

Procurement SOP

Construction & Infrastructure

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This guide explains what the tool produces, how to use the output, and what to watch for. The actual output (draft/report) is generated on the tool page.

Background

Get a controlled procurement SOP from indent to payment — the process steps with approvals, roles and segregation of duties, documentation (indent, PO, GRN, invoice), and financial controls to prevent leakage. Fill in your details below.

Purpose of this tool & output

A controlled indent-to-payment process

How the output is used

Use the SOP to run a controlled indent-to-payment process with approvals and records that prevent leakage.

Important cautions

AI-generated SOP; adapt to your controls and systems.

Companion documents

- Material Procurement Plan
- Vendor Evaluation & Selection
- Purchase Order Generator
- Material Reconciliation Tool
- Site Store & Inventory SOP
- Material Wastage Control Plan

This is AI-assisted guidance. Verify with a qualified professional before any binding decision. Fees, authorities and processes vary by state and change over time — confirm with your state authority.