

# EPATHUSA

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## PROCESS MANUAL – PURCHASE

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Issue No: 01

Date: September 15, 2017

Revision/Version: 01

Date: September 15, 2017

### Approval Details

	Prepared By	Issued & Controlled By	Approved By
Designation	Process expert team	Hari	Anitha

### Copy Holders / File Access Authority

Copy No	Copy Holder
1	Management Representative (Master Copy)
2	Manager – Admin

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<b>QUALITY SYSTEM PROCEDURES</b>								
1	QSP for Purchase	QSP/ EPATHUSA/PUR/01	•					
<b>DOCUMENTS</b>								
<b>FORMATS</b>								
2	New Supplier Registration Form	QF/ EPATHUSA/PUR/01	•					
3	Approved Suppliers List	QF/ EPATHUSA/PUR/02	•					
4	Supplier Performance Rating	QF/ EPATHUSA/PUR/03	•					
5	Purchase Requisition	QF/ EPATHUSA/PUR/04	•					
6	Purchase Order	QF/ EPATHUSA/PUR/05	•					
7	Material Receipt Note	QF/EPATHUSA/PUR/06	•					

**Version History**

DCR No	Date	Nature of Change	Brief Reason for Change	Page / Section Where Changes Made	New Version No

❖ **Definitions and Acronyms**

ACRONYM/ TERM	DEFINITION/ DESCRIPTION
Admin	Administration
MD	Managing Director
MGR	Manager
PUR	Purchase
QF	Quality Format

❖ **Activity / Responsibility Matrix**

NO	ACTIVITY	MD	MGR ADMIN
01	Approval of Supplier	R	I
02	Approval of PR	R	
03	Call for Quotations		R
04	Preparation of Purchase Order		R
05	Approval of Purchase Order	R	
06	Supplier Performance Rating		R

R – Responsible; I - Involved

❖ **Purpose**

To ensure that the good quality material is procured from reputed suppliers and purchased materials are verified and stored

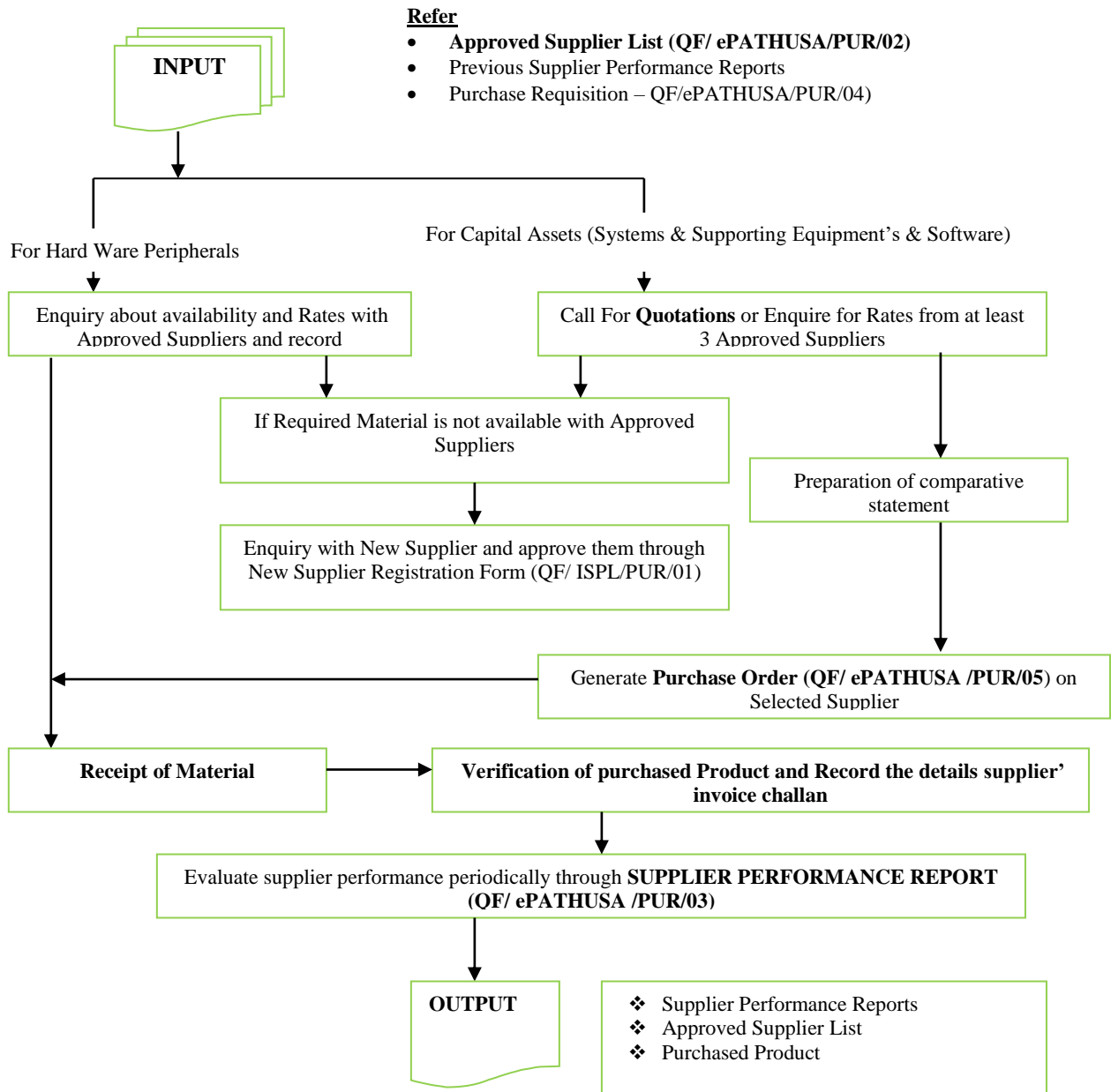
❖ **Scope**

This procedure covers Systems, Capital Assets and other supporting equipments

❖ **Responsibility**

Head Admin is responsible to ensure that this procedure is implemented and maintained

**Process Flow Diagram**



❖ **Selection of New Supplier**

When ever a new supplier is to be selected, Supplier profile / broacher shall be collected and filed. The contact information and other details are recorded in New Supplier Registration Form (QF/ EPATHUSA/PUR/01). MD approves the supplier based on data and selected supplier will be added to Approved Suppliers List (QF/ EPATHUSA/PUR/02)

❖ **Evaluation of Existing Supplier Performance**

All approved supplier's performance is reviewed once in a year based on their past supplies and dealings. The Supplier Performance Rating (QF/ EPATHUSA/PUR/03) is recorded and maintained by purchase personal

**Reference Documents and Formats**

- Approved Supplier List – QF/ EPATHUSA/PUR/01
- New Supplier Registration Form - QF/ EPATHUSA/PUR/02
- Supplier Performance Rating - QF/ EPATHUSA/PUR/03
- Purchase Requisition – QF/ EPATHUSA/PUR/04
- Purchase Order – QF/ EPATHUSA/PUR/05