InTechProject

A6.3 Conclude supply contract

Process Description

Version: 1.0.1

Status: Working

APPROVED

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Title

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Name and Signature

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Date

List of Changes

| No. | Version | Status | Date of Change | Description |
| --- | --- | --- | --- | --- |
|  | 1.0.1 | Working | 10/17/2020 |  |

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Definitions

|  |  |  |
| --- | --- | --- |
| *{Border}* | – | External producer or receiver of an arrow. Name is not specified in case of unambiguous understanding by diagram readers or in case of ambiguity. |
| *{Tunnel}* | – | Producer or receiver of an arrow. Name is not specified in case of unambiguous understanding by diagram readers. |
| *Organizational Management Structure* | – | Set of specialized functional units interconnected in the process of substantiation, development, adoption and implementation of managerial decisions (hereinafter referred to as the Organizational Structure). |
| *Process (Business Process)* | – | A series of tasks with a clearly defined start and end time, aimed at achieving a particular outcome valuable for an organization. |
| *Process Actors* | – | Resources (technological, work) used for performing a process. |
| *Process Inputs* | – | Resources (material, work) needed to perform a process and transformed by a process into outcomes. |
| *Process Outputs* | – | Resources (material, work) produced by a process. These are used to perform other processes or consumed by external customers. |
| *Process Owner* | – | A person who is accountable for the process result and has the authority to add or remove resources that affect the process performance. |
| *Sub-Process* | – | A process that is a part of the upper process. |

# General

This description of the “A6.3 Conclude supply contract” process that is a part of the “A6 Manage procurement” process is developed to:

* Unify rules and requirements to process performance;
* Set responsibility for process result;
* Standardize document flow.

## Brief Description

Draft, agree and sign a contract with a counterparty on conditions beneficial to InTechProject.

## Process Owner

The process is owned by:

* Head of Procurement Department (Procurement Department)

## Process Actors

The process is performed by the following org units:

* Procurement Manager (Procurement Department)

## Start Boundary

Starting boundary is defined by the following events:

Supplier found

## End Boundary

Contract concluded.

## Process Inputs

| No. | Input | Objects | Comes From | |
| --- | --- | --- | --- | --- |
| Actor | Activity/External Environment |
| 1. | Selected supplier |  | Procurement Department | A6.2 Find and select suppliers |

## Process Outputs

| No. | Output | Objects | Goes To | |
| --- | --- | --- | --- | --- |
| Receiver | Activity/External Environment |
| 1. | Supply contract | Contract | Supplier | A6.4.1 Draw up payment invoice for instrument |
| Budget and Finance Department | A7.4 Draw up payment budget |
| Budget and Finance Department | A7.5 Make payments |

## Process Documentation

Performance of the “A6.3 Conclude supply contract” process is regulated by the following reference documents and requirements:

|  |
| --- |
| * Method of concluding contracts |
| * Procurement plan |

# Process Diagram

|  |
| --- |
| title |

# Process Flow

### A6.3.1 Draw up supply contract

##### Actors

Performed by org units:

* Supplier

**Start Boundary**

Supplier found

**Duration Requirements**

Not regulated.

##### Actors Deliver

| No. | Objects | To |
| --- | --- | --- |
| 1. | Contract | Lawyer |
| Procurement Manager |
| Supplier |

##### End Boundary

Supply contract is drawn up

### A6.3.2 Agree supply contract

##### Actors

Performed by org units:

* Lawyer

* Procurement Manager (Procurement Department)

* Supplier

**Start Boundary**

Supply contract is drawn up

**Duration Requirements**

No more than five working days.

##### Actors Receive

| **No.** | **Objects** | **From** |
| --- | --- | --- |
| 1. | Contract | Supplier |

##### Actors Deliver

| No. | Objects | To |
| --- | --- | --- |
| 1. | Contract | Lawyer |

##### End Boundary

Contract agreed

### A6.3.3 Register and sign contract

“A6.3.3 Register and sign contract” is a reusable process. Its detailed description is available in the “RP1 Register and sign contract” process description.

##### Actors

Performed by org units:

* Lawyer

##### Other Participants

The following org units participate in the process performance:

* contributes to:

* + Procurement Manager (Procurement Department)

##### Reusable Process Actors

Performed by org units:

* Lawyer

**Start Boundary**

Contract agreed

##### Actors Receive

| **No.** | **Objects** | **From** |
| --- | --- | --- |
| 1. | Contract | Lawyer |
| Procurement Manager |
| Supplier |

##### End Boundary

Contract concluded