## Pre-qualification

### **Objective**

Upon completion of registration process, supplier pre-qualification is performed to assess the capability of supplier in supplying goods, services or works measured against pre-defined pre-qualification criteria for such category.

Pre-qualification is as per PAS 91 standard and consists of five core competencies : Financial, Legal, Sustainability, QHSE & Technical experience. Pre-qualified suppliers are classified based on their category of supply and in accordance of suppliers technical capabilities.

Process Description

**1 Issue pre-qualification requirements**

For registered supplier the pre-qualification (PQ) requirements shared through the SAP Ariba portal.

**2 Fulfilling PQ requirements**

Supplier consolidates and uploads the necessary documentation against PQ requirements and checklist provided.

**3 Documents review**

Strategic Sourcing receives system notification upon submission of PQ requirements by the supplier. Strategic Sourcing reviews the documentation for the following and conducts a facility inspection (if required)

* Supplier has adequate experience for the applied Product / Service and consults user division
* Availability of after sales support, and necessary infrastructure such as workshop, warehouse, laboratory, office, equipment, etc.
* Work force resource competency
* Adequacy of financial status based on analysis of financial statements (where available), in consultation with Aldar Finance, if required.
* Supplier agreement document with the manufacturer is appropriate, in consultation with the legal division, if required.
* Completion of quality & HSE documentation

**4 Complete documents provided?**

If no, Strategic Sourcing shares the deficiencies to the supplier. If yes, SSCE proceeds in obtaining PQ scoring from the PQ committee.

**5 Missing information requests**

Upon detail review of documents, Strategic Sourcing communicates with supplier through sourcing portal providing an opportunity to submit missing / additional information, as requested.