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| CurrentStatus |   Policies & Procedures  | Action Required |
|  | Product specifications are available and used in the purchasing process |  |
|  | Product specifications also include suitable substitute products |  |
|  | Par levels have been established on all key products based on current usage and delivery frequency |  |
|  | Par levels are increased or decreased as product usage / sales activity changes |  |
|  | Current product on hand and par levels are used to determine ordering quantities |  |
|  | Purchasing personnel are not involved in receiving procedures |  |
|  | If competitive bidding is used, quotes are received over a fax machine |  |
|  | Freight charges are considered in the bidding process |  |
|  | Electronic purchasing is used if possible |  |
|  | Factors besides price are considered, such as quality, consistency, credit terms, local or long distance warehouse, etc. |  |
|  | When requested products are not available, vendors know to verify suitable substitute products and prices  |  |
|  | A prime vendor program has been investigated and is in use if practical |  |
|  | If a prime vendor program is in place, it is put out to bid at least annually |  |
|  | Quantity discounts are normally avoided, unless there is a compelling case for purchasing more product than needed |  |

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| CurrentStatus |  Policies & Procedures | Action Required |
|  | An approved supplier list has been created & is in use |  |
|  | Value-added, pre-cut and pre-portioned products are evaluated and considered |  |
|  | There is a written policy regarding what purchasing personnel may personally receive from suppliers |  |
|  | In an attempt to only work with reputable suppliers, a credit report (D&B) and references are checked before doing business with a new supplier |  |
|  | The practice of purchasing products with a company credit card has been considered |  |