

J M Baxi Group

Standard Operating Policy and Procedures

Procurement to Payables

Introduction

A **standard operating policy & procedure (SOPP)** is a set of step-by-step activities compiled by an organization to help workers carry out **complex** as well as **standard routine operations**. SOPPs help to achieve **efficiency, quality output and uniformity of performance** while contributing to efforts that lead to **process excellence**.

This SOPP aims to achieve the following objectives:

1. Act as a **guide and reference document** to stakeholders at all levels of the organization
2. Clearly **communicate** activities and help to achieve **consistency** in operational procedures
3. **Create accountability** by assigning responsibilities at each stage of the lifecycle
4. **Aid governance** by documenting **auditable processes** and detailing **control elements** at each stage of the lifecycle

What is the Lifecycle and Process Tree?

Each SOPP follows the process tree hierarchy and covers a specific entire process.

- A **process** represents logical grouping of sub processes and provides detail at functional level
- A **sub process** represents grouping of similar activities
- An **activity lists** down specific tasks that have/are measurable, time bound, associated risks, mitigating controls and defined owners

The entire business lifecycle consists of several processes. An SOPP is tasked with the coverage of all sub process and activities applicable to a particular process.

Who are the Stakeholders for this SOPP?

This stakeholders for this SOPP shall primarily be activity owners and business units.

1. Activity owners (operating units) – Activity owners shall use this SOPP as a reference document while performing their **activities daily**.
2. Business units – Business units shall use the SOPP as a repository of all activities across the lifecycle. This will aid in identifying **process improvement opportunities**.

Who will use this SOPP?

This SOPP shall be used by stakeholders across the entire organization. Most notable shall be the following:

1. Risk and Governance units – Risk and Governance units shall reference the SOPP to **review existing controls** and test their controls.
2. Auditors – Auditors shall use this SOPP to check **adherence to defined processes** and standards. The SOPP shall help them identify any deviations to defined processes.

How do you read the SOPP?

To read this SOPP, it is essential to understand the **process lifecycle and its coverage**. This SOPP is documented in a **chronological order** in line with the sequence of activities performed by activity owners. Therefore, it should be read as such.

This SOPP also provides references to various **organization level policies, checklists, systems, reports** etc. These have been appropriately **referenced** at applicable activities and attached as Annexures to this SOPP.

Each activity has an activity owner assigned to it. An activity also has the following references against it:

- Performer – Person who will execute the activity.
- Frequency – Each activity has defined period.
- Template – Reference to any template (If Any)
- RCM – Reference to any RCM (If Any)
- System / Manual reference – Each activity is performed either manually or rooted through system.

Organization structure

The organization structure defined in the SOPP is the structure defined at the functional level. '**Activity owners**' are defined as those who are responsible for **performing the activity**. '**Business Owners**' are defined as those who have **oversight and ultimate ownership** for the activities.

The '**roles and responsibilities**' table in the SOPP lists down the 'business owners' and provides details on **key activities** they are responsible for. The list of 'business owners' shall form the organization structure for the SOPP and mega process.

Rules for this SOP

- This SOPP shall be reviewed on annual basis.
- Any changes in the SOPP will be approved by xx and then updated by xx.

Document review and approval.

Revision history

Version	Created By	Document Approved By	Date Approved	Revision
V1	XX	Commercial Head - Procurement	XX	XX

SOPP Number	1						
Applicable Entities	Entity Type	Entity Name					
	Container Terminal	<ul style="list-style-type: none">➤ Vishaka Container Terminal – VCTPL➤ Kandla Container Terminal – KICT➤ Haldia Container Terminal – HICT➤ Tuticorin Container Terminal – TICT					
	Non Container Terminal	<ul style="list-style-type: none">➤ Paradip Multipurpose Clean Cargo Terminal – PICT➤ Nhava Sheva Distribution Terminal – NSDT➤ Rozi Bulk Terminal – RICT➤ Ballard Pier Private Limited (BPPL)					
	ICT and CFS	<ul style="list-style-type: none">➤ Delhi Inland Cargo Terminal – DICT➤ Vishaka Multipurpose Cargo Terminal – VCTCFS➤ Mumbai Container Freight Station - MICT					
	Logistics	<ul style="list-style-type: none">➤ Rail Logistics➤ Cold Chain Logistics					
Process Owner	Head of Procurement – Entity/Corporate						
IT Applications	<table><tr><td>Entity Name</td><td>System</td></tr><tr><td>VCTPL; VCTCFS; PICT; HICT; NSDT; KICT;TICT;MICT;DICT</td><td>SAP Hana</td></tr></table>			Entity Name	System	VCTPL; VCTCFS; PICT; HICT; NSDT; KICT;TICT;MICT;DICT	SAP Hana
Entity Name	System						
VCTPL; VCTCFS; PICT; HICT; NSDT; KICT;TICT;MICT;DICT	SAP Hana						
Guidelines / Policy reference							
SOPP Cross References							

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Abbreviations and Definitions

Abbreviations	Details
BD	Business Development
CEO	Chief Executive Officer
COO	Chief Operating Officer
DC	Delivery Challan
DGM/ AGM	Deputy/ Assistant General Manager
DOA	Delegation of Authority
DPR	Down Payment Receipt
EBITA	Earnings Before Interest, Taxes, and Amortization.
EC	Executive Committee
F & A	Finance and Accounts
FY	Financial Year
GM	General Manager
GRN	Goods Receipt Note
HO	Head Office
HOD	Head of Department
KPI	Key Performance Indicators
LOA	Letter of Award
MDM	Master Data Management
MIS	Monthly Information System
MIS	Management Information system
MSME	Micro, Small, and Medium Enterprises
OEM	Original Equipment Manufacturer
P2P	Procurement to Payables
PAT	Profit after Tax
PO	Purchase Order
PR	Purchase Requisition
QC	Quality Check
SOPP	Standard operating Policy & Procedure
SRM	Supplier Relationship Management
SEN	Service Entry Note
SES	Service Entry Sheet
TH	Terminal Head
TOS	Terminal operating system
VP	Vice President
RFQ	Request for Quote

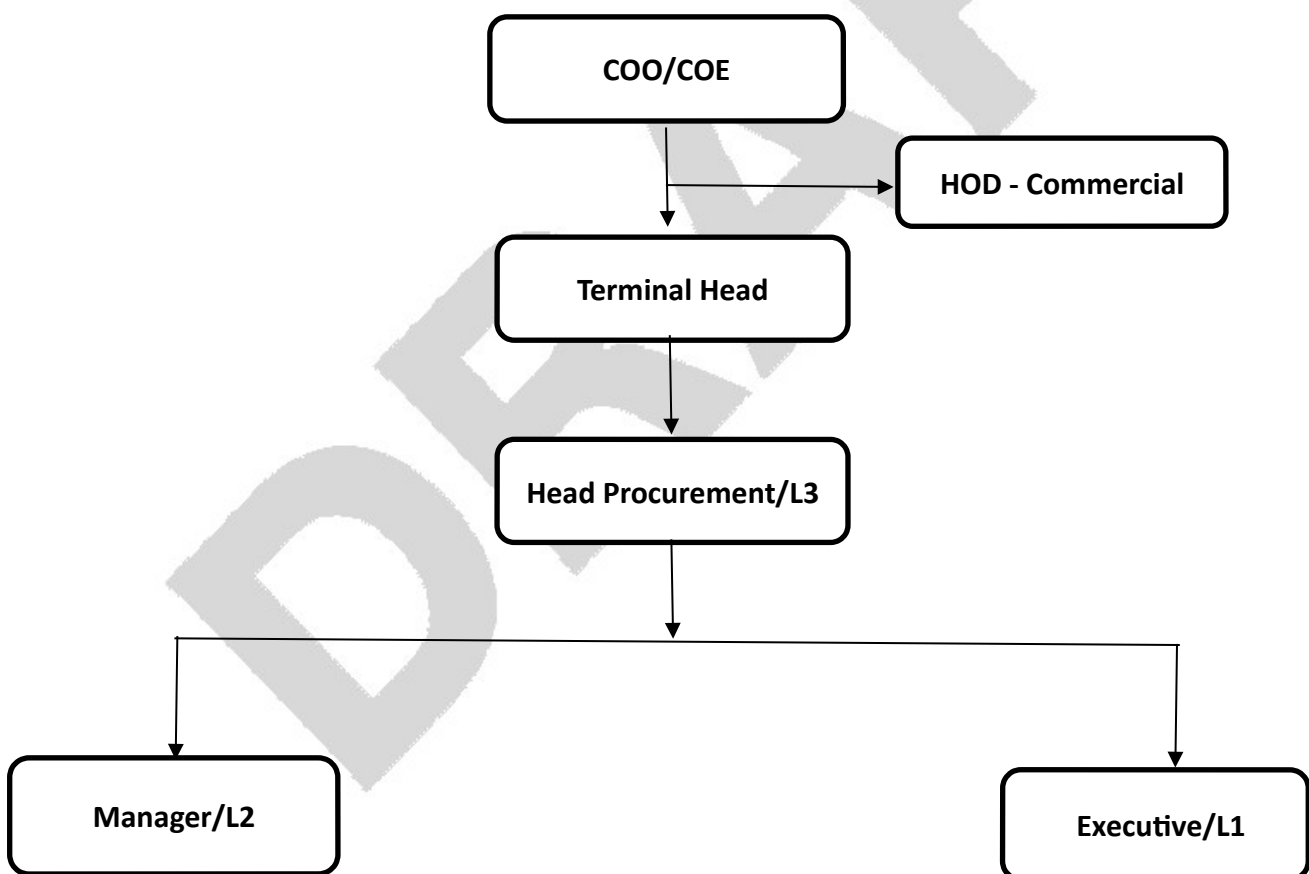
Executive Summary

The Procurement to Payable (P2P) SOPP is a comprehensive framework designed to streamline and standardize the procurement and payment processes within the organization. This document serves as a critical tool to ensure efficiency, compliance, transparency, and accountability across all procurement activities. It outlines the step-by-step procedures, roles, responsibilities, and controls needed to facilitate seamless interactions between procurement, finance, and suppliers.

The Procurement to Payable SOPP aims to:

- Establish a standardized approach for procuring goods and services.
- Enhance operational efficiency and reduce process cycle times.
- Ensure compliance with internal policies, regulatory requirements, and industry best practices.
- Improve cost management and supplier relationships.
- Mitigate risks associated with fraud, errors, and non-compliance.

Organization Structure:



Entity Designations:

Entity Actual Designations	Role	Level
Executive/ Sr. Executive	Executive	L1
Dy. Manager/Manager/ Sr. Manager/ GM	Manager	L2
HOD	User HOD/ Procurement HOD	L3
Terminal Head/ Business Head	Terminal Head/ Business Head	L4

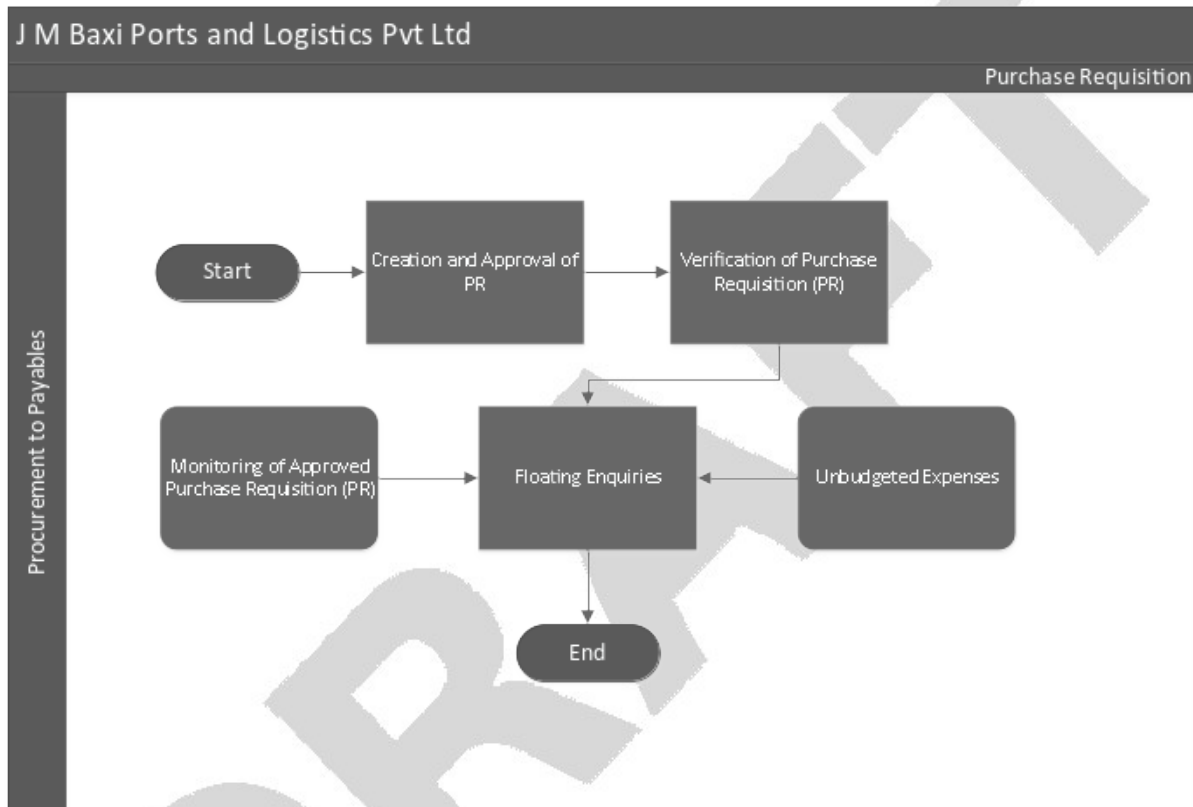
Corporate Accounts Designations:

Entity Actual Designations	Role	Level
Sr. VP Commercial	HOD – Commercial	L5
VP / Senior VP / CFO (Responsible for the respective function)	HOD -Function	L5
COO / COE	Chief Operating Officer / Chief Operating Excellence	L6
MD	Managing Director	L7

Key Process Activities

1. Purchase Requisition

Process Flow



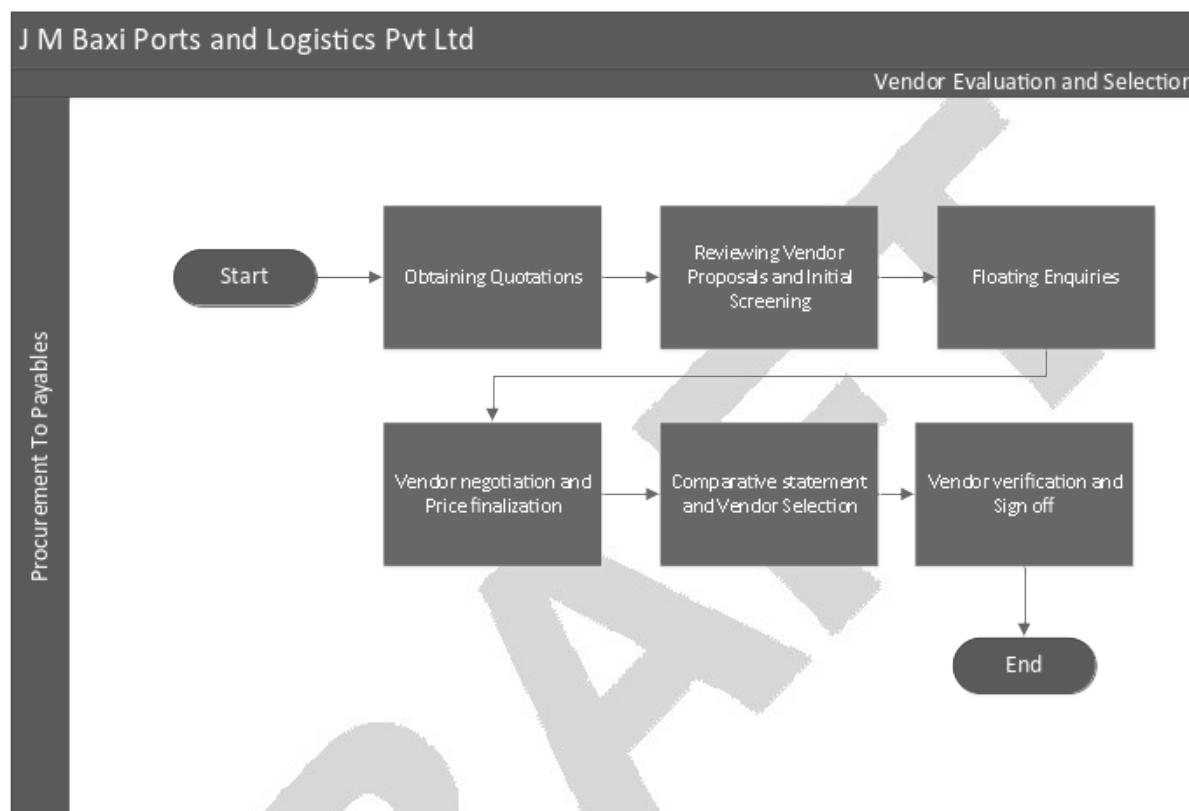
Process Narrative

Description	Responsibility	Accountability	Frequency	System/Manual
1.1 Creation and Approval of PR: A Purchase Requisition (PR) is raised by User (EXEC/MANAGER) based on need identification to HOD- User, HOD- Procurement in SAP. <i>Refer DOA</i> <i>[Refer presentation - attachment 1]</i>	Exec/Manager - User	HOD – User	As and when	System
1.2 Verification of PR	Exec/Manager - Procurement	HOD - Procurement	As and when	System

HOD-Procurement assigns PR to concerned EXEC/MANAGER - Procurement, who verifies Item specifications, UOM, Quantity selected as per requirement.				
1.3 Floating Enquiries EXEC/MANAGER - Procurement floats enquiries to Authorized dealers, Approved/Potential vendor for Material and Service and obtain quotation as per DOA guidelines in case of new purchase and routes for approval in SAP. <i>As per Applicable guidelines defined in DOA. [Refer presentation - attachment 2]</i>	Exec/Manager - Procurement	HOD - Procurement	As and when	Manual
1.5 Monitoring of Approved PR All open Purchase Requisitions are auto closed in SAP after 180 days of PR approval and communicated to requestor.	Exec/Manager - Procurement	HOD – Procurement	Monthly	System
1.6 Unbudgeted Expenses If any of the expenses are unbudgeted the same needs to be routed for approval as per the DOA before initiation of PR. <i>Refer DOA</i>	Exec/Manager - User	HOD - User	As & When	Manual

2. Vendor Evaluation and Selection

Process Flow



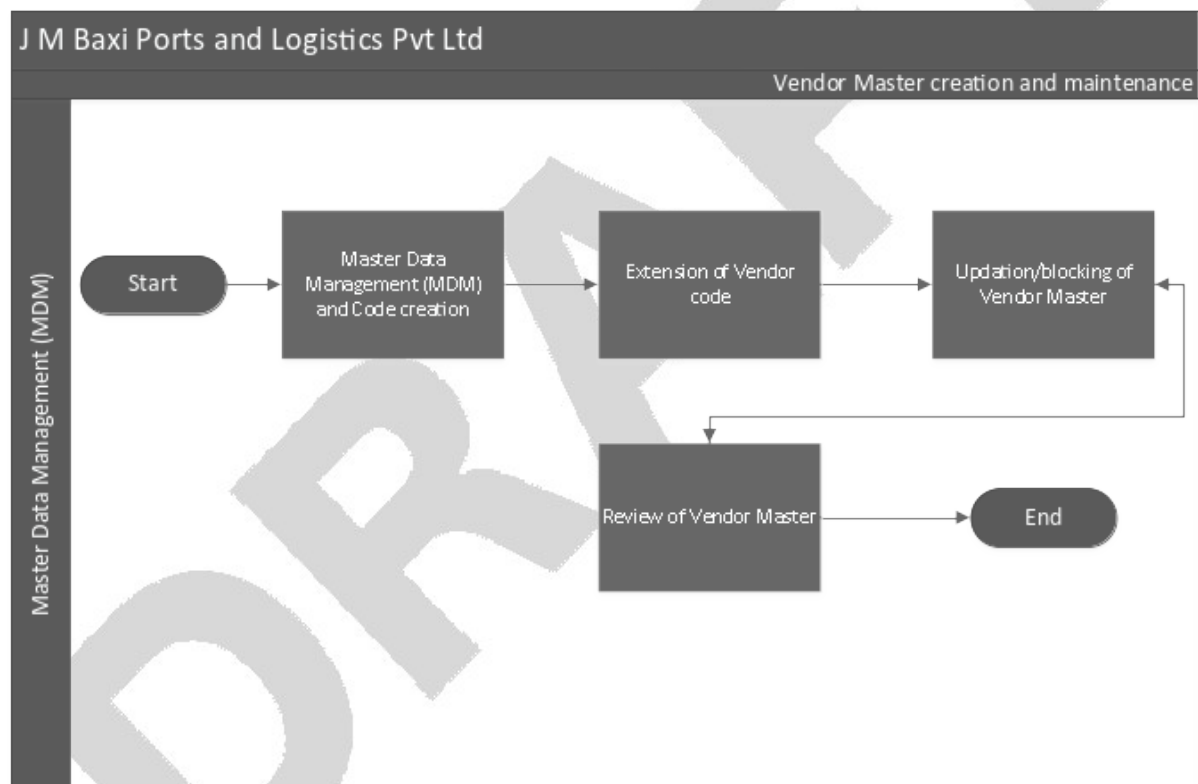
Process Narrative

Description	Responsibility	Accountability	Frequency	System/Manual
2.1 Obtain Quotation Procurement team obtains quotation from vendor based on value of purchases. <i>As per Applicable guidelines defined in DOA.</i>	Exec/ Manager - Procurement	HOD - Procurement	As and when	Manual
2.2 Reviewing Vendor Proposals and Initial Screening Procurement committee finalizes scope, specifications, and technical eligibility and handles price negotiations, vendor selection, and contract terms.	Procurement Committee	Terminal Head	As and when	Manual

As per Applicable guidelines defined in DOA.				
2.3 Floating Enquiries It is recommended to manage inquiries through the GEP portal, where vendors can upload details for the comparative statement, which should be prepared and approved according as per the Approval Matrix. <i>Refer DOA</i>	Procurement Committee	HOD - Procurement	As and when	System
2.4 Vendor negotiation and price finalization The Procurement committee finalizes rates, timelines, payment terms, LD, safety precautions, and vendor credit periods, along with discussions on Proforma Invoice (PI) and Down Payment Request (DPR) if any.	Procurement Committee	Terminal Head / Business Head	As and when	Manual
2.5 Comparative statement and Vendor Selection Based on quotations and discussions, a comparative statement is prepared, and the lowest (L1) vendor is selected. The final price is then negotiated as per applicable matrix. <i>In case of L2/L3 selection, Proper justification needs to be provided on the same and to be reviewed by the Procurement Committee.</i> <i>[Refer presentation - attachment 3]</i> <i>Refer DOA</i>	Exec/ Manager- Procurement	HOD - Procurement	As and when	System/ Manual
2.6 Vendor verification and Approval EXEC/MANAGER - Procurement obtains and verifies Signed Vendor registration forms (VRF), GST Registration, cancelled cheque, Pan card, ISO & MSMED (if any), Dealer cert (if any), MSME certificate (MSME vendors) <i>[Refer presentation - attachment 4]</i>	Exec/ Manager- Procurement	HOD - Procurement	As and when	Manual

3. Vendor Master creation and maintenance

Process Flow



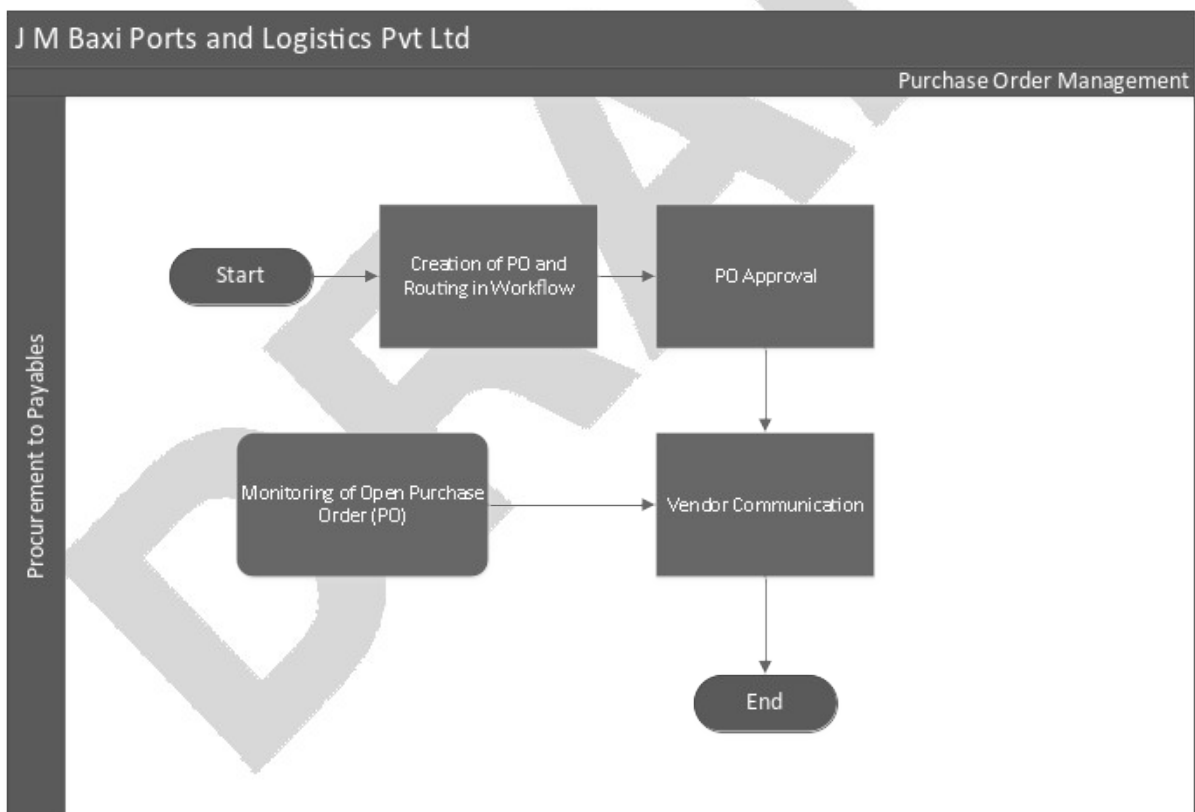
Process Narrative

Description	Responsibility	Accountability	Frequency	System/Manual
3.1 MDM Management and Code creation EXEC/MANAGER - Procurement submits vendor details via email,	Exec-MDM	HOD - Procurement	As and when	System

<p>along with required documents, to the Exec – MDM for vendor code creation post approval. The centralized MDM team handles vendor creation and ensures data integrity.</p> <p><i>Refer DOA</i> <i>[Refer presentation - attachment 4]</i></p>				
<p>3.2 Extension of Vendor code</p> <p>If the Vendor is already registered in SAP for other entity, MDM team uses existing vendor codes to avoid duplicates, ensure consistency and extends the code if not, creates the new code and shares the same with the procurement team</p>	Exec - MDM	HOD - Procurement	As and when	System
<p>3.3 Up-dation of Vendor Master</p> <p>Vendor master up-dation rights are restricted, and any updates are initiated by the EXEC-Procurement and approved as per the matrix.</p> <p><i>Refer DOA</i></p>	Exec - MDM	HOD - Procurement	As and when	System
<p>3.4 Review of Vendor Master</p> <p>MDM reviews the Vendor Master and all the vendors that are not active for more than 24 months are deactivated.</p> <p><i>In case of any re-activation, Initiator follows same route as new creation.</i></p>	Exec - MDM	HOD - Procurement	As and when	System

4. Purchase Order Management

Process Flow



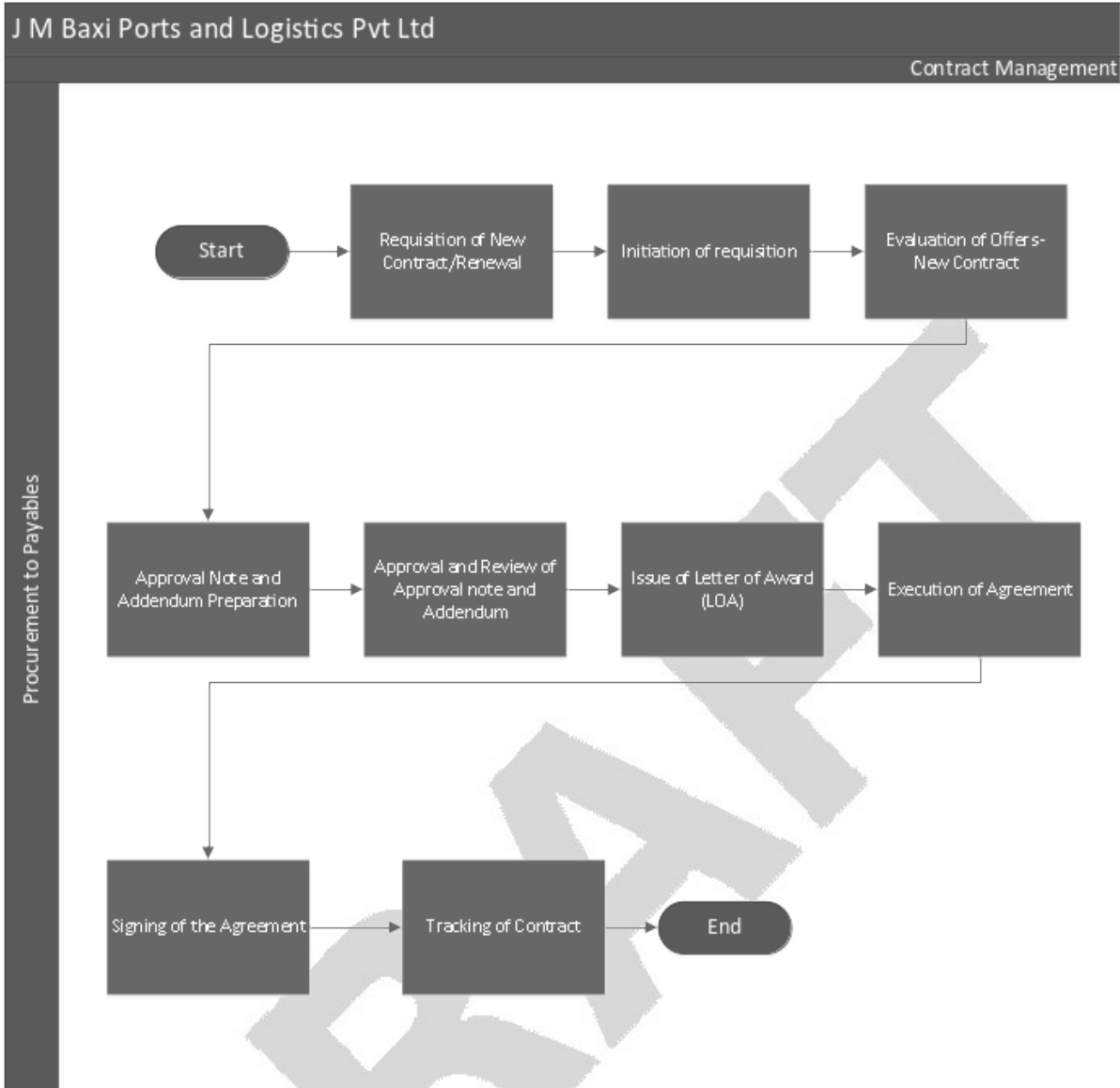
Process Narrative

Description	Responsibility	Accountability	Frequency	System / Manual
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4.1 Creation of PO and Routing in Workflow EXEC/MANAGER - Procurement creates the PO with details such as the vendor code, quotations, price comparison, and completed terms and conditions, including freight, taxes, warranty, and insurance, before being routed to the workflow. Once the PO is created, it is reviewed by the HOD - Procurement and routed for approval in accordance with the DOA. <i>Refer DOA</i> <i>[Refer presentation - attachment 5]</i>	Executive / Manager-Procurement	HOD - Procurement	As and when	System
4.2 Vendor Communication Approved POs are emailed to vendors as PDFs, with no formal acknowledgment required.	Executive / Manager-Procurement	HOD - Procurement	As and when	Manual
4.3 Monitoring of Open PO All open Purchase Orders are auto closed in SAP after 180 days from expiry date and communicated to requestor.	Executive / Manager-Procurement	HOD - Procurement	Monthly	System

5. Contract Management

Process Flow



Process Narrative

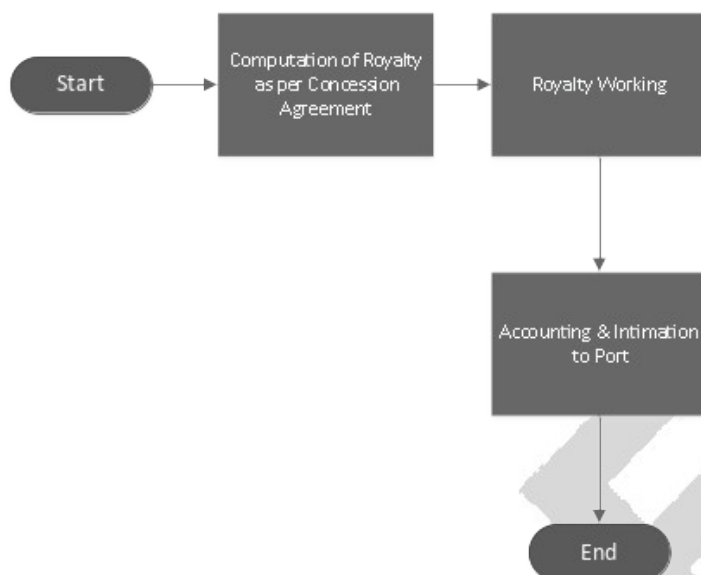
Description	Responsibility	Accountability	Frequency	System / Manual
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<p>5.1 Requisition of New Contract/Renewal</p> <p>Based on the service requirement or notice of an expiring contract, EXEC/MANAGER- User department communicates to HOD- User along with detailed scope of contract for approval. Once Approved, EXEC/MANAGER - User forwards the same to HOD - Procurement for initiation.</p> <p>HOD - Procurement assigns to the team for process of initiation of renewing the existing contract or obtaining new offers based on the provided scope.</p> <p><i>In case of renewal of contracts SLA/KPI's defined for Vendor needs to be followed which can be defined entity wise by Procurement committee.</i></p>	<p>Exec/Manager-User</p>	<p>HOD - User</p>	<p>As and when</p>	<p>Manual</p>
<p>5.2 Evaluation of Offers - New Contract</p> <p>For new contracts, Offers are evaluated both technically and commercially as per DOA. Based on the evaluation L1 is selected.</p> <p><i>In case of L2/L3 selection, Proper justification needs to be provided on the same and to be reviewed by the Procurement Committee.</i></p> <p><i>Refer DOA</i></p>	<p>Procurement Committee</p>	<p>HOD – User</p>	<p>As and when</p>	<p>Manual</p>
<p>5.3 Approval Note and Addendum Preparation and Approval</p> <p>EXEC/MANAGER - Procurement prepares approval note for both new and existing contracts based on mutually agreed terms and conditions between the entity and the contractor. For existing contracts, an addendum will also be prepared.</p> <p>HOD - Procurement reviews and shares to the approval note to the respective departments as per the authority matrix.</p> <p><i>Refer DOA</i> <i>[Refer presentation - attachment 6]</i></p>	<p>Exec/Manager Procurement</p>	<p>Terminal /Business Head</p>	<p>As and when</p>	<p>Manual</p>
<p>5.4 Issue of Letter of Award (LOA)</p> <p>Once the note is approved, LOA (Letter of Award) is issued to the contractor and Exec/Manager – procurement prepare draft agreement and forwards to legal department for</p>	<p>Exec/Manager-Procurement</p>	<p>HOD - Procurement</p>	<p>As and when</p>	<p>Manual</p>

Vetting via email.				
5.5 Execution & Signing of the Agreement Post legal verification of vendor by the Legal team, agreement is executed on stamp paper. The Service Provider and Terminal Head will sign the agreement. One copy is issued to Service Provider and other copy is handed over to Procurement.	Exec/Manager – Finance & Accounts	Terminal/ Business Head	As and when	Manual
5.7 Tracking of Contract Excel based tracker is maintained for contracts by the User and Procurement department.	Exec/Manager - Procurement	HOD - User	As and when	Manual

6. Royalty Expenses

Process Flow



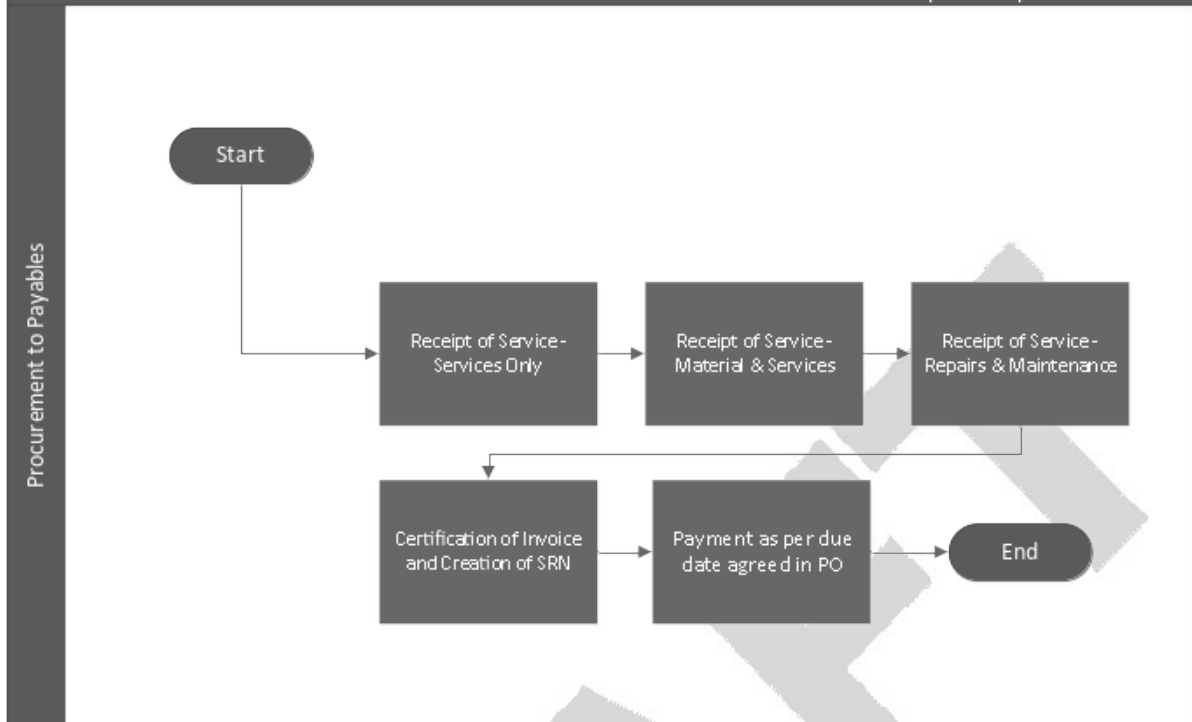
Process Narrative

Description	Responsibility	Accountability	Frequency	System / Manual
6.1 Computation of Royalty as per Concession agreement Royalty payment to be computed as per terms of Concession agreement signed with the Port Authorities. The Planning Department will provide the Monthly Vessel Handling Summary Report, which contains vessel-wise details of imports, exports, and transshipments for foreign and coastal containers or bulk cargo. The report categorizes containers into 20' and 40' (empty and laden) and	Exec/ Manager – finance & Accounts	HOD – Finance & Accounts	As and when	Manual

includes the total TEUs handled, as well as metric tonnage details for non-containerized cargo during the month.				
6.2 Royalty Working <i>In case of Fixed Share Basis:</i> Manager - Finance & Accounts uses the Monthly Vessel Handling Summary Report or Revenue Register to apply the predefined royalty rate specified in the concession agreement for calculating the payment due to the Port. <i>In case of Revenue Share Basis:</i> Manager - Finance & Accounts reviews the Monthly Vessel Handling Summary Report or Revenue Register to identify revenue heads eligible for royalty payment. Gross revenue is calculated for Berth Hire Charges, Container Handling Charges, Non-Container Handling Charges, and Other Charges. Based on the determined Gross Revenue, the Revenue Share is then calculated in accordance with the Concession Agreement.	Exec – Finance & Accounts	HOD – Finance & Accounts	Monthly	Manual
6.3 Accounting and Intimation to Port EXEC/MANAGER - Finance & Accounts parks the royalty entry. HOD - review and approves the entry for posting. Once approved the same is posted and released for payment. After the payment is completed, EXEC/MANAGER - Finance & Accounts of the team submits a letter to the port, including the detailed calculations and payment information, to obtain a receipt and acknowledgment.	Exec/ Manager- Finance & Accounts	HOD – Finance & Accounts	Monthly	Manual

7. SEN Preparation process – Services

Process Flow



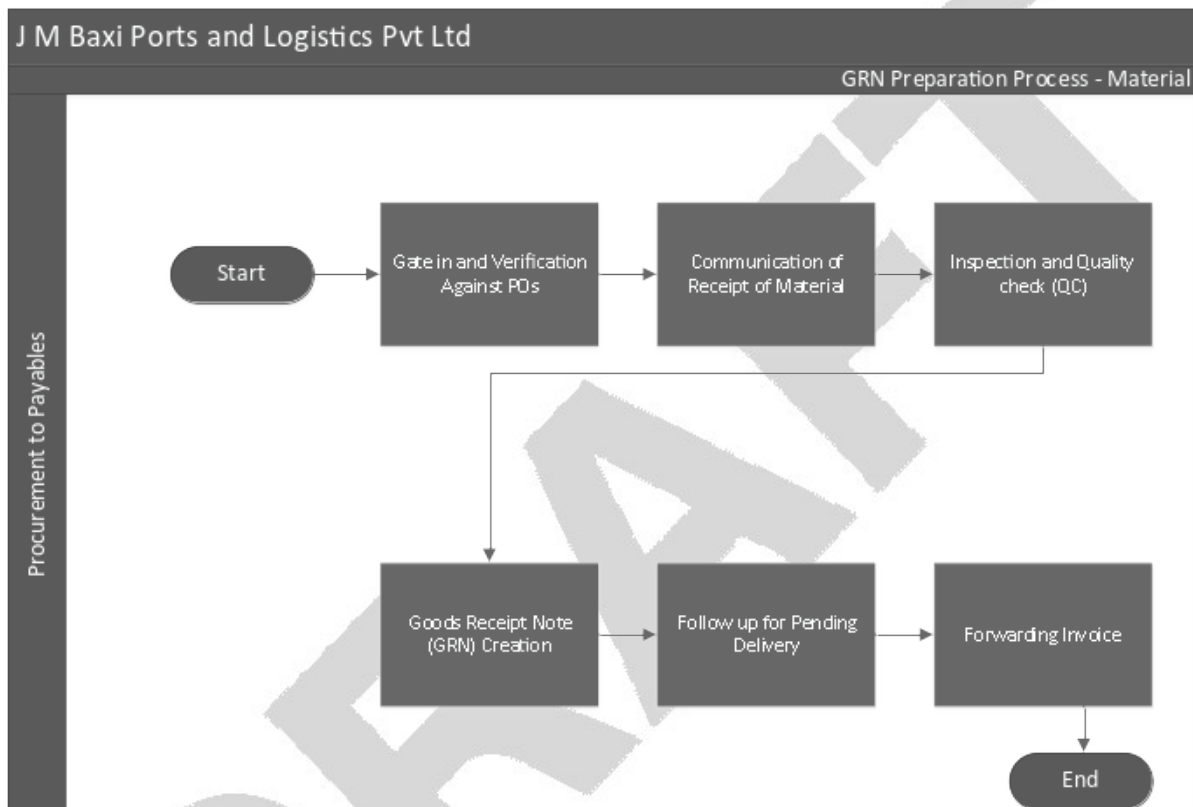
Process Narrative

Description	Responsibility	Accountability	Frequency	System / Manual
7.1 Receipt of Service - Services Only Once the PO is approved, User initiates the services and entry pass is given to the vendor for providing the service and entering the premises. On completion of service user creates - Manual Service Entry Sheet (SES) based on various services along availed.	Exec/ Manager - User	HOD - User	As and when	Manual
7.2 Receipt of Service - Material & Services Once the PO is approved, User initiates the services, General Gate Pass is created for the materials and gate pass is given to the vendor for providing the service and entering the premises. On completion of service user creates - Manual Service Entry	Exec/ Manager - User	HOD - User	As and when	Manual

Sheet (SES) based on various services along availed.				
7.3 Receipt of Service – Repairs & Maintenance Once the PO is approved, User initiates the services, Returnable Gate Pass (RGP) is created for the materials going out for repairs and Materials is gated out against the same. On completion of service, security Gate In's the material against the RGP. On completion of service Exec- User creates manual Service Entry Sheet (SES) based on various services availed.	Exec/ Manager - User	HOD - User	As and when	Manual
7.4 Certification of Invoice and Creation of SRN Upon completion of the work, HOD - User certifies the completion on the invoice issued by the supplier along with Service Entry Sheet and Exec/Manager - User creates a Service Registration Number (SRN) in the system along with certified Invoice and Service Entry Sheet and processes it through the workflow.	Exec/ Manager - User	HOD - User	As and when	Manual
7.5 Payment as per due date agreed in PO Once the SRN is created, Exec/Manager -User forwards the bills to the Exec/Manager - Finance & Accounts for payment as per the agreed terms	Exec/ Manager - Finance & Accounts	HOD – Finance & Accounts	As and when	Manual

8. GRN Preparation Process - Material

Process Flow



Process Narrative

Description	Responsibility	Accountability	Frequency	System / Manual
8.1 Gate in and Verification Against POs The security team selects the gate-in in SAP based on the PO available for the items, supplier, and purchasing group. A gate-in number is generated based on the line items in the invoice, corresponding to the PO.	Security Personnel	Exec - Stores	As and when	System

8.2 Communication of receipt of Material On receipt of material, Exec - Stores verifies the details against the invoice and log the inward quantity and will assign location and send an email communication to User department for Inspection and Quality check.	Exec/ Manager - Stores	HOD - User	As and when	Manual
8.3 Inspection and Quality check (QC) EXEC/MANAGER - User conducts Inspection and Quality to ensure material is received as per the specifications. Post which, intimation is given to EXEC/MANAGER-Stores	Exec/ Manager - User	HOD - User	As and when	Manual
8.4 Goods Receipt Note (GRN) creation Based on the confirmation from User department, GRN is created in SAP as per the matrix. <i>[Refer presentation - attachment 7]</i> <i>Refer DOA</i>	Exec/ Manager - Stores	HOD - User	As and when	System
8.5 Follow up for pending delivery EXEC/MANAGER - Procurement generates the Purchase Register report from SAP for pending deliveries. Follow-up with the supplier is conducted through calls and emails to ensure timely delivery.	Exec/ Manager - Procurement	HOD - Procurement	As and when	Manual
8.6 Forwarding of Invoice Once GRN is completed, Invoices are forwarded to EXEC/MANAGER – Finance & Accounts along with GRN.	Exec/ Manager -Stores	HOD- Procurement	As and when	Manual

9. Emergency Purchase

Process Flow

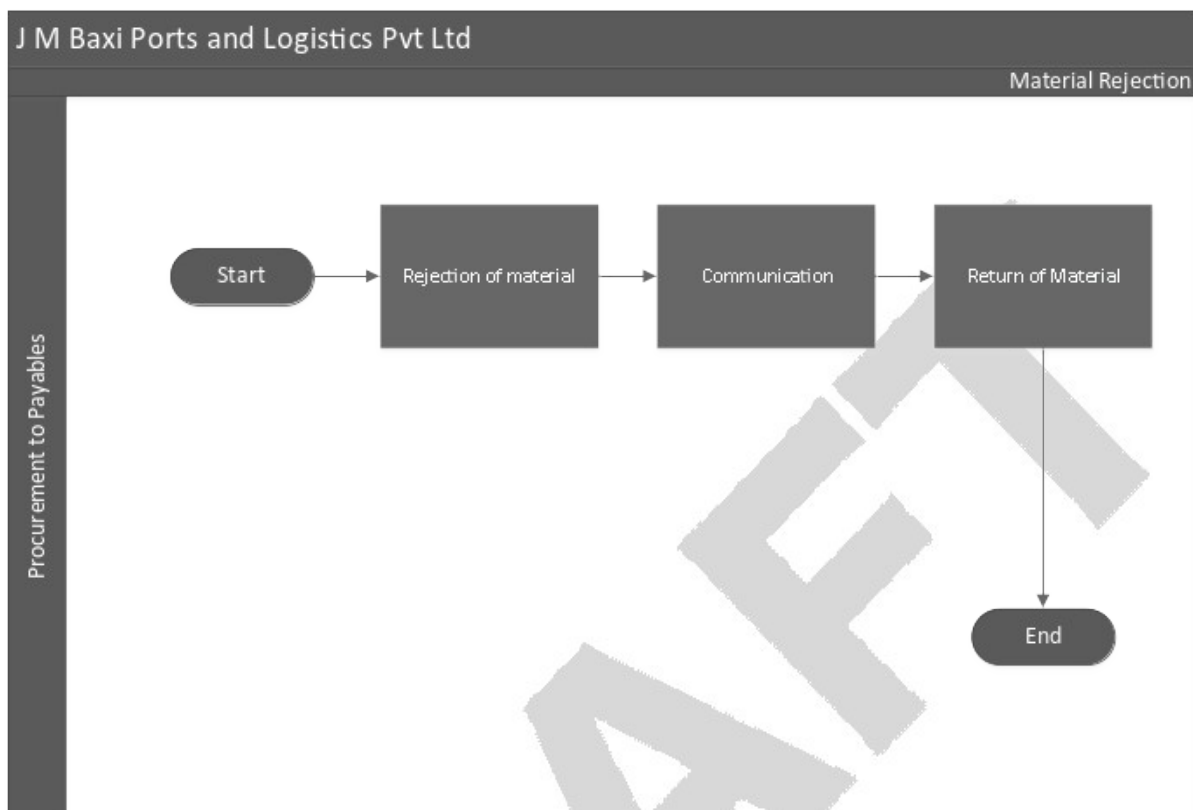
Process Narrative

DRAFT

Description	Responsibility	Accountability	Frequency	System / Manual
9.1 Identification of Emergency and Requisition In the event of an unexpected issue requiring immediate attention, such as equipment breakdowns or unforeseen shortages of critical supplies that halt production, EXEC/MANAGER - User seeks approval from the Terminal Head for emergency purchase, keeping HOD - Procurement informed.	Exec/ Manager- User	HOD - Procurement	As and when	Manual
9.2 Vendor Selection Upon approval, HOD - Procurement assigns MANAGER to contact existing approved vendors for the required goods or services. If no approved vendor is available or if immediate action is needed, MANAGER - Procurement sources alternatives from the supplier database, locates the item, and informs the User Department about lead time, availability, and price.	Exec/ Manager- Procurement	HOD - Procurement	As and when	Manual
9.3 Approval Process EXEC/MANAGER - User raises a Purchase Requisition (PR) in SAP, providing the justification for the emergency. The PR is then routed for approval.	Exec/ Manager- User	HOD - User	As and when	System
9.4 Creation of PO Once the vendor is identified, the Procurement team creates a Purchase Order (PO) to formalize the purchase. The PO should clearly indicate the following details: - Vendor information (name, address, contact details) - Description of items/services - Quantity, pricing, and terms of delivery - Emergency status, Flagged as “Emergency” or a similar designation	Exec/ Manager- Procurement	HOD - Procurement	As and when	System
9.5 Emergency Approval EXEC/MANAGER- Procurement shall ensure that all necessary approvals for the emergency purchase are obtained as per the DOA. <i>Refer DOA</i>	Exec/ Manager- Procurement	HOD - Procurement	As and when	System
9.6 Post Purchase Review After completing the emergency purchase, EXEC/MANAGER - Procurement documents the details of the event, including the reasons for the purchase, the process followed, and any issues encountered during the	Exec/ Manager- Procurement	Procurement Committee	As and when	Manual

10. Material Rejection

Process Flow

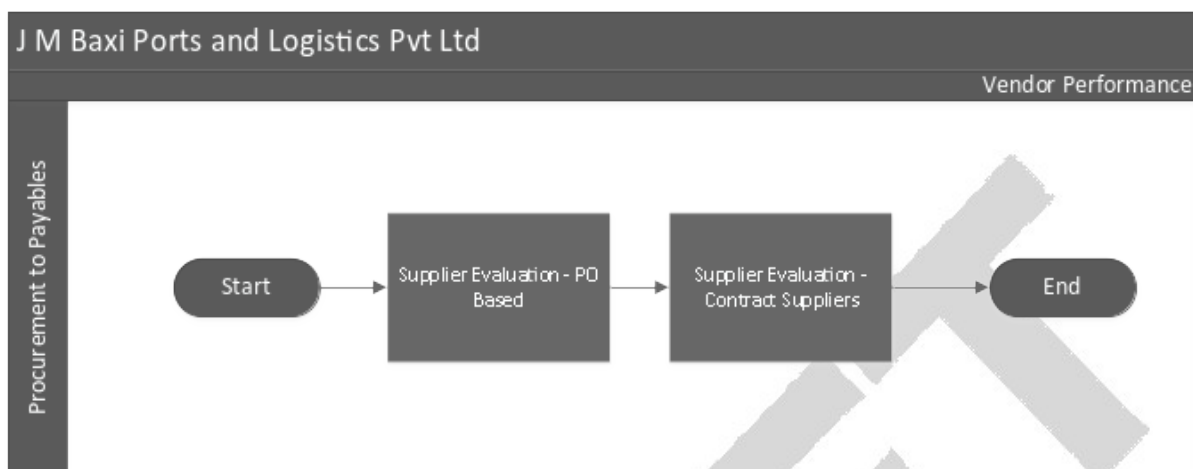


Process Narrative

Description	Responsibility	Accountability	Frequency	System / Manual
10.1 Rejection of Material In case of material rejection issues between ordered material and received material, the user rejects the material, and the procurement team is notified via email by the EXEC/MANAGER – User.	Exec/ Manager- User	HOD - User	As and when	Manual
10.2 Return of Material The vendor is notified of the rejected material via email or call, and a request for its replacement is made.	Exec/ Manager- Procurement	HOD - Procurement	As and when	Manual

11. Vendor Performance Evaluation

Process Flow



Process Narrative

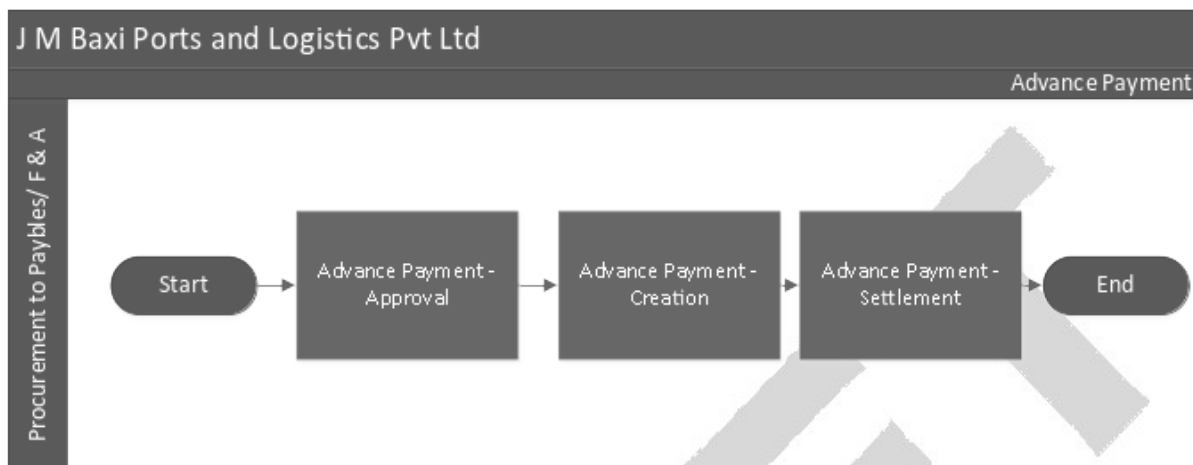
Description	Responsibility	Accountability	Frequency	System / Manual
11.1 Supplier Evaluation - PO Based Supplier evaluations are conducted through various KPI's set by Procurement committee of the respective entities such as: - Number of Complaints received - Safety Violence Instances - Conformity to SLA's -Cost Competitiveness -ESG Based on these suppliers is notified to take corrective action. Continued failure to improve may lead to the supplier being marked as inactive in the database.	Exec/ Manager- Procurement	Procurement Committee	Annually	System
11.2 Supplier Evaluation - Contract Suppliers Vendor evaluations are conducted using the evaluation form provided by the operations and engineering teams. The evaluation is carried out after services are rendered and prior to contract renewal, with the results determining whether to continue with the vendor on the various KPI's set by	Exec/ Manager- Procurement	Procurement Committee	As and when	Manual

Procurement committee of the respective entities such as:				
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- Number of Complaints received
- Safety Violence Instances
- Conformity to SLA's
- Cost Competitiveness
- ESG

12. Advance Payment

Process Flow

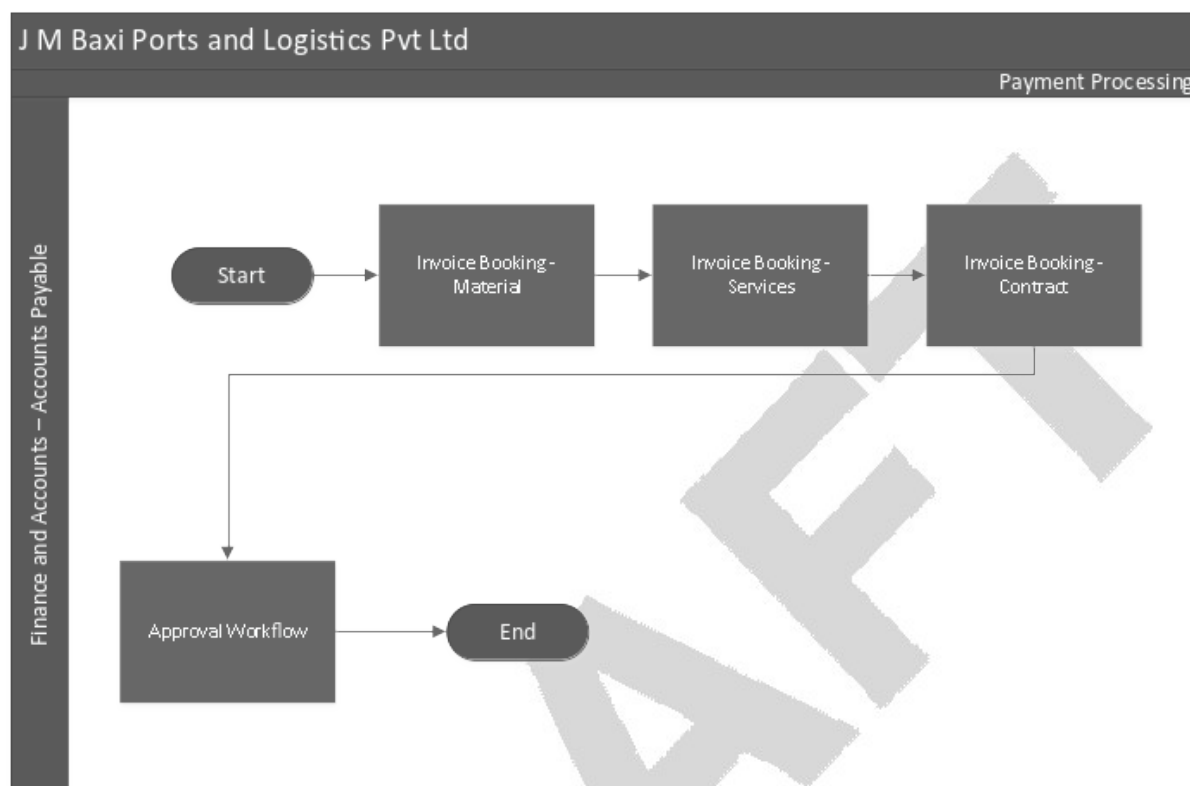


Process Narrative

Description	Responsibility	Accountability	Frequency	System / Manual
12.1 Advance Payment - Approval All the advance payments are approved on email as per the authority matrix based on the PO terms. <i>Refer DOA</i>	Exec/ Manager- Finance & Accounts	HOD – Finance & Accounts	As and when	Manual
12.2 Advance Payment - Creation Once Proforma Invoice (PI) is shared by Vendor, EXEC/MANAGER – Procurement creates Down Payment request against the invoice in SAP against the PO (Y001). All the advance payments are approved on email as per the authority matrix based on the PO terms.	Exec/ Manager- Finance & Accounts	HOD – Finance & Accounts	As and when	System
12.3 Advance Payment - Settlement EXEC/MANAGER- Finance & Accounts passes the accounting entry for advance payment in relevant chart of account. The advance is netted off in SAP once the original invoice is received	Exec/ Manager- Finance & Accounts	HOD – Finance & Accounts	As and when	System

13. Invoice Processing

Process Flow



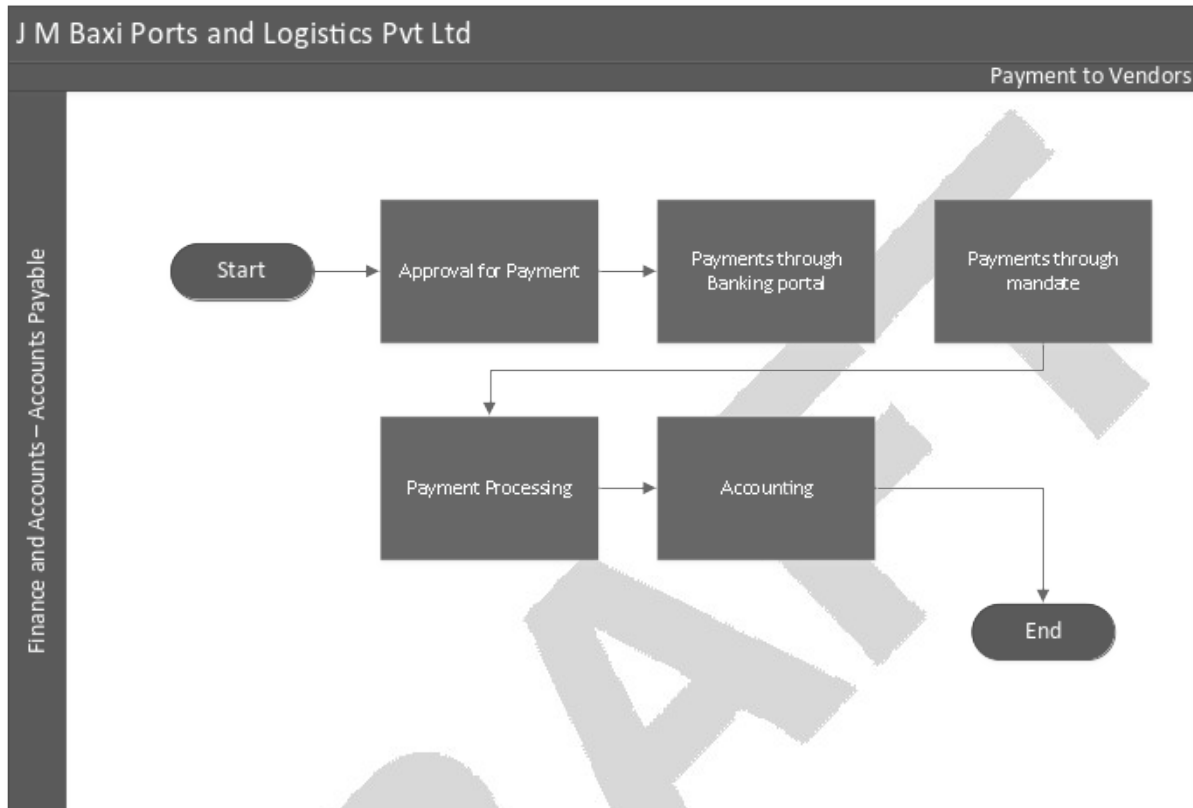
Process Narrative

Description	Responsibility	Accountability	Frequency	System / Manual
13.1 Invoice booking - Material Upon receiving the invoice from the MANAGER - Stores, it is matched with the GRN and PO. After verification, EXEC/MANAGER – Finance & Accounts parks the invoice in SAP. Any discrepancies between the invoice, PO, and GRN are resolved through discussions with the MANAGER - Procurement.	Exec/ Manager- Finance & Accounts	HOD – Finance & Accounts	As and when	System
13.2 Invoice booking – Services After obtaining work completion certificate / SRN and certified supplier invoice from EXEC/MANAGER -user,	Exec/ Manager- Finance & Accounts	HOD – Finance & Accounts	As and when	System

EXEC/MANAGER- Finance & Accounts parks the entry in SAP.				
13.3 Invoice booking – Contracts The HOD-User certifies the invoices after verifying the rates against the agreement and forwards them to the EXEC/MANAGER- Finance & Accounts. Following their verification, the invoice is parked in SAP. The invoice is reviewed by MANAGER/HOD - Finance & Accounts and posted in the system.	Exec/ Manager- Finance & Accounts	HOD – Finance & Accounts	As and when	System

Payment to Vendors

Process Flow



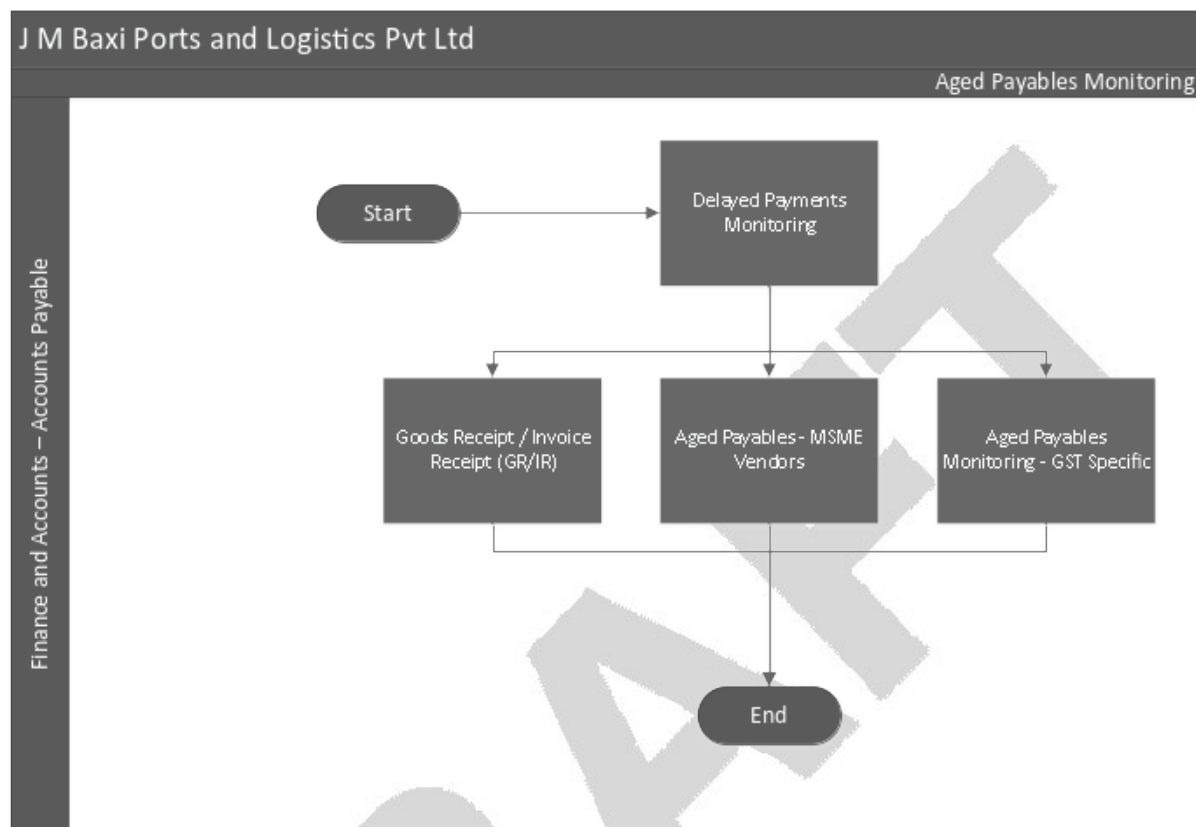
Process Narrative

Description	Responsibility	Accountability	Frequency	System / Manual
14.1 Approval for Payment For all the creditors due based on the ageing report, Exec/Manager – Finance & Accounts prepares the working for payment with details such as - Vendor name - Bank name - Account number, - IFSC code - Amount. The same is forwarded to HOD- FINANCE & ACCOUNTS for approval.	Exec/Manager-Finance & Accounts	HOD – Finance & Accounts	As and when	Manual

14.2 Payments through Banking portal Preparation of bank template: EXEC/MANAGER - Finance & Accounts will prepare the excel bank template with the details such as - Vendor name - Bank name - Account number, - IFSC code - Amount. Uploading of Template: EXEC/MANAGER – Log into the banking portal and uploads the template after OTP authentication on the registered number. Approval of Template: HOD- Approves the template post OTP authentication on the registered number.	Exec/ Manager- Finance & Accounts	HOD – Finance & Accounts	As and when	Manual
14.3 Payments through mandate Preparation of Mandates: EXEC/MANAGER – Finance & Accounts prepares payment advice and payment mandates and sends for signature of authorized signatories as per the matrix. Approval of Mandates: Signed payment advice and mandates are sent to bank for payment via authorized email along with physical copy.	Exec/ Manager- Finance & Accounts	HOD – Finance & Accounts	As and when	Manual
14.4 Payment Processing Based on the Payment Mandates and Template, payment will be processed by the bank and details will be shared with the Finance team.	Exec/ Manager- Finance & Accounts	HOD – Finance & Accounts	As and when	Manual
14.5 Accounting Post review of the bank statement, payment entry is posted in SAP.	Exec/ Manager- Finance & Accounts	HOD – Finance & Accounts	As and when	System

15. Aged Payables Monitoring

Process Flow



Process Narrative

Description	Responsibility	Accountability	Frequency	System / Manual
15.1 Delayed Payments Monitoring Generation of Ageing Report: EXEC – Finance & Accounts will generate regular reports to track aging invoices, categorize them (e.g. 30, 60, 90 days overdue), and identify any discrepancies and shares it with the HOD – Finance & Accounts and HOD – Procurement for review. Communication to Vendor: Any delay caused by vendor fault and are	Executive/ Manager – Finance & Accounts	HOD – Finance & Accounts	As and when	System

<p>beyond the control of the company (e.g., late shipments, defective products, non-compliance with agreed terms) must be documented in writing and communicated to vendor expecting clear reason for the delay, including a revised delivery timeline or explanation for the delay.</p> <p><i>The vendor aging report should be reviewed monthly to identify vendors with significant overdue invoices. If an invoice remains unpaid due to a vendor fault (e.g., late delivery), this must be flagged for further investigation.</i></p>				
<p>15.2 Goods Receipt / Invoice Receipt (GR/IR)</p> <p>On a monthly basis, EXEC - Finance & Accounts extracts GR / IR report from SAP and shares with HOD - Finance & Accounts for review.</p> <p>For any transactions that are not cleared for more than 30 days, justification is obtained from the Procurement team and shared with Terminal Head.</p>	Executive-Finance & Accounts	HOD - Finance & Accounts	Monthly	System
<p>15.3 Aged Payables - MSME Vendors</p> <p>MSME Vendor Tagging:</p> <p>At the time of creation of the vendor, Exec/Manager - Finance & Accounts obtains confirmation from vendor for MSME and collects details along with the MSME certificate. The same is forwarded to Exec - MDM for Vendor Master creation and they are flagged in SAP.</p> <p>Subsequently, on an annual basis Exec/Manager - Finance & Accounts rolls put MSME confirmations to all the MSME vendors to re confirm their status of MSME. In absence of any response from the vendor, the same is considered as a Non MSME in the Vendor list and intimated to MDM for removal of flagging in SAP after approval from HOD - Finance & Accounts.</p> <p>Aged review & monitoring:</p> <p>On daily basis Exec/Manager - Finance &</p>	Executive / Manager – Finance & Accounts	HOD – Finance & Accounts	As and when	System

Accounts extracts the payments due, HOD - Finance & Accounts reviews the same to ensure the payments are made as per Section 15 of MSME Act (Payment to MSME vendor shall be made within 45 days from the date of good receipt). On monthly basis a report is submitted by HOD – Finance & Accounts with respect to MSME overdue and delayed payment during the month to Group CFO and VP – Accounts & Taxation along with reasons.				
15.4 Aged Payables Monitoring - GST Specific Payment of GST Component: EXEC/MANAGER - Finance & Accounts reviews the GSTR 2A before processing the GST payment to the vendor. EXEC/MANAGER initiates the GST payment in the subsequent pay cycle after confirming Input Tax Credit (ITC) in GSTR 2A. Payment of Invoice: The EXEC/MANAGER ensures that all undisputed vendor payments are made within 180 days from the invoice date to prevent the reversal of the availed ITC. In such cases the vendor must issue a credit note or a revised invoice.	Executive / Manager – Finance & Accounts	HOD – Finance & Accounts	As and when	System







Key Performance Indicators (KPI's)








Attribute	Objective	Base Line	Target	Action Plan
Purchase Requisition (PR) to Purchase Order (PO) Cycle	Measures the time taken from requisition approval to PO issuance	XX	90 Days	System Closure
PR Processing Time	Ensure timely processing to avoid delays in procurement	XX	90 Days	System Closure
Vendor Master Creation Time	Ensure quick onboarding of new vendors without delays in procurement operations.	XX	XX	XX
Data Accuracy Rate	Minimize errors in vendor data to avoid transaction issues.	XX	XX	XX
Vendor Master Update Time	Ensure timely updates to keep records accurate and up to date.	XX	XX	XX
Vendor Qualification Time	Ensure the evaluation process is efficient and does not delay procurement.	XX	XX	XX
On Time delivery	Assess the vendor's reliability and adherence to deadlines.	XX	XX	XX
Lowest Quotation	Ensure cost efficiency	XX	XX	XX
Vendor's Infrastructure	Ensure Vendor's capability of providing the required service	XX	XX	XX
Purchase Order Cycle Time	Minimize processing time and improve procurement efficiency	XX	XX	XX
PO Approval Time	Streamline the approval workflow to prevent delays	XX	XX	XX
Contract Compliance	Ensure vendors and internal	XX	XX	XX

Rate	stakeholders comply with contract obligations.			
On-Time Contract Renewal Rate	Avoid service disruptions or lapses due to expired contracts.	XX	XX	XX
Contract Cycle Time	Streamline the contract creation process to improve efficiency.	XX	XX	XX
Timely Royalty Payment	Comply with contract obligations.	XX	XX	XX
Service Entry Sheet Processing Time	Ensure timely recording and approval to avoid delays in payment and reporting.	XX	XX	XX
SES Accuracy Rate	Minimize rework caused by incorrect data entry or mismatches with contracts, POs, or invoices.	XX	XX	XX
GRN Processing Time	Ensure timely documentation to avoid delays in inventory updates and payment processing.	XX	XX	XX
Accuracy of GRNs	Minimize discrepancies and improve reliability in procurement records.	XX	XX	XX
Emergency Purchase Lead Time	Ensure the rapid procurement of critical goods or services to minimize downtime.	XX	XX	XX
Percentage of Emergency Purchases	Monitor dependency on emergency purchases to identify areas for better planning.	XX	XX	XX
Material Rejection Rate	Monitor overall rejection levels to evaluate supplier performance and material quality.	XX	XX	XX
On-Time Delivery Rate	Evaluate the vendor's reliability in meeting deadlines.	XX	XX	XX
Invoice Processing Time	Minimize delays in processing to improve cash flow and supplier relations.	XX	XX	XX
Invoice Accuracy Rate	Ensure that invoices are accurate to avoid delays, disputes, and overpayments.	XX	XX	XX
Invoice Processing Time	Minimize delays and streamline the payment process	XX	XX	XX
Payment Error Rate	Reduce errors to avoid	XX	XX	XX

	disputes and maintain financial accuracy.			
On time Payments	Measures the efficiency of the payment process and helps minimize delays that could harm vendor relationships or incur penalties.	XX	XX	XX
Percentage of ITC Lost due to delayed Vendor Payment	Measures ITC loss	XX	XX	XX

Policies, guidance, and standard templates

Sr. no.	Sub – Process	Link
1.	Purchase Requisition Template	 Purchase Requisition.docx
2.	Comparative Statement Template	 Comperative Statement Tem plate.p
3.	MSMED Confirmation Template	 Format for obtaining MSMED Confirmation
4.	Supplier Registration Template	 VENDOR REGISTRATION FORM
5.	Purchase Order (PO) Template	 Purchase Order.pdf
6.	Supplier Agreement/Contract Checklist Template	 Agreement.pdf
7.	Goods Receipt Note (GRN) Template	
8.	Invoice Template	
9.	Payment Authorization Form Template	

Sr. no.	Sub – Process	Link
1.	Purchase Requisition Template	 Purchase Requisition.docx
2.	Comparative Statement Template	 Comparative Statement Template.pdf
3.	MSMED Confirmation Template	 Format for obtaining MSMED Confirmation
4.	Supplier Registration Template	 VENDOR REGISTRATION FORM
5.	Purchase Order (PO) Template	 Purchase Order.pdf
10.	Vendor Payment Schedule Template	
11.	Expense Report Template	
12.	Credit Note Template	
13.	Vendor/Contractor Performance Evaluation Template	 Contractor Evaluation Form.pdf
14.	Payment Remittance Advice Template	
15.	MIS Template	 MIS Format.xlsx


Definitions:


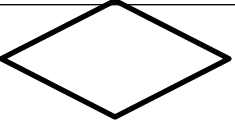

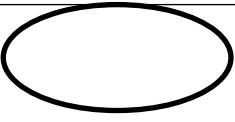



1. **Company/ Entity:** Any references/ mention of “entity” or “company” in the SOP refers to “J M Baxi Group.”
2. **Procurement Committee:** Procurement committee shall consist of two groups i.e., Technical Purchase committee and Commercial Purchase committee.
 - i. **Technical Committee:** Technical committee shall consist of at least two members i.e., Head of user department and Head of Purchase or “In charge” of Purchase.

- ii. **Commercial Purchase Committee:** Commercial Purchase committee shall consist of at least four members namely Head Purchase, Head Finance, HOD from any other department (Independent) and Terminal Head.

DRAFT

Symbols/ legends used in flowcharts.

	Start/End
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	Manual process activity
	Decision/possibility/alternative
	Alternate process
	Process connecting in same page
	Process connecting in other page
	Output document
	Flow direction