



Wipro's Global Procurement Policy

Document Control

Function	Global Procurement
Sub-function	Not applicable
Policy Owner	Kumaralingam MC
Policy Effective Date	6 November 2023

Purpose

The Wipro Procurement Policy governs the procurement of goods and services by or on behalf of Wipro. This policy highlights the consistent approach to procurement across Wipro and its associated entities. This document should be read in conjunction with the following policies:

Code of Business Conduct: [Click here](#)

Supplier Code of Conduct: [Click here](#)

Ombuds policy: [Click here](#)

Audience

This policy is applicable to all employees, contractors, consultants, or suppliers or agents who are directly or indirectly involved in the procurement activities. This may be for or on behalf of Wipro, including all its entities, subsidiaries, and affiliates of Wipro Limited.

Scope

The procurement team will work closely with the Business or Strategic Marketing Units to ensure alignment between procurement initiatives and business objectives.

Categories managed by Procurement:

- Time and Material
- Managed Services
- Professional Services
- HR Services
- Marketing
- Travel and Hospitality
- Transportation
- Facility Management and Security Services
- Construction
- Hardware



- Software
- Telecom Services
- Procurement by Acquired Entities

Procurement Process

The Global Procurement Team will:

- Partner with Global Business Lines (GBL), Strategic Market Units (SMU), and Corporate Functions to deliver strategic supplier solutions.
- Gather market intelligence on suppliers, products, pricing, and industry trends.
- Initiate and manage RFX processes (RFP, RFI, RFQ).
- Oversee Supplier Evaluation through Technical Evaluation by Business to shortlist suppliers.
- Negotiate pricing and commercial terms, ensuring equitable opportunities for diverse suppliers.
- Administer contract terms throughout their lifecycle, including termination and renewal, to maintain compliance.
- Execute third-party risk management in accordance with the Code of Business Conduct (COBC) and Supplier Code of Conduct (SCOC).
- Approve purchase requisitions submitted by business representatives to facilitate purchase order issuance.
- Govern processes and mitigate risks across all procurement activities.

Procurement Principles

- Procurement activities will prioritize value for money, considering total cost of ownership, flexibility, quality, timely delivery, risk, and other relevant factors.
- All procurement will be conducted impartially, transparently, and with full accountability. Supplier selection will be fair and consistent, supported by thorough documentation and audit trails.
- All procurement will be conducted in a manner that maximizes Wipro's resources and ensures that the goods and services are procured effectively to meet the business requirements in Wipro in a timely manner.
- Wipro will only engage suppliers who provide contractual assurance of compliance with international standards on human rights, labor, environment, anti-corruption, and anti-bribery, etc as outlined in the Supplier Code of Conduct (SCOC).
- Suppliers are recognized as essential to Wipro's business continuity and performance. Wipro collaborates with suppliers to promote sustainable, responsible sourcing and to strengthen compliance with labor and human rights standards.
- Wipro is committed to fostering supplier diversity through the Wipro Inclusive Supplier Development and Mentorship (WISDOM) programme, which actively supports small and medium enterprises, local and indigenous businesses, as well as those owned by underrepresented groups. In alignment with the Women Entrepreneurship with Wipro (WEW) drive, Wipro places particular emphasis on empowering and expanding opportunities for Women Business Enterprises (WBEs). All suppliers are required to provide valid third-party diverse-ownership certificates and actively participate in Wipro's supplier diversity initiatives to help build a more inclusive and sustainable supply chain.



Revision History

Version	Revision Date	Reason for Change	Drafted By	Reviewed by	Approved By	Date Approved
1.0	18/08/2023	Easy to adhere	Srinath Gupta	Pankaj Gupta	Kumaralingam M C	26/08/2023
1.1	15/12/2024	Annual Review	Srinath Gupta	Pankaj Gupta	Kumaralingam M C	18/12/2024
1.2	05/01/2026	Annual Review	Miji Cheruvathoor	Srinath Gupta	Pankaj Gupta	08/01/2026