All Arabs University

Policy Theme: Sustainable Sourcing and Procurement

<table>
<thead>
<tr>
<th>Policy Code:</th>
<th>P(18R)05</th>
<th>Date of Issue:</th>
<th>26/4/2022</th>
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<tr>
<td>Version:</td>
<td>1/6</td>
<td>Confidentiality Level:</td>
<td>General</td>
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<tr>
<td>Quality Council Approval:</td>
<td>17/4/2022</td>
<td>Policy Created Date:</td>
<td>14/4/2017</td>
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<td>Deans Council Approval:</td>
<td>Resolution No. 14/99, Date: 20/4/2022</td>
<td>Date of last Revision:</td>
<td>3/1/2023</td>
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<td></td>
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<td>Next revision Date:</td>
<td>3/1/2025</td>
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Responsibilities:

Implementation: Sourcing and Procurement Department.

Partners: University President.

Supervision: Internal Control and Auditing Department.

Review and Development: Quality Assurance and Accreditation Office.

Policy Statement:
The university implements a long-term policy, based on continuous improvement through providing the best quality of materials and services. To achieve sustainable procurement processes, the university is committed, in the first place, to the principle of reducing and minimizing unnecessary purchases through the concept of reusing existing materials whenever and wherever possible. On the other hand, sustainable procurements must adhere to proper and comprehensive evaluation process of: recyclability of the materials used, the environmental impact of the processes and the materials, the supplier’s commitment to the university’s environmental and social obligations, the supply contracts and the supplier’s performance and reputation in fulfilling the contractual terms.

Policy Objectives:

<table>
<thead>
<tr>
<th>No.</th>
<th>Objective</th>
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<tr>
<td>1.</td>
<td>Ensure sustainable procurement and sourcing practices such as: reduce, reuse and recycle.</td>
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<td>2.</td>
<td>Manage efficiently the university available resources.</td>
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<td>3.</td>
<td>Minimize the use of disposals and materials that would harm the environment.</td>
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<td>4.</td>
<td>Encourage the use of high-quality materials, that are durable, recyclable and environment friendly.</td>
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<td>5.</td>
<td>Protecting health and environment.</td>
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<td>6.</td>
<td>Fulfilling purchase needs on timely basis through fair and equal opportunities.</td>
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<td>7.</td>
<td>Encourage and support local suppliers who are committed to environmental and social requirements.</td>
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Related Procedures:

<table>
<thead>
<tr>
<th>No.</th>
<th>Procedure</th>
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<tbody>
<tr>
<td>1.</td>
<td>Payment Accounting</td>
<td>CP [06 FIN] 10</td>
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<td>2.</td>
<td>Warehouse Accounting</td>
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### All Arab University

<table>
<thead>
<tr>
<th>No.</th>
<th>Process Description</th>
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<td>1</td>
<td>Photocopying Centers Accounting</td>
<td>QP [08 FR]</td>
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<td>3</td>
<td>Supplies Inspection and Delivery</td>
<td>QP [01 RS]</td>
<td>13</td>
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<td>4</td>
<td>Entry Bill</td>
<td>QP [02 RS]</td>
<td>13</td>
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<td>5</td>
<td>Storage Methods</td>
<td>QP [03 RS]</td>
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<td>6</td>
<td>Discharge Voucher</td>
<td>QP [04 RS]</td>
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<td>7</td>
<td>Supplier Register</td>
<td>QP [05 RS]</td>
<td>14</td>
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<td>8</td>
<td>Transfer Bill</td>
<td>QP [06 RS]</td>
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<td>9</td>
<td>Item Return Document</td>
<td>QP [07 RS]</td>
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<td>10</td>
<td>Mechanization and Application Processes with Computer</td>
<td>QP [08 RS]</td>
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<td>Tendering</td>
<td>QP [01 TP]</td>
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<td>Internal Audit</td>
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<td>Assurance of Physical Requisites Readiness</td>
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