



Dear all,

In issue #46 of Get connected, QAO had described on how to follow Procurement Processes. Two of the important points were New Vendor Registration in Salesforce and Vendor Re-evaluation. In this issue we will understand how to follow the above 2 processes.

Recap:

Each vendor desiring to conduct business with The Corporate Group (TCG) need to be registered in the procurement database of TCG as per the corporate policy of the company. This New Vendor Registration/Evaluation is to

- Assess the vendor's ability to produce a quality product/service suitable for TCG standards,
- To evaluate the vendor prior to awarding a contract or adding to an Approved Vendor List.

The form, **CBS_F_PRC_01_New_Vendor_Evaluation_&_Registration_Form** will be sent to the vendor by the nominated buyer for each department depending upon the nature of material/service to be procured.

Once approved by the management, the vendor details updated in Salesforce by buyer as required to be maintained under Quality Management System.

Vendor Registration in Salesforce:

Vendor registration was an existing tab in Salesforce under the tab name "Supplier". Major changes have been applied to the form in Salesforce. Salesforce tab updated with more details, notification reminders and approvals.

All vendors will be classified as "Active" and "Inactive".

Active Vendors are those which are used from **01.01.2017**. Inactive vendors are those which are used before **01.01.2017**. No vendors will be removed from our database.

All active vendors to be supported by **CBS_F_PRC_01** form. If some vendors (under active category) previously registered in Salesforce does not have the **CBS_F_PRC_01** form, please send it out to the vendor and get it completed.



Upon receiving the completed vendor registration form from the vendor, the buyer has to update it in Salesforce. All vendors previously registered in Salesforce also has to be updated as per the new format

Once you have updated the details from the form to Salesforce, a notification will be sent to GMD for verification and Approval

Note:

- **No registration or re-evaluation to be done for inactive vendors until their services will be used again**
- **CBS_F_PRC_01_New_Vendor_Evaluation_&_Registration_Form will be updated and the new form will be available from 05.09.2018 in production.**

Vendor Re-evaluation in Salesforce.

A vendor re-evaluation has to be performed (through Salesforce) each year by respective buyer by end of Q1 each year. The buyer will receive notification reminder on completion of one year by vendor for performing the vendor re-evaluation. The buyer on completion of reevaluation, to submit to GMD for approval and classification of the vendor.

For new Vendors evaluation will be done after one year.

For existing vendors who have been with us, irrespective of whether they are registered in Salesforce or not, a re-evaluation has to be conducted and to be completed by 30.09.2018.

Expiry of Vendor Trade License

On expiry of trade license of a vendor, a notification reminder will be sent to concerned buyer. Buyer has to then request vendor for renewed trade license.

Implementation of Vendor registration and re-evaluation was one of the observations raised by the External Auditor and all of you are expected to complete the tasks by the assigned date (30.09.2018).

For clarifications if any, feel free to contact me.