Steel receipt handling policy

1. **Dispatch:**
   a. **Bundling of steel:**

   Material is to be dispatched in bundles, and each bundle is supposed to carry a heat tag. In case the material is of special cut length, each bundle shall also carry a color code (to ensure special cut length material of different length can be distinguished from one another. The color coding scheme should be mentioned on invoice)

   b. **Sealing of the Vehicle:**

   All suppliers are required to properly seal the material in the vehicle, in a manner which deters any tampering. The seal shall also carry a number, and the same should be reflected on the invoice.

   A few photographs showing such a seal is attached as Annexure A hereto.

   c. **Documentation :**

   Every consignment of steel rebars must carry the following documents

   a. Delivery Challan
   b. Material test certificate (MTC)
   c. Transporter copy of invoice
   d. Original Octroi payment receipt

   Delivery Challan shall carry the following information:

   a. number of bundles of each diameter
   b. number of rebars in each bundle (diameter wise)
   c. seal Number
   d. Length of rebars in each bundle , color coding scheme

2. **Weighment:**
   a. For sites where we have our own weigh bridges (all sites>5 acre area), weighment has to be done only at Lodha's own weighbridge in presence of one representative from stores and one from Projects. QE team has to ensure that calibration of weigh bridges is done every 2 months, using standard weights only.
   b. For all sites where we do not have our own weighbridge, weighment has to be done at approved weigh bridges. List of approved weigh bridges shall be

circulated quarterly by COO's office. HOC Stores shall ensure that there is rotation of weigh bridges and that weighment is not done on the same weigh bridge every time. Lodha personnel, who witness the weighment, shall also be changed periodically. However, the no. of personnel accompanying a truck for the pre and post unloading weighing should be limited to maximum of 2.

3. **Receipt & unloading:**
   a. The material is to accepted only if the truck arrives at site in the following timeframe: a. 9 am – 9pm
      Or other times as may be intimated from time to time by HOC-Stores with consent of HOD-Procurement. Security shall ensure that materials are not unloaded outside of these hours.
   b. The material is to be unloaded only if all documents are found to be in order and seal on the vehicle is found to be intact. The material unloaded is to be verified against the details on the delivery challan, stating the no. of bundles/bars of each dia. Subsequently, the delivery challan is to be signed by authorized Materials Management associate and GRN is to be issued (it should be ensured that material receipt is logged in system on the same day as the physical receipt, to ensure that vendor payment is not delayed). If material is being unloaded directly on site, it shall be unloaded to a Contractor's charge and the Contractor should be given an issue slip simultaneously and the Contractor's representative is required to sign the same.
   c. Post unloading and signifying of delivery challan, the MM team shall calculate the theoretical weight of the steel. The attached excel sheet can be used to cross verify bundle weights.
   d. If there is any discrepancy in the weights beyond rolling margin permissible limits, it should be brought to the notice of HOC-MM, HOD-Procurement and the Procurement category manager within 3 days of the delivery. If there is no intimation at the end of 3 days, it shall be assumed that the steel quantity delivered was proper and further disputes in this regard shall not be entertained.
4. **Post-receipt:**
   a. QE team should conduct testing of steel sample, with frequency as per the steel sourcing policy.

	Primary Steel	Secondary Steel
Testing frequency**	Once every 500 ton	Once every 100 ton per dia per supplier.

ANNEXURE A







