

<h1>SRI</h1>		ISO 9001: 2015 Quality Management System Quality Procedure Manual	
Document No: SRI-QPM 06 (1)			Revision No :03
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Title : Procedure for Purchasing - Local			

6.1 **PROCEDURE FOR PURCHASING**

6.1.1 **PROCEDURE FOR LOCAL PURCHASING**

6.1.2 **SCOPE**

The procedure for the purchase of material, spare parts, machines local & imported is outlined in this section.

6.1.3 **RESPONSIBILITY**

The overall responsibility for local purchasing is Head of the Local Sourcing. Purchasing and clearing of imported material / items with the Senior International Sourcing Manager & Shipping Executive

6.1.4 **PURCHASING OF LOCAL RAW MATERIALS**

6.1.5 **Selection of Suppliers**

- a) All supplies who have been engaged in business with company for 10 years with a proven track record are registered in approved list – (PP-LIST-01) and this approved list will be evaluated once a year.
- b) All subcontractors who have been engaged in business with company to mixing master batches are registered in approval list (PP-LIST-02) and they are evaluated according to (PP-WI-02) once in 06 months and a copy of evaluation will be submitted to the subcontractors.
- c) New supplier are registered in approved list by rating them as per PP-WI-02 and all suppliers related to raw material will be evaluated once in 6 months a copy of evaluation will be submitted to Rubber and master batch suppliers.
- d) Those grade A & B submitted to managing director for approval (PP-LIST-01)
- e) On receipt approval of Director, approval new suppliers are register in approved list.
- f) The concession period will be given to selected suppliers who have been graded as “C” category with the managing Director’s approval.

If MR signature is absent this will not be a controlled document.	Signature of Management Representative	
	Date	

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6.1.6 *Purchasing of Local Row Material*

Flow	Activity	Responsibility	Ref
<div style="border: 1px solid black; padding: 5px; text-align: center; width: 100px; margin: 0 auto;">ORDERING</div> <div style="text-align: center; margin-top: 10px;">↓</div>	1. Receive material consumption report.	PLM	PC-MRP-02
	2. Check stock level of material		PP-REP-02
	3. Prepare list of required material	ASK/Supp: Ex:	PP-REP-01
	4. Send the PO list	”	
	5. Call quotation for approved Suppliers.	Supp: Ex:	PP-LIST-01
	6. Evaluate Quotation	”	
	7. Negotiate and agree one prices and items of credit with supplier	”	PP-WI-01/02
	8. Issue purchase order to supplier		PP-ORDER-01
	9. Raise covering PO for excess material referring earlier PO nos for excess material	”	

6.1.7 *Purchasing of Sundry Items / Spare Parts*

Flow	Activity	Responsibility	Ref
<div style="border: 1px solid black; padding: 5px; text-align: center; width: 100px; margin: 0 auto;">ORDERING</div>	1. Receive material purchasing list.	WHO/ASK	Purchase Requisition
	2. Receive approval from financial section for new jobs	ASM	
	3. Call quotation from approved suppliers for spear parts relayed to production	P. Officer	
	4. Evaluate Quotation	ASM	
	5. Negotiate and agree one prices and items of credit with supplier	”	
	6. Issue purchase order to supplier with approval of HOD	P. Officer	PP-ORDER-01
	7. Excess raw material referring earlier PO nos for excess material	”	

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