



BY APPOINTMENT  
TO HER MAJESTY THE QUEEN  
LINNEY COOPER LIMITED, NORTH WALES  
CARPET SUPPLIER & INSTALLER



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TO HRH THE PRINCE OF WALES  
LINNEY COOPER LIMITED, NORTH WALES  
CARPET SUPPLIER & INSTALLER



# Linney Cooper

the carpet consultants

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## Procurement Policy 2012

The daily drive to improve sales means it is easy to forget the powerful impact our purchasing has on our nett profits. By analysing and organising the way we make purchases, we can help to eliminate the unnecessary flow of money from our business.

1. Link purchasing and negotiate discounts for quantity and plan in advance for major purchases.. Join a buying group for greater discounts
2. Employees to suggest cost-savings
3. Analyze purchases and suppliers for good quality consistency and service.
4. Purchase of equipment and the installation to be kept to a minimum. Maintenance and training to be consistent to control costs.
5. Using local business wherever possible.
6. Quotes from each supplier to provide a guaranteed price and discounts agreed for long term supply contracts.
7. Required agreements on contracts, payment terms, delivery, maintenance contracts.
8. Stock turnover and seasonal peaks to be monitored, to avoid over or under ordering.
9. Budget limits are required and adhered to
10. Individual managers to have purchasing limits
11. One person in charge of petty cash.
12. Copy ordering information to the person placing the order, accounts people and goods inwards staff, as well as suppliers.
13. Suppliers and employees to fit in with ordering systems and quote order reference codes.
14. Balance the advantages of discounted bulk orders with the benefits and risks of just-in-time ordering or the possibility the supplier to holding the stock.
15. Note when goods arrive and record and store them.
16. Make sure delivery notes are not signed until deliveries have been checked.
17. Make sure all relevant people are told when goods arrive by email
18. Discuss recurring quality problems with the supplier.
19. Check invoices to avoid incorrect charges, double billing and missing items.

Directors: R.H.Hughes, S.Hughes, R.B.Jones, G.Hughes, A.Hughes

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20. Avoid over-dependency on one supplier
21. Cumulative discounts negotiated on large quantities.
22. Keep suppliers up to date with needs and build a relationship.
23. Improve the goods and services supplied, relevant procedures and systems.
24. Agree terms and conditions in advance.
25. The supplier to agree always to quote order reference.
26. Payments in advance should generally be avoided and a discount for early payment be negotiated.
27. All purchases should be made from UK suppliers primarily.