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	Document Name	Vender Evaluation & Re- Evaluation	
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Vendor Evaluation & Re-Evaluation

❖ PURPOSE& SCOPE:

This SOP is describes the procedure for evaluating vendor and re-evaluating the approved vendor. This SOP is applicable for evaluating the vendors and reevaluating the approved vendors for the quality and assured supply of materials.

❖ Responsibility:

- **Manager Purchase/ Assistant Purchase Manager:** Plan the audit, evaluation , external communication to the vendor and supplier
- **FSTL:P** is responsible for evaluation and reevaluation of Raw material suppliers/ Packaging materials and Consumable Suppliers Management is responsible for implementation of the SOP.

❖ PROCEDURE:

SELECTION OF VENDOR

- Vendors included in the approved Vendor list are holding long term relation with the company and based on the experience with the vendors; they are included in the Approved vendor list.
- Any new vendor is selected on the basis of reference from the market and our two deliveries from him, vendors is evaluated as per the procedure written in evaluation of vendor and if qualify, the same will be added to Approved Vendor list.

EVALUATION OF VENDOR

Vendors are evaluated by using a "Vendor evaluation/Re-evaluation Format."

- Vendors profile is considered before placing the order or service.
- Packaging materials and raw materials are checked for their quality using their specifications and test reports.
- For equipments/instruments related certificates are checked before placing an order.
- Vendors are also evaluated by their timely delivery and cost effectiveness of the materials.
- Vendors are evaluated for following criteria like Terms and Conditions, Competitiveness of prices, Hygiene Conditions, timely delivery, quality and Proximity of the location on a scale of 1 to 10.

Vendor satisfying all the above parameters and securing more than 75 % will be awarded GRADE A and considered to be an approved vendor and vendors securing 65 % to 75 % will be awarded GRADE B and are taken in to approved Vendor List but further improvement points are forwarded to the Vendors by the concerned person and the vendor with GRADE B will be second priority for any purchase. The vendor secured less than 65% will be awarded GRADE C and will be treated as Disqualified/ Discontinued.

REEVALUATION OF APPROVED VENDOR

- Approved vendors are reevaluated periodically for their consistency in maintaining quality, safe and timely delivery of the materials.
- The "Vendor evaluation and Reevaluation Format" is used for the reevaluating the approved vendors.
- Timely market evaluation is done in order to determine the market value of the supplied materials.
- The vendors are reevaluated at frequency of once in a year.

Records: Vendor Evaluation/reevaluation records