



SHRI VILE PARLE KELAVANI MANDAL'S
USHA PRAVIN GANDHI COLLEGE OF ARTS, SCIENCE AND COMMERCE
Bhakti Vedanta Swami Marg, North-South Road No. 1
Juhu Scheme, Vile Parle (West), Mumbai 400 056.
NAAC Accredited "A" Grade



PROCEDURE FOR PURCHASE OF MATERIAL/EQUIPMENT/SERVICE

PURCHASE

In the SAP Parivartan (system application produce) under MM module (Material Management).

- i. Procurement of material.
- ii. Procurement of services.
- iii. Procurement of assets.

MM Module

Supports the procurement and inventory function occurring in day-to-day operations. It contains following aspects such as

- a) Procurement of material/services and assets
- b) Goods receiving
- c) Consumption based planning and inventory.

It is fully integrated with other modules in SAP such as FICO (Finance)

Budget checks will happen at PR level for all purchase

All purchase in SAP are based on budget provided by finance department i.e. Accounts beginning of financial year proper budget given to all user department for purchase of consumable i.e. revenue items as well assets i.e. capital items. all purchase base on budget which was already in system if budget is not allocated in system, it will not allowed material coordinator to prepare purchase reacquisitions at that time material coordinator ask budget allocation from account department and get it approved for PR's.

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Procurement of material has been categorized into

a. Regular Materials

b. Non Regular Materials.

a.) Regular Materials:-Will be procured against the rate contracts or rate lists created by the central purchase by SVKM for all institutes. All institutes will abide by rates and source finalized by central purchase material like stationery, chemicals, glassware branded material etc. for quotations.

b.) Non Regular Material:-Sourcing for non-regular material will be carried out by institutes this will include flotation of request, for quotations, receiving quotations from vendors, company's etc. comparison and finalization at LPC / CPC or in OB like assets, printing etc. Person looking after purchase re called as material coordinators.

i. Receiving request from user department with permission of the HOD and approved by the head of institute i.e principal.

ii. Creating of purchase requisition in SAP ie. PR

iii. Budget Check

iv. Release from account department

v. Release from IH i.e. institute head.

a. Amount below 5000/principal/IH

b. From 5001 to 25000/LPC

c. From 25000/OB/CPC

vi. Create purchase order (PO) based on approval by LPC/CPC.

vii. Issue of PO to user department to order to vendor



BILLS

Good/receipts by user department check and verified making goods receipts entry in SAP forwarding Bills or Accounts department for Payment Monitor inventory a stocks.

Before creating PR's in SAP material coordinator has to perform the following function, ever material has own material number in system or service master in SAP created by Central Purchase Team at central level.

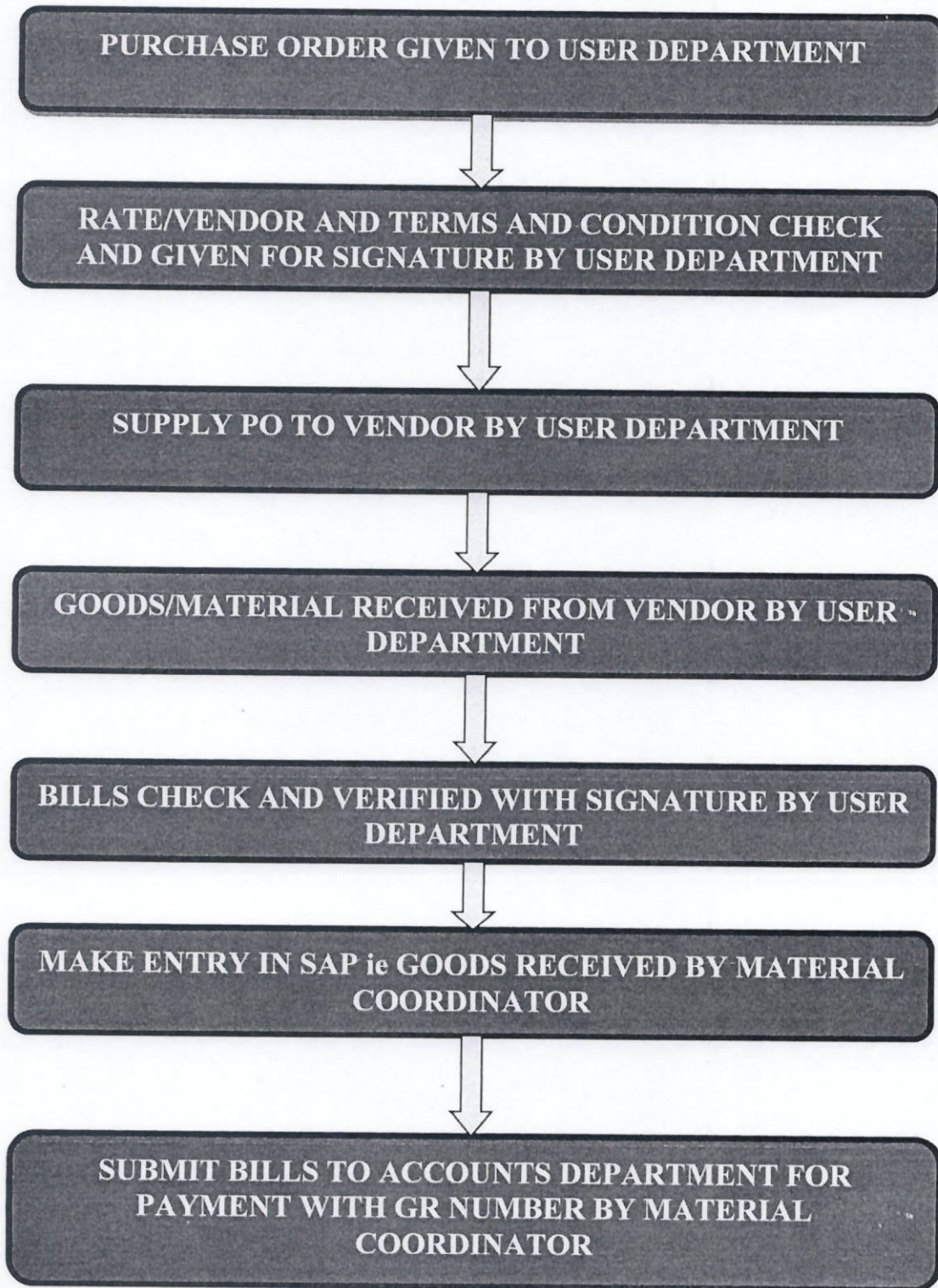
- i. Checking of Material Number or Service Master. If it was not in system send for creating material master from central purchasing team at SVKM level.
- ii. List prepared by user department for Rate Contract check with ATR Receipt from Central Purchase department i.e from SVKM.
- iii. Send list of regular material to Central Purchase team for rate contract.
- iv. For Non-Regular Material ask quotation from approved vendor of SVKM.
- v. Preparing comparative chart i.e.(RFQ)approved as Per level of Purchase i.e from Institute Head level below 5000/- from LPC up to 25000/- or from OB/CPC above 25000/-maintain in system and get release and prepare Purchase Order i.e PO.
- vi. User department requirement with HOD approval
- vii. Institute head approval
- viii. Material coordinator
- ix. Purchase Requisition (PR)
- x. 1st Release
- xi. 2nd Release
- xii. Account Head
- xiii. Institute Head



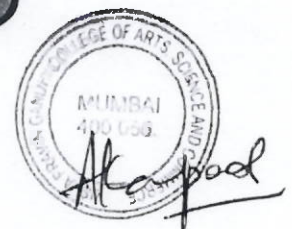
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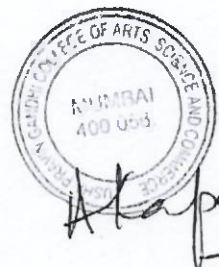


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DEPARTMENT BUDGET ALLOCATION AND SANCTION PROCEDURE

- Requisition from various departments for estimated budget for next academic year (equipment + consumable) (books and subscriptions)
- Principal Approval
- Budget Preparation by the Head of Accounts
- Final budget preparation
- Approval from LMC and SVKM management
- Principal received approval and Head of Accounts allocates budget in the next academic year





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PROCEDURE FOR PURCHASE OF MATERIAL /EQUIPEMENT/SERVICE

USER DEPARTMENT
REQUIREMENT WITH HOD
APPROVAL

INSTITUTE HEAD APPROVAL

MATERIAL COORDINATOR

PURCHASE REQUISITION (PR)

1st RELEASE
ACCOUNT HEAD

2nd RELEASE
INSTITUTE HEAD

SEND FOR
MENTOR
APPROVAL

OB APPROVAL

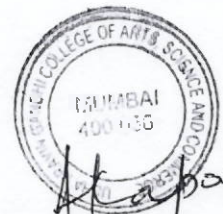
RELEASE IN SYSTEM
BY INSTITUTION

RELEASE IN
SYSTEM BY SVKM

APPROVED BY
INSTITUTE
HEAD ≤ 5000

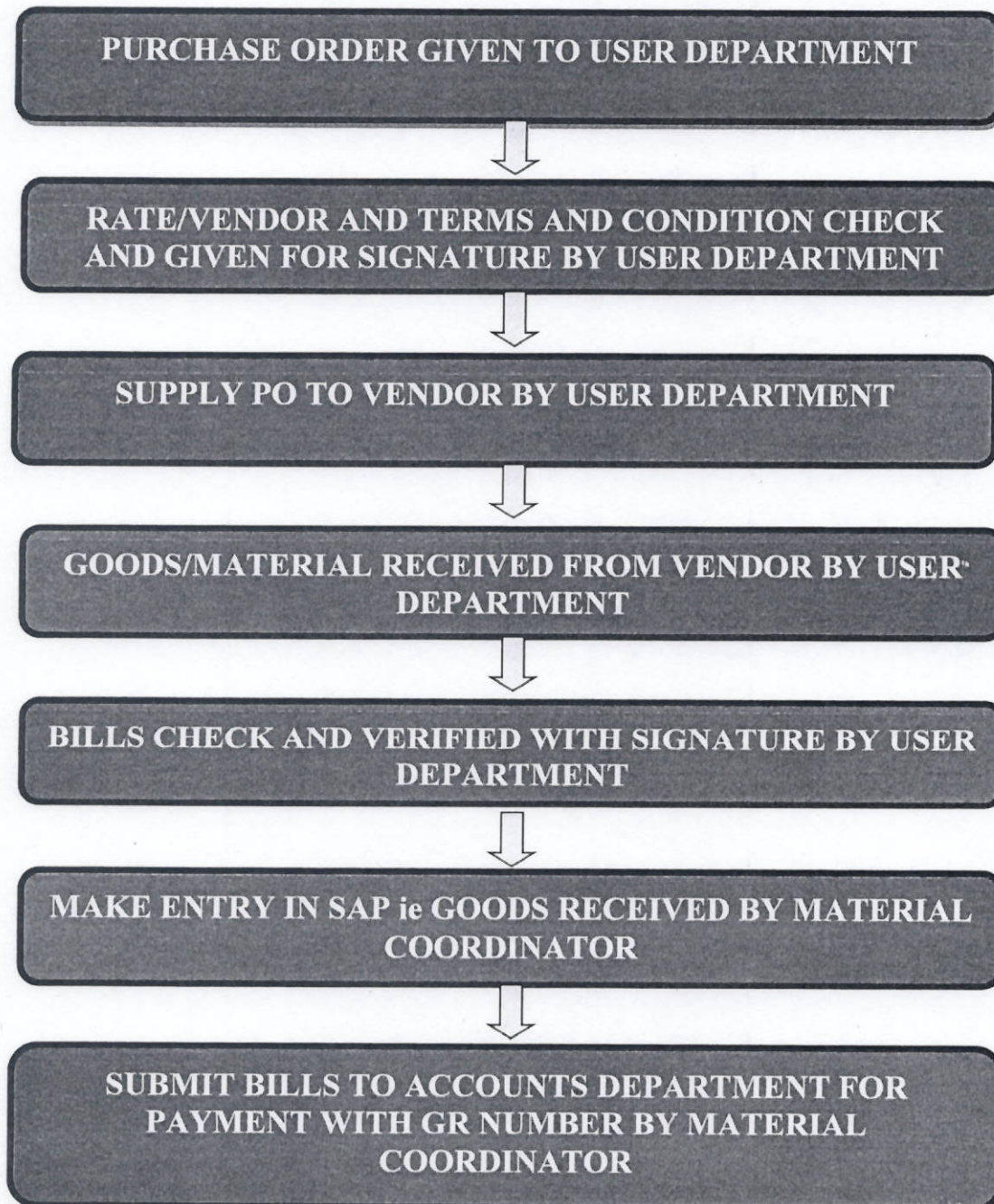
LOCAL PURCHASE
COMMITTEE
 $\leq 25000/-$

CENTRAL
PURCHASE
COMMITTEE $>$
 $25001/-$ AND ABOVE



NON REGULAR MATERIAL LIKE ASSET

- a. QUOTATION FROM VENDOR
- b. COMPARATIVE CHARTS
- c. LPC/CPC MEETING
- d. NEGOTIATION IN LPC/CPC
- e. FINAL COMPARATIVE OR ATR
- f. RFQ RELEASE FROM CENTRAL PURCHASE DEPARTMENT
- g. PREPARATION PO



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SERVICE PROCUREMENT

Like Housekeeping/ Security / Advertisement Sponsorships / AMC etc.

Process will be same for creating PR's release and Preparing Purchase Orders, render the services from Service provider and checking of Bills rate as per purchase order making service entry in SAP system and send the Bills for payments in Accounts department.

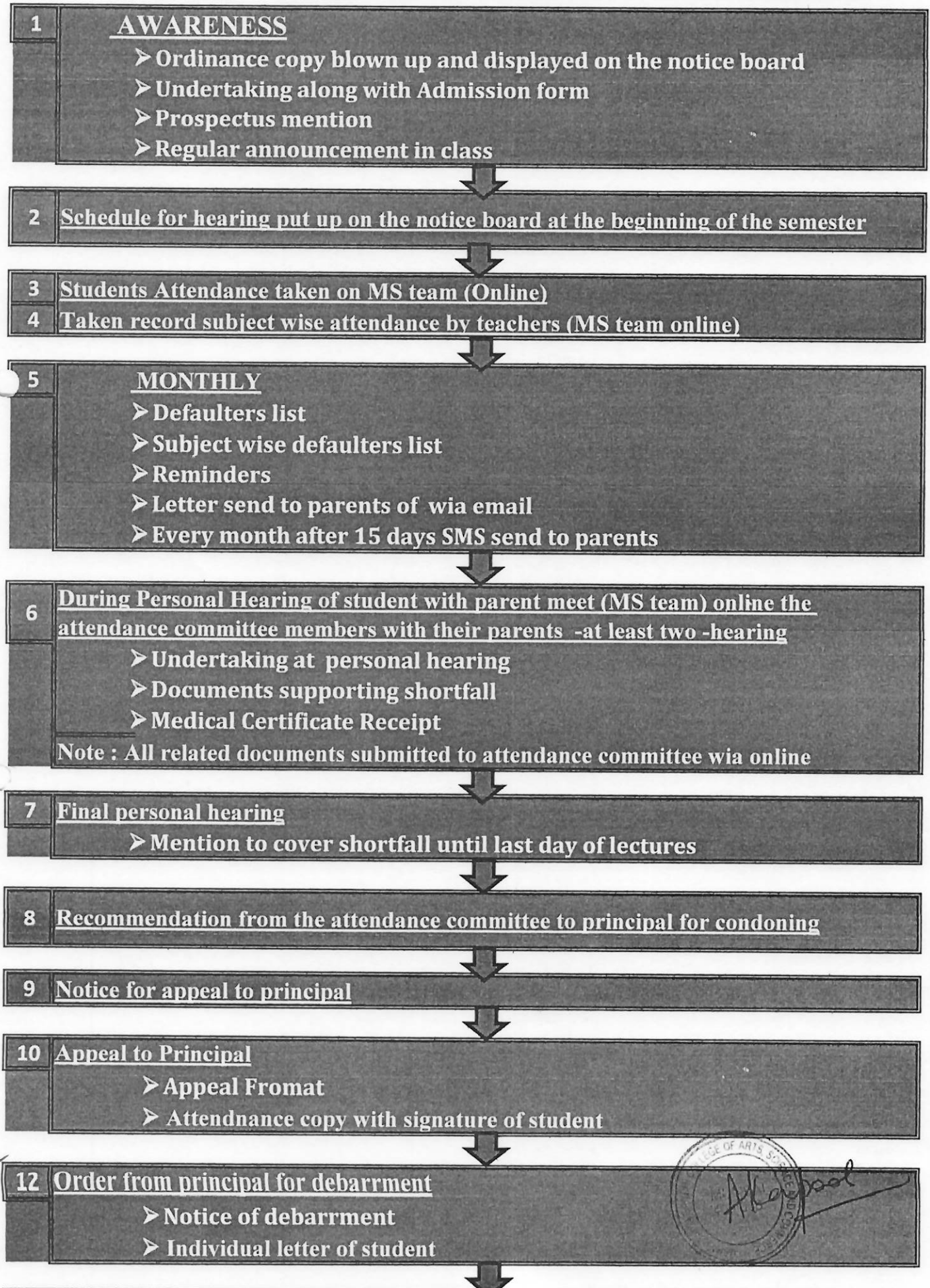
As per Material requisition, like stationery by user department issues of Stationery making goods Issued entry in SAP maintaining stock in SAP.

Shree



Atarpool

ATTENDANCE MONITORING STEP BY STEP PROCEDURE





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INDEX

Sr. No	DESCRIPTION OF PROCESS OF PURCHASE REQUEST
1	Receiving request from user department
2	Report Send to Mandal -(Internal Memo)
3	Internal Memo send for Budget Sanction
4	Quotation from Vendor
5	Comparative Statement
6	Approved Rates
7	Financial Budget Sanction
8	Pruchase Request released from -Account -1st release
9	Pruchase Request released from -Institutional Head -2nd release
10	Pruchase Request released from -OB Approval -3rd release
11	Pruchase Order
12	SAP Process Flow

Signature



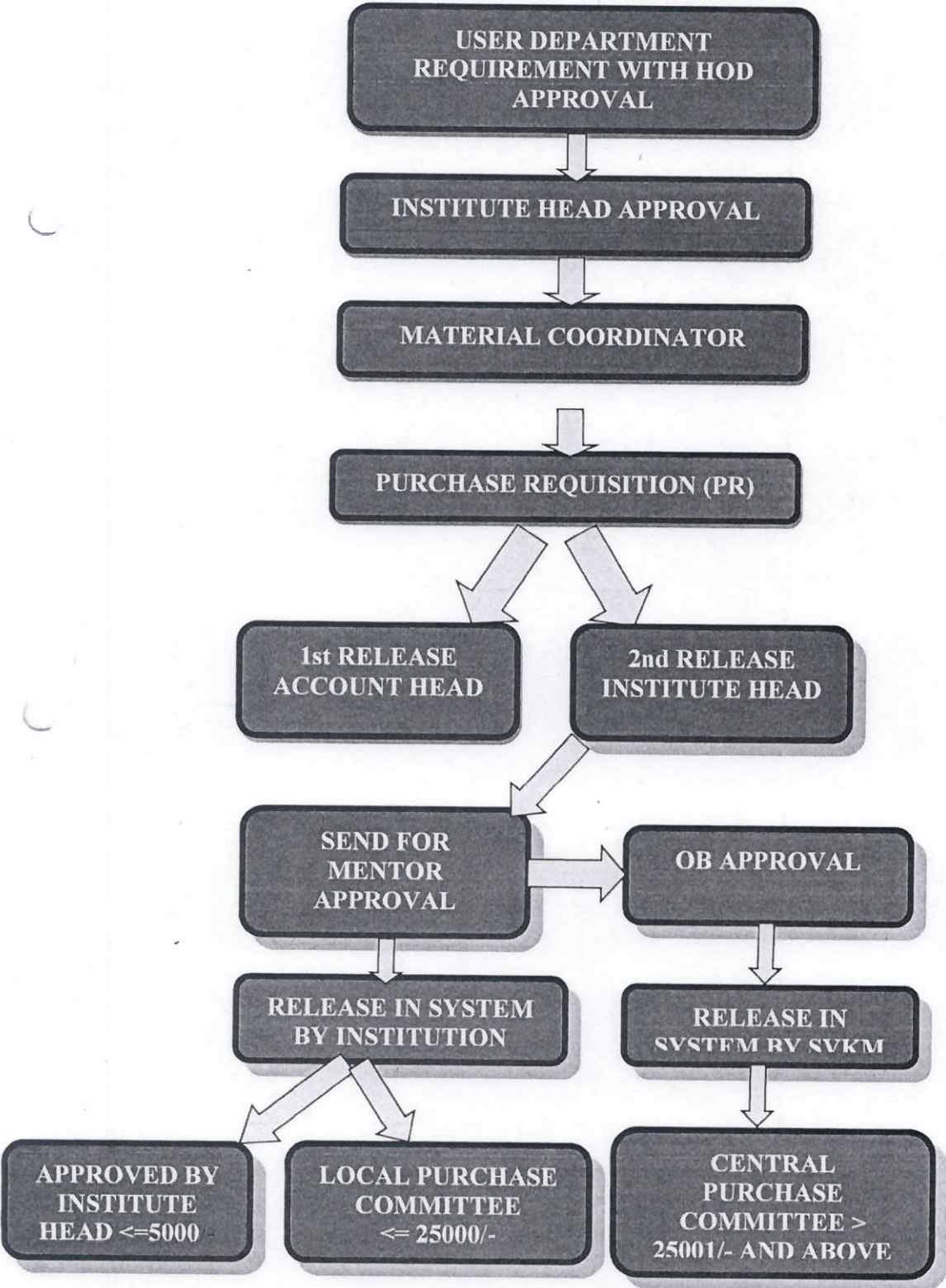
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