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PURPOSE

To ensure that purchases (at site) are done on approved vendors and as per norms.

SCOPE

This is applicable to all purchases.

All departments of OEC come under the scope of this procedure

REFERENCE

- Purchase Policy
- Approved Vendors List

Abbreviations:-

PO - Purchase Order

RESPONSIBILITY

- AVP Admin and COO are the owners of the process.
- Admin Department is responsible for creating PO.

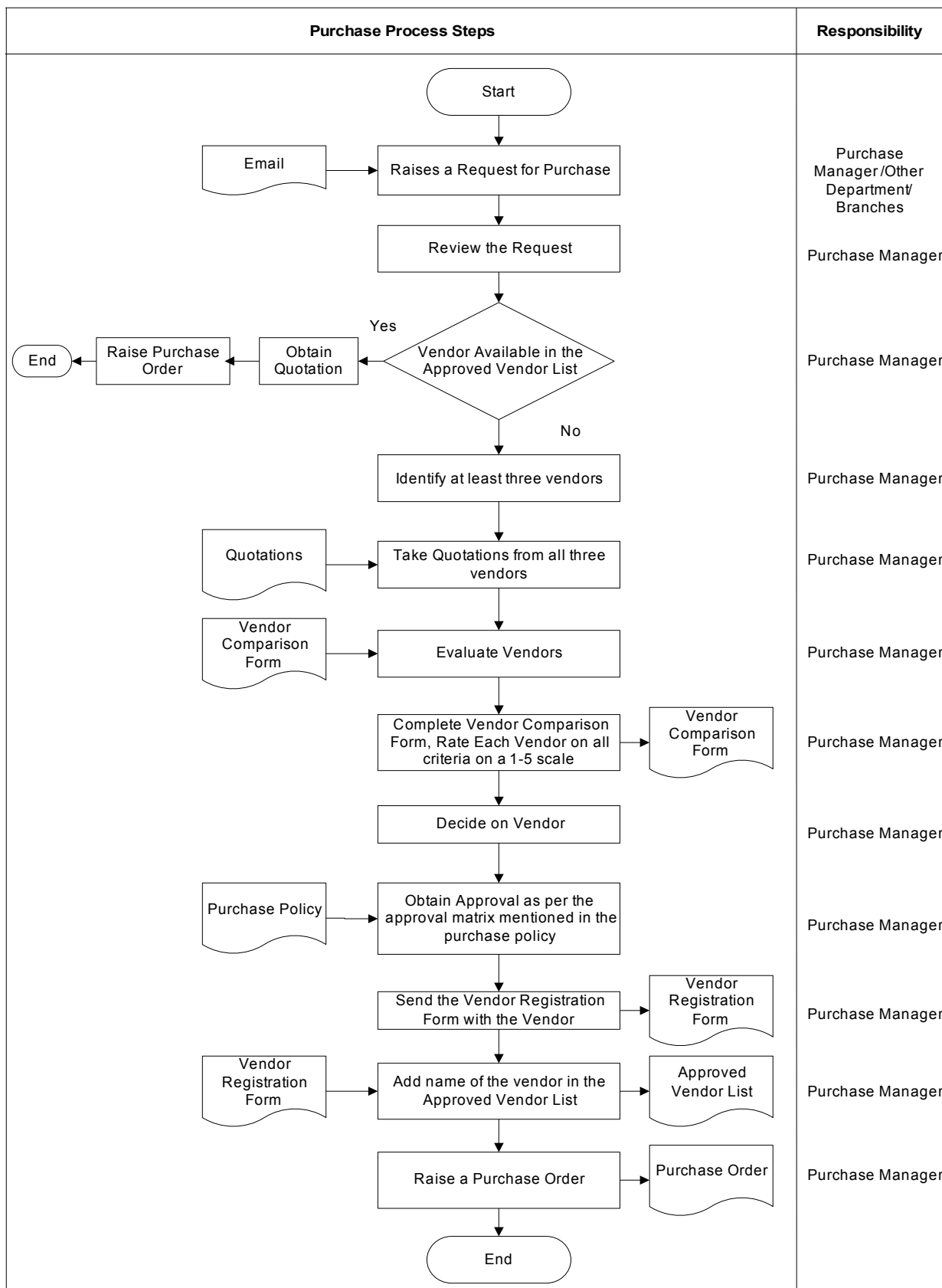
PROCEDURE / DESCRIPTION OF ACTIVITIES

Refer to the flow chart for the detailed steps.

FORMATS / EXHIBITS

Record Number	Record Title	File Name	Location of Record	Maintained By	Retention Period
OEC-MR-PU-F-01	Vendor Review Format	Vendor Review Format	Purchase Department	Purchase Manager	At least 3 years
OEC-MR-PU-F-02	Vendor Comparison Matrix	Vendor Comparison Matrix	Purchase Department	Purchase Manager	At least 3 years
OEC/LOC/YY-YY/MMM/###	Purchase Order	Purchase Order	Purchase Department	Purchase Manager	At least 8 years

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