

Purchasing Policy Slieve Russell Hotel, Golf & Country Club:

In March 2022 the Hotel implemented Procure Wizard which is an online cloud-based platform to manage the purchasing process.

Within procure wizard we have 2 types of suppliers:

- 1) Fully Managed suppliers who are responsible for confirming invoices, updating price files, maintaining catalogues and delivery rules via Procure Wizard's supplier portal
- 2) Self-Managed suppliers whose information is manually updated to Procure Wizard by the Hotel staff in each department

The procedure for purchasing an item via Procure Wizard is as follows:

- 1) A purchase order must be raised in Procure Wizard for all purchases without exception for both Managed and Self-Managed suppliers
- 2) The purchase order will then go electronically for approval. There are various approval limits within procure wizard with orders over €5k going to the Financial Controller
- 3) Once approved, the supplier will receive an automated purchase order via email from Procure Wizard with the following details:
 - Quantity Required
 - Price per item
 - Purchase Order
 - Expected delivery date
- 4) Once the service / product is delivered on site it should be checked in by the relevant department whereby the delivery should be physically checked against the purchase order to ensure it is the correct product, correct quantity and the correct quality. If any of these are not correct the department should go back to the supplier and query the delivery
- 5) The supplier will then invoice the Hotel for the goods or services and must include the purchase order number on the invoice. If an invoice does not have a Purchase Order number it will be sent back to the supplier

The majority of purchases within the Hotel will routine purchases in the normal course of business but there will always be a time when the business makes ad hoc purchases.

For ad hoc purchases the department should obtain 2/3 quotes and present to the GM explaining why the purchase is required. Once verbally approved by Tony the department should raise the purchase order on Procure Wizard as normal.

Procure Wizard allows you to search by product and compare prices from the various suppliers which allows you to ensure that you are being charged a competitive price.

In 2023 the Hotel was awarded a Gold Level Green status via the 50 Shades Greener Programme and any purchases made should take into consideration the impact on the environment, Fairtrade & Durability.

In terms of our Green Purchasing Policy:

- We are committed to responsible purchasing and trying to source our products and services locally where possible
- We prioritise suppliers who have embedded sustainable and ethical practices, e.g. our New Management Uniform is sustainably sourced
- We buy in bulk to reduce the energy used in transport and reduce packaging
- We consider the environmental impact on our purchases
- We have a Green purchasing team in place at the hotel
- During our most recent refurbishment we have reframed pictures rather than purchase new, recycled fabrics, we have upcycled a lot of bedroom furniture and repurposed what we can during this project

Specific examples within the hotel include:

- The spa uses GAIA for all of the professional, retail and amenity products. The GAIA products are re-fillable to reduce waste and clients get a 20% discount when they return an empty/clean GAIA item for refilling. The majority of packaging is also glass/bamboo. The spa stopped putting paper brochures in the bedrooms / spa and have a QR code instead.
- The restaurants removed single use paper cups, single use condiments, individual plastic yogurt portions, pre packed cheese portions and glass jar portions of jam/marmalade
- The kitchen now uses a local butcher who sources product from Clones for all beef feather blade, chuck beef and some lamb products. Up to 60% of our wild oyster and shitake mushrooms are now sourced from a local supplier in Killeshandra. A new cardboard baler was purchased which has resulted in the increased the collection of clean cardboard thereby reducing landfill waste
- In the bedrooms, the accommodation team have replaced mini plastic toiletries bottles with dispenser bottles and also replaced plastic bottles of water with tetra packs in the superior rooms
- The golf club have now implemented a new app for Adventure Golf cards and installed recycling bins for plastic bottles
- In the admin offices there has been a move to become as paperless as possible. For example, in finance in the purchase ledger the majority of invoices are now received electronically and stored electronically
- The bar is now purchasing more of its spirits locally and removed two products that came in cans due to recycling.