

1.0 OBJECTIVE:

To lay down the procedure for indenting, procurement & receipt of indenting material including raw, packing, Chemicals, Solvents and miscellaneous items (viz. Consumables, stationeries, housekeeping items, etc.) & Capital items.

2.0 **SCOPE:**

This SOP is applicable to from plant to Supply chain and vice versa.

3.0 **RESPONSIBILITY:**

- 3.1 Initiation: All user departments.
- 3.2 Approval: Department Heads & F & A.
- 3.3 Procurement & Supply- Supply chain

4.0 **PROCEDURE**:

4.1. Indenting of RM & PM:

- 4.1.1 Supply chain is getting the business needs of three months from business development.
- 4.1.2 Based on marketing production plan, three months production plan is prepared by the supply chain and intimated to plant.
- 4.1.3 Supply chain is intimate firm plan of one month to plant Head for production planning & supply chain of plant.
- 4.1.4 Supply chain procures the raw material and packaging material based on the existing three months production plan & calculates the shortages based on the existing stock of the plant.
- 4.1.5 The stock is notifying by the plant supply chain to supply chain (HO) by providing the stock statement.
- 4.1.6 Supply chain is procuring the required grade of the material based on the approved specification provided by CQA.
- 4.1.7 Based on the shortages, supply chain (HO) makes purchase order to the approved vendors & send the P.O copy for their acceptance.
- 4.1.8 After acceptance of the P.O by vendor, the copies are circulated to F& A, plant supply chain.
- 4.1.9 The material is sent directly by the vendor directly to plant as per P.O instruction along with COA (if applicable).
- 4.1.10 Store executive shall receive, make sampling intimation, approval of GRN & sends for payment to account department as per SOP.
- 4.1.11 In case of rejections of raw and packaging materials it should be intimated to supply chain (HO) as per SOP.

4.2 Indenting of capital items.

- 4.2.1 For capital items, NFA shall be made with duly approved by HOD & Plant Head.
- 4.2.2 In case the capital item budgeted more than 1 lakh, the approval shall be taken from President.

SOP FOR PURCHASE MANAGEMENT



- 4.2.3 Based on the NFA, URS shall be made for the capitalised equipment or instrument by the user department and send to supply chain.
- 4.2.4 Based on the URS, supply chain ask quotation and send the quotation to Plant for evaluation. All technical details are evaluated with the consultation of plant user department. A techno-commercial comparison is prepared by the User department and sends to supply chain for further evaluation.

4.3 Indenting of chemicals, spare parts & consumables

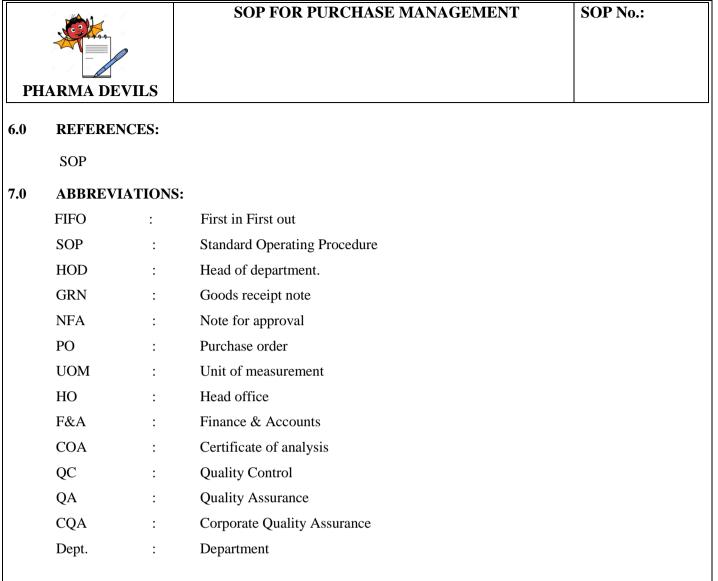
- 4.3.1 Based on the requirement, individual department shall raise the indent in the material indent form as per Annexure-1
- 4.3.2 The indentor shall clearly mention item code, description, UoM, Qty. in the indent SOP
- 4.3.3 Indentor followed by department head duly signs the indent.
- 4.3.4 The indent form is then submitted to supply chain department.
- 4.4 Supply chain department shall verify the qty. of stock available, qty. to be ordered, last purchase price & value of the item.
- 4.5 After verifying all the above mentioned, the supply chain department shall sign and forwards the indent form to finance & account department.
- 4.6 The finance & account department shall verify the indent for its budgeted quantity and shall sign and forwards to the plant head for authorized signatory.
- 4.7 The plant head shall approve the indent form & forwards the indent form to supply chain department.
- 4.8 The plant supply chain department shall send a copy of indent to head office (supply chain) department.
- 4.9 The corporate supply chain department shall purchase the material as per the indent & raise the purchase order & procure required material.
- 4.10 After receipt of material, goods receipt note shall be raised & after store signing, send the intimation to respected department.
- 4.11 After inspection of the received material indentor HOD shall sign on the GRN copy.
- 4.12 Supply chain manager authorise the GRN and send a copy to accounts along with necessary documents

for release of payment to supplier & accounting record purpose.

4.13 GRN copy shall be distributed as per GRN SOP.

5.0 **REVISION HISTORY:**

Revision No.	Reason for Revision	Superseded from & date
00	New SOP	



8.0 ANNEXURES:

Annexure -I : MATERIAL INDENT



Annexure -I

MATERIAL INDENT

Sr.No.: -----Indented By (Deptt.): -----

Date: -----

S.No	Item Code	Description	Uom	Required Qty.	Qty. in Stock	Qty. To be Ordered	Last Purchas e Price	Value Of the Item	Tentative Dt. of required	Mark/ Brand Name	Budg et Qty. for Year

Remarks:

Indentor

Deptt. Head

Supply Chain F & A

Authorized Signatory

SOP No.: