



IOI OLEOCHEMICAL

- IOI Acidchem Sdn Bhd
- Acidchem Ester Site
- Acidchem Soap Noodles
- IOI Esterchem (M) Sdn Bhd

Document No : SOP-PUR-003-(ADaE/QSFL)

Issue No. : 19

Date Issued : 04/04/2024

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TITLE

: Selection, Approval and Review of New Materials.

1.0 OBJECTIVE:

To establish a procedure for the selection, approval, review of new materials and Notification Of Change From Vendor.

2.0 SCOPE:

Applicable to Raw Materials, Packaging Materials, Process Chemicals, Outsourced Materials & Warehouse consumables, where necessary.

3.0 DEFINITION:

3.1	Registered Vendor	Company Registered Vendor (in SAP system).
3.2	MER	Material Evaluation Request.
3.3	Evaluating Parties	Production, QC, R&D and Warehouse.
3.4	Relevant Approving Authorities	User Division Head, QA Dept. Head & Marketing Dept. Head (Where applicable).
3.5	Tolling Services	Material supplied by the Company to get semi-finished and finished products.
3.6	Requestor	End user of the material or services.
3.7	MIQ	Material Information Questionnaire.
3.8	MER Report	Material Evaluation Request Report. (Report prepared for evaluation by selected evaluating parties)
3.9	Procurement	Procurement & Corporate Services Department.
3.10	Outsourced Materials	Semi-finished products, Finished products and Tolling services engaged by the Company
3.11	Emergency situations	Supply disruption due to unforeseen circumstances

4.0 PROCEDURE (Refer attachment) :

4.1 Flowchart

4.2 Description of Procedure



MER Procedure (rev).docx



Notification of change from vendor.doc

5.0 REFERENCE DOCUMENT:

- 5.1 SOP-MKT-010 - Purchase & Delivery of Semi-finished Products, Finished Products & Toll Processing Services.
- 5.2 SOP-QA-010 - Change Control
- 5.3 SOP-PUR-007 - New Vendor Registration

6.0 RECORDS RETENTION PERIOD :

		Responsibility	Retention
6.1	Registered Vendor (In SAP system)	Procurement & Corporate Services Department	Until Superseded
6.2	Material Evaluation Request Form	Procurement & Corporate Services Department	Until Superseded
6.3	Material Evaluation Request Report (MER Report)	Procurement & Corporate Services Department	Until Superseded
6.4	Notification Of Change From Vendor.	Procurement & Corporate Services Department	Until Superseded
6.5	Material Information Questionnaire	Procurement & Corporate Services Department	Until Superseded
6.6	Vendor Evaluation Questionnaire	Procurement & Corporate Services Department	Until Superseded

7.0 ATTACHMENT(S)

7.1 Material Evaluation Request (On-line) --> PUR-01/061023/09 [Notes Link](#)

7.2 Guideline Criteria for Approval -->



Guideline Criteria For Approval.xls

7.3 Registered Vendor -- > SAP

7.4 Notification Of Change From Vendor (On-line) -- > PUR- 18/150513/01 [Notes Link](#)
* Refer MER (on-line).

7.5 Material Information Questionnaire --> PUR-19/281118/05 [Notes Link](#)



QUESTIONNAIRE (revised 26 Nov).doc

ACM MATERIAL INFORMATION

7.6 Material Evaluation Request Report (MER Report) --> (On-line) [Notes Link](#)

7.7 Guideline Criteria For Evaluation -->



Guideline Criteria For Evaluation.xls

7.8 Vendor Evaluation Questionnaire --> PUR-21/190118/01 [Notes Link](#)



Vendor Evaluation Questionnaire.xlsx