

ISR POLICIES

5. PURCHASING

Version: *Sep. 2020*

Approved by: Hortensia Prieto, General Director.

First review completed. A second review is required.

i. History of Amendments

Version	Amendments	Section

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I. Purpose

This policy defines the controls in place to ensure that the process for procurement meets the requirements of the Nord Anglia Education Group.

II. Scope

This policy applies to San Roberto International School.

III. Reference Documents

[Electronic Purchase Order](#)

[New vendor registration link](#)

NAE Procurement policy

NAE Code of Business Conduct and Ethics

NAE Environmental, Health and Safety Management Policy

NAE Anti Corruption and Bribery Policy

IV. General Guidelines

5. PURCHASES AND SERVICE ORDERS

5.1. Generals

Authorization of a purchase order (PO) before an order has been placed with a vendor is vital to ensure that such purchase is necessary, appropriate and made in the course of running the business.

5.2. Authorized Suppliers and Quotes

The core principles outlined below should form the basis of making a supplier selection for all purchasing methods. For a tender process the assessment should be performed and documented formally.

Value for money: Best value includes price; fit for purpose; whole-of-life costs; technical compliance; and the value of any environmental, social and economic benefits.

Transparent, Accountable, Fair and Ethical: procurement activities must meet both ethical and professional standards through transparent processes. Employees must comply with the Code of Business Conduct and Ethics, being impartial, fair, open and professional.

Social and Environmental Sustainability: purchases will align with the principles of conserving natural resources, waste minimisation and recycled and environmentally preferable products, where economically suitable, and providing leadership to business, industry and the community. Businesses that provide or support social enterprise should also be utilised where possible.

Local Economic Development: to the extent permitted by local jurisdictional law, utilise local providers and provide local businesses the opportunity to quote and give preference to goods made locally and suppliers whose activities contribute to local economic development.

Work Health and Safety Local Purchasing and/or Finance Teams have an obligation to ensure that all suppliers are compliant with the Group's Environmental, Health and Safety Management Policy, as well as being competent in the provision of the goods or services.

All ISR purchasing procedures must adhere to the NAE code of Business Conduct, Ethic Policy and Anti Corruption and Bribery Policy.

All new vendors must submit the "New vendor Workflow" to get approved and set up into the system

5.3. Service Orders

- Whenever a service needs to be ordered for the School, a Service Order must be submitted.
- All Service Orders with a cost of \$2,000.00 MXN or more, will be done through a Requisition Order to be sent to the Purchasing Department by the person who is responsible for the Cost Center that will be affected by the purchase. These service orders must be supported with a set of 3 quotations to support the decision (unless the supplier is part of the Service Supplier Catalog).
- Maintenance coordinators can place service orders to their suppliers only if these orders are part of the Service Suppliers Catalog
- The Service Order can only be placed if the person responsible for the Cost Center affected ratifies that the Cost Center has enough budget to execute it.
- Any Service order that exceeds \$20,000.00 MXN must be authorized by the Managing Director.

- Please read Approval Matrix for authorization level clarification.

Approver	Limit
Head of Department / Principal	Up to USD\$20,000
Executive Committee Member	Up to USD\$250,000
CEO or CFO	Up to USD\$1,000,000
CEO and CFO	Up to USD5,000,000
Company Board	> USD5,000,000