

## **Supplier Management**

### **Objective:**

The objective of this procedure is to describe steps to be followed to ensure effective supplier management.

### **Entry Criteria:**

Need for product or service

### **Responsibility:**

Purchase Manager

### **Activities:**

- a) It shall be ensured that suitable suppliers are identified for the needed product or service.
- b) For products and services of higher value, alternative suppliers shall be identified and one of the suppliers shall be selected based on an evaluation.
- c) The requirements to be met shall be shared in a documented form with the supplier including terms and conditions.
- d) In addition to requirements, Shreyas Integrated Systems shall also share points related to Supply Chain Social Responsibility that are expected to be met by suppliers of Shreyas.
- e) The Purchase Manager shall monitor to ensure that the agreed requirements are met by the supplier.
- f) A suitable check shall be performed to ensure that the delivered product or service is in line with requirements.

### **Exit Criteria:**

Delivery of product or service