



Purchase Process Flow

Purchase Requisition To Purchase Order

“Information, whether financial or about people and systems, is the lifeblood of any organization.”

1. DOCUMENT CONTROL

Document Title	Purchase Process Flow - Purchase Requisition To Purchase Order
Document owner	Sourcing
Prepared by	Mr. Satish Mate
Reviewed by	Mr. Manoj Dusad – CFO & Head Information Technology Mr. GS Jite – Head Commercials Mr. Rohit Dashrathi - Head Technology and R&D
Approved by	Mr. Bhushan Joshi - Executive Director & CEO
Approved on	
Revision date	
Reference	
Version	1.0
Classification	Open – Access to REPL Staff & Stake Holders

Distribution list	
	To approve and authorize
	To review and update
All Department / Function / Plant Heads	To understand and comply

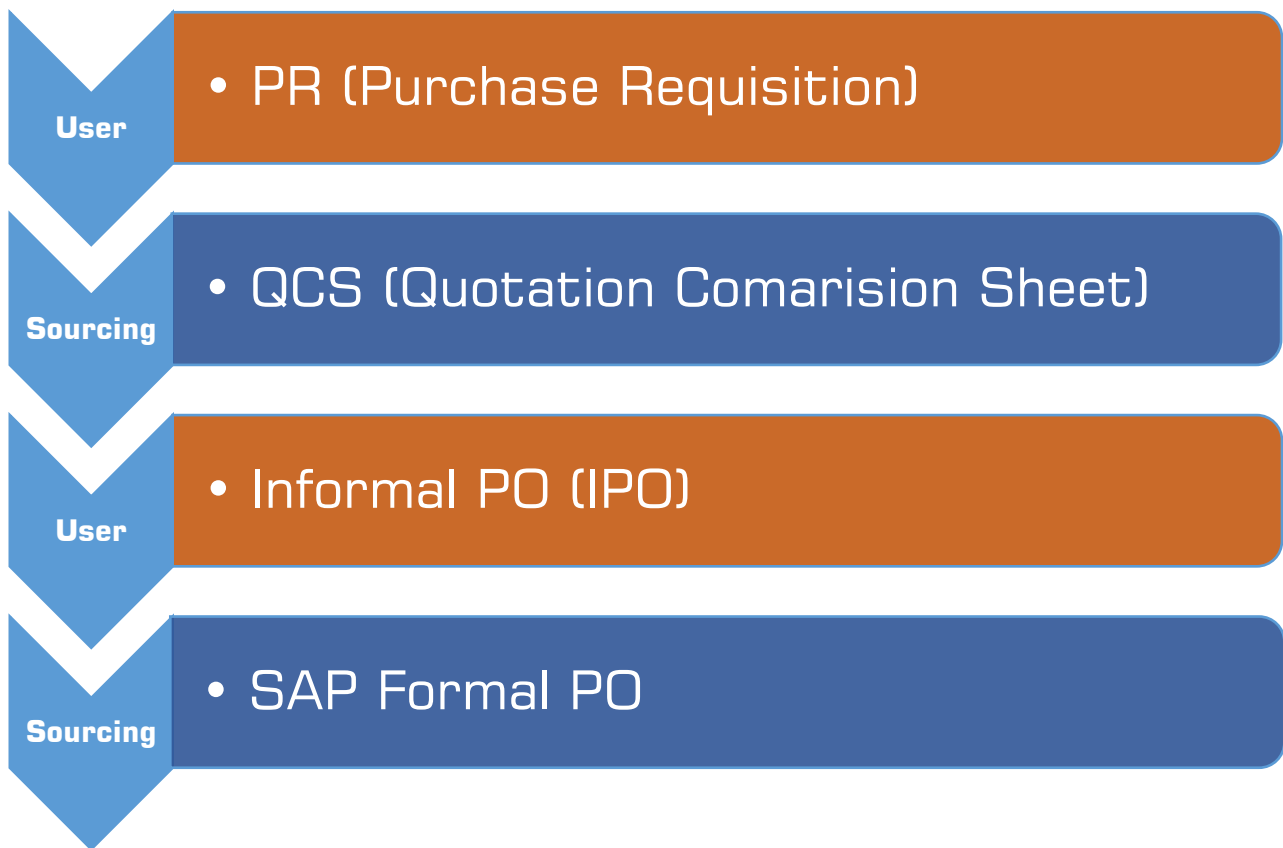
Communication	The Information Security Policy is communicated to all members of REPL and third parties via email, REPL intranet, REPL website, HR handbook and information security awareness training.
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2. TABLE OF CONTENTS

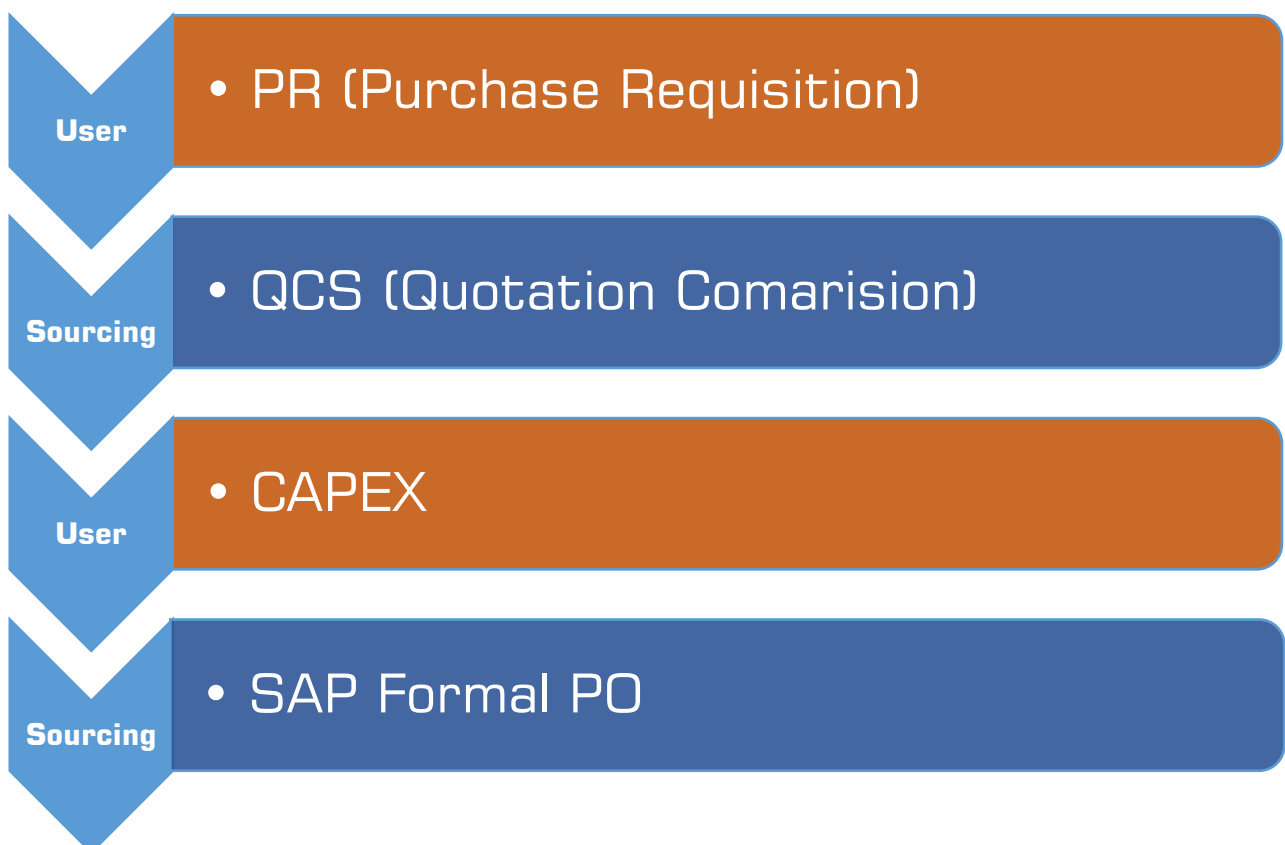
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3. OWNER & PROCESS

3.1 Indirect Material/Service (Other than Capital)



3.2 Capital Material / Service



4. EXCEPTIONS FOR MDOFFICE APPROVAL

In QCS, answer to any exception is 'Yes' then QCS will be forwarded to MDOffice approval.

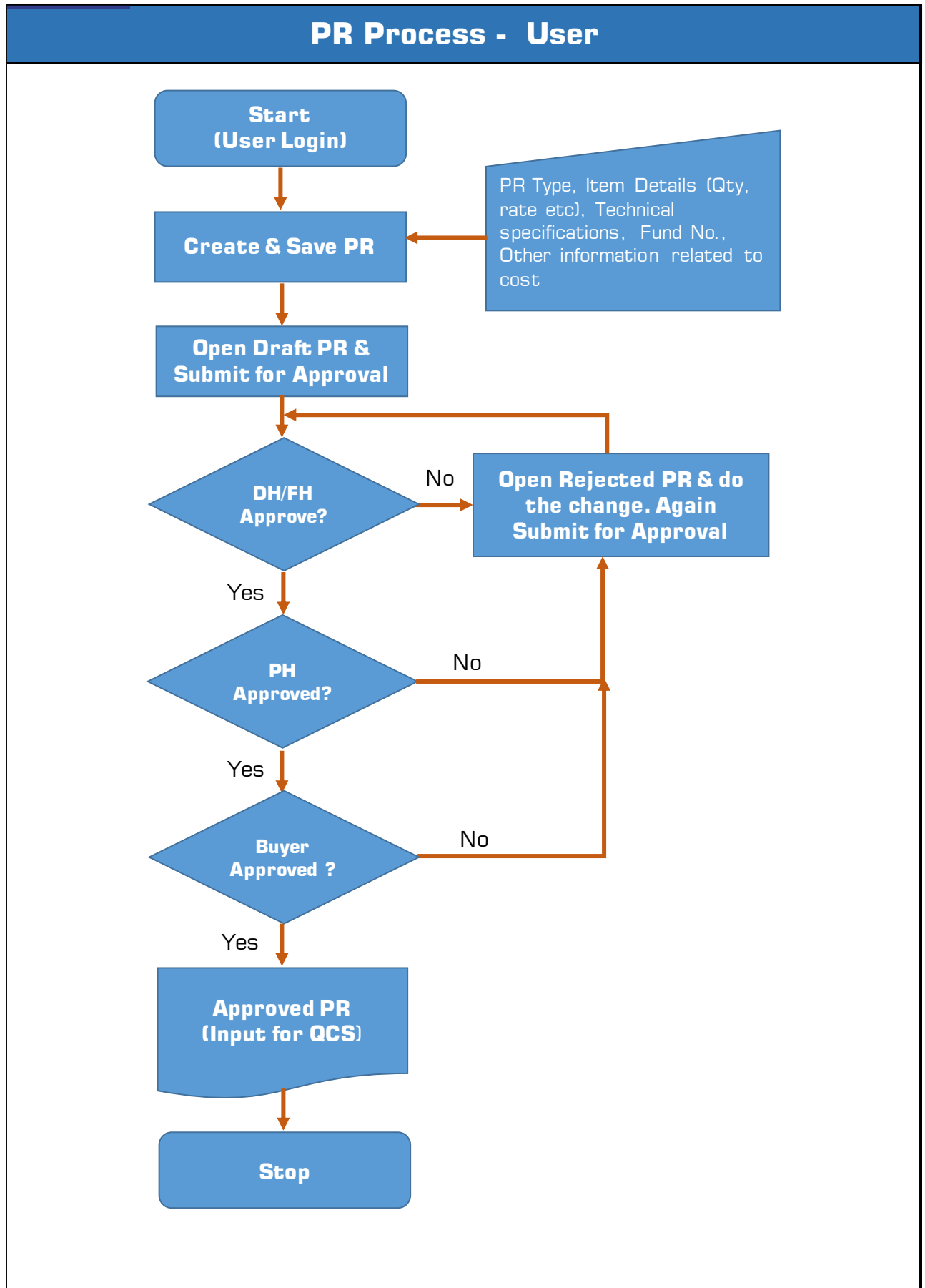
4.1 Indirect Material/Service (Other than Capital)

Sr. No.	Exception	Answer
1	Outside Allotted Budget	YES / NO
2	Order Value > 5 lakhs	YES / NO
3	Quotations Received < 2 Suppliers	YES / NO
4	Any advance for non-proprietary items	YES / NO
5	Advance Payment > 20% for proprietary items	YES / NO
6	Final payment post-GRN < 30 days for non-proprietary	YES / NO
7	Final payment post-GRN < 7 days for proprietary	YES / NO
8	Delivery terms not at REPL gate	YES / NO

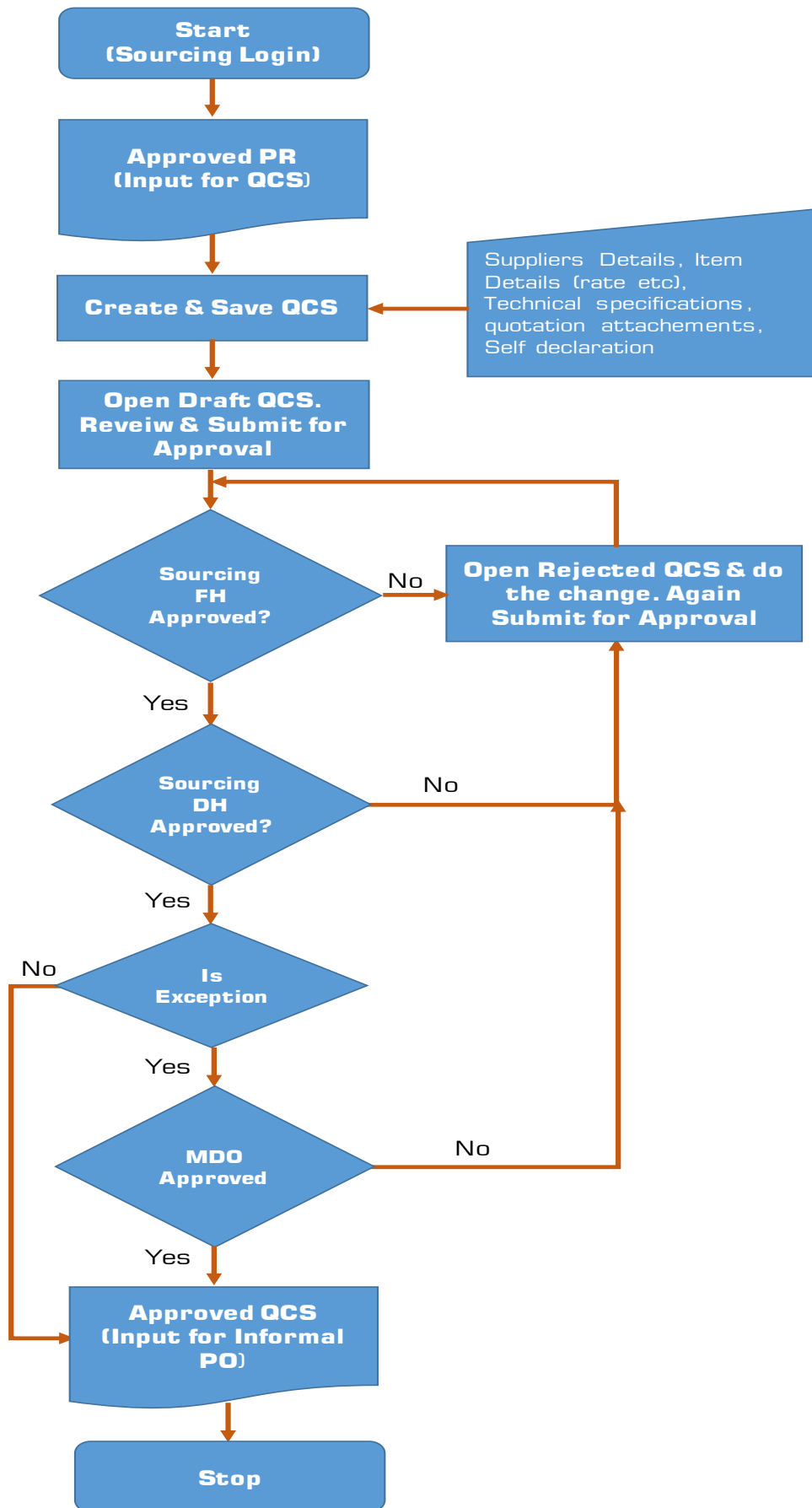
4.2 Capital Material / Service

Sr. No.	Exception	Answer
1	Outside Allotted Budget	YES / NO
2	Order Value > 5 lakhs	YES / NO
3	Quotations Received < 2 Suppliers	YES / NO
4	If cost non-reimbursable by customer	YES / NO
5	REPL cost > customer agreed reimbursement	YES / NO
6	Advance Payment > Rs. 2 Lakhs without BG	YES / NO
7	Advance of > 25%	YES / NO
8	Payment terms > 90% before GRN	YES / NO
9	Imported items	YES / NO

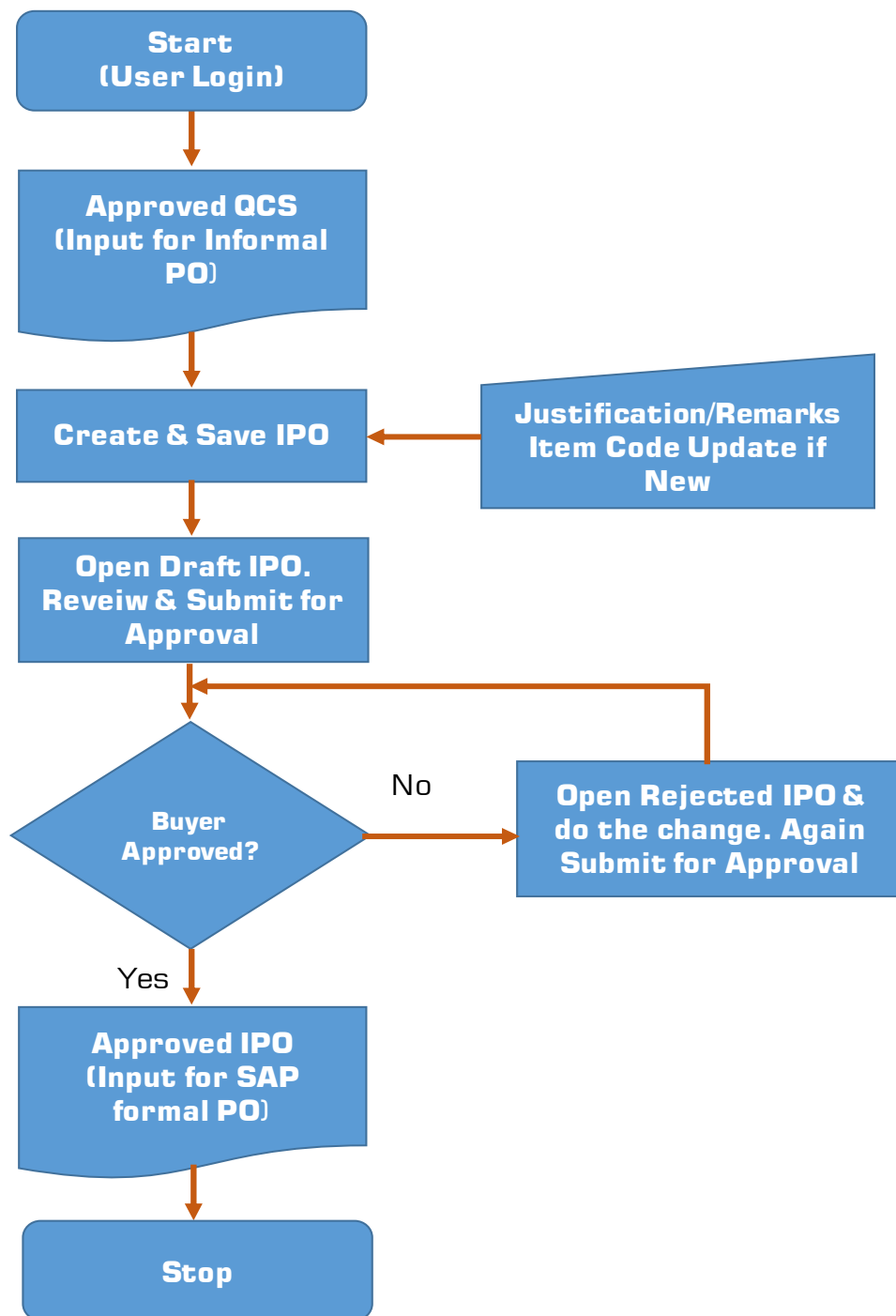
6.1 Indirect Material/Service (Other than Capital)



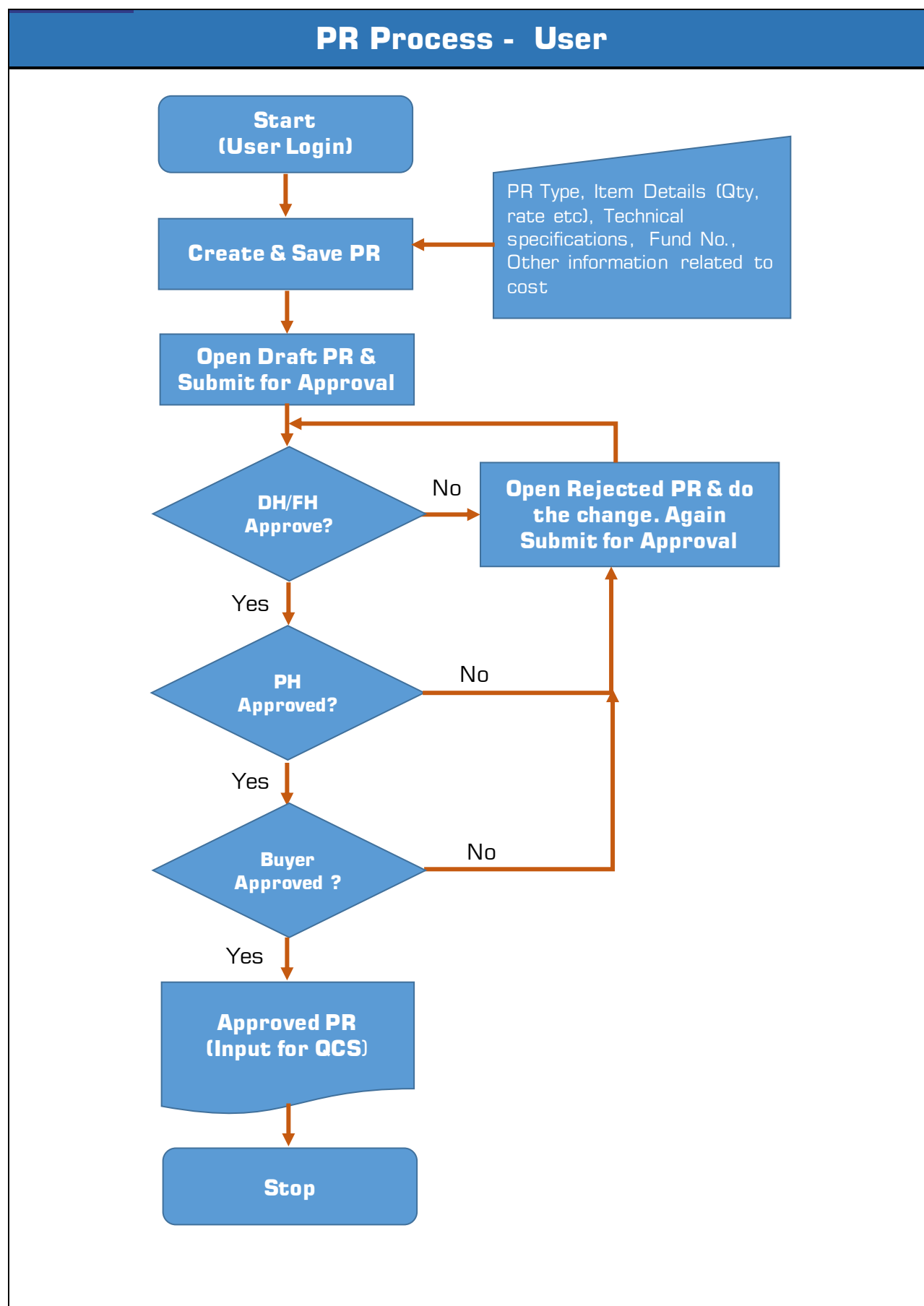
QCS Process Other Than Capital - Sourcing



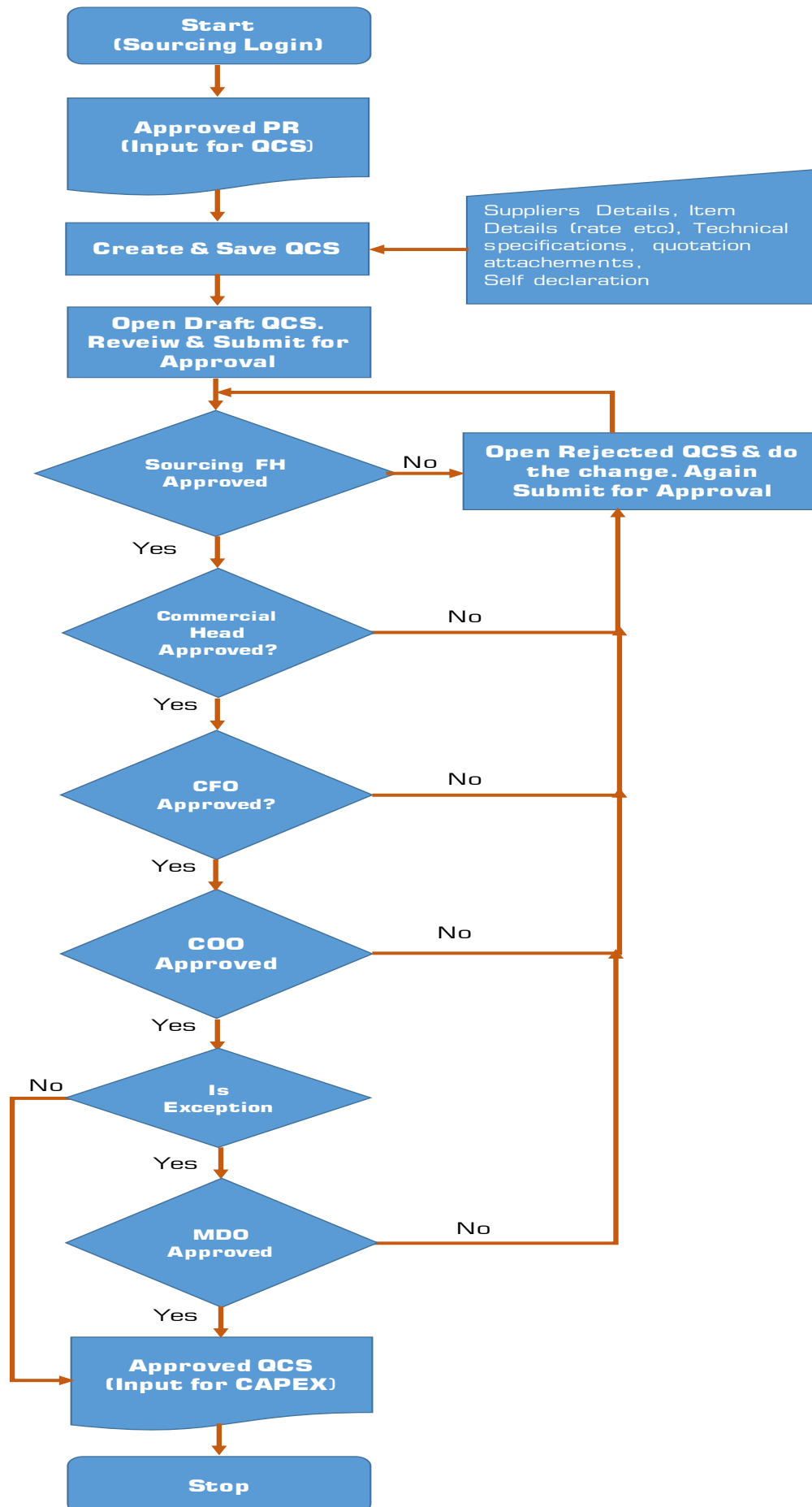
Informal PO (IPO) Process - User



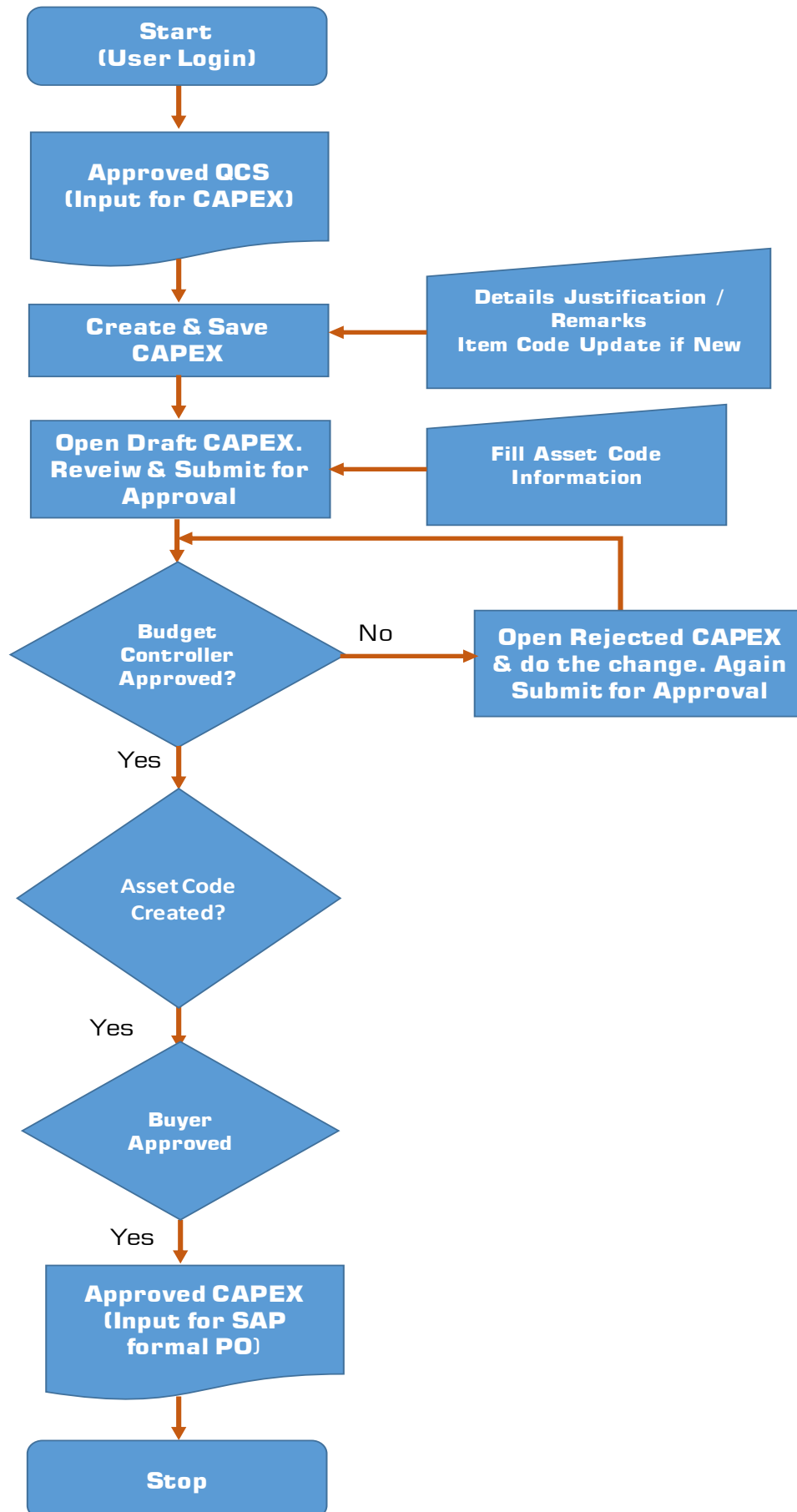
6.2 Capital Material / Service



QCS Process Capital - Sourcing



CAPEX Process - User



7 VERSION HISTORY

Date	Version	Description	Who
	1.0	Approval by Management	CISO