

Controlled Procurement Procedure

Scope

This process applies to all preferred suppliers under SDM Holdings Ltd. And details the steps that are required to approve, purchase or use SDM Holdings Ltd suppliers.

Process

The purchase or use of preferred suppliers are controlled by the senior management (**see Approved Suppliers Register**)

Line managers need permission from senior managers or designated member of staff to purchase or use preferred suppliers.

Senior management or designated member of staff has a limit of up to £500 to spend with preferred suppliers.

Any orders/purchases over £500 is to be requested and approved via email to the FD or MD, in this case the FD will issue a PO number after approval has been confirmed.

Only suppliers from the **“Approved Suppliers Register”** are used to service any of the SDM Holdings Ltd Assets.

The introduction of new suppliers is put forward on the management meetings and the senior management will approve of the supplier in this meeting.

To onboard a new supplier the designated member of staff will send out SDM Holdings Ltd **“New Supplier Approval Form”** for the supplier in question to fill out and return in full.

This supplier are then added to the **“Approved Suppliers Register”**.

Signature/Realise Confirmation



26.07.23

Marc Chauveau

Managing Director



26.07.23

Nicola Peters

Quality & Compliance Manager

