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SHAKAMBHARI GROUP #SteelWithin	SHAKAMBHARI ISPAT & POWER LTD. (Formerly known as Ess Dee Aluminium Ltd.)		
STANDARD OPERATING PROCEDURE			
Title: Material Requirement and Issuance of PO			**Page No.** 1 of 2
SOP No.	**Version No.**	**Effective Date**	**Next review date**
SIPL/PUS/001	00	07.07.2026	06.07.2028

1.0 PURPOSE

1.1 To define a procedure for requirement and purchasing of any Raw Material and Packing Material.

2.0 SCOPE

2.1 This SOP applies to all raw material or packing material which is required to be purchased.

3.0 REFERENCE(S) & ATTACHMENTS

3.1 References

3.1.1 In-house

3.2 Attachments

3.2.1 Attachment- I : Purchase Order Format SIPL/PUS/001/F01/00

4.0 RESPONSIBILITY

4.1 **Purchase Department Head:** To prepare the SOP and its scope.

4.2 **QA Head:** To approve the SOP and to ensure implementation.

5.0 DISTRIBUTION

5.1 Plant Head

5.2 Quality Assurance

5.3 Purchase Head

6.0 DEFINITION(S) & ABBREVIATION(S)

6.1 Definitions

6.1.1 Nil

6.2 Abbreviations

6.2.1 PO: Purchase Order

Prepared By:	Checked By:	Approved By:
05.07.2026	05.07.2026	05.07.2026

7.0 PROCEDURE

7.1 The requirement by the respective department shall be given to the Operational Head/Department Head through a purchase indent, email, or software.

7.2 The Operational Head/Department Head shall communicate the same to the purchase person.

7.3 The purchase person shall check the requirement and identify the availability and a suitable vendor.

7.4 Upon finalizing a suitable vendor from the approved vendor list, the Purchase Order shall be made and authorized by the head of department.

7.5 Once the Purchase Order is made, the purchase person shall send one copy to the vendor and the other copy to the Operational Head-Plant, either through email or hard copy by post.

7.6 The Operational Head-Plant then forwards the hard copy of the Purchase Order to Stores.

7.7 The Store department checks the received material, quantity, rate, and other terms against the Purchase Order, then prepares the GRN.

8.0 REVISION HISTORY

Revision No.	00	**Effective Date**	07.07.2026	CC No.	NA
Details of revision: New SOP					