



Food Manufacture

# Purchasing Department

## Lesson 2

Improve your knowledge of the purchasing department and the various purchasing processes completed in food manufacture.





There are many different ways in which goods can be purchased for example:

- On the telephone, fax or online
- From a wholesale facility
- Using procurement software systems
- Through marketing events
- At trade centres
- Through bidding systems





**Some products can be purchased through group purchasing which is when multiple companies purchase a bulk of products together in order to gain bulk discounts.**



In a food factory an employee may request a product be purchased by the purchasing department or it may be purchased by themselves using a purchase order system.





**A detailed description or product specification is used to determine the key features of the product required.**





A product specification will detail specifics about the product e.g. grated carrot: colour, grate size, smell, quantity, taste, pH, texture and shelf life.





**A product specification may have been developed by the NPD department when creating a new product.**

It may come directly from the factories customer detailing what they require or it may come from the technical/quality department to ensure food safety and quality is achieved.



As a general rule three quotes are obtained from suppliers so the best offer is purchased whilst the product specification is adhered to so food safety and quality isn't compromised.







The purchasing department form working relationships with suppliers so a deal can be negotiated.





# Revision Activity 2

**What is a benefit of group purchasing?**