

<b>Logo</b>	<b>Centre Name</b> <b>Address</b>	<b>DEPARTMENT MANUAL</b>	Doc No	<b>AAPC/D/05</b>
			Issue No	<b>AAPC/05</b>
			Date	<b>11/09/2021</b>
			Date Rev	<b>10/09/2022</b>
			Page	<b>1 of 2</b>
			<b>Document Title : Pharmacy Department</b>	

### **1 Purpose:**

The purpose of this Standing Operating Procedure (SOP) is to establish procedures and responsibilities of **Centre Name** Purchase Department

### **2 Scope:**

This SOP applies to all personnel employed in and accessing the services of **Centre Name** Purchase Department.

### **3 Responsible Persons:**

Purchase Assistant, Purchase in charge/Supervisor, Operations Manager

### **4 Objectives:**

#### **What is the aim of purchasing?**

The specific objectives of purchasing are:

To pay reasonably low prices for the best values obtainable, negotiating and executing all company commitments.

**ADVERTISEMENTS:** 2. To keep inventories as low as is consistent with maintaining production.

### **5 Responsibilities:**

Purchasing Officer Duties and Responsibilities

Evaluate Suppliers. ...

Negotiate with Suppliers on Behalf of Employer. ...

Work Out Logistical Agreements with Suppliers. ...

Maintain and Review Purchasing, Shipping, and Receiving Records. ...

Attend Industry Trade Shows.

### **SOP (1) What is the primary Goal of the Purchasing Department?**

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			Page	<b>2 of 2</b>
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The primary goals of purchasing are: Ensure uninterrupted flows of raw materials at the lowest total cost, improve quality of the Ayurvedic drugs, food items, consumables, hazardous materials, stationary, and maximize customer satisfaction with maintaining quality.

### **SOP (2) What are the 5 R's of purchasing?**

The Right **Quantity**, The Right **Price**, The Right **Place**, At the Right **Time**.

### **SOP (3) What is KPI in Purchasing?**

A procurement KPI or metric is a measurable value that tracks all relevant aspects of obtaining or buying goods and services. These KPIs enable the procurement department to control and optimize the quantity, quality, costs, timing and sourcing of purchasing processes.

### **SOP (4) Scope of Purchasing Department**

Specific functions include:

Identifying requirements for goods, materials and services.

Identifying reliable suppliers.

Price negotiations.

Comparison of delivery terms.

Establishing order quantities.

Writing requests for bids and awarding supply contracts.

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