

JINDAL ALUMINIUM LIMITED			
ROLLING & EXTRUSION DIVISION			
<b>PROCEDURE FOR PURCHASE - IMPORTS</b>			
<b>DOC. NO. JAL/R&amp;E/PUR(IMP)/PR/16</b>		<b>TITLE PAGE</b>	
<b>Issue #</b>	<b>Issue Date</b>	<b>Revision No.</b>	<b>Revision Date</b>
<b>A</b>	<b>15.02.2016</b>	<b>00</b>	<b>--</b>

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**AMENDMENT RECORD**

AMENDMENT			DISCARD		INSERT	
Sl. No.	Date	Description	Page No	Rev. No.	Page No.	Rev. No.

DETAILS	POSITION	SIGNATURE	DATE
Prepared by	Dy. Manager (Imports)		
Verified by	QMS COORDINATOR		
Approved by	Manager (Imports)		

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PURCHASE PROCEDURE (IMPORTS)

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## 1.0 PURPOSE

This document lays down the procedure to be followed by the Import Department for procurement of materials.

## 1.1 OBJECTIVES

- a) To ensure import of quality materials listed in JAL/R&E/PUR(IMP)/ANX/01.
- b) To improve the vendor rating of the supplier.

## 2.0 SCOPE (Cl: 8.4 of IS/ISO-9001:2015 – Control of externally provided processes, products, and services)

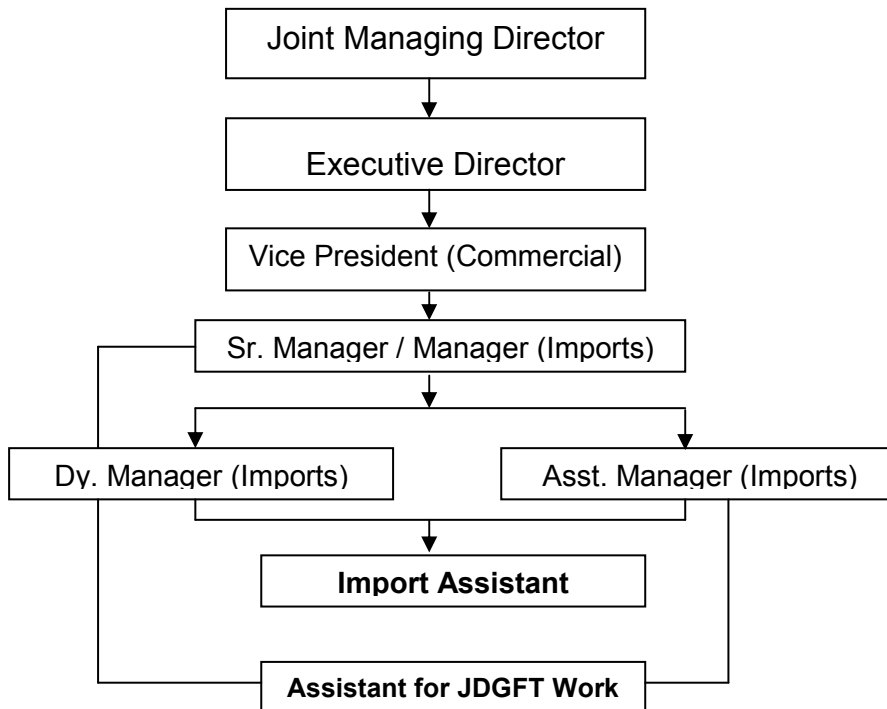
- a) Floating of enquiries and obtaining quotations from approved and new overseas suppliers, wherever required.
- b) Scrutiny of quotations and holding negotiation, wherever required.
- c) To sort out deviations if any in specification with QA department and other user departments.
- d) Preparing comparative statement and OFS.
- e) Issue of overseas Purchase order / Accepting of suppliers' sales contract/ proforma Invoices
- f) To carry out yearly vendor performance rating/ evaluation.

## 3.0 INTERFACE

- Stores
- User Departments
- Accounts
- Corporate Affairs

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#### 4.0 ORGANISATION (Cl: 5.3 of IS/ISO-9001:2015)



#### 4.1 ROLES, RESPONSIBILITIES & AUTHORITIES

##### 4.1.1 EXECUTIVE DIRECTOR / VICE PRESIDENT (COMMERCIAL)

Executive Director / Vice President (Commercial) under the guidance of Jt. Managing Director are responsible for all Purchase (Imports) activities in the organization. The main responsibility is to ensure that timely procurement of quality materials at competitive prices to maintain smooth and planned production and also to maintain only optimum inventory.

##### 4.1.2 SENIOR MANAGER / MANAGER – IMPORT

- i. Directly responsible for all imports, logistics, handling all connected matters & implementing procedure for quality system and updating the procedures.
- ii. To evaluate the vendors & selecting the vendors who efficiently meet quality requirements.
- iii. To monitor with vendors for timely supply of materials.
- iv. To monitor the process of pending indents for timely order placements

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#### 4.1.3 DY. MANAGER (IMPORT) / ASST. MANAGER (IMPORT)

1. Responsible for day-to-day activities related to imports including co-ordination with freight forwarders for timely clearance and arrival at JAL factory.
2. To attend to all indents received from various departments
3. Send enquiries, get offers and circulate comparative statements where ever applicable
4. To circulate OFS and send order confirmation to respective suppliers.
5. Follow-ups and co-ordination with suppliers for timely dispatches and documents
6. To check and arrange to clear payments related to imports as per schedule
7. To check and supervise all activities related to all types of licenses for Imports
8. The assist Senior Manager Imports in all the activities related to Imports, Import license, etc.
9. To look for new vendors / suppliers for existing and new items

#### 4.1.4 IMPORT ASSISTANTS

- i. To send enquiries to selected vendors and follow up for getting offers.
- ii. Preparation of comparative statements, OFS and placement of orders.
- iii. Maintenance of all import files.
- iv. To assist Senior Manager (Import) / Dy. Manager (Import)/ Asst. Manager (Import)
- v. Licensing Assistance:
  - 1) To inform Manager/ Dy Manager/ Assistant Manager for applying new licenses for import as & when required in coordination with export department.
  - 2) To check and supervise uses of all licenses and to keep record thereof.
  - 3) To apply for revalidation, extensions, redemption and amendment etc. for import licenses.
  - 4) To circular statement of pending import licenses regularly.
  - 5) To receive, enter, check and circulate CHAs bills for passing for payment.

**5.0 REFERENCES** – Purchase indents as per Stores Format Nos. JAL/R&E/STO/F/03 & JAL/R&E/STO/F/04.

#### 6.0 ABBREVIATIONS

P.O – Purchase Order  
OFS – Order Finalization Sheet (prepared to obtain financial approval.)  
CHAs – Custom House Agents  
JDGFT – Joint Director General of Foreign Trade  
DGFT – Director General of Foreign Trade

#### 7.0 INPUTS

- Indent from stores.
- Accepted vendor list
- Quotations.

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## 8.0 OUTPUTS

- Enquiries
- Comparative statement
- Order finalization sheet
- Sales contract / **Proforma Invoices** of suppliers
- Purchase order

**9.0 PROCESS:** Process flow chart is given in the Annexure No. JAL/R&E/PUR(IMP)/ANX/04.

**9.1 Receipt of Purchase Indents** – Purchase indents by Stores shall be received by Import department for processing.

**9.2 Processing of Indents** – Indents shall be checked for specifications, quality, delivery time & test requirement.

### 9.3 Processing of Enquiries

9.3.1 With a view to develop more vendors, enquiries can also be sent to new vendors apart from Acceptable Vendors in the Format (Enquiry Format No. JAL/R&E/PUR(IMP)/F/01) indicating the detailed specifications as per the indent to obtain quotations. Wherever necessary enquiries can also be sent by E-mail to obtain offers. The offer can also be obtained over telephone in case of emergency.

9.3.2 Enquiries may also be sent to the Branch Offices wherever required giving full details of the items required to get the quotations from the respective place through correspondence.

9.3.3 Where the prices and vendors are already approved, repeat orders shall be placed without inviting fresh quotation or negotiation.

### 9.4 Processing of Quotations

9.4.1 Quotation received will be attached with relevant enquiries and shall be checked for the following:

- a) Details of the items offered by the vendor with respect to indent & enquiry and suitability of the same.
- b) Competitiveness of prices
- c) Delivery
- d) Payment terms
- e) Other terms and conditions as applicable.

9.4.2 If required, clarification shall be obtained from the vendors, Quotations are compiled in the comparative chart (Format No. JAL/R&E/PUR(IMP)/F/02A) & shall be scrutinized by Senior Manager / Manager (Import) and the concerned indenter whenever required.

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9.4.3 However, if we have only one offer (especially in cases of procurement from OEM or for brand approval), quotations are compiled in the OFS itself. but when there are more than 2 offers, the quotations are compiled in the comparative chart (Format No. JAL/R&E/PUR(IMP)/F/02A)

## 9.5 Negotiations

Negotiation shall be done with the prospective vendors if required. Wherever necessary, placement of purchase order / signing of sales contract, shall be finalized with one or more suppliers, depending upon several factors.

9.5.1 After finalization of the price and supplier, OFS is prepared and sent for approval by VP (C), ED & Jt. MD as per format No. JAL/R&E/PUR(IMP)/F/03A for aluminium metal & other imports and format No. JAL/R&E/PUR(IMP)/F/03B for aluminium scrap.

## 9.6 Issue of Purchase Order / Signing of Sales Contract

9.6.1 Purchase Order is prepared on approved vendor / new vendor (as trial order) for materials other than (sow /ingots, re-melted ingots, billets, Silicon & Manganese), in format No. JAL/R&E/PUR(IMP)/F/04A.

Supplier's sales contract / Proforma Invoices will be accepted for aluminium metal, aluminium scrap, silicon and magnesium or any other item on only approved suppliers. However, trial order will be issued on new suppliers. The issue of purchase order and signing of the supplier's sales contract/ proforma invoices to be done only after financial approval taken from VP (C), ED & Jt. MD. The following OFS formats are applicable:

- a) JAL/R&E/PUR(IMP)/F/03A – for all materials other than aluminium scrap
- b) JAL/R&E/PUR(IMP)/F/03B – For aluminium scrap

The general terms and conditions of purchase as per Annexure No. JAL/R&E/PUR(IMP)/ANX/07 will be sent along with purchase order / signed sales contract or Proforma Invoice.

9.6.2 Quality requirements of the material are assured by way of Test certificate from the vendors wherever applicable and Inspection / trial test at Jindal JAL-R&E.

9.6.3 Purchase order is issued after checking the adequacy of the specific requirement. All points to be checked before issue of purchase order as per checklist under Annexure JAL/R&E/PUR(IMP)/ANX/05.

9.6.4 One copy each of the P.O as well as signed sales contract/ **proforma invoices** shall be sent to Accounts Department. One copy shall be filed in a follow up file, for effective follow-up with the vendors for timely delivery in terms of the P.O and sales contract. Copy of GTC as per annexure No. JAL/R&E/PUR(IMP)/ANX/07 to be sent to suppliers.

9.7 **Approval of Sample** – In case of approval of sample, the same shall be received and checked for the suitability as per the requirement of indenting department. Approval or rejection of the samples is intimated to the vendor. If any corrections / improvements, replacements are required, such details are also intimated to the vendor.

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## **9.8 Receipt/Approval/Rejection of Material & Replacement:**

9.8.1 Materials received are checked by the Stores & concerned Technical Departments co-relating with indents, PO's and supplier's sales contracts for suitability and acceptance. The acceptance criteria for raw material & production consumables are as addressed in Extrusion Foundry procedure No.JAL/R&E/EFOU/PR/01 – Page Nos: 14 & 15 and annexure No: JAL/R&E/EFOU/ ANX/01. If any variations are found at the time of inspection, it shall be taken up with the supplier.

9.8.2 Whenever the materials are rejected, the details of rejection such as reason for rejections, variations, wrong specification etc. is informed to the vendors.

9.8.3 After trial/inspection by the department concerned, the rejected material is sent back to the vendors for replacement or the order will be cancelled and directed to other supplier,

## **9.9 Review of pending Indents & Orders:**

Stores department prepares a statement every month showing details of pending indents and orders for circulation. Import department will do Updation and then return the same to Stores.

**9.10 Changes in the Specifications:** Whenever changes are made in the specifications, proper & prompt communication is sent to the vendors in time.

## **9.11 Selection of Vendors:**

9.11.1 The vendors shall be selected for supply of materials, who efficiently meet quality requirements, quantity and timely supply at competitive prices. The suitability of the existing vendors is checked based on their past performance. New vendors are approved based on the trial order performance or sample approval.

9.11.2 Vendors, who satisfy the criteria, are selected and included in the list of Approved Vendors and approved by the Senior Manager / Manager (Import). A list of Approved Vendors is maintained as per the Format No. JAL/R&E/PUR(IMP)/F/07. Agents of foreign vendors can be included in the acceptable vendors list. The approved vendors list for scrap is maintained in format No. JAL/R&E/PUR(IMP)/F/07A.

9.11.3 Appraisal of approved vendors is carried out once in a year to check the performance and suitability as per the Format No. JAL/R&E/PUR(IMP)/F/09 and vendors are re-evaluated as per Format No. JAL/R&E/PUR(IMP)/F/08.

## **9.12 Import of Material**

9.12.1 Import of material is made against the indents received from the Stores as per Stores Format Nos. JAL/R&E/STO/F/03 & JAL/R&E/STO/F/04

9.12.2 Import Enquiries are sent either by telephone / fax /email or letters. Negotiation by telephone / fax /e-mail is done for finalization or price, shipment, payment terms, other terms and conditions with the vendors.



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9.12.3 Comparative Statement is made as per Format No.JAL/R&E/PUR(IMP)/F/02A, Order Finalization as per Format No.JAL/R&E/PUR(IMP)/F/03A and Purchase Order is sent as per JAL/R&E/PUR(IMP)/F/04A.

9.13 Procedure to be followed for Import of Aluminium scrap is as detailed in Annexure No. JAL/R&E/PUR(IMP)/ANX/06

9.14 Retention Period for various records will be as per Annexure No.JAL/R&E/PUR(IMP)/ANX/03

## **10.0 PROCESS MONITORING**

10.1 The past performance of the vendor is evaluated every year and they are graded based on the quality & delivery performance as per format No. JAL/R&E/PUR(IMP)/F/09.

10.2 The previous rates of the suppliers are reviewed at the time of negotiation.

10.3 Purchase order and sales contracts are checked with respect to indent for adequacy of the information before sending to the supplier.

10.4 On receipt, the Stores check the materials & concerned departments to ensure that the materials meet the requirement as mentioned in the P.O & indent. In respect of aluminium scrap and aluminium raw material as per Stores indent.

## **11.0 NON CONFORMITIES AND CORRECTIVE ACTION**

The non-conformities like rejection of incoming material are segregated in stores and supplier is duly informed for replacement of the material. These non-conformities are analyzed for causes and suitable corrective action is taken to avoid the recurrence of the non-conformities. The format for nonconformity and corrective action is prepared by stores/QA and corrective action is taken up by Purchase as per format number JAL/R&E/NCA/F/01

## **12.0 RISKS AND OPPORTUNITIES**

Risks and opportunities are analyzed and maintained record in the format JAL/R&E/PUR(IMP)/F/10.

## **13.0 ANALYSIS AND EVALUATION**

The following data are analyzed by statistical techniques:

The vendor ratings (annually)

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#### 14.0 CONTINUAL IMPROVEMENT

The quality objectives are monitored for improvement once in a Quarter and the current level of the objectives is noted down and target level is fixed for the next period and action plan is developed to attain the target level and monitored for improvement. The details are recorded in the format JAL/R&E/QMSC/F/01.

The effectiveness of corrective and preventive action taken for the non-conformities is also monitored for improvement.

PDCA cycle is as per Annexure JAL/R & E/PUR(IMP)/ANX/09.

#### 15.0 EXTERNALLY PROVIDED SERVICES

The details for this is addressed in document number JAL/R&E/PUR(IMP)/ANX/06 which pertains to customs clearance.

#### 16.0 ORGANIZATIONAL KNOWLEDGE, COMPETENCE, AWARENESS AND COMMUNICATION

To ensure a system for enriching the skills and attitudes of employees required for specific jobs and to be in line with the technology development, innovations and growth of the organization, the training needs are identified and provided.

The educational background, professional training of employee etc, are recorded in format No. JAL/R&E/TRG/F/01

The head of the department is responsible for identifying the training needs and to ensure that the training is imparted to meet these needs.

The training can be: -

- On-the- job training
- Specialized training

The training needs are based on the employee's qualification, experience and job requirements.

After the training needs are identified in format No JAL/R&E/TRG/F/02, the training is planned and scheduled. The training can be imparted by :-

- Qualified and experienced internal staff
- External experts through in-house training programmes
- Professional institutions through their open courses/seminars/workshops

After the training is imparted, the training records are maintained in format No JAL/R&E/TRG/F/03

The training review is conducted to assess effectiveness of the training which will be done six months after the training has been imparted. This will be reviewed by the HOD.

Competency chart for all positions in Purchase (IMP) is as per Annexure JAL/R & E/PUR(IMP)/ANX/10

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**LIST OF ANNEXURES**

<b>SL NO.</b>	<b>DESCRIPTION</b>	<b>ANNEXURE NO</b>
1	LIST OF ITEMS	JAL/R&E/PUR(IMP)ANX/01
2	CRITERIA FOR SELECTION OF VENDORS	JAL/R&E/PUR(IMP)ANX/02
3	LIST OF RECORDS	JAL/R&E/PUR(IMP)ANX/03
4	PROCESS FLOW CHART FOR PURCHASE(IMPORTS)	JAL/R&E/PUR(IMP)ANX/04
5	CHECKLIST	JAL/R&E/PUR(IMP)ANX/05
6	PROCEDURE FOR IMPORT	JAL/R&E/PUR(IMP)ANX/06
7	GENERAL TERMS AND CONDITIONS (GTC) OF PURCHASE	JAL/R&E/PUR(IMP)ANX/07
8	PDCA CYCLE	JAL/R&E/PUR(IMP)ANX/08
9	COMPETENCE CHART	JAL/R&E/PUR(IMP)ANX/09

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### LIST OF ITEMS

Sl.No	Item	Authority to Review and Approve Purchase Orders
1	Aluminium Metal (sow ingot, re-melted ingot and billets)	VP (C) → ED → Jt. MD
2	Aluminium scrap	
3	Silicon Metal	
4	Magnesium Metal	
5	Ceramic foam filter	
6	Aluminium foils	
7	Conveyor belts	
8	Band saw blades	
9	Machinery spares	
10	Filter elements	
11	Capital goods	

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## CRITERIA FOR SELECTION OF VENDORS

01. To check whether the vendor is a:
  - a) Manufacturer
  - b) Stockist
  - c) Authorized Distributor
  - d) Sub-Contractor
  - e) Fabricator
  - f) Service Provider
  - g) Indenting Agent of Manufacturer
  
02. Whether having capacity to manufacture, if manufacturer whether, sufficient control on quality including inspection, measuring, test equipments & calibration facilities and supply as per our requirement specification – if dealer / trader / stockist / distributor, whether in a position to get material to meet our requirement from their Principals.
  
03. If necessary, to check the sample by testing / trial use or by physical inspection of the product
  
04. Capacity to supply sufficient quantity / rendering service.
  
05. Verification with existing customers for checking quality, quantity, service, capability, maintaining of delivery schedule, if required.
  
06. New Vendors:  
New Vendors are evaluated by placing trial order, if the vendor satisfies the requirement in terms of quality, price and delivery the vendor is listed.
  
07. Performance Rating of Vendors (Criteria for evaluation of vendors)

Vendors Performance Review is carried out once in a calendar year by Purchase personnel and documented as per Format No. JAL/R&E/PUR(IMP)/F/09.

The vendor rating norms are as shown in the above format No. JAL/R&E/PUR(IMP)/F/09.

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### LIST OF RECORDS

Sl. No	Description of format	Format No	Remarks and Retention period
1	Enquiry	JAL/R&E/PUR(IMP)/F/01	1 Year
2	Comparative statement	JAL/R&E/PUR(IMP)/F/02	1 Year
3	Order finalization sheet (other than aluminium scrap)	JAL/R&E/PUR(IMP)/F/03A	1 Year
4	Order finalization sheet (for aluminium scrap)	JAL/R&E/PUR(IMP)/F/03B	1 Year
5	Purchase order	JAL/R&E/PUR(IMP)/F/04A	1 Year
6	*List of approved vendors (only production materials)	JAL/R&E/PUR(IMP)/F/07	1 Year
7	List of approved vendors & current status for Al scrap – Taint-Tabor	JAL/R&E/PUR(IMP)/F/07A	1 Year
8	Vendor rating guide	JAL/R&E/PUR(IMP)/F/08	1 Year
9	Vendor performance review	JAL/R&E/PUR(IMP)/F/09	1 Year
10	Risk & opportunities	JAL/R&E/PUR(IMP)/F/10	3 Year
11	Purchase indent (regular)	JAL/R&E/STO/F/03	1 Year
12	Purchase indent (non-regular)	JAL/R&E/STO/F/04	1 Year
13	Quality objective monitoring record	JAL/R&E/QMSC/F/01	3 Years
14	Nonconformity and corrective action	JAL/R&E/NCA/F/01	1 Year

\*Updated every year during the month of April.

### TRAINING RECORDS

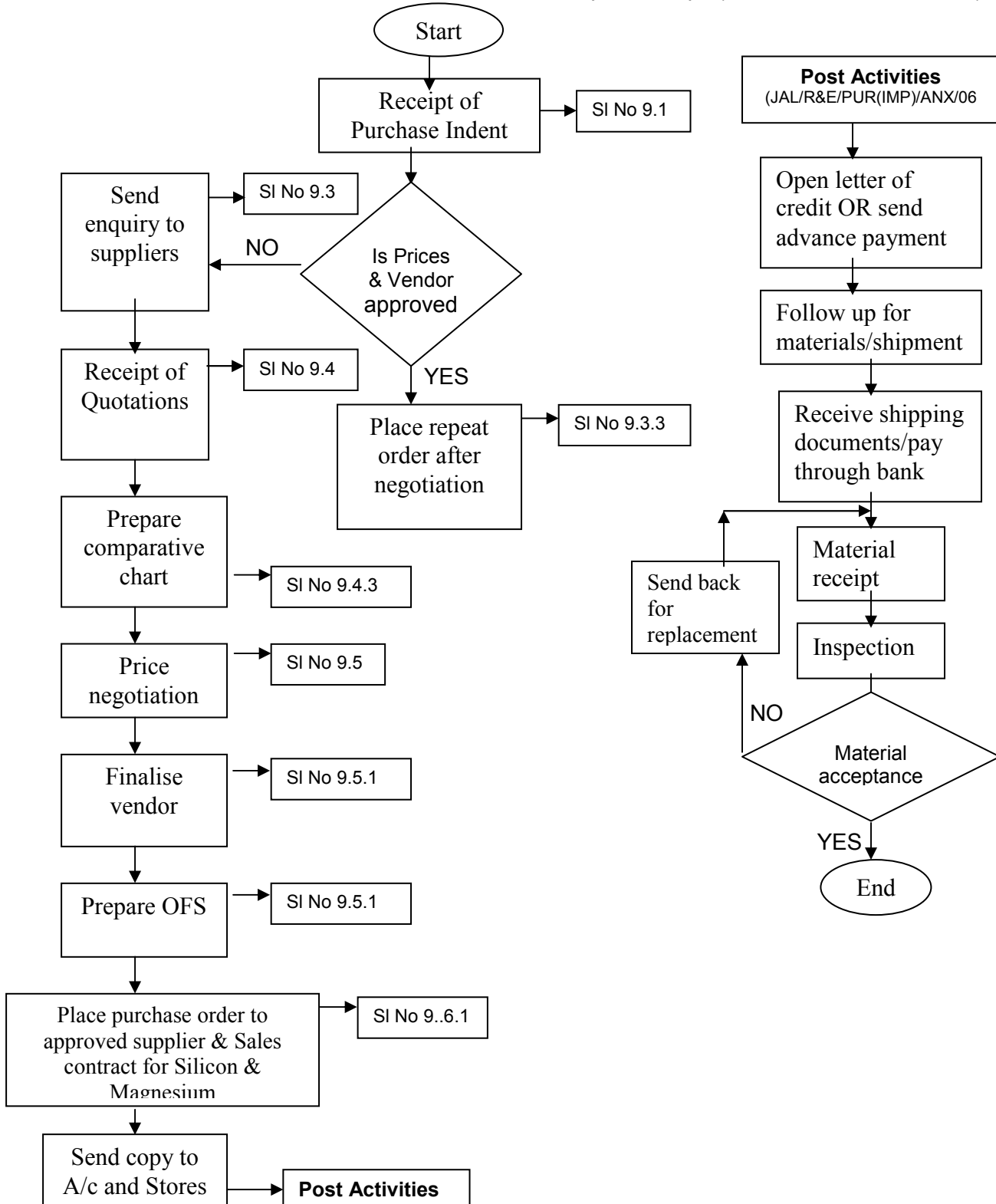
Type of Records	Format Reference	Retention Period	Responsible Person
a. Training Record	JAL/R&E/TRG/F/01	Till person is in service.	Head of department will be responsible for the training records.
b. Training Needs during Apr _____ to Mar _____.	JAL/R&E/TRG/F/02	One Year	
c. Record of Training Imparted & Review of Effectiveness of Training from Apr _____ to Mar _____.	JAL/R&E/TRG/F/02	One Year	

**Note:**

The computer generated documents (soft copy) will not be having the signature of the generating department. However, if a hard copy is taken out, it has to have signature of the concerned person.

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**PROCESS FLOW CHART FOR PURCHASE (IMPORTS) – (Cl: 8.4 of IS/ISO-9001:2015)**



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### CHECK LIST

- 1) If Purchase order is done on computer, make sure that format number is stamped / printed.
- 2) The comparative statement and OFS to have reference of Purchase Order and Sales Contract.  
(To enter the reference, after issue of OFS)
- 3) Is QAP applicable or not?
- 4) Any technical specification to be sent along with PO / Sales Contract?
- 5) Any drawing to be sent?
- 6) Any advance payment to be sent?
- 7) Has OFS been approved?
- 8) Has any inspection clause to be incorporated?
- 9) Is delivery indicated OK?
- 10) Has mode of transport, freight and insurance clause been incorporated?
- 11) Has payment terms been stipulated properly or not?
- 12) Is any import Licence required?
- 13) Is port of entry specified?
- 14) Is the GTC attached to Sales Contract?

Date:

Signature of person who has checked



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## PROCEDURE FOR IMPORT

### i. ALUMINIUM SCRAP:

01. Decision for import with regard to quantity, when and at what price, will be communicated by TOP management to Purchase (Imports) department. Enquiries will be sent to approved vendors as well as new vendors (if any listed) by email or over phone. The basis of import to be CIF-Chennai (Inland haulage charges, destination charges and customs clearances to be borne by JAL).
  
02. The following countries are listed for import:
  - Australia
  - Middle East
  - Singapore
  - Israel
  - Europe
  - South Africa
  - Any other country with prior approval from management

The preference for import of extrusion production scrap to be given for Australia since their prices are always competitive, as compared to other countries. However, for Rolling division, since the requirement will be for specific grade, import may be done from any other country in the world.

03. After receipt of offers, negotiate the prices to bring it down to the maximum extent possible, after taking into consideration the trend of prevailing LME.

Generally, the scrap price is always lower than LME to the extent of USD 200 – 250 PMT. During fluctuation, the price difference will be up by USD 500 – 600 PMT (Sometimes, extrusion scrap will have to be purchased at flat LME, depending upon the premium on primary metal. This has to be done with the approval from Management.)

04. The Purchase (Imports) department to ensure the following before signing sales contract:
  - Other than wire scrap, the scrap to be either baled / briquetted.
  - The scrap to be free from powder coating / anodizing, printing, painting, etc. (minor mix to be permitted)
  - No mix up of paper, oil, iron, plastic, copper, screws, etc. (Maximum of 1% for extrusion and 2% for taint-tabor to be allowed).
  - In case of delay in shipment by more than 15 days, JAL will have the choice to cancel the signed sales contract.
  - After finalizing rate with the suppliers, we should ask them to send us sales contract mentioning therein all the terms and conditions including supply schedule, documents required, payment terms, terms of LC, sight LC or usance LC with or without interest, last date of shipment etc.

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05. Despatch of scrap by the supplier to be within 30 days from the date of signing the sales contract. If the supplier needs extra time for despatch, approval to be obtained from Top management.
06. While negotiating, we should take proper care of the past performance of the supplier as well as the LME pattern i.e. if LME pattern is downward side we should book small quantities at a time with each subsequent lot at reduced prices than the earlier one. If the LME is on the upward trend, we should buy maximum quantity at best possible prices before LME stabilize at higher level. Scrap does not vary at same pace as LME. Whenever LME is on the rise, scrap rises slowly. Similarly when LME is on the downward trend, scrap falls slowly. At the time of finalization of price, we should also give our shipment schedule for supply of material. If LME is on lower side, we should wait for 15 days to get reasonable offers.
07. Immediately after finalizing the purchase supplier of scrap, e-mail should be sent to Jt. MD, ED, VP (C) by Purchase (Import) Dept. If sales contract is finalized after close of office, immediate information be given to ED, and Import Dept., over phone with all the details as above. This should be followed by Email at the earliest opportunity. Immediately on receipt of this information, ED should get this rate verified with prevailing LME at that time/cross check with other suppliers. ED will take into consideration the quality, quantity, delivery time, vendor reputation, payment terms etc. while comparing the price with other vendors. In case any difference (loss to the company) is suspected, effort should be made to cancel the order. Simultaneously action should be initiated against the person who has finalized the order and report be given to CMD Saheb. Dishonesty of any kind whatsoever will not be tolerated at any cost, which should be borne in mind by everyone.
08. **Dy Manager / Asst. Manager** Import will make a post deal OFS (regularization) same day of the deal or maximum by very next day mentioning therein all the details, the quote & terms of other vendors also, LME price on the day of deal. The OFS will be circulated to ED/VP(C) through mail or in document format and will make sure that OFS comes back the very next day with the observations if any for immediate implementation. However, finalization of the sales contract should not be delayed because of approval of OFS since it is a post deal regularization of OFS in format No. JAL/R&E/PUR(IMP)/F/03A.
10. Sales Contracts/ Proforma Invoices to be signed by Sr. Manager / Manager-Import, who should go through the sales contract. If the terms and conditions mentioned in the sales contract are acceptable, Sr. Manager/Manager-Import shall return the copy of sales contract duly signed to the supplier. However, if any clause is not acceptable to us or amendment is required, the same should be communicated to the party to make necessary changes/amendments in the sales contract and should ask the party to send us a fresh/**revised** contract.

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11. While booking the material or signing the sales contract, care should be taken to see that dispatch schedule will not exceed more than 30 days from the date of contract. In case the quantity of contract is 200 MT or above, shipment can be effected within 6 weeks. (Approval from Management to be obtained if the schedule exceeds more than 30 days).
12. In case of re-melted ingots, orders to be confirmed only after study of the chemical composition of the offered material as well as LME.
15. Earlier, the difference between re-melted ingots and LME was around USD 50 PMT but, it is now seen that price of LME and the re-melted ingots ranges from USD 300 PMT to USD 400 PMT. While finalizing orders for re-melted ingots the said price difference to be taken into consideration.
16. If the material is delayed beyond the scheduled day of shipment as per the contract, the same should be reviewed before extending the shipment schedule depending upon LME and the market rates. For example, if sale contract has been finalized at USD 2200 PMT when LME was approx. USD 2500 PMT and scheduled shipment was 1st September and if the supplier has delayed the dispatch of material as per the contract terms and LME comes down by that period then the contract should be terminated or re-negotiated with the Supplier or as agreed by Jt. MD / ED / VP(C). In case LME has gone up, we can extend the shipment schedule at old rates. LC amendment charges for the extension of delivery date as per the request of Vendor to be borne by the Vendor.
17. While finalizing orders for scrap, we should ensure that quantity tolerances maintained in the contract should be + /- 10% or as agreed with the suppliers.
18. While finalizing the order for scrap we should ensure that from Middle East minimum 20 MT should be loaded in 20' container and whenever material is shipped from Australia minimum 18–20 MT per 40' container should be loaded, because the scrap is baled and not briquetted.
19. In case of any big contracts ( more than 100 MT), we should take due care to mention in our contract that not more than 5 containers should be dispatched in one lot and should not be dispatched in more than two lots.
20. Any supplier not adhering to contract terms because of any non-genuine and unacceptable reasons should be dealt with very strictly and any financial losses occurred because of them should be recovered from them at the best possible efforts basis. Suppliers not agreeing to the above should be black listed and no further dealings should be done with such suppliers.

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21. Material should be insured by party (including war clause) for full risk of 110% of actual value from warehouse to warehouse. Insurance must be comprehensive. Most of the insurances are port to port, depending upon the sales contract with the supplier.
22. Transshipment should be avoided. Material should be loaded in a direct vessel as far as possible.
23. We should ask only for briquetted and baled scrap. Not to accept scrap in loose condition or in bags since there will be chances for cheating, space problem as well as unloading / handling problem.
24. For Rolling division, to accept only Taint-Tabor, Taste/Talon (wire scrap) and other suitable grade as per ISRI "TREAD"
25. For wire scrap, to make it clear in writing through e-mail that material should be without grease, paper and other foreign particles.
26. For information, we should also find out rates for billet ends. Generally, the price for such scrap will be on higher side.
27. Parties from Middle East and Europe normally load 18 – 20 MT because of briquetted per 20' container whereas, from Australia same quantity is loaded in 40' container. This increases our Inland Haulage and clearing expenses. Hence, prices of scrap from Australia should be lower than middle East by about USD 20 – 30 PMT to take care of these expenses.
28. The material should be booked upto Chennai Port in case of scrap and up to ICD, Bangalore in case of Aluminium ingots / Billets or as viable. Inland haulage charges from Chennai Port to Bangalore will be to our a/c. Furthermore, we must insist for 10 to 14 days free detention period for containers. This must form a part of the conditions in the sales contract.
29. All scrap shipments must carry pre-shipment inspection certificate (PSIC) issued by DGFT approved/ authorized agencies. Vendor will bear the cost of arranging the PSIC certificate.
30. When we finalize two or more contracts with the same supplier it should be ensured that the supplier dispatches the material on first come first served basis, i.e. contract which is finalized first should be shipped first. Sometimes supplier tries to ship material of higher rate first and tries to delay contract where rates are low. Sr. Manager/ Manager -Import will keep watch on such activities of the supplier. He will ask the invoice before shipment, lodging documents under LC so that rate can be verified.

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31. The DGMs & Managers of Cast House / Foundry will keep watch on the quality of the scrap. Whenever the quality is found inferior or not as per the contract, he should immediately inform Sr. Manager/ Manager/ Dy Manager-Import to lodge claim with the supplier. This should also be brought to the notice of Jt. MD & ED, who will take-up the matter strongly with the supplier and get the claim settled for the quality complaint. ED will also keep watch on quality of scrap for any action to be taken.
32. Stores Manager will monitor and ensure that weight of the scrap is correct. If variation is more than +/- 0.5%, Stores Manager should inform Sr. Manager/ Manager/ Dy. Manager-Import about such variation, who should lodge claim with the supplier for the shortage. Sr. Manager-Import will pursue for all claims lodged with the supplier and will bring the same to the notice of Jt. MD & ED. If any supplier is not settling our genuine/reasonable claim, we should blacklist such parties and stop dealing with such suppliers.
33. ED/VP(C) to make efforts to develop new reliable and reputed vendors for import of scrap so that we have more sources and better negotiating power.

### **Loopholes plugging regarding scrap purchase**

1. Whoever is nominated by CMD from time to time, will finalize the order with supplier after contacting various parties and getting their offers on any supplier without consulting anybody but Jt. MD at a price which should be in order after proper negotiation.
2. Immediately within 10 minutes of finalization, ED will inform VP(C) depending upon who has finalized the business, by email stating the name of the supplier, price finalized, quantity, date and time of finalizing order and all other details during office hours and over telephone beyond office hours but next morning confirm through email (even by dictating over telephone if not in office).
3. As far as possible, orders should be finalized with big and reputed parties directly avoiding the middlemen or their representatives in India.
4. Do not indicate our price to any party. Always ask for their offer/price and then give our counter offer based on LME/offer of others. But some suppliers require our prices. In such cases, Management approval will be taken.

### **ii. Other imports**

1. Jt. MD / ED / VP(C) will be responsible for all import activities and will be fully assisted by Sr. Manager / Manager -Import.

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2. The Company is importing primary aluminium sow ingots, aluminium re-melted ingots, billets, aluminium scrap, magnesium, Ceramic foam filters, silicon, machinery/ machine tools, spares, hot die steel, conveyor belts, band saw blades, filter elements etc. Sr. Manager/Manager/ Dy Manager -Import must acquire basic knowledge of the main characteristics of the import items.
3. **Preliminary steps to contact overseas suppliers:** To use Internet as source for locating the suppliers. Apart from internet, Consulate General/Trade representatives of various countries may also be contacted to ascertain names and address of capable overseas suppliers. In addition to this, trade directories, yellow pages, chambers of commerce can also be consulted. Magazines publishing information regarding import business to be looked into.
4. **Enquiry & Quotation:** The creditworthiness of the new overseas suppliers and his capacity to fulfill the contract should be properly verified and their bonafideness carefully checked. The Bankers' report on the overseas seller about the financial status should be obtained wherever necessary. The assistance of credit information agency for commercial information may also be taken. (These should be asked only in case of new suppliers on whom high value orders are considered, as these reports are available only at a cost). The format for enquiry to be as per JAL/R&E/PUR(IMP)/F/01.

The enquiry should be floated to approved overseas suppliers to quote with detailed particulars like description of items, quantity, price ex-works, FOB, C&F or CIF, mode of payment, lots of dispatches, delivery period, loading port/air ports, design, drawings etc. Insurance should be on warehouse to warehouse basis (if extra charges are not asked for warehouse to warehouse insurance) with first class insurance company covering all the risks like theft, pilferage, damage, fire, misplacement, war etc.

Once the quotations are received, import department should prepare comparative chart / OFS and get it cleared from Technical Dept as per procedure laid down in this procedure for OFS. Orders for import of Aluminium ingots/scrap/billets will be finalized by Jt. MD/ED/VC as per procedure given separately. Import of materials other than aluminium sow ingots, re-melted ingots, billets, silicon, magnesium and capital goods are to be through Purchase Order, as per format No. JAL/R&E/PUR/IMP/F/04A. However, Accounts will pass the bill based on sales contract received from party & accepted by us as per OFS approved by VP(C)/ED/Jt.MD.

5. **Mode of Pricing:** The price being the major factor should contain all information like basic negotiated price, ocean freight if contract is on FOB, basic import duty, additional duty, customs clearance charges, tax implication and other charges if any with price FOB, C&F, CIF. If CENVAT credit is available the same should be considered for comparison of price. The foreign supplier should be advised to mention the net price (discounted price) in their invoice and not to mention discount separately. If the orders are placed through commission agents and if any commission is payable, it must be endorsed on the OFS as it will form part of the cost of the goods.

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6. **Finalizing Contract:** A formal contract incorporating the terms and conditions settled between JAL and Overseas supplier, to contain the following:

- (a) Supplier/Agent's name & address
- (b) Description of goods
- (c) Quantity
- (d) Price, Ex-Works, FOB, C&F or CIF
- (e) Mode of payment i.e. by LC /Advance payment/CAD etc.
- (f) Delivery period
- (g) Lots of dispatches.
- (h) Name of inspection agency, if any.
- (i) Mode of transportation – by ship, air or through post.
- (j) Ports of loading/destination
- (k) Insurance particulars
- (l) Details of import license, if any
- (m) Documents required for Bank & Customs clearance.
- (n) Bank charges
- (o) Names of reputed shipping lines/Forwarder, if nominated by us.
- (p) For Full Load Containers (FLC) to get 20' container as far as possible. Expenses are less in case of 20' containers.

In addition to the above, the overseas purchase order, supplier's sales contract/proforma invoice duly signed by JAL to be accompanied with GTC of purchase, as per Annexure No. JAL/R&E/PUR(IMP)/ANX/07. The contract should be signed by Import Manager on behalf of company.

## 7. **Mode of import:**

The mode of import will be under the following schemes:

On merit i.e. normal rate of import duty or under Advance authorization licence.  
Export production capital Goods Scheme (EPCG)  
Focus market scheme (FMS) / Merchandise Export from India scheme (MEIS)

## 8. **Mode of payment:**

- (a) Payment terms should be mentioned in OFS and got approved from Sr. Manager/Manager-Import + Jr. MD / ED / VP(C).
- (b) The import payments by means of letter of credit opened by Company in favour of seller abroad, who gets payment from Bank in his country after negotiation of the documents. As far as possible, opening of LC should be avoided and CAD payment term to be opted, if acceptable to supplier.

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- (c) Advance remittances up to Rs.500,000/- shall be approved by Sr. Manager/Manager-Import and above Rs. 500,000/- by Jt. MD / VP(C) / ED.
- (d) The payment should be made strictly as per terms of order availing credit period permissible.
- (e) The payments of import bill should be made on due date and as far as possible adjusted against Import receivables in order to save exchange rate difference. This will be the responsibility of Manager-Finance/Accounts Manager.

**9. List of documents to be collected:**

- (a) Commercial invoices
- (b) Bill of lading/AWB
- (c) Packing list
- (d) Catalogue/literature (for machinery and spares)
- (e) Insurance policy
- (f) Country of origin certificate
- (g) Test/Inspection certificate

10. After receipt of copy of advance set of documents, scrutiny should be done as under by Import Assistant / Asstt Manager

- (a) All documents in full sets as per LC/ Order terms should be checked.
- (b) The documents in regard to drawing, limit of LC/order amount, beneficiary signature, same currency as per order, the amount in words and figures, proper stamping with detailed scrutiny of invoice, like quantity, rate, value as FOB, C&F, CIF etc. Arithmetical calculations, bill of lading, freight and all other important particulars.
- (c) Insurance policy examination
- (d) Certificate of analysis, weight
- (e) Certificate of origin

All documents should contain full details as required by LC / terms of contract.

**iii. Customs Clearance**

- (a) Clearance by clearing agents: Asstt. Manager – Import / Import Asst should obtain minimum 3 quotations and get approval from VP(C)/ED/Jt.MD (depending upon the value, sometimes rates are fixed for certain time). The quotations from clearing agent should specify their agency charges and other expenses (like loading/unloading, crane/fork lift, sundries) documentation etc. separately.



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**iv. Reports & Registers: (either as soft or as hard)**

- i) Import order register
- ii) Advance license register
- iii) EPCG License register
- iv) Raw material / Scrap Order Booking register
- v) Statement of claims on suppliers (monthly)

Data can also be maintained in soft copy.

**v. General guidelines to be followed:**

- (a) If the copy of bill of lading is not received within 10 days, after shipment, contact the agent and follow-up with their principals.
- (b) Material should be shipped directly, as far as possible.
- (c) In case of abnormal delay in dispatch of material, we should ask Indian Agent or Principal to cancel the order. If there is no supply against our purchase order by supplier, to claim differential amount from supplier on account of escalation in price, if any.
- (d) Insurance clause should be from warehouse to warehouse or from port to port basis.
- (e) Quotation should be obtained from all the possible countries and Inter-country. Rate should be compared before finalization and approval should be obtained as per OFS procedure.
- (f) The UCPDC (Uniform Customs and Procedures for Documentary Credit) (latest edition) should be strictly followed in case of bank charges payable on LCs.
- (g) The INCO terms (International Contract Terms) should be followed as far as possible.
- (h) On receipt of material it should be checked by Technical Dept. and if there is any defect, shortage, breakage etc, then claim should be lodged with Insurance Co/Supplier/Agent.
- (i) The suppliers should be asked to ship material through reputed shipping lines like Evergreen, Hapag LLOYD, Maersk, P&O etc.
- (j) The supplier should be instructed not to use freight forwarders (best possible basis) while shipping material to us.

(k) In case of receipt by courier, CENVAT credit can be availed, provided courier receipt is made out in favour of JAL exclusively and separate bill of entry filed for JAL which may cost extra.

(l) Sr. Manager/Manager/ Dy Manager/ Asstt. Manager -Import should circulate a monthly raw material statement to Jt.MD/VD(C)/ED in following format.

Sl. No.	Name of Party/ Agent	Qty	Rate	Date of order confirmation by JAL	Period of shipment confirmed	Date of shipment and expected date of arrival	Name of Shipping Co.	Port of arrival

Sr.Manager / Manager-Imports may add more columns, so as to incorporate all details.

(m) Bill of Entry should be processed in advance to ensure that we do not incur any demurrage/ground rent charges. In case we are forced to pay these charges, approval from VP (C) / ED / Jt. MD should be obtained.

(n) All bills of shipping lines / Concor shall be passed for payment by Sr. Manager/Manager (Import) / VP (C).

(o) Classification of all imported material shall be approved by Company Secretary and in his absence by GM (CA).

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## GENERAL TERMS AND CONDITIONS (GTC) OF PURCHASE

(Annexure to Sales Contract / Purchase Order No.....Date.....)

### 1. Shipping Lines for our shipments :-

(a) We have observed that following shipping lines are un-necessarily charging above mentioned Charges at port of destination besides container damage charges, so please don't use these shipping lines for our shipments.

- (i) Pan Asia lines
- (ii) K-Lines
- (iii) Hanjin Lines
- (iv) Goodrich lines
- (v) Bhavani Shipping
- (vi) NYK Lines
- (vii) MOL(Mitsui OSK Lines)

(b) Please ensure following charges are paid at Port of Loading, since our contract term is CIF Chennai and these charges are part of sea freight.

- (i) Container / Equipment imbalance charges (CIC/ EIC)
- (ii) ISPS ( International Ship and Port Facility Security)
- (iii) Cost recovery charges (CRC) / Operational Recovery Cost/ Charges (ORC)
- (iv) BAF/ CAF or any other similar charges to be charged in US\$ or any other foreign currency

### 2. Container Damage :-

Kindly ensure following while loading cargo.

- (i) Before starting unloading, inspection of container to be done to check and confirm that no pre-existing damages are there and to take photos of container's floor, walls, ceiling and from outside. If any damages are there already then please do not accept container.
- (ii) To take photos during loading and after completion of loading from inside and outside of the container and if any damage is caused during loading then please bring it to the notice of the shipping line at origin port and pay for the repair charges as we will not pay for any damages caused at your end
- (iii) To take photos of container door in open conditions after completion of loading to show the loading pattern
- (iv) To take photos of the container door in closed position prominently showing container and seal number as well
- (v) To take few photos of the material before and after loading  
Please send us photos soon after dispatching the container for each shipment. We will not be responsible for any container damage / repair charges caused by improper loading or loading done in damaged container or old damages.

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### (3) Documents :-

Usually, we require following documents:-

- (i) Commercial Invoice
- (ii) Packing List showing net and gross weights and number of packages
- (iii) Bill of Lading ( allowing/ mentioning 14 days free detention at destination port )
- (iv) Certificate of origin
  
- (v) Marine Insurance Certificate/ Policy issued under ICC Clause (A) covering All Risks from warehouse to warehouse including war and SRCC coverage for at least 110% of Invoice value.
- (vi) Original Sales contract duly signed and stamped
- (vii) Product Brochure/ catalogues as applicable ( compulsory for mechanical equipments)
- (viii) Test Certificate / Mill Test Certificate/ Certificate of Analysis
  - ✚ Scanned copies of all above documents to be sent to us by e-mail at least 7-10 days before arrival of vessel at destination. We need to intimate to the Customs in advance to ensure movement of container to warehouse and failure to do so will attract more charges and less number of free days for storage causing extra cost to us.
  - ✚ Original documents should reach to our bank at least 7-10 days before arrival of vessel to ensure processing of payment on time. Please inform us DHL air way bill number soon after sending original documents.
  - ✚ E-mail communication to be sent to following e-mail IDs only.
    - Pardeep Kalra: [pkalra@jindalaluminium.com](mailto:pkalra@jindalaluminium.com)
    - Sachin Kumar: [sachin@jindalaluminium.com](mailto:sachin@jindalaluminium.com)
    - Sampat Kunder: [sampat@jindalaluminium.com](mailto:sampat@jindalaluminium.com)
    - Akshay Das: [imports@jindalaluminium.com](mailto:imports@jindalaluminium.com)
    - Suma Lata: [jalimport@jindalaluminium.com](mailto:jalimport@jindalaluminium.com)

### (4) Name of Bank for sending original documents : -

Kindly send original documents to below mentioned bank for CAD (Cash Against Documents) or D/P (Documents against presentation) shipments only.

THE HONGKONG AND SHANGHAI BANKING CORPORATION LIMITED  
GLOBAL TRADE AND RECEIVABLES FINANCE NO.-7, M.G ROAD-BANGALORE-560001-INDIA

SWIFT CODE: - HSBCINBB

Our Account No. 072-828619-001.

### (5) Weight Difference/ shortage :-

In case of weight difference/ shortage found at our end, we would be requiring weight tickets for weighment done at origin port or from a third party weighing scale at your end.

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**(6) Marking on goods :-**

For material shipped under FTA (Free Trade Agreement) benefits, must be marked with Made in \_\_\_\_\_ marks prominently as applicable.

**(7) Arbitration :-**

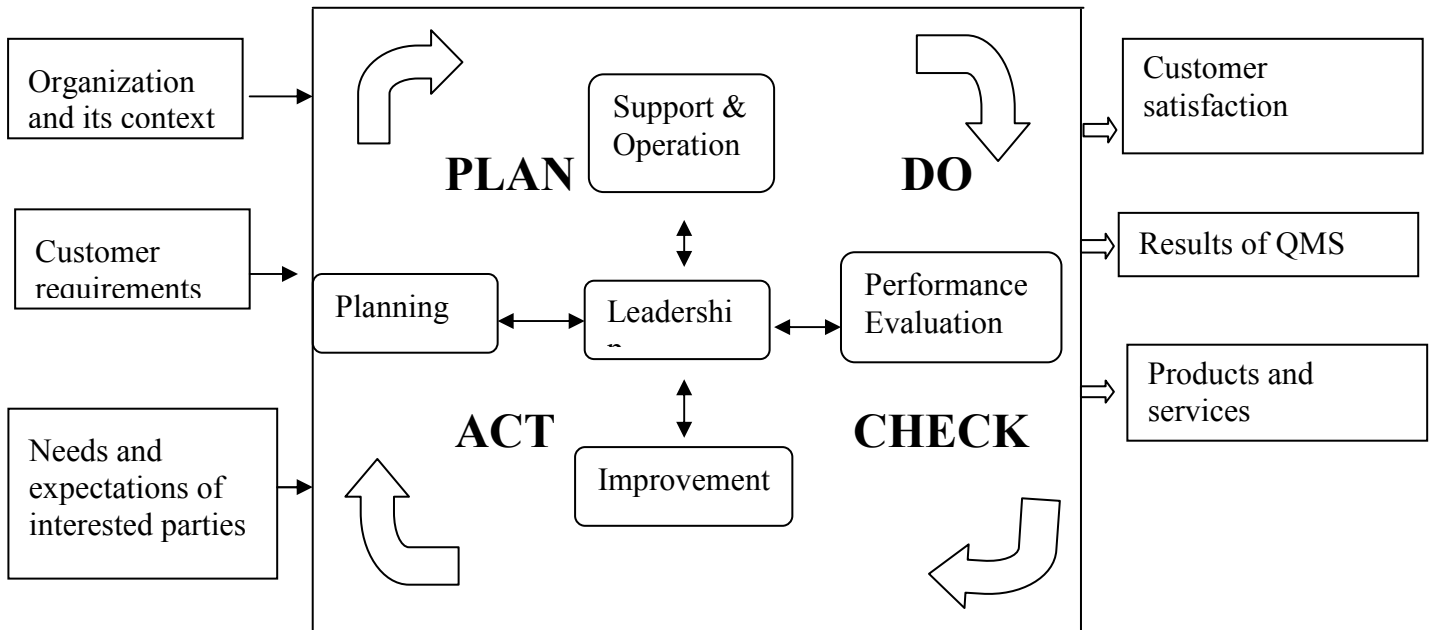
This agreement shall be governed by and construed in accordance with the laws of arbitration of International Chamber of Commerce. All disputes arising out of or in connection with the present contract shall be finally settled under the Rules of Arbitration of the International Chamber of Commerce by one or more arbitrators appointed in accordance with the said Rules and under mutual consent of both the parties. Arbitration shall take place in Singapore or in a country other than the countries of both the parties of the present contract but under their mutual consent and proceedings will be conducted in English only.

**Note: Above instructions may be updated from time to time according to the revised requirements or based on the experience in shipments.**

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## PDCA CYCLE

Quality management system



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### COMPETENCE CHART

Name of department: PURCHASE IMPORTS			Date : 15/2/2016	
IS/ISO 9001:2015 clause number 7.2				
Sl.No.	Position	Required qualification*	Experience required	Training
1	Sr. Manager (Purchase Imports)	Graduate/MBA	10 Years	1 year
2	Manager(Imports)	Graduate/MBA	08 Years	1 year
3	Deputy Manager	Graduate/MBA	06 Years	1 year
4	Asst. Manager	Graduate/MBA	04 Years	1 year
5	Import Asst	Graduate	02 Years	1 year
<p>*Note: Relaxation in qualification can be given in case the candidate is having sufficient experience in relevant field.</p>				
<p>Prepared &amp; Approved by:</p> <p>HOD</p>				

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 <b>MANUFACTURERS &amp; EXPORTERS OF ALUMINIUM SHEETS, FOILS, CIRCLES &amp; SLUGS</b>	<b>ENQUIRY</b>	<b>Jindal Aluminium Ltd.,</b> ROLLING & EXTRUSION DIVISION KIADB Industrial Area, Yedehalli Village, Tumkur Road, Dobbaspet, Nelamangala Taluk, BANGALORE Rural District PIN 562 111, INDIA PHONE : 080-27735051/27735003 FAX : 080-27735033 Email: <a href="mailto:imports@jindalaluminium.com">imports@jindalaluminium.com</a>		
<b>VENDOR</b>	<b>CODE</b>	Format No: JAL/R&E/IMP/F/01		
		<b>ENQUIRY NO.</b> <b>DATE:</b> <b>DUE ON:</b>		
Dear Sir or Madam, Please submit your most competitive quotation for the supply of following items as per terms and conditions given below and printed overleaf/ attached.				
<b>SR. NO.</b>	<b>MATERIAL CODE</b>	<b>MATERIAL DESCRIPTION / SPECIFICATION</b>	<b>ESTIMATED REQUIREMENT</b>	<b>UNIT OF MEASUREMENT</b>
<b>NOTE : PLEASE QUOTE WITH MOQ FOR EACH ITEM IF APPLICABLE</b>				

**IMPORTANT:**

Please furnish the following information in the quotations as applicable: -

1. Price break-up (material cost + packing/ shipping cost if extra)
2. Terms of delivery: EXW / FOB / CNF/ CIF/ DDP
3. Quantity / Cash or any other Discounts
4. Delivery Schedule ( Ex-Mill ) with Port of Loading
5. Validity of Quotation (minimum 7-10 days validity is required)
6. Terms of Payment
7. Guarantee/ Warranty period if applicable
- 8 H.S. (Harmonized System) code of each item
- 9 Please provide brand/ make/ origin/ supplier's name if material not produced by you
- 10 Please provide technical specifications/ catalogues/ information brochure/ leaflets, if any

Thanking you,

For JINDAL ALUMINIUM LIMITED  
ROLLING & EXTRUSION DIVISION

Sr. Manager (Imports) / Dy. Manager (Imports) / Asst. Manager (Imports)



		JINDAL ALUMINIUM LIMITED (ROLLING & EXTRUSION DIVISION)		
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Date:

COMPARATIVE STATEMENT  
(JAL/R&E/PUR(IMP)/F/02)

ITEM:

INDENT NO:

Sr. no.	Supplier name	Specification & Size	Qty.	Unit Price	Payment Terms	CIF	
							Rs.
01							
02							
03							
04							
05							

Prepared by:

Checked by:

		JINDAL ALUMINIUM LIMITED (ROLLING & EXTRUSION DIVISION)			
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Jindal Aluminium Ltd - R&E Bangalore <u>SHEET</u>			(JAL/R&E/PUR(IMP)/F/03A) <u>ORDER FINALISATION</u> (Other than aluminium scrap)		
S.No	Items Required	Quantity	Unit		
We have floated enquiries to various parties and received quotation(s) as indicated below:					
SI.No.	Vendor Code & Name	Place	Qtn(s). Received.		
EnquiryNo.:		Date:			
1.					
2.					
3.					
			Currency:	Ex.Rate:	
Selected Supplier(s) / Item Description			Quantity/Unit	Delivery Period	
Rate	Discount	Freight	Duty	Classification	Total Cost
Payment Terms:					
Price Basis:					
O.F.S Value (Rs.):			MODVAT:		
<u>Conclusion:</u>					
Prepared By:			Checked By:		
Approved By:					

		JINDAL ALUMINIUM LIMITED (ROLLING & EXTRUSION DIVISION)		
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**ORDER FINALIZATION SHEET (FOR ALUMINIUM SCRAP)**  
(JAL/PUR(IMP)/F/03B)

M/s.PK ----- MG ----- HP ----- RKJ ----- BDG ----- PJK ----- PKK/SAMPAT

OFS No. JAL - ..... Dt. ....

We have finalized Contract for ..... containers, Approx. .... MT (+/-10%) of Aluminium scrap **TREAD** as per **ISRI (1% attachment)** at **USD ..... per ton** ..... in HRB Bales/Briquettes on ..... with M/S .....

APPROX. LANDED COST				
Sl no	Details		custom exchange rate	Amount in Rs.
a	Contract price PMT			
b	Custom Duty			
c	Total			
d	Tpt and C/c			
e	Total			
f	Metal loss			
g	Total PMT			
h	Nalco landed price(11 MAR )			

Payment: .....

Shipment: .....

Closing LME as on .....

Cash: .....

3 Months: .....

Current LME .....

Details of last 3 orders:

Sl no	Last order price US\$ PMT/CIF .....	Specs as per ISRI	Shipper	DOF	Qty (in MT)
1					
2					
3					

This OFS may be approved to sign the Sales Contract.  
Sales contract awaited.

Prepared by

JINDAL ALUMINIUM LIMITED (ROLLING & EXTRUSION DIVISION)			
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JINDAL ALUMINIUM LIMITED BANGALORE 560 073 (INDIA) Email: <a href="mailto:jallimport@jindalaluminium.com">jallimport@jindalaluminium.com</a>		(JAL/R&E/PUR(IMP)/F/04A)			
		PURCHASE ORDER			
		No.			
VENDOR NAME CODE		DATE			
		ENQUIRY NO.			
		DATE			
		QUOTATION NO.			
		DATE			
We are pleased to confirm our purchase order as per below:					
Sl. No.	Description	Qty.	Unit	Rate	Value
				Total value	

Terms :  
Delivery :  
Shipment:  
Payment :  
Packing :  
Insurance:

Following shipping documents are required to be sent to us by courier & fax immediately after shipment:

01. Sellers Invoice
02. Packing list
03. Consignee copy of Airway Bill
04. Certificate of Origin issued by local Chamber of commerce/authorized body
05. Technical literature / specification sheet
06. Insurance Certificate.

Kindly issue order confirmation.

Thanking you,

Yours faithfully,  
For JINDAL ALUMINIUM LTD.-R&E

MANAGER / SR. MANAGER (IMPORT)

		JINDAL ALUMINIUM LIMITED (ROLLING & EXTRUSION DIVISION)		
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Jindal Aluminium Ltd  
Bangalore-73

**LIST OF APPROVED VENDORS (ONLY PRODUCTION MATERIALS)**  
(JAL/R&E/PUR(IMP)/F/07)

Date of Updation :

Sl. No	Item Code	DESCRIPTION Vendor Code, Name of Supplier & Name of their Agent		Place	Date Qualified	Status

APPROVED BY:  
MANAGER / SR. MANAGER (IMPORT)

**NOTE:** IN CASE THE STATEMENT PERTAINS TO PURCHASE, IT SHOULD BE SIGNED BY PURCHASE MANAGER/SENIOR PURCHASE MANAGER AND IF IT PERTAINS TO IMPORT DEPARTMENT, IT SHOULD BE SIGNED BY SENIOR IMPORT MANAGER.



JINDAL ALUMINIUM LIMITED (ROLLING & EXTRUSION DIVISION)	
TITLE :- FORMAT FOR PURCHASE PROCEDURE (IMPORTS)	
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<b><u>VENDOR RATING GUIDE</u></b> ( JAL/R&E/PUR(IMP)/F/08)		Date:						
NAME OF THE VENDOR:								
Quality	Marks	Delivery	Marks	Price	Marks	Payment Terms	Marks	
On 100% Acceptance	50	Always on Schedule	30	Price competitive, quality acceptable (L1)	10	30 days and above credit	10	
Marks will be given proportionate to the acceptance		Delivery delay upto 10 days	25	Price competitive, quality acceptable (L-2)	7	Credit Upto 29 days / after receipt and acceptance	7	
		Delay between 10 to 20 days	15	Price competitive, quality acceptable (L-3)		100% against delivery / Proforma Invoice	5	
		Delay between 20 days to 1 month	5		5	Partial advance balance against delivery / Proforma Invoice	3	
		Beyond one month	0			100% advance	0	
<b>RATING OBTAINED</b>								
<b>TOTAL RATING:</b>								
<b>Note:</b>				Prepared By				Checked By:
1. Preferred percentage of rating for placing order is 80 minimum. However, special discretion can be applied if necessary. 2. Vendors getting below 40% are not to be considered for sending future enquiries. 3. This guide is to be applied for purchase proposal pertaining to items listed in Annexure: JAL/R&E/PUR(IMP)/ANX/01. 4. The criteria for giving marks is to be based on previous transaction experience. 5. This is not to be applied for new vendors / trial order.				Dy. / Asst. Manager				Senior Manager / Manager (Import)

JINDAL ALUMINIUM LIMITED (ROLLING & EXTRUSION DIVISION)		
TITLE :- FORMAT FOR PURCHASE PROCEDURE (IMPORTS)		
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<b><u>VENDOR PERFORMANCE REVIEW</u></b> ( JAL/R&E/PUR(IMP)/F/09)		Date:
Name of the Vendor	Products supplied	
Vendor Code	Period of Review	
<b>Review:</b>	<b>Vendor Rating:</b>	Marks Maximum
1. Business turn over with Vendor	A) Quality	...
2. No. of Orders issued	B) Delivery	...
3. No. of Supplies made	C) Price	...
4. No. of Days Delay	D) Payment Terms	...
5. No. of (full) lot rejection	TOTAL	% ...
6. Rejection Qty. Percentage	<b>FINAL RATING*</b>	<b>A B C D</b>
7. No. of Delayed Deliveries Hampered our Production	Review done by:	
8. Loss to the Company due to Material defect.	Remarks of Dy / Asst Manager(Import):	
9. Response for Modification / Free replacement	Comments by Sr. Manager / Manager (Import):	
10. General Relationship	Signature	
LEGEND: A = 81 & above; B = 71 to 80; C = 60 to 70; D = Less than 60		





		<b>JINDAL ALUMINIUM LIMITED (ROLLING &amp; EXTRUSION DIVISION)</b>			
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JINDAL ALUMINIUM LTD. R&E  
Bangalore

Indent No. :  
Indent Date:

**PURCHASE INDENT(Regular)**  
(JAL/R&E/STO/F/03)

Sl. no.	Item Code & Description	Unit	Stock Qty	Rate	Max level	Min level	Re-Order level	Ord. Qty	Qty to buy	Pend qty.	Required for

(STORES MANAGER)

		<b>JINDAL ALUMINIUM LIMITED (ROLLING &amp; EXTRUSION DIVISION)</b>		
<b>TITLE : - FORMAT FOR PURCHASE PROCEDURE (IMPORTS)</b>				
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JINDAL ALUMINIUM LTD., R&E  
BANGALORE.

Indent Date:  
Department:

**PURCHASE INDENT (Non-regular)**  
(JAL/R&E/STO/F/04)

Indent No.

P Type:

Please supply / procure the following materials:

Sl. no	Item code	Description & make spl description	Purpose	Quantity				Expected no. of days
	L.P. Type			Requirement	Unit	Stock in hand	To be purchased	

- If it is urgent, indicate accordingly

Indent by

Approved by:

Store Manager's Remarks & Signature

Head of Dept.

Approximate value:

JINDAL ALUMINIUM LIMITED (ROLLING & EXTRUSION DIVISION)			
TITLE : - FORMAT FOR PROCEDURE FOR NONCONFORMITY AND CORRECTIVE ACTION			
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## NONCONFORMITY AND CORRECTIVE ACTIONS

As per clause number 10.2 of IS/ISO 9001 : 2015)  
(JAL/R&E/NCA/F/01)

NC & CA No.	DATE:	DEPARMENT:
NON-CONFORMITY RELATED TO:		
i. PRODUCT <input type="checkbox"/> <span style="margin-left: 200px;">iv MAINTENANCE <input type="checkbox"/></span>		
ii. PROCESS <input type="checkbox"/> <span style="margin-left: 150px;">v OTHERS <input type="checkbox"/></span>		
iii RECORDS <input type="checkbox"/>		
DESCRIBE OF NON- CONFORMITY:		
ROOT CAUSE OF NON-CONFORMITY:		
CORRECTIONS:		
CORRECTIVE ACTION	RESPONSIBILITY	DATE OF COMPLETION
Checked by:		Verified and Approved by:
		(Department Head)

**Retention period:** Until Nonconformity is closed and corrective action is implemented.  
CC: QMS COORDINATOR

		JINDAL ALUMINIUM LIMITED (ROLLING & EXTRUSION DIVISION)		
TITLE :- FORMAT FOR PURCHASE PROCEDURE (IMPORTS)				
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**QUALITY OBJECTIVES MONITORING RECORD**  
(JAL/R&E/QMSC/F/01)

- 1.0 Department
- 2.0 Quality Objectives:
- 3.0 Reference Document:
- 4.0 Responsibility:

Sl. No.	Month	Target	Actual	Target period	Action Plan	Remarks

Retention period: 3 Years

JINDAL ALUMINIUM LIMITED (ROLLING & EXTRUSION DIVISION)			
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**TRAINING RECORD**  
( JAL/R&E/TRG/F/01)

Div Code :                      Dept. Code :                      Staff Code :  
Name        :                      Designation:  
Sex         :                      D.O.B         :                      D.O.J.         :

Educational Qualifications	Year	Current knowledge (Professional Training)	Year
<b>Previous Experience</b>			
Nature of Job		Duration	
Promotions			Year :
<b>Additional knowledge</b>			
Programme	Duration	Conducted By	Remarks

DEPT. HEAD

		JINDAL ALUMINIUM LIMITED (ROLLING & EXTRUSION DIVISION)			
TITLE : - FORMAT FOR PURCHASE PROCEDURE (IMPORTS)					
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**TRAINING NEEDS IDENTIFIED DURING**  
**APRIL TO MARCH**  
**(JAL/R&E/TRG/F/02)**

Sl. No.	Name	Designation	Dept	Type of Training required	Schedule of Training

Prepared By

Approved By  
GM(O) / Dept. Head

