**WCL procurement process:**

1. **Requisition generate:**
   1. From site office or head office.
   2. Keep Option for both fill format and scan of a hard copy.
   3. Option for upload file, picture etc.
   4. The requisition must be filled with following data:
      1. Present stock in accurate number or estimate quantity in case of difficult to measure the quantity accurately.
      2. Total requisition quantity with breakdown quantity and time in case of multiple delivery.
      3. Material name, size, code (if any) shall be very specific in name.
      4. The approved brand shall be mentioned clearly for every material.
2. **Requisition approval:**
   1. Shall come to authorized person in **Engineering** department to approve.
   2. Authorized person can approve, edit or reject the requisition.
   3. He can add or upload more file or picture or put comments during authorization.
   4. If rejected, this notification shall go to original requester as ‘for his information’.
3. **Procurement process:** 
   1. The approved requisition will come to **Supply chain** department.
   2. Procurement shall collect quotations, finalize price or will be omitted if the price considered as finalized earlier.
   3. Procurement will prepare a fund/ budget requirement based on finalized price or estimated price and payment method e.g. cash, CDC, PDC, LC, BG etc.
   4. The fund raising form shall goes to concern authority and either approve, reject or modify with comment.
   5. Then the fund raising approval shall come back procurement with notification to **account department**.
   6. A budget requirement with payment option shall be generated and goes to account department while the fund is approved by authority so that they can start their formalities like cheque preparation, BG preparation, cash readiness etc.
   7. Procurement will generate a work order and will send it to supplier/ vendor etc. the work order will be given as hard copy from offline generation but will generate in the process as WORK ORDER GIVEN.
   8. A work order delivery notification shall be sent to site office, engineering and account department as FOR THEIR INFORMATION.
4. **Materials delivery:**
   1. Supplier will delivery materials and will give challan either full as in work order or partial as instructed by procurement or site office.
   2. Site office store shall receive the materials with proper process like gate entry, input MRR etc.
5. **Billing process and audit:**
   1. Supplier/ vendor shall submit the bill with necessary document to procurement.
   2. Procurement will check the bill and add all other necessary documents with the bill to submit to audit.
   3. Audit will review the bill and may ask to engineering or supply chain for any queries to approve the bill to pass to accounts.