**NWF Procurement Procedure**

**1. Procurement Planning**

* **Needs Assessment:** Departments will identify and document their procurement needs and submit them to the Managing Director (MD).
* **Budgeting:** Ensure that procurement needs are aligned with the approved budget.

**2. Supplier Identification and Selection**

* **Supplier Database:** Maintain an up-to-date database of approved suppliers.
* **Market Research:** Conduct market research to identify potential suppliers and gather information on pricing and availability.
* **Request for Quotations (RFQ):** Issue RFQs to at least three suppliers for purchases exceeding a specified threshold.
* **Evaluation Criteria:** Establish clear criteria for evaluating supplier proposals, including cost, quality, delivery time, and compliance with sustainability standards.

**3. Purchase Requisition**

* **Requisition Form:** Complete a purchase requisition form detailing the required goods or services, quantities, and specifications.
* **Approval:** Obtain necessary approvals from the Department Head and Managing Director (MD).

**4. Purchase Order**

* **Creation:** Generate a purchase order (PO) based on the approved requisition and supplier quotation.
* **Terms and Conditions:** Ensure that the PO includes all relevant terms and conditions, including delivery timelines, payment terms, and warranties.
* **Issuance:** Send the PO to the selected supplier and obtain confirmation of receipt.

**5. Receipt of Goods/Services**

* **Inspection:** Inspect delivered goods or services to ensure they meet the required specifications and quality standards.
* **Delivery Note:** Verify the delivery note against the PO and requisition form.
* **Acceptance:** Approve and accept the goods or services if they meet the requirements. Document any discrepancies or issues.

**6. Payment**

* **Invoice Verification:** Verify the supplier's invoice against the PO, delivery note, and inspection report.
* **Approval:** Obtain necessary approvals for payment from the Managing Director (MD) and Finance Department.
* **Payment Processing:** Process payment according to the agreed terms and conditions.

**7. Record Keeping**

* **Documentation:** Maintain complete records of all procurement activities, including requisitions, POs, RFQs, supplier proposals, inspection reports, and payment records.
* **Audit Trail:** Ensure an audit trail is available for all procurement transactions to facilitate auditing and compliance checks.

**8. Supplier Management**

* **Performance Evaluation:** Regularly evaluate supplier performance based on quality, delivery, cost, and sustainability criteria.
* **Feedback:** Provide feedback to suppliers and work on continuous improvement of the supplier relationship.

**9. Compliance and Review**

* **Policy Compliance:** Ensure all procurement activities comply with this policy and relevant laws.
* **Periodic Review:** Review and update the procurement policy and procedure periodically to ensure continued relevance and effectiveness.