

## PROCUREMENT



Unit Birwelco's experienced procurement team employs robust systems and procedures to carry out all aspects of the procurement process including purchasing, contract management, expediting and materials management.

We provide strategic sourcing on a global basis and offer significant leverage with key long term suppliers to ensure precise specification and scheduling, high quality manufacturing and fabrication and consistent value for money.

In addition, and where appropriate, our in-house fabrication and manufacturing capability offers both reduced risk and supply chain management and greater control and flexibility.

### PROCUREMENT CHECKLIST

#### PROCUREMENT PLAN

- ④ Consider worldwide basis
- ④ Tax and duties applicable
- ④ Extent of Client approval
- ④ Reporting requirements
- ④ Import certification and permit
- ④ Applicable terms and conditions
- ④ Confidential information
- ④ Transportation and shipping
- ④ Document distribution

#### ESTABLISH SUPPLIERS LIST

- ④ Ability to comply to specification
- ④ Past performance
- ④ Competitiveness
- ④ Location
- ④ Known workload
- ④ Operational & financial stability

#### ISSUE QUOTATIONS ENQUIRIES

#### OBTAIN, EVALUATE BIDS QUOTATIONS

#### NEGOTIATE AND COMMIT PURCHASE ORDERS

#### INSPECTION & EXPEDITE EXPEDITING

- ④ Supplier assessment
- ④ Inspection & test programme
- ④ Review weld/NDT procedures
- ④ Inspect purchase items for compliance
- ④ Issue status reports
- ④ Chase progress

#### COORDINATE TRANSPORT & SHIPPING

#### EXPEDITE

- ④ Drawings
- ④ Material certification
- ④ Supply

#### COORDINATE & ADMINSTRATE ACTIVITIES

### CONTACT

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