



[PROCUREMENT]

Tools group is the owner of this SOP. Physical record configuration is part of Configuration Management Practice of Sristi Biosciences. This document guides the tool group to identify, tag, archive and track life cycle of Physical records.

Table of Contents

1. SOP Details	3
SOP Framework:	3
Supplier	3
Inputs	3
Process	3
Output	3
Customer Group	3
Revision History:	3
Initial Version: 1.0	3
Effective Date: January 20, 2015	3
2. Overview:	4
3. Procurement Requisition:	4
4. Vendor selection:	4
5. Process:	4
5.1 Requests for Quotation:	4
5.2 Quotation approval:	4
5.3 Raising a Purchase Order:	4
5.4 Records	4
6. Emergency Purchases:	5
7. Approvals	5
8. Change Procedure	6

1. SOP Details

Details			
SOP Code	SB-CMP-0215004	Name	Procurement
Process Group	Consumer Healthcare	Previous SOP	-
Working Group	Consumer Healthcare-Procurement	Next SOP	Blending
Version	1.0		
Last Changed	January 20, 2015		

SOP Framework:

Supplier	
Inputs	
Process	
Output	
Customer Group	

Revision History:

Initial Version: 1.0

Effective Date: January 20, 2015

2. Overview:

This SOP describes the procedure for the preparation of a procurement contract and it applies to all our procurement procedures. This document will enable purchase planning and delivery of the goods and services required for the operations. This document provides procurement regulations that need to be complied.

3. Procurement Requisition:

All requests for procurement will be prepared ensuring the following

1. A clear, concise document of what is required. This may consist of a simple description or a fully developed specification
2. Total estimated quantities with delivery dates, purchase and delivery terms
3. Continuity of professional supply from vendor.

4. Vendor selection:

Appropriate vendors are selected from the approved vendor list. All vendors need to complete the vendor registration formality and a registration number would be generated upon successful process completion.

5. Process:

5.1 Requests for Quotation:

RFQ will be issued to the all the eligible vendors. Based on analysis of quotation and acquiring better offer, the supplier is selected that meets specifications, delivery terms and lowest price.

5.2 Quotation approval:

All quotations are approved manually by the purchasing authority, then processed and printed, as and when necessary. The assigned Purchasing Authority shall check the quotation details for accuracy and completeness.

5.3 Raising a Purchase Order:

Purchase order will be issued to the suppliers with delivery terms and dates. A formal written procurement contract with fixed terms and price would be duly signed by both the parties.

5.4 Records

Every purchase will be recorded independently with details of purchase order, vendor details, and time taken from Requisition to Purchase

6. Emergency Purchases:

Purchases of specific materials, supplies, equipment or services may be made in the open market for immediate delivery only to meet emergencies arising from any unforeseen causes.

7. Approvals

1. The final draft of the SOP was sent to the approval group (CMG and Activity owner/CCB) for approval.
2. The approval group ensured the measurable conversion of process description and the respective validation rules as part of their approval process.
3. The approval sign off involved three (working group in-charge: activity owner: CCB)
4. Approved SOP is locked for change and shall be made available to the specified user group through the authenticated access control.

	Name	Title	Signature
Working Group Control			
Activity Owner			
Change & Configuration Control Board	Jayaraman.P	CEO	

Effective Date	December 6, 2014
Review Date	January 20, 2015

8. Change Procedure

Activity Owner triggers the change requirement with a prior approval from change control board in line with the review date. The change requirements shall be analyzed for its impact on the process and procedure control. If the impact analysis report is acceptable for the entire change request, change shall be initiated for all the approved changes.

Working group takes the responsibility of modifying the requirements. The modifications shall undergo the approval process as applicable to this SOP.

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