

COFORGE LTD.

Purchase Policy

(This document to be read in Conjunction with the Purchase manual)

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Purchase Policy

Intent: Coforge Ltd (Coforge) Purchasing policy defines the basic Sourcing and Purchasing policy that ensures cost reduction while ensuring delivery of high quality Products, Services and activities with complete transparency and stakeholder buy-in through documented policies & procedures.

Objective: The purpose of this policy to provide guidance to Coforge concerning corporate purchasing authority. Reduce Coforge cost with no compromise in required quality levels. Reduce risks and exposures to Coforge on sourcing of I.T., Facilities and Logistics, Products, AMC and Services. Have a transparent and open purchasing process. Work within the guidelines of purchasing policy & purchase manual. Establish prudent & reasonable policies and guidelines for sourcing and procurement at all locations ensuring that business needs are met including cost rationalization & timely procurement. Provide guidance for Coforge staff, users and others about their responsibilities with respect to sourcing and procurement. Provide a foundation for the further development of related Practices and processes.

Coforge personnel should adhere to the attached procedures concerning the approval to make or authorize to make the commitments of the order or transactions of contractual nature or to execute instruments and documents on behalf of Coforge, and to authorize the disbursement of related funds.

Responsibility: Head Procurement is responsible for writing and modifying the procedure. Members of procurement team are responsible for implementation.

Reference Documents: Master vendor list (SAP), Authority Matrix for Purchase and VENDOME (Vendor Pre Qualifier) document.

Purchasing Policy:

a) All acquisitions of goods and services, including but not limited to equipment rental and leases be processed in compliance with the Coforge Purchase Requisition and Purchase order process. Purchase department will be responsible for authorizing the issuance of purchase orders.

b) For all Capital purchase, purchase Requisitions must be completed through CDS within the approval authority matrix of Coforge.

c) Purchase requirements should not be processed on separate Purchase Requisitions/ Orders to reduce the total INR value and limit the required approval level as per Coforge approving Authority Matrix.

d) Purchase Requisition involving both Capital and operating budget expenditures should be approved within originating organization per the Coforge authority matrix.
All PFR related purchase should be through purchase requisition and should be approved as per DOA.

e) Only the Purchase department would be authorized to raise a purchase order (Against PR) on behalf of Coforge.

f) All goods and services ordered through a Purchase Order/ Contract require a Goods Receipt (GR) / Service Receipt (SR) from activity requester/user.

g) All employees involved in purchasing activities for the Company are obligated to comply with The Code of Business Conduct and Ethics and shall follow all procedure for Purchase Requisition and Purchase Order. This is applicable to all employees involved during the vendor identification & selection process.

h) Purchase function will make due efforts to procure goods from EHS compliant organizations & due weightage will be given to such organizations.

e) Responsibilities – Head Procurement is responsible for the policy interpretation and compliance.

For detailed purchase process, purchase manual to be referred.