



PROCESS MAP OF PURCHASE

(This document describes to control all the activities performed by and for the process implementation, in accordance with ISO 9001:2015, ISO 14001:2015 & ISO 45001:2018 requirements)



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MYHOME CONSTRUCTIONS PVT LTD

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Rev. No. 01

PROCESS MAP - PURCHASE

Date: 15.04.2025

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Amendment History

Rev. No.	Date	DCR#	Page Affected	Reason for Change	Prepared	Approved
00	01.07.2019	--	All	Initial draft release of IMS documentation	Senior Manager	DGM - Purchase
01	15-04-2025	--	All	Regular review	Deputy Manager	Senior DGM - Purchase

DISTRIBUTION MATRIX

Date: 15-06-2025

Deputy Manager Purchase	HOD Purchase		
Prepared By	Reviewed By	Approved By	Issued by

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1. Purpose

To establish, measure, analyze, improve and control the process of purchasing activities such as identification of indent, note for approvals, BOQ's and capex materials providers, selections, agreement, purchase, payment follow-ups and external provider evaluation.

2. Scope

This process is applicable to all the products of MHCPL.

3. Responsibility

Primary: HOD - Purchase

Secondary: AGM Purchase

4. SIPOC (Suppliers, Input, Process, Output & Customers)

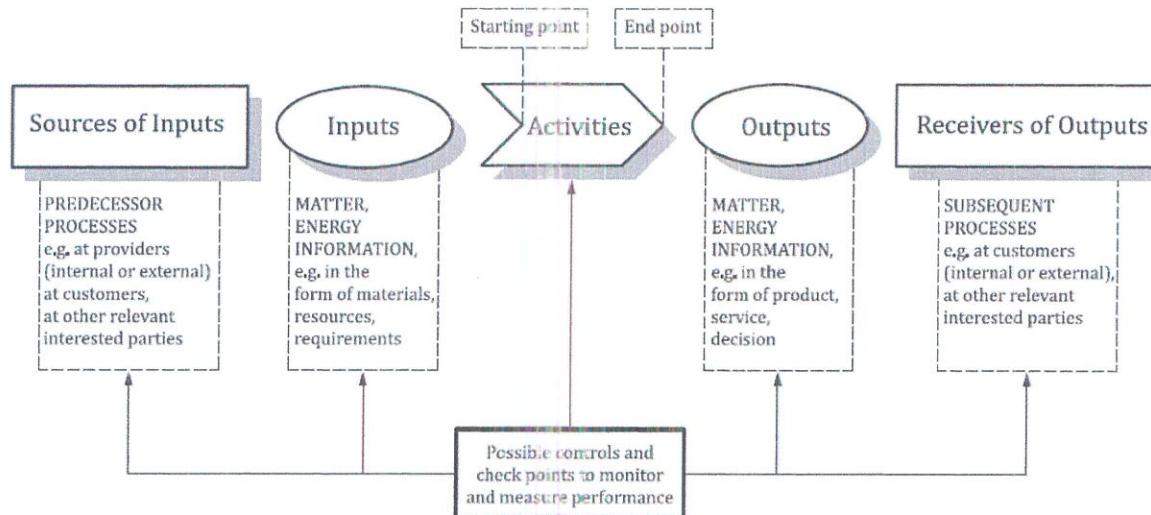


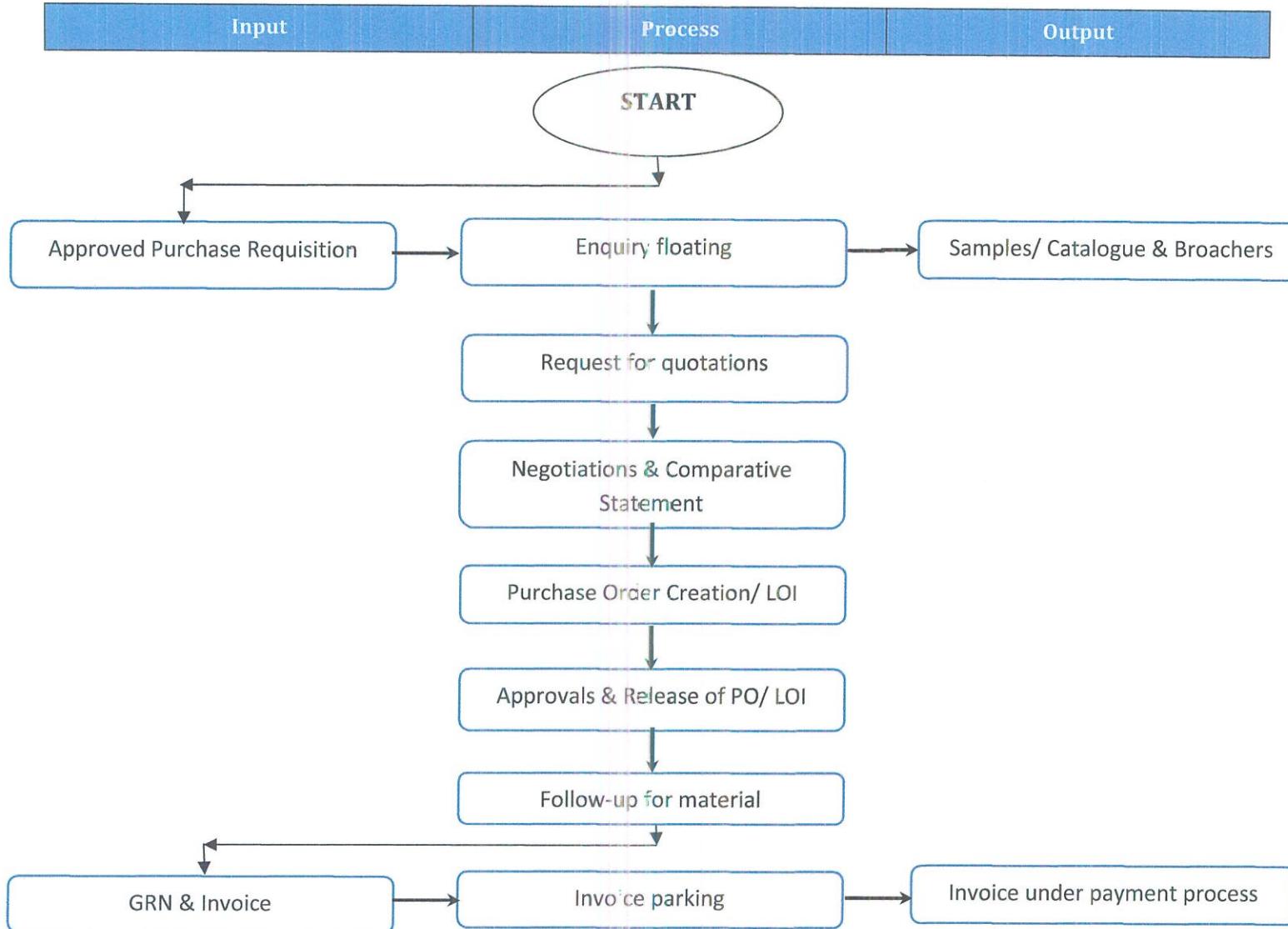
Figure 1 — Schematic representation of the elements of a single process



4.1 SIPOC:

Source of Inputs	Inputs	Process (Activity)	Outputs	Receiver of output (Customer)	Key Performance Indicator (KPI's)	Documented Information	Responsibility
PS(SAP)	PR	Enquiry Floating	Quotation	Purchase	No. of Variants called for	SAP	Purchase Officer
Purchase	Market research	Sourcing the vendors	Vendor list	Purchase	Timely	Vendor list	Purchase Officer
Purchase	Vendor Registration Form	Vendor registration	Approved Vendor list	Purchase	Background verification	Approved Vendor list	Purchase Officer
Planning	Quotations	Request for quotations (RFQ's)	Proposals	Purchase	Collecting the proposal from all vendors within 4 working days after approved PR	RFQ and Proposal	Purchase Officer
Purchase	Initial comparative statement	Negotiation	Final comparative statement	Top management	Product costing within the previous project budget	Comparative statement	Purchase Officer
Vendor	Approval of proposal	Order release/ LOI	Purchase order	Vendor	Acceptance/ Acknowledgement of PO/ LOI	PO/ LOI	Sr.Manager / Asst. Manager
Vendors	Invoice	Invoice parking	Under Payment process	Accounts	3 days after receipt of invoice & GRN	GRN & Invoice	Purchase Officer
Stores	GRN						
Vendor	Pitiable performances	Contract termination	Termination letter	Vendor, Purchase	Smooth functioning of the project	Termination letter	HOD – Purchase
Purchase	Purchase Order	Follow-up of BOQ materials	Delivery commitment	Stores	Compliance to delivery schedule	Purchase order	Purchase Officer/ Stores
Site Projects	Requirements	Emergency purchase	Purchasing items	Stores	Same day of receipt requirement	Invoices	HOD – Purchase

5. Process flow diagram



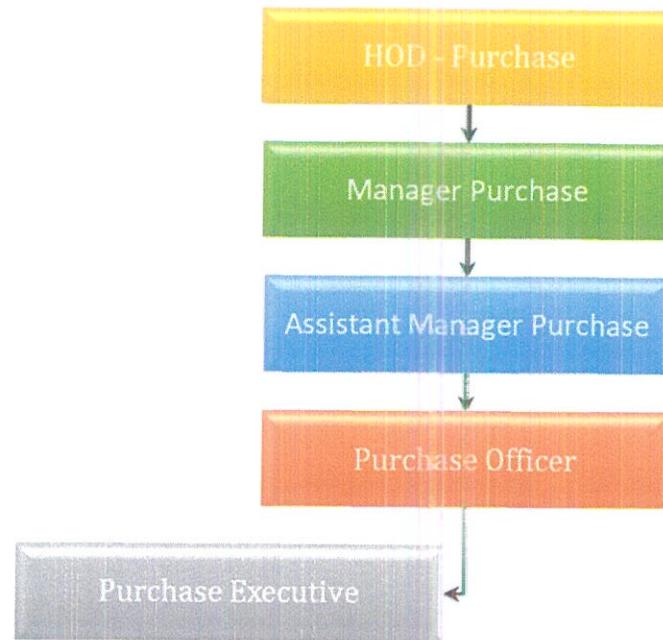


6. Objectives

Q/E/S	Objective(s)	UOM	Current status	Target	Time Line	Planning				Monitoring		Responsible
						What	Resources	How	Where	Frequency	Method	
Q	Reduction in internal lead time for order release (other than Steel & Project Quantity orders requirements)	Days	10	7	FY	Lead Time	NA	Comparative statement on note for approval	Product Purchasing	Monthly review	PR-PO Report	Concerned Purchase Officer related to the Project

*Q – QMS, E – EMS, S – OH&SMS, UOM – Unit of Metrics, FY – Financial Year, PA – Per Annum, PM – Per Month, NMT – Not More Than, NLT – Not Less Than

7. Departmental Chart



7.1 Role, Responsibility, Accountabilities and Authority:

Role	Responsibility	Authority	Accountabilities
HOD - Purchase	<ul style="list-style-type: none"> - Conduct market research to identify pricing trends - Develop and implement purchasing and contract management instructions, policies, and procedures - Review purchase order claims and contracts for 	<ul style="list-style-type: none"> - Termination of Purchase Order/Work Order - Suppliers/Vendor and Contractors approval 	<ul style="list-style-type: none"> - Strategy and Development - General and Task Management - People Management - Financial Budget and Control



Role	Responsibility	Authority	Accountabilities
	<ul style="list-style-type: none">conformance to company policy- Negotiating prices and contracts- Reviewing technical specifications of raw materials, components, equipment or buildings- Control purchasing department budgets- Forecasting upcoming demand- Review purchase order claims and contracts for conformance to company policy- Attend trade shows and exhibitions to stay up-to-date with industry trends	<ul style="list-style-type: none">- Finalization of New Employees- Authoring invoices for payments	<ul style="list-style-type: none">- Relationship Management- Environmental, Health & Safety
Manager Purchase	<ul style="list-style-type: none">- Seeking reliable vendors or suppliers to provide quality goods at reasonable prices- Negotiating prices and contracts- Reviewing technical specifications of raw materials, components, equipment or buildings- Determining quantity and timing of deliveries- Forecasting upcoming demand	<ul style="list-style-type: none">- Authorization of Purchase Order/Work Order- Release of PO/WO- Leave Approval	<ul style="list-style-type: none">- Negotiation of prices- Receipt of material with deviation of specifications- Mockup of materials
Assistant Manager Purchase	<ul style="list-style-type: none">- Monitor stock levels and identify purchasing needs- Research potential vendor- Track orders and ensure timely delivery- Evaluate offers from vendors and negotiate better prices- Prepare cost analyses- Review quality of purchased products- Maintain updated records of invoice and contracts- Coordinate with warehouse staff to ensure proper storage	<ul style="list-style-type: none">- Approval of Comparative statement- Creation of New Material/ Services/ Vendor Codes in SAP- Procurement of Low value items	<ul style="list-style-type: none">- Release of PO/WO- Shipment of material- Processing of invoices for vendor payments
Purchase Officer	<ul style="list-style-type: none">- Compare and evaluate offers from suppliers- Negotiate contract terms of agreement and pricing- Update internal databases with order details (dates,		<ul style="list-style-type: none">- Collection & preservation of samples



Role	Responsibility	Authority	Accountabilities
	<p>vendors, quantities and discounts)</p> <ul style="list-style-type: none">- Maintain updated records of purchased products, delivery information and invoices- Prepare reports on purchases, including cost analysis		
Purchase Executive	<ul style="list-style-type: none">- Maintain records of purchase records and catalogues		

7.2 Competency Requirement:

Level	Role(s)	Qualification	Experience	Skillset
Level - 1	HOD – Purchase	Post-Graduation	10-15 Years	Leadership Management, Procurement Process, Communication & Presentation Skills, Vendor Management, Costing Projections,
Level - 2	Manager Purchase	Graduation	8-10 Years	Leadership Management, Negotiation Skills, MS Office knowledge, Communication Skills, Vendor Management, Typing Skill, Material knowledge, Sourcing of Vendors, Registration of Vendors
Level - 3	Assistant Manager Purchase	Graduation	5-8 Years	Negotiation Skills, MS Office knowledge, Typing Skill, Material knowledge, Sourcing of Vendors, Registration of Vendors
Level - 4	Purchase Officer	Graduation	3-5 Years	Preparation of PO/WO, Enquiry Floating, Preparation Comparative Statements, Communication Skills
Level - 5	Purchase Executive	Graduation	1-3 Years	Basic knowledge MS Excel and Word



8. Issues – Risks & Opportunities:

8.1 External Issue:

Q/E/S	Area	Issue	Risk	Opportunities	Existing controls	P	S	RR	Action plan	Evaluation
Q	Deliveries	Delay in delivery of items	Affects the project execution	--	Follow-up of material deliveries	3	2	6	Review of delivery schedules and tracking of deliveries and follow-up's	W – Every month H – Pending PO R – HOD - Purchase
Q	Quality	Rejection of Material	Affects the project execution	--	Follow-up of material deliveries	3	2	6	As per test certificate	W – Immediate H – Vendor management/development R – HOD - Purchase
Q	Documentation/ Reports/ Test certificates	Rejection of material	Affects the project execution & Cost of logistics	--	Communication in the PO	3	2	6	Training on the PO terms	W – Half yearly H – Vendor management/development R – HOD - Purchase

8.2 Internal Issue:

Q/E/S	Area	Issue	Risk	Opportunities	Existing controls	P	S	RR	Action plan	Evaluation
E, S	Energy efficient/ Environmental friendly & User Safety	Procurement of low energy efficient/ more resources consumption equipment	Energy and resources Losses	Lower cost	Identifying the low energy ratings/ water consumption appliances	3	1	3	Test certificates	W – As & when H – Statistic report R – HOD - Purchase

Probability (P): (1) Once in a year/ per 10 projects and above, (2) Once in a quarter/ per 3 projects, (3) Several times in a month or every project,



Severity (S): (1) No quality/ delivery / environment/ occupational health & safety issue,

(2) Slight quality/delivery/environment/ occupational health & safety effect, (3) Leads to quality/ environmental issues/ incidents/ customer complaints,

Risk Rating (RR) = Probability (P) X Severity (S); If is RR ≤ 5 Acceptable and if RR > 5 Not Acceptable

W – When, H – How, R - Responsible

9. Interested Parties – Risks & Opportunities:

9.1 External Interested Parties

Q/E/S	Interested Parties	Needs & Expectations	Risk	Opportunities	Existing controls	P	S	RR	Action plan	Evaluation
Q	External provider	Regular orders	--	Vendor performance	Sound business relationship	2	1	2		W – H – R –

9.2 Internal Interested Parties

Q/E/S	Interested Parties	Needs & Expectations	Risk	Opportunities	Existing controls	P	S	RR	Action plan	Evaluation
Q	Stores	Timely release of PO/ Delivery of items	Affects the project execution	--	Review of pending PO's and follow-up of deliveries	3	2	6		W – H – R –
Q	Project	Timely delivery of items without shortfall	Affects the project execution	--	RFQ's on basis of NFA and preparation of comparative statement	2	2	4		W – H – R –
Q, E, S	Architect/ Top management	Variant of samples/ Energy efficient/ Water consumption & User safety	Delay in selection of BOQ items	--	Follow up with Architect Team	2	1	2		W – H – R –
Q	Planning	Product costing within budget	Project cost increases	--	Follow up with Planning Team	2	1	2		W – H –



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Q/E/S	Interested Parties	Needs & Expectations	Risk	Opportunities	Existing controls	P	S	RR	Action plan	Evaluation
										R -
Q	Accounts	Payment Schedule increase	Effects Price Negotiation	--	Follow up with Accounts Team	2	1	2		W - H - R -

Probability (P): (1) Once in a year/ per 10 projects and above, (2) Once in a quarter/ per 3 projects, (3) Several times in a month or every project,

Severity (S): (1) No quality/ delivery / environment/ occupational health & safety issue,

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Risk Rating (RR) = Probability (P) X Severity (S); If is RR ≤ 5 Acceptable and if RR > 5 Not Acceptable

W - When, H - How, R - Responsible

10. Documented Information

10.1 Supporting Documented Information to be Maintained (DIM) Including External Origin

S. No.	Document Information Maintained	DIM No.	Document Origin	Revision Status	Approval Authority	Controlled copy issued to	Disposal Authority	Mode of disposal
1	Procurement Process	MHCPL-FP-PUR	Purchase	01	HOD (Purchase)	MGMT	MD	Shredding

10.2 Supporting Documented Information to be Retained

S. NO.	DIR Name	DIR No.	Revision status	Indexing	Mode	Storage	Retention	Disposal Authority
1	Note for Approval	PHP	00	Daily	Softcopy	Server	3 year	Achieve
2	Purchase Requisition	SAP Code	00	Daily	Softcopy	Server	3 year	Achieve
3	Delegation of Powers	SAP Code	00	Once	Softcopy	Server	Continuous	Achieve
4	Price Comparison / Comparative Statement	SAP Code	00	Daily	Softcopy	Server	3 year	Achieve



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S. NO.	DIR Name	DIR No.	Revision status	Indexing	Mode	Storage	Retention	Disposal Authority
5	Purchase Order / Work Order	SAP Code	00	Daily	Softcopy	Server	3 year	Achieve
6	Application for Vendors and Development of Vendors	MHCPL-FP-PUR-F01	00	Daily	Hard Copy	Purchase Desk	3 year	Achieve
7	Vendor Performance Evaluation Sheet	MHCPL-FP-PUR-F02	00	Yearly	Hardcopy	Purchase Desk	3 year	Achieve

*** (END OF THE DOCUMENT) ***