	BOROSIL RENEWABLES LIMITED	DOC. NO: L2/010
		ISSUE NO. / DATE: 01 / 12-02-2020
	PROCEDURE FOR PURCHASING	REV. NO: 01
		REV. DATE: 10-06-2025

## 1. Purpose

To lay down steps for purchasing

## 2. Scope

All raw materials, packing material, consumables, fuels, spares, equipments and plant services


## 3. Responsibility and Authority

HOD (Commercial) and RFH (Stores) have responsibility for the implementation of this procedure. HOD (Commercial) reports to CFO & WTD. RFH (Stores) reports to HOD (Finance).

## 4. Details


S.N.	Activity	Responsibility	Reference and Records
<b>A</b>	<b>Selection and Evaluation of Suppliers</b>		
4.1	The new Vendor would be asked to submit samples of raw material for BRL's lab testing. After approved lab sample that meets BRL's specifications, supplier would be asked to submit quotation. Arrange to send Supplier Registration Form to a prospective supplier.	HOD (Commercial)	PUR/L4/001
4.2	Scrutinize details upon receipt. Arrange for the visit of BRL's personnel to the supplier's premises, if necessary.	HOD (Commercial), I/C Laboratory	-
4.3	Include the name of supplier in the List of Approved Suppliers, upon acceptance from 01.05.2023 onwards.	I/C Laboratory	PUR/L4/002
<b>B</b>	<b>Criteria for Re-evaluation of Suppliers</b>		
4.4	Gather data from Goods Receipt Notes about quality and delivery of items provided by suppliers, for the purpose of monitoring to be performed once in three months, in the first fortnight of January, April, July and October every year.	I/C Laboratory	-

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4.5	<p>Calculate Quality Rating (QUR), Delivery Rating (DER), Service Rating (SER) and Overall Rating (OVR), using the formula given below.</p> <p><math>QUR = [1 - (\text{No. of Rejections} / \text{Total Receipts})] \times 100 \times 0.6</math></p> <p><math>DER = [1 - (\text{No. of Delayed Deliveries} / \text{Total No. of Deliveries})] \times 100 \times 0.3</math></p> <p>SER = Appropriate figure between 1 and 10</p> <p><math>OVR = QUR + DER + SER</math></p>	I/C Laboratory	-
4.6	<p>Categorize the suppliers as follows.</p> <p>Unacceptable if <math>OVR \leq 60</math></p> <p>Acceptable if <math>OVR &gt; 60</math> to <math>\leq 80</math></p> <p>Good if <math>OVR &gt; 80</math></p>	I/C Laboratory	-
4.7	<p>Inform supplier (maybe verbally/by email) if the rating is acceptable and ask for further improvement.</p> <p>In case the rating is unacceptable inform the supplier in writing.</p> <p><b>Note:</b> The supplier may be given a chance to continue, in case requested by the supplier, provided the supplier agrees to commit to a score of <math>OVR = 90</math> min., for next three consecutive consignments. Orders placed in such case shall be marked as 'Trial Order'.</p>	I/C Laboratory	-
4.8	Ensure that the Record of Monitoring of Suppliers is filed in a designated folder.	I/C Laboratory	PUR/L4/003 (Folder)

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4.9	Update the List of Approved Suppliers in the third week of April, July, October and January every year.	I/C Laboratory	PUR/L4/002
<b>C</b>	<b>Purchasing Information</b>		
4.10	Receive requirement from user functions through Purchase Indent, Fuel Requisition etc.	RFH (Stores), HOD (Commercial)	PUR/L4/004
4.11	Check the availability of stock and determine the items which are required to be ordered.	RFH (Stores), HOD (Commercial)	-
4.12	Prepare P.O. giving complete details of quantity, quality requirements, delivery schedule etc.	RFH (Stores), HOD (Commercial)	PUR/L4/005
4.13	Follow-up with the suppliers.	RFH (Stores), HOD (Commercial)	-
<b>D</b>	<b>Verification of Purchased Product</b>		
4.14	Send intimation by Stores to User (Batch House & Lab) upon receipt of raw material and fuel in stores.	RFH (Stores), I/C Utilities	LAB/L4/001
4.15	Carry out checks as per the Quality Plan and prepare reports as required.	I/C Lab	-
4.16	Take items in stock (raw material in batch house and fuel in Utility) after clearing verification checks and update stock statement in SAP.	I/C Batch House, I/C Utilities, RFH (Stores)	LAB/L4/002
4.17	Check the quantity of items received (other than raw material and fuels) and arrange for quality check by the concerned initiator.	RFH (Stores)	-
4.18	Take the item in stock after acceptance and update the stock statement in SAP. Arrange to return unacceptable items.	RFH (Stores)	-
<b>E</b>	<b>Control Over Outsourced Processes</b>		
4.19	Identify the outsourced processes.	RFH(Stores), HOD (Commercial)	-
4.20	Ensure that the suppliers of outsourced processes are evaluated and that their names are included in the List of Approved Suppliers.	RFH (Stores), HOD (Commercial)	PUR/L4/002

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S.N.	Activity	Responsibility	Reference and Records
4.21	Ensure that the controls over the outsourced processes are defined in the contract/P.O.	RFH (Stores), HOD (Commercial)	-

## 5. Abbreviations

Abbreviation	Full Form
FM	Factory Manager
HOD	Head of Department
RFH	Respective Functional Head
P.O.	Purchase Order
I/C	In charge
CFO & WTD	Chief Finance Officer & Whole Time Director

## 6. Reference and Records

Section	Title
L1/8	Operation
PUR/L4/001	Supplier Registration Form
PUR/L4/002	List of Approved Suppliers
PUR/L4/003	Record of Monitoring of Suppliers (Folder)
PUR/L4/004	Purchase Indent
PUR/L4/005	Purchase Order
LAB/L4/001	Intimation
LAB/L4/002	Furnace Oil/LDO Inspection Report

## 7. Revision History

Revision No.	Details	Revision Date	Revised By	Reviewed/ Approved By
00	Initial Release	12-02-2020	Amit Mishra	Manish Biyani
01	S.N. 4.1 modified with inclusion of raw material sample approval by BRL's lab & then supplier registration process to begin.	10-06-2025	Amit Mishra	Manish Biyani

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