	Annamrita Foundation Annamrita-Food as pure as nectar		
	Document Name	Purchase Procedure	
	Document Number	AF/SOP/01	Date of Issue 01/10/2018
	Version	1.00	Page 1 of 3

Purchase Procedure

❖ Purpose & Scope:

To establish and maintain a method for purchase activities at Annamrita Foundation and HO

❖ Responsibility:

- **Manager Purchase/ Assistant Purchase Manager** : to collect requirement from individual kitchen and plan, purchase.
- **BM/ABM**: To review stock status, indenting and after receiving feedback on the supply

❖ Procedure

Understanding Requirements: At periodic intervals, all kitchens prepare a detailed sheet which holds information about their consumption requirement. This sheet includes detailed listing of all items like grains, lentils, spices that are required for next week. Since we procure, vegetables every two days, the listings of vegetables are made on a two-day basis.

Procurement Process - Once we know the ingredients requirement, we go about the process of selecting a vendor who can supply these to us. In keeping with the high standards we like to maintain, we follow certain set procedures to select a vendor. These are as follows:

1. FSSAI LICENSE

Food adulteration, unfortunately, is a common phenomenon and so we are extra careful while selecting a vendor. Firstly, we check whether the supplier has a Food Safety and Standards Authority of India (FSSAI) license. We do not approve a particular vendor unless he is in possession of this license. ISO certification is an added advantage.


2. VENDOR PROFILE

• Every vendor we bring on board must share with us the following details

- vendor Name
- address of the registered office
- contact details,
- list of existing clients

New suppliers are selected based on reputation and commercial terms as per SOP for Vendor Evaluation/ Re-evaluation (AF/PUR/FRM/02), on the basis of provided input vendors evaluated to meet Annamrita Foundation criteria the vendor evaluation criteria contains:

- Terms and Conditions
- Rates and Credit Facilities
- Hygiene and Sanitation
- Schedule adherence
- Quality Adherence
- Quantity
- Attitude
- Response to Queries
- Proximity
- allergen contamination
- foreign-body risks
- microbiological contamination
- chemical contamination
- substitution or fraud

	Annamrita Foundation		
	Annamrita-Food as pure as nectar		
	Document Name	Purchase Procedure	
	Document Number	AF/SOP/01	Date of Issue 01/10/2018
	Version	1.00	Page 2 of 3

No raw material or ingredient is accepted by the establishment if it is known to contain parasites, undesirable micro-organisms, decomposed or extraneous substances which would not be reduced to an acceptable level by normal sorting and/or processing.

ALL OTHER RAW MATERIALS:

- All the other raw materials are purchase/received from Approved vendors as per the requirement on a daily basis.
- Incoming raw materials or ingredient are, where appropriate, inspected for quality parameters and stored as per raw material Specifications before processing and records are maintained. Only sound, suitable raw materials or ingredients are used.
- Stocks of raw materials and ingredients should be subject to effective stock rotation including first in first out.
- Supplier re evaluation is done on a yearly basis based on the performance throughout the year with respect to parameters described in SOP for Vendor Evaluation/ Re-evaluation.
- At the receiving end, material is weighted, checked, and wherever possible physically examined to ensure the right arrival quantity and quality.
- Storing all received Material including packaging material etc. product wise, Date wise & Size Wise on cleaned racks

3. SAMPLE TESTING

Once the first two steps completed, samples has been taken of the material which will supplied and send it for testing to NABL accredited laboratories. As a standard norm, FSSAI parameters checked for raw material and water once in a year.

4. PACKING

Packing standards are very important as far as hygiene is concerned. As far as packing is concerned, we ensure that the following standards are maintained and are, in fact, in place.


- Sortex Cleaning
- Packing in clean bags
- Labelling
- Cleanliness of delivery vehicle

LOCAL PURCHASES & VERIFICATION OF PURCHASED PRODUCT

- The user department raises the requirements in writing.
- This is approved by the Branch Manager and sent to Stores.
- Local purchases of minor engineering items and day-to-to items are done from local suppliers.
- Verification of purchased product is done by the user department.
- On receipt of the material at unit Stores In charge will check the quantity and acknowledge receipt of the goods duly marking on the documents SUBJECT TO QUALITY CHECK.
- Then the concerned PM/QC will check the Quality with the approved samples and issue a Goods Received Note.
- Copy of the GRN will be sent to Accounts for effecting payment will be released as per the agreed terms based on this GRN only.
- Any Quality/Quantity defects are observed by the Plant the same is communicated to the Vendor then and there.
- The vendors Invoice will be passed for payment based on the Purchase Order and GRN.

EMERGENCY PURCHASES

Normally all the purchases/services are done/taken from Approved Vendors/Service providers but in case of any emergency like

	Annamrita Foundation Annamrita-Food as pure as nectar		
	Document Name	Purchase Procedure	
	Document Number	AF/SOP/01	Date of Issue 01/10/2018
	Version	1.00	Page 3 of 3

- Non Availability of Desired Quantity/Quality with Approved Vendor
- Price Variations
- Urgent Requirement (applicable in case of Engineering goods/Spares etc)

The purchase can be done from the New Vendor/Supplier and the evaluation can be done on the basis of the performance of 2/3 supplies.

❖ **Records:**

- Approved Supplier list
- Supplier Audit Reports.
- Specification RM/PM
- Daily Quality analysis