

Policy: Purchase of Rice by Sales Heads (Exceptional Cases)

PL No – 68

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Applicability – Sales, Purchase and Accounts Team

Total Number of Pages – 1

Sales Heads are allowed to purchase the rice for their division in direct co-ordination with Management. However, they will only do this under the following guidelines -

- 1- Existing Purchase team is not able to procure the material at expected price.
- 2- Existing Purchase team is taking more than 7 days to procure a product.
- 3- The Existing Purchase team is getting the prices which are higher than the expected price.
- 4- The Sales Team can purchase at cheaper price.
- 5- If the purchase team is getting higher price input from the market, they can still do the purchase provided it is Okay with the concern Sales Head and Approved by Management.
- 6- Cases where the purchase team & Concern Sales head both are getting the price higher than the expected price, in such case the purchase will be done from the cheaper resources without compromising the quality.
- 7- Also, it is best to do the purchases through the purchase team only as it is their job, however at the same time we shall not let the Business suffer if existing purchase team is not able to meet the requirements at a reasonably good price and within the time frame. In such cases the Sales heads shall share their purchase resources as much as possible with the purchase team, so the purchase team can do their job efficiently. Eventually the Sales team is supposed to Sale and Purchase team is supposed to do the Purchase.

Ok Approved
Written By
HR Head



Ok Approved
Approved By
Management