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Purchase Process

Version 1.3.2

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Distribution List: Director, MR, Library

Abstract: This document gives a framework to establish a procedure for purchasing various items at organizational level.

CHANGE HISTORY

Version	Release Date	Authors	Review team	Description
1.0	03-Jan-04	Asmita	Pradeep Pai	Base Version. The process is created out of the contents in QM. Earlier, QM directly mentioned about the purchase process. However, on observation of external auditor during pre-assessment, CR 41 was raised and this new process is generated. Most of the contents are same as what were in QA.
1.1	13-Apr-05	Prashant S.O	Umesh Reddy	As per CR 205 sec 4.0 process flow diagram was corrected. Address, mail ID and phone number was changed as per CR 151 in the first page of the process.
1.2	15-June-06	Asmita		As per CR 273 Vendor communication record is added. As per CR 262 changed phone number is updated
1.3	10-Aug-09	Asmita	Pai	CR 386: ISO 9001:2008 referred CR 388: address change
1.3.1	01-Aug-11	Vinoth	Pai	CR 406:Address change
1.3.2	31/01/13	Asmita	Pradeep	CR 440: Vendor evaluation form added in section 5.3 and in 9.3

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1.0 PURCHASE PROCESS

1.1 Purpose

This document describes the Purchase process to be carried out by Oaksys to ensure that purchased product conforms to the specified purchase requirements

1.2 Scope

The main purchases for the company are computer hardware, software and accessories (major purchases). Other items identified for purchase are computer consumables and those items required for day-to-day administrative and housekeeping activities (petty purchases).

This Process is applicable to all major purchases made at Oaksys. This process is not applicable for petty purchases.

1.3 Target Audience

All members of OAKSYS

1.4 Glossary

OAKSYS - Oak Systems Pvt. Ltd.
HR, A&F –Human resource, admin, finance

1.5 References

ISO 9001:2008 standard clause 7.4

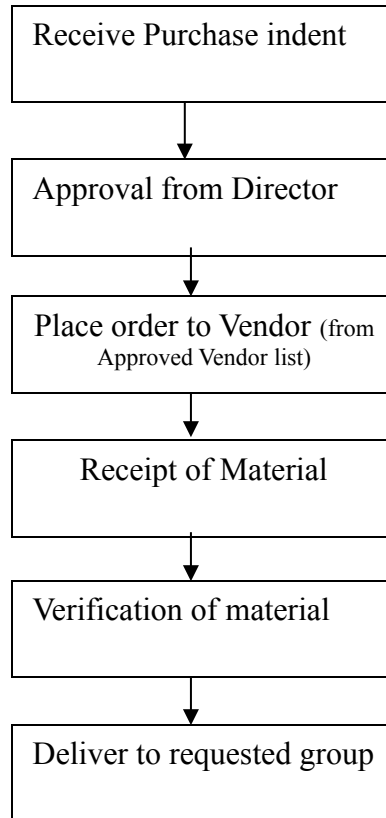
2.0 ENTRY CRITERIA

- The need for -Major Purchases.

3.0 RESPONSIBILITY

- Executive-HR, A &F
- Head HR, A & F

4.0 PROCESS FLOW DIAGRAM (FOR MAJOR PURCHASES)



5.0 PROCESS DESCRIPTION

5.1 Receive Purchase Request

The major purchases for the company are computer hardware, software and accessories (*major purchases*). Other items identified for purchase are computer consumables and those items required for day-to-day administrative and housekeeping activities (*petty purchases*).

Major purchases are initiated by the respective group head based on the group's current and planned requirements. All the major purchase requests shall be raised through **Purchase Indents** (OAK-PUR-FR-PI). *Petty purchases* do not mandate Purchase Indents and are not covered under this purchasing process.

5.2 Approval From Director

The Head HR,A & F shall place the Purchase indent for director's approval. The director shall approve the requested purchase.

5.3 Place the order

The order shall be placed to the vendor, who has been selected from approved vendor list. The Approved vendor list shall be updated whenever a new vendor is identified for purchases or performance of an approved vendor is not satisfactory.

Approved vendor list shall be maintained by Head HR,A&F. The executive HR, A&F shall do the follow-up, if required. A new vendor shall be evaluated before getting included in the approved vendor list. **OAK-PUR-FR-VEval** format shall be used for this purpose. This format can also be used for regular evaluation of approved vendors.

The communication with the vendor shall be captured on Vendor Communication form (OAK-PUR-FR-VC). This form can be referred while evaluating the performance of the vendor.

5.4 Receipt of Material

The material is received at front desk.

5.5 Verification of Material

The material is verified as per OAK-MAS-PR process sec. 5.1.4 , 4th bullet ref.

5.6 Deliver to requested group

The material shall be delivered to the group head that has requested it. The group head shall allocate the material to the requester. Billing is taken care of by the finance personnel.

6.0 DELIVERABLES AND QUALITY RECORDS

- Purchase indent form
- Vendor list

7.0 VERIFICATION

- Through Internal Quality Audits

8.0 EXIT CRITERIA

- Purchase Completed
- Request rejected

9.0 APPENDIX

9.1 Purchase Indent Form OAK-PUR-FR-PI

9.2 Vendor list OAK-PUR-FR-VN

9.3 Vendor Evaluation Form OAK-PUR-FR-VEval