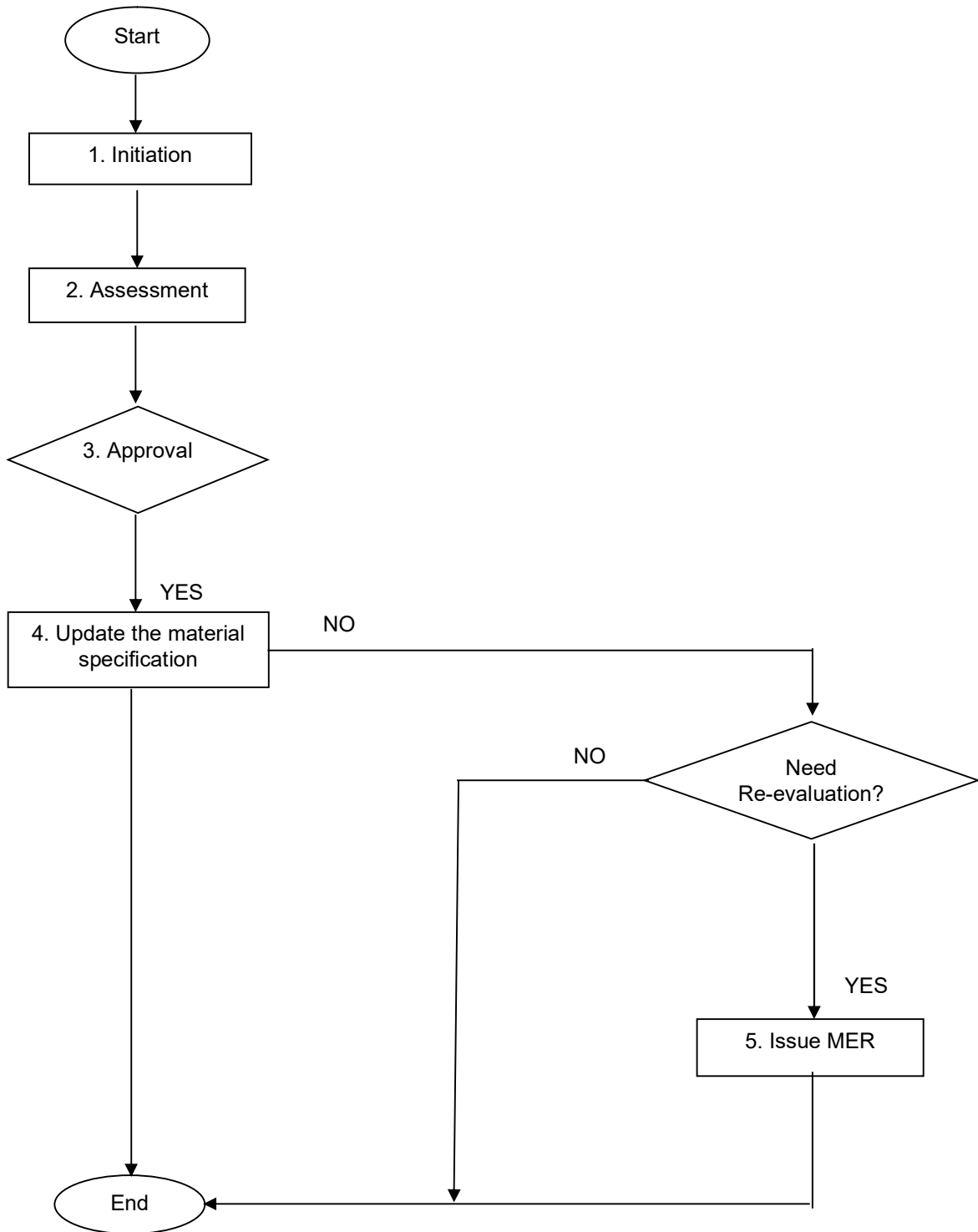


4.1 (b) Flowchart for NOTIFICATION OF CHANGE FROM VENDOR



4.2 (b) Description of Procedures

No.	Description of Activities	Dept/PIC	Remarks (Record/ Reference Document)
1.	<p>Initiation and Endorsement. Whenever there is a change notification by Vendor; 1.1 Fill in Section 1 of the online Notification of Change From Vendor form. 1.2 Select the relevant parties to evaluate the change 1.3 Send to Head of Procurement for endorsement. <u>Note:</u> Procurement personnel to ensure all relevant documents (e.g. Vendor evaluation report, product specs, declaration letter, comparison of change, etc where applicable) are available before initiating the form. Re-assessment is required for materials not purchased for more than three years.</p>	Initiator Procurement	Online Notification of Change from Vendor form
2.	<p>Assessment 2.1 Relevant parties to carry out the evaluation as per the change notified by vendor. 2.2 After evaluation, attach the report of evaluation, if applicable, in the online database and send to Procurement. 2.3 Procurement to send the online form to relevant approving authorities after complete evaluation from the selected parties. <u>Note:</u> General guideline for assessment parties as per Attachment 7.2</p>	Assessment Parties Assessment Parties Procurement	Online Notification of Change from Vendor form Online Notification of Change from Vendor form
3.	<p>Approval. 3.1 Make decision whether the change is approved or not in Section 3 of Online Notification of Change from Vendor form. 3.1.1 If APPROVED: Go to Step 4. 3.1.2 If NO: Need re-evaluation? a) YES, Go to Step 5 issue MER b) NO, End (Procurement to liaise with vendor to indicate non-acceptance of the change and discuss further action steps) <u>Note:</u> Approval parties as per Attachment 7.2</p>	Relevant approving authorities Procurement	Online Notification of Change from Vendor form MER Online
4.	<p>Update the Material Specification 4.1 Update all the relevant material specifications, Master list of Approved Materials and related documents, if applicable</p>	Procurement	Master list of Approved Materials (Online)
5.	<p>Issue MER 5.1 If the changes need re-evaluation, to issue MER (MER Online) as per SOP-PUR-003.</p>	Procurement	MER Online