

## Procurement Policy

### **To do business with Phase Four or perform on Phase Four Purchase Orders, suppliers must:**

1. Contact Phase Four and be approved on our Approved Supplier List/ Approved Vendor List.
2. Fill out and submit our Supplier Survey for Phase Four Procurement review.

### **Procurement representatives are the only individuals authorized to:**

1. Place orders for goods or services with a supplier.
2. Commit Phase Four to any contractual arrangement with a supplier, including any teaming agreement, letter of intent, lease, license, proprietary information exchange agreement, consulting agreement, contract clause, joint venture, memorandum of understanding, or any promise of future business, or otherwise commit Phase Four to a financial obligation.

### **Commitments**

1. Commitments or changes made by representatives other than Phase Four **are not valid.**
2. Supplier price quotations are to be submitted to Procurement **and** Engineering Representatives
3. While supplier interface and technical interchange are a part of doing business, the purchase of goods or services, or the commitment of Phase Four funds by a person not having authority to do so, is a violation of Phase Four policy.
4. Procurement representatives will arrange for special presentations or demonstrations at the request of Phase Four technical personnel or at their own discretion.
5. Visits by Phase Four personnel to a supplier require advance coordination with the Procurement representative when procurement matters are to be discussed.

### **Purchase Orders**

1. Acceptance of our Purchase Order constitutes a contract between Phase Four and the Supplier.
2. Please electronically sign the Purchase Order and return to Phase Four.
3. When you are awarded a Purchase Order, you will receive it via e-mail, or by hard copy.
4. The Purchase Order contains all the terms and conditions that apply to your performance on the Purchase Order.
5. Do not sign the acknowledgment copy or initiate performance until you understand and agree to all the terms and conditions.
6. If you need help, contact the Buyer for clarification or any necessary changes.