

# Procurement Process

## Procurement Process

The Procurement Process Handbook presents the Syensqo Procurement Process, from Strategic Planning to its execution.

Detailed procedures are available to support the ISO accreditations and a deeper understanding of our processes for newcomers and interested internal customers.

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### A. Establish Strategic Planning

The Strategic Planning process is a systematic approach to identify significant improvements and a long term sustainable guideline to create value within a Category. The Strategic Planning sets the priorities, assign resources and set sourcing approach and targets.

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### B. Establish Category Strategy

Category strategy management is a standardized process to manage the Group spend in an effective, consistent, and professional manner. It is an industry common practice for top quartile to help harmonize and improve purchasing maturity throughout a GBU and across the Procurement function. Category Strategy (CS) is a detailed category analysis from which is derived a market brief, the key drivers that support the strategy and key actions and expected results.

Want to know how to build a Category Strategy? Take the **Procurement New Category Strategy - Methodology** virtual course.

Three modules of 2 hours each to know how to build a Category Strategy in details.

[Register here](#)

[Procurement Leaders](#) also released a [toolkit](#) & [playbook](#) for Category Excellence which covers the category strategy definition and implementation etc. These could be a complementary source for you as a category lead.

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### 1. Refine Customer Needs and Market Analysis

This process is to understand spend and internal cost drivers as per the defined global category strategy and challenge customer needs in terms of pricing, risk mitigation, volumes, specification... It describes the way such needs are identified and how supplier market related to these needs are analyzed during deployment of the process.

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### 2. Develop Detailed Sourcing Approach

This process is to define the sourcing approach & the methodology of suppliers prequalification. During the process, tender documentation also needs to be developed.

Remember that a supplier must accept the Syensqo Supplier Code of Business Integrity to be qualified. The [Supplier Code of Business Integrity](#) is available in [various languages](#) on the Legal4Purchasing tab of Convergence (Salesforce).

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### 3. Tender, Negotiate and Contract

This process is to execute an effective tender process and drive adoption of electronic sourcing platforms provided. Following execution of negotiation, it is to ensure that the negotiated benefits, customer needs / risks are covered by the contract and to ensure proper contract implementation (approvals, signature, communication, storage and deployment).

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### 4. Manage Supplier Performance and Relationship

This process describes how to determine supplier classification and how to monitor supplier non-conformance. According to the defined classification and prioritization of follow-up actions, it is to continuously improve supplier performance and maintain a balanced supplier relationship.

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## 5. Manage System Performance

This process is to continuously improve the Syensqo Purchasing Process to meet customers ' needs and the Syensqo group strategy. As of May 2020, the Procurement Function is certified ISO 9001:2015 globally. Within the frame of ISO9001:2015 requirements, a quality policy to express the directive of the top management with respect to quality together with the quality management documents have been generated and maintained.

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**All procurement documents are stored in AoDocs repository. You can find more documents and templates from this link.**

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