ITG RESOURCES FZCO

QUALITY, HEALTH, SAFETY, AND ENVIRONMENT SYSTEM

PROCUREMENT & PURCHASING PROCEDURE

ROLE	Name	Signature	Date
PREPARED BY	XUEQI ZHANG		16 Oct 2026
APPROVED BY	BINGHUANG CHEN		20 Oct 2026

1. REVISION AND APPROVAL

Rev.	Date	Nature of Changes	Approved By
00	20 Oct 2026	Original issue.	GENERAL MANAGER

2.0 PURPOSE

To Establish a Procedure to define the purchasing process, to provide the information regarding the purchasing information to the Supplier and verification of the purchasing product.

3.0 SCOPE

This procedure is applicable to **ITG RESOURCES FZCO**

4.0 RESPONSIBILTY

i. Purchasing Manager
ii. GENERAL MANAGER
iii. Storekeeper

5.0 PROCEDURE

New Supplier Selection

i. The new suppliers are identified from market through research, exhibitions, and customer reference and supplier inquiries based on the product requirement.
ii. the new Suppliers are Qualified on the basis of ISO 9001, ISO 14001 and ISO 45001 (or equivalent) Certified Supplier / Customer reference/Authorized Product Dealer or Manufacturer and the details are recorded in the supplier information sheet.
iii. Then the supplier will be brought into the list of approved Suppliers

Purchasing Activity

i. Purchases are mainly consumables and Outsourced Operations. The outsource Operation are Managed through contract depending on the requirements, project to project. In general, the items are purchased as consumables and if required, Purchase order is raised with the approved suppliers/providers for the required product with specification and terms & conditions.
ii. Purchase Requisition is to be authorized by Procurement Manager.
iii. Purchase orders are prepared by accountant/Purchase Supervisor and reviewed/approved by GENERAL MANAGER/Procurement Manager.
iv. Purchase Representative will review and inspect the incoming materials for Quality, Quantity and completeness.

v. Purchase Head will record the details of Operations and materials purchased and forward invoice for payment to head of Finance.

vi. Non-conformance related to the Purchase process are handled as per the procedure for control of non-conformance and Procedure for Corrective and Preventive Action.

vii. Purchaser ensures that all the pertinent version of documents and records related to the Purchase process are controlled and maintained as per the procedure of control of documents.

viii. Purchase Head identifies the training needs of the staff and adheres to the training process as stated in the procedure for training.

6.0 DOCUMENTS & RECORDS

Supplier Information Sheet	IMS-PUR-F01
Approved Supplier List	IMS-PUR-F02
Supplier Evaluation Form	IMS-PUR-F03

ITG ITG RESOURCES FZCO	**SUPPLIER INFORMATION SHEET**	Effective Date: 20 Oct 2026	
		Document Code: IMS-PUR-F01	
		Rev. #.00	Ref #:

Supplier Name: **Rizhao Steel Holding Group Co., Ltd.**	**Address:** **Rizhao, Shandong Province, China**	**Salesperson / Tel. No.** **Linhan Wang**

Required Certification? ☐ ISO Certified √ ☐ Other: _____

GOV'T OR LEGAL REQUIREMENTS:

☐ Trade License √ ☐ Others _____

☐ Certificate of Registration

Owner:
Du Shuanghua

No. of Years In Business 23	No. of Personnel Approximately 13,000
No. of Delivery Vehicle	Capitalization: RMB 810 million

Plant Address / Tel. nos.
No. 600 Binhai Road, Lanshan District, Rizhao City, Shandong Province, China

Affiliation:
Privately owned steel manufacturing group

MAJOR CLIENTS

1	Dongfeng Commercial Vehicle
2	Dongfeng Automobile Co., Ltd.
3	Jincheng Heating Group – Long-distance Heating Pipeline Project

Criteria Needed:

1. Specs Compliant? Products must comply with the specifications and quality requirements stated in the purchase contract.
2. Terms and Condition? Payment terms, delivery schedule and other commercial terms shall be mutually agreed in the contract.
3. Costing friendly? Pricing shall be assessed against market conditions and comparable supplier quotations.
4. Site Visit? Site visit conducted.

Approved: ☐ YES √ ☐ NO

Remarks:

Assessed by:	Reviewed by:	Approved by:
ZHIMAO LI	XUEQI ZHANG	BINGHUANG CHEN

ITG ITG RESOURCES FZCO	**SUPPLIER EVALUATION**	Effective Date: 20 Oct 2026	
		Document Code: IMS-PUR-F03	
		Rev. #.00	Ref #:

DATE:

Supplier: Rizhao Steel Holding Group Co., Ltd.	**Product: Steel & Metal**

Evaluation Report

Criteria	**Set**	**Rating %**	**Remarks**
1. Costing - Discount - Offers - Cost competitive	25%	25%	
2. Terms - COD - 30 days - 60 days - 30 days PDC - 60 days PDC	10%	10%	
3. Quality, Health, Safety, Envi - Meet customer needs and & give satisfaction - Conformance to standards - Free from deficiency and defects - Design and appearance - Brand - Safe to use - Environmental friendly	30%	30%	
4. Delivery - On-Time - Delayed - No Stock	20%	20%	
5. Customer Service - Sales Representative Support - After-sales support	15%	15%	
Passing Rate 80%	100%	100%	

BINGHUANG CHEN

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Evaluated By