



A PRACTICAL GUIDE FOR FEED MANUFACTURERS

THE FEED MILL PROCUREMENT GUIDE

Smarter buying. Stronger feed. Better decisions.

WHY PROCUREMENT MATTERS

Raw-material procurement affects production continuity, feed quality, operating costs and customer confidence. A structured buying process helps teams make informed decisions—not simply choose the lowest quote.



01 | COST EFFICIENCY

Look beyond the quoted price. Include freight, handling, taxes and other applicable charges to understand the full delivered cost.



02 | QUALITY ASSURANCE

Set clear specifications and acceptance criteria before placing an order. Consistency matters as much as price.



03 | SUPPLY RELIABILITY

Review supplier capacity, realistic delivery timelines and contingency options to reduce production disruption.



04 | SUPPLIER RELATIONSHIPS

Clear communication, documented commitments and regular performance reviews help build dependable partnerships.

INSIDE THIS GUIDE



Compare landed costs



Identify quality risks



Evaluate suppliers



Use a practical pre-order checklist



Quality requirements



Action to start

STRONG PROCUREMENT BALANCES FOUR PRIORITIES



PRICE

Total delivered cost



QUALITY

Material meets specs



DELIVERY

Right time, quantity



RISK

Clear controls & records

BUY WITH CLARITY. PROCURE WITH CONFIDENCE.

MAKE BETTER RAW-MATERIAL BUYING DECISIONS

A low quote is not always the lowest-cost option. Compare offers for the same material grade, quantity, delivery point and commercial assumptions before deciding.

01

COMPARE LANDED COSTS

Landed cost is the total cost of getting raw material to your facility—not just the supplier’s base price.



Base material price

Quoted price for the specified grade and quantity.



Freight & handling

Transport, loading, unloading and handling charges.



Taxes & duties

Applicable taxes or duties not already included.



Other relevant costs

Insurance, storage or financing costs, where applicable.



TIP

Ask each supplier which charges are included. A slightly higher quote may still be better value if delivery costs are lower and quality and timing are dependable. A dependable supplier should offer more than a competitive price. Consistency, transparency, delivery, performance, and clear communication matter when procurement decisions affect daily production.

02

EVALUATE THE SUPPLIER

Use the same criteria for every supplier so the comparison is fair, consistent and easy to review.

FACTOR	WHAT TO CHECK
 <div>Product specifications</div>	Can the supplier consistently meet your required grade and specifications?
 <div>Delivery reliability</div>	Are lead times and delivery dates realistic and consistently met?
 <div>Documentation</div>	Can they provide relevant test reports, certificates and traceability records?
 <div>Commercial terms</div>	Are payment terms, quote validity and minimum quantities clear?
 <div>Communication & track record</div>	Are they responsive, transparent and able to provide references?



QUICK RULE

Compare the same grade, quantity, delivery point and terms.



GOOD PRACTICE

Keep quotes, POs, delivery records, test results and key communications.

PROTECT QUALITY. REDUCE AVOIDABLE RISK.

Raw-material issues can lead to rejected consignments, production disruption, storage losses and inconsistent feed quality. Clear checks help teams spot concerns earlier.

03 SPOT RAW-MATERIAL QUALITY RISKS



Moisture & storage

Excess moisture or poor storage conditions may contribute to spoilage or deterioration.



Foreign matter & contamination

Look for unusual odours, mould, pests or visible foreign material.



Specification mismatch

Check that the material matches the agreed grade and purchase specifications.



Missing records or unclear checks

Confirm required documents, sampling methods and rejection/exception procedures.

FROM INSPECTION TO ACCEPTANCE

01

BEFORE DELIVERY

Confirm specifications, quantity, delivery schedule and required documents.

02

AT RECEIPT

Check quantity, packaging, visible condition, batch identification and documents.

03

BEFORE ACCEPTANCE

Follow approved sampling/testing procedures, compare results with specs and document deviations.

MAKE EVERY PROCUREMENT DECISION COUNT

A stronger procurement process can help your team:

- ✓ Compare suppliers using total landed cost—not base price alone
- ✓ Set clear quality specifications and acceptance criteria
- ✓ Reduce avoidable delays through better supplier evaluation
- ✓ Keep purchase, delivery and quality records for review
- ✓ Make more consistent, evidence-based buying decisions

Connect with Brinda Foods to discuss your raw-material procurement needs.



WEBSITE
[<https://brindafoods.com/>]



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THE FEED MILL PROCUREMENT CHECKLIST

Use this checklist before ordering, at delivery and during supplier reviews. Adapt it to your approved specifications and facility procedures.

A. QUOTES & LANDED COST

- ☐ Define raw material, grade, specification and intended use.
- ☐ Confirm quantity, delivery location and delivery window.
- ☐ Request quotes on the same grade, quantity and commercial basis.
- ☐ Check if freight, handling, taxes and other charges are included.
- ☐ Record quote validity, minimum order quantity and payment terms.
- ☐ Compare total landed cost—not base price alone.

D. DELIVERY & RECEIPT

- ☐ Reconfirm delivery date, quantity, transport and unloading arrangements.
- ☐ At receipt, check quantity, packaging, visible condition and batch ID.
- ☐ Match delivery documents with the purchase order and specifications.
- ☐ Follow approved sampling/testing before acceptance where required.
- ☐ Document discrepancies, photographs, test results and communications.
- ☐ Record acceptance, rejection or corrective action.

B. SUPPLIER EVALUATION

- ☐ Check supplier credentials, experience and relevant references.
- ☐ Review delivery timeliness and consistency of supply.
- ☐ Confirm capacity to meet required volume and schedule.
- ☐ Check test reports, certificates and traceability records.
- ☐ Assess communication, transparency and issue resolution.
- ☐ Identify backup suppliers for critical materials.

E. PERFORMANCE & RECORDS

- ☐ Record actual landed cost and unexpected charges.
- ☐ Track on-time delivery, quality consistency and response to issues.
- ☐ Review supplier performance periodically using consistent criteria.
- ☐ Agree corrective actions for recurring issues.
- ☐ Keep quotes, POs, invoices, test reports and delivery records organised.
- ☐ Update supplier comparison and approved-supplier records when needed.

C. QUALITY & RISK CONTROLS

- ☐ Agree specifications and acceptance criteria before ordering.
- ☐ Confirm sampling, testing and inspection procedures.
- ☐ Consider moisture, storage, contamination and foreign-matter risks.
- ☐ Confirm batch/lot identification and supporting documents.
- ☐ Define how non-conforming material or damaged consignments are handled.
- ☐ Record agreed exceptions and changes to specifications.



ORDER REVIEW & SIGN-OFF

Material / grade:

Supplier:

PO / reference:

Review date:

Reviewed by:



REMEMBER:

Lowest quote does not always mean lowest landed cost.
Balance cost, quality, delivery and risk.

