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## PROCUREMENT POLICY

### Procurement Process

**Cotswold Technical Services Ltd (CTS)** operate the following procurement verification process, which must be, in all cases, adhered to. Failure to comply fully with this process may result in any claimed costs and/or invoices from any supplier for goods and/or services being returned unpaid.

Requests for supply of goods and or services shall be made by verbal, written, electronic mail or facsimile.

The supplier must verify the authenticity of any requests prior to supplying any goods, or accruing any chargeable costs, by:

Telephoning 01386 424 424 and receiving an official office generated purchase order. If in any doubt whatsoever the supplier must refuse to deliver the goods or services and seek written verification from a director of CTS.

In the event of a person attempting to receive goods, and or services, on behalf of CTS the supplier must verify the identity of the person by confirming with an officially recognised form of photo ID and recording the person's vehicle registration mark on the delivery note. CTS engineers are equipped with liveried vehicles although that in itself is not sufficient proof of identity.

Failure to correctly identify duly authorised CTS personnel and supplying goods and/or services thereafter remains solely as a risk to the supplier.

All Purchase invoices will be paid on a 30 day nett monthly basis.

CTS will not accept liability whatsoever, whether financial or otherwise, for any goods, materials and or services unless this procuring process is fully adhered to.

These terms are non-negotiable without written authority from a Director of Cotswold Technical Services Limited.

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**Signed: (COTSWOLD TECHNICAL SERVICES LIMITED - DIRECTORS)**

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