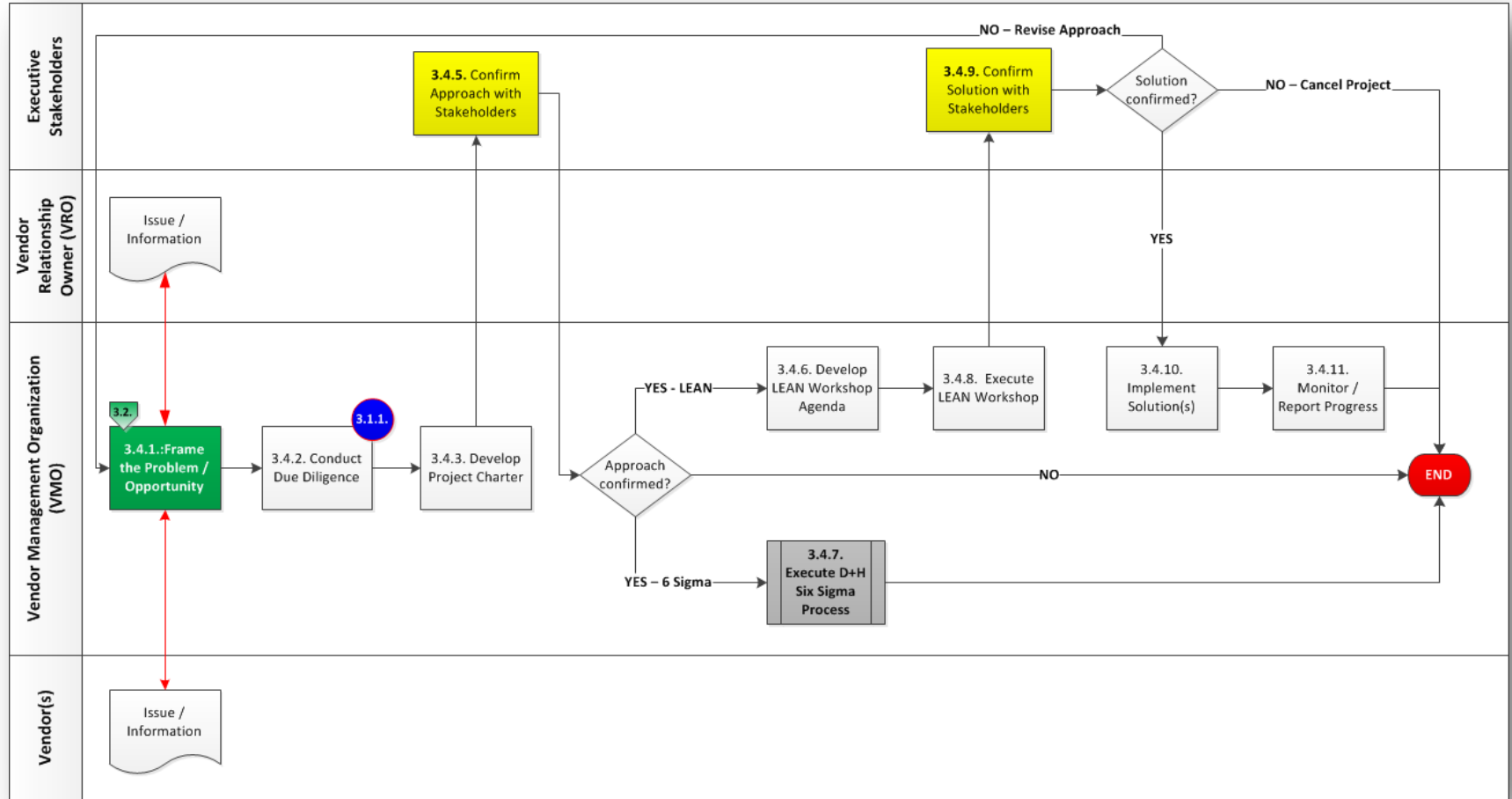
3.2. Vendor Monitoring Procedure



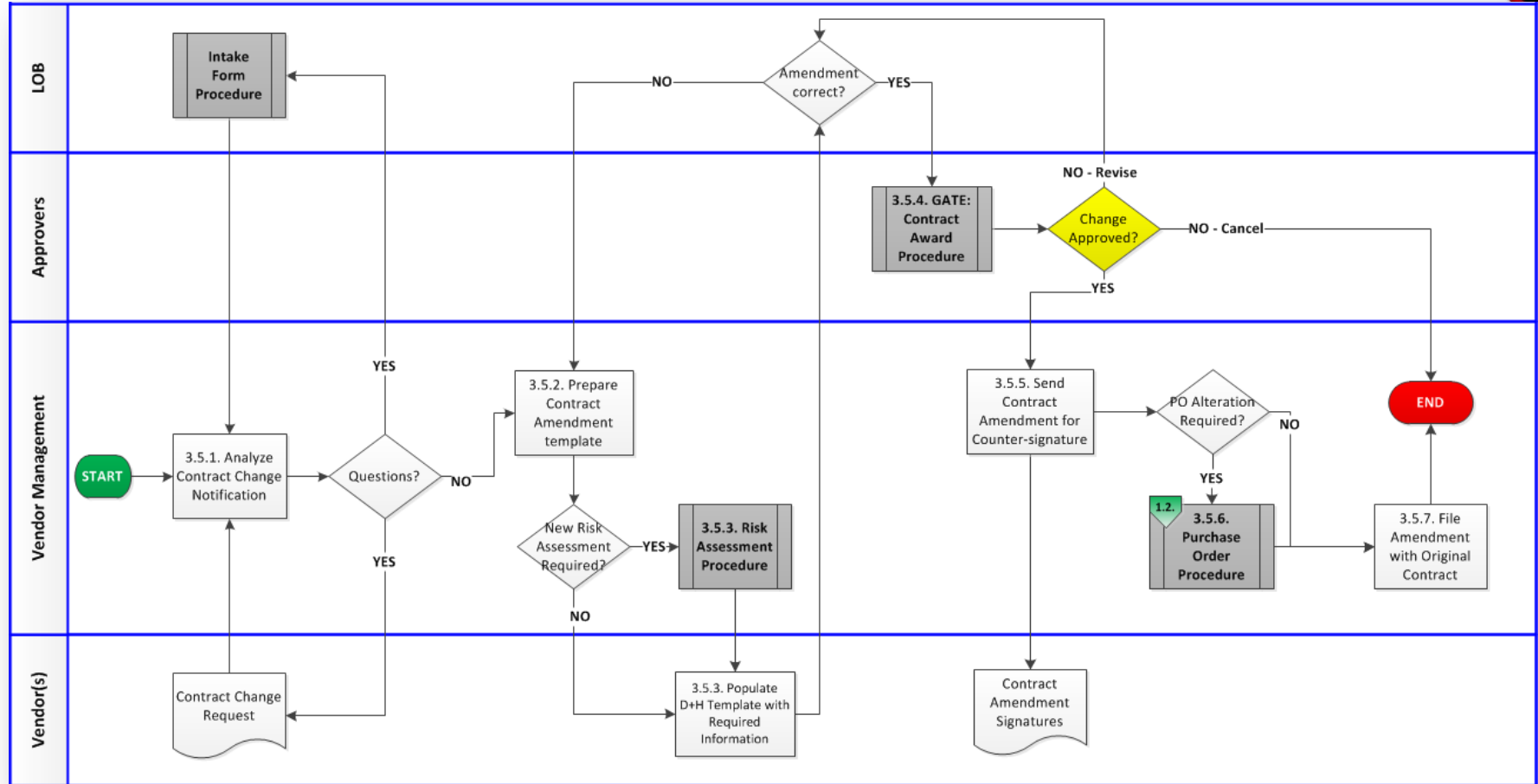
3.3. Vendor Issue Management Procedure



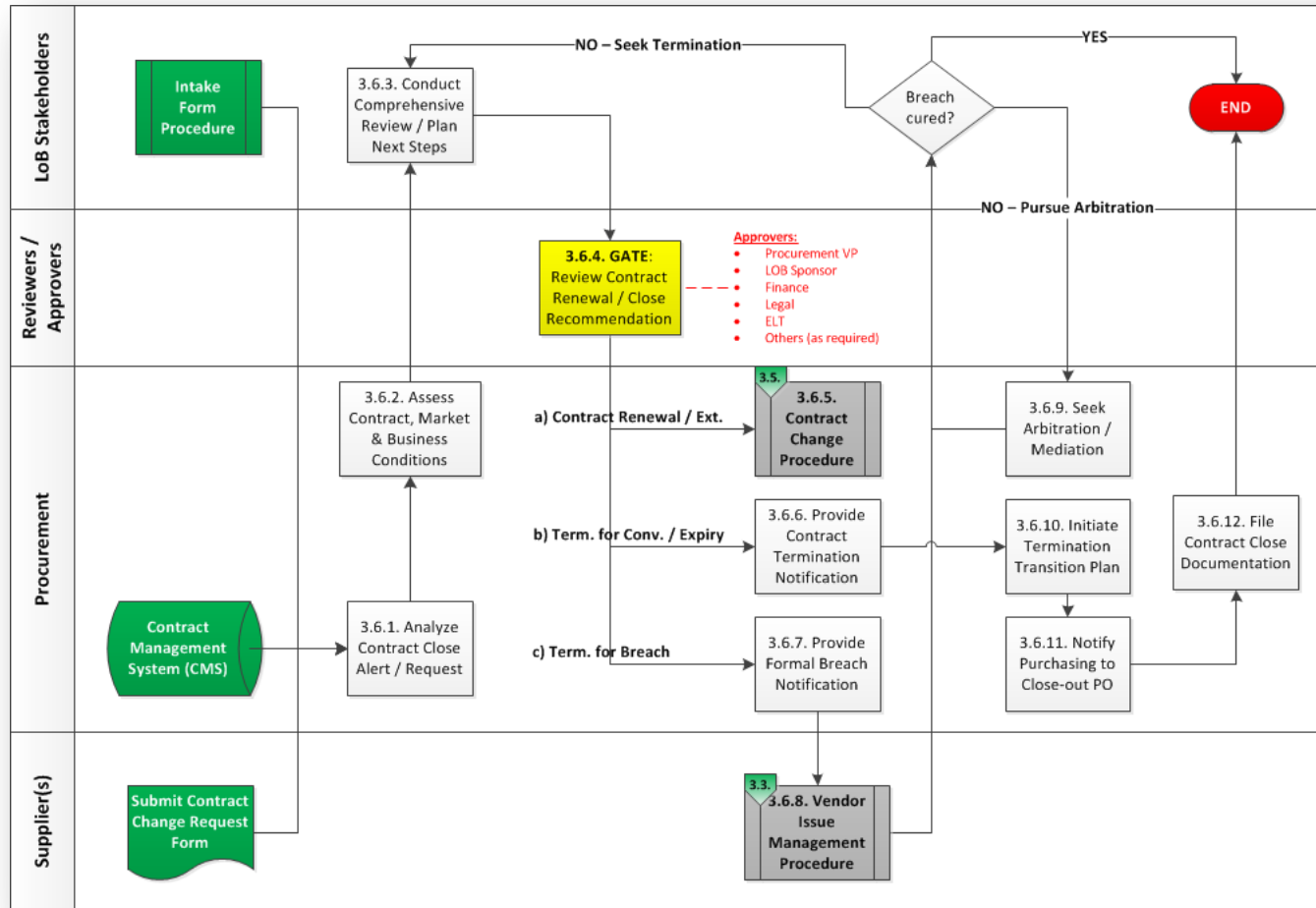
3.4. Continuous Improvement Process



3.5. Contract Change Procedure



3.6. Contract Close Procedure



3.7. Category Management Process

