

Purchasing

Unless CPL has entered into a contractual agreement with a supplier the normal method of requirements flow down to a CPL supplier is with a quotation request or a Purchase Order (PO).

It is the responsibility of a supplier to perform an effective contract review against all requirements identified in a PO and associated documents.

It is essential that all CPL requirements are clearly understood and can be achieved within the stated time scales and prices.

If for any reason finishing requirements are not stated on either the drawing or Purchase order do not proceed until requirements have been verified by CPL representative.

For any issues that require verification or requirements that cannot be achieved or understood, it is the responsibility of the supplier to identify the issues in writing to CPL purchasing representative. Any agreed changes to an original Purchase Order must be highlighted & resolved with CPL changes must be obtained in writing or by order amendment.

CPL require order acknowledgement against Purchase orders received. The methods of PO confirmation can be by e-mail, Fax or written confirmations. The confirmation to include the CPL Purchase order number, part numbers & date when relevant, the supplier reference number & contact details CPL is to use when requesting progress status.

Control of Sub-tier Suppliers

CPL may reserve the right to nominate sub tier suppliers that a vendor must use against nominated operations, this information must be previously agreed &/or identified in the request for quotation.

The prime supplier (supplier who receives the CPL purchase order) must ensure relevant requirements flow down to its sub tier suppliers with respect to CPL purchase orders.

Access to Supplier sites

CPL operates an open and honest relationship with suppliers, there will be occasions when CPL will require access to a supplier's site, when related to CPL product. This extends to allowing CPL (and maybe CPL's customer & regularity authorities) or representative to perform an audit, a test or inspection of product on the suppliers site.

Any audits or inspections performed at a supplier site or sub-tier site, does not change the overall responsibility of a supplier to produce (or to control sub-tier suppliers) conforming product.

CPL may need to visit Sub tier suppliers (involved with CPL product) in conjunction with & with the vendor's authorisation. All such arrangements will be previously agreed with all involved parties.