SOP of vendor registration & authorization

send vendor registration form to new supplier

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Purchasing received vendor form from supplier

↓

check details, payment term whether acceptable ?

— No → negotitate with vendor to have better result

targeting to have 30 days payment term after shipment ETD

↓ Yes

create Vendor task in Wrike

↓

get management approval

— No → (back to negotitate with vendor to have better result)

↓ Yes

purchasing to create vendor code in ABAS

↓

Purchasing to update Vendor information to Abas, example: bank details, company address, contact number, payment term etc

↓

change the Vendor task status to "In-review"

↓

Probation 3 month

↓

- check any CAPA
-check any shipment delay

↓

check the vendor KPI is meet our requirement?

— No → to decide drop this vendor or review performance for another 3 month

— yes → to discuss with Vendor on the improvement needs and reviews performance again → (back to Probation 3 month)

↓ Yes (from KPI check)

change the wrike task status to COMPLETED

↓ No (from decide drop)

Stop working with this supplier & change the wrike task status to REJECTED