

ERL MAINTENANCE SUPPORT SDN BHD

Co. Reg. No. 199901023674 (498574-T)








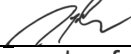
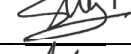
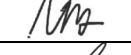





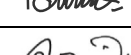
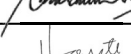

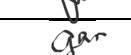
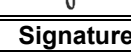
PROCUREMENT DEPARTMENT

Supplier/Contractor Selection, Registration and Evaluation Procedure

Ref. No. G00.OMU.M10540.CD.0001.F

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Release

Released:	Thomas Baake	Chief Executive Officer	23/11/2021	
Checked:	James L. Boudville	Operations	23.11.21	
Checked:	Norhandee Nordin	Drivers & Stations	22.11.2021	
Checked:	Omar Zakir	Operations - Control Centre	22.11.21	
Checked: f	Ham Mow Wai	Maintenance	15.11.2021	
Checked:	Jayarajah Savarimuthu	Rolling Stock & Engineering	15.11.2021	
Checked:	Muhamad Dzulfaqar Yusoff	Project and Engineering	17/11/2021	
Checked:	Norazman Abu Hassan	Rolling Stock	15.11.2021	
Checked: f	Anthony Arokianathan	Wayside	15.11.2021	
Checked:	Noel Devan Sawnthara Pandian	Systems	13 Nov 2021	
Checked:	Abdul Halim Baharom	Infrastructure	11.11.2021	
Checked:	Sukhbir Singh	Safety & Security	08.11.2021	
Checked:	Raefendy Ismail	Material Management	8.11.2021	
Checked:	Nauwalah Amat Mustakim	Finance & Administration	5.11.2021	
Checked:	Suriani Farisa Md Isa	Human Resource	1.11.2021	
Checked:	Haryati Khalil	CEO Office	01.11.2021	
Checked:	Muhammad Azim Abdullah	CEO Office	29.10.21	
Author :	Gan Lee Hong	Procurement	26.10.21	
	Name	Dept.	Date	Signature

Amendments or additions to this procedure are indicated with a vertical black line in the adjacent left margin.

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Change Record and Configuration Control

F	26 Oct 21	1. Revise group of supplier applicable for supplier/contractor selection and approval process 2. Revision on new vendor approval authority for E-MAS 3. To reflect current changes	GLH
E	10 Aug 18	1. Revise group of supplier applicable for supplier/contractor selection and approval process and to reflect current changes	GLH
D	08 April 13	1. Review methodology of supplier/contractor performance evaluation.	GLH
C	15 Feb 13	1. Changes as per new organization chart G00.OMG.M11110.BB.0005.* 2. Revise Supplier/Contractor evaluation procedure 3. Supplier/Contractor Selection & Approval Questionnaire to replace Supplier/Contractor Selection Form 4. Revise Supplier/Contractor Performance Evaluation Form	GLH
B	29 Dec 09	1. Revise content and update all forms 2. Introduce new Supplier/Contractor Selection Form 3. Removal of Supplier/Contractor Non-Conformance Report	WCY
A	18 Nov 05	New	Fabiyolla
This procedure replaces G00.OMM.M10540.WP.0002.A due to organization changes and coding changes. It is previously coded under Logistics and now transferred directly under Procurement.			
Revision	Date	Modification	Name

Planning Of Changes Reference For Revision: G00.OMU.M10540.CD.0001.F				
Issues To Consider	Checked <i>(Please mark X)</i>			Remarks
1) Are there any negative impact?	YES		NO	X
2) Will the integrity of QEMS be affected?	YES		NO	X
3) Resources available?	YES	X	NO	
4) Allocation or relocation of responsibilities and authorities required?	YES	X	NO	Comply to latest E-MAS Discretionary Authority Approval Limit dated 21.06.21

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1 Purpose

This procedure serves as an internal guideline for supplier/contractor selection, registration and evaluation. It is established in accordance to the requirement of ISO 9001:2015 and ISO 14001:2015.

2 Scope, Distribution & Access

This procedure applies to all new and existing suppliers/contractors. It is accessible to all Head of Department via document reference G00.OMU.M10540.CD.0001.*.

3 Abbreviation and Definition

Abbreviation	Definition
AOI	Administrative Overhead Items
ASL	Approved Supplier List : Supplier/Contractor database maintained in SAP MM and is managed by PRC
CRRC Changchun	CRRC Changchun Railway Vehicles Co.,Ltd
EM1	Purchases for Siemens trains related new parts
EM2	External repairs for Siemens trains related parts
EM4	E-MAS related purchases
EM7	Purchases for CRRC Changchun trains related new parts
EM8	External repairs for CRRC Changchun trains related parts
E-MAS	ERL Maintenance Support Sdn Bhd [Co. Reg. No: 199901023674 (498574-T)]
ERLSB	Express Rail Link Sdn Bhd [Co. Reg. No: 199601003493 (375839-H)]
HOD	Head of Department
MMT	Material Management Department
PO	Purchase Order
PR	Purchase Requisition
Department codes	Department codes as per Documentation Manual Procedure, G00.OMM.M11160.BT.1007.*.
RFQ	Request for Quotation
SAP MM	System Application Product Material Management
Requestor	Requesting person

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4 Supplier/Contractor Selection and Approval Process

Selection and approval process shall be carried out prior to procuring parts/services from all new supplier/contractor. Requestor may provide recommendation to PRC on suitable vendor. New supplier/contractor is required to fill up the following forms. Once approved new account will be registered in SAP for the selected supplier/contractor.

- a. Supplier/Contractor Registration Form G00.OMU.M10540.CD.0003.*
- b. Supplier/Contractor Selection & Approval Questionnaire G00.OMU.M10540.CD.1011.*
- c. Declaration of Anti-bribery & Corruption Practices Form G00.OMU.M14100.CD.1001.*

The new supplier/contractor approval authority as below:

- E-MAS purchases – approve by CEO
- ERLSB purchases – approve by PRC HOD

Refer flow chart G00.OMU.M10540.CC.1001.*.

Declaration of Anti-bribery & Corruption Practices Form G00.OMU.M14100.CD.1001.* is the requirement under the Anti-bribery & Corruption Practices (clause 14) in Purchasing Procedure G00.OMU.M10540.CD.0008.*.

New supplier/contractor shall be created directly in SAP as per clause 4.1.

4.1 Approved Supplier List (ASL)

Supplier/contractor registered shall be assigned with a vendor number generated from SAP system and details obtained i.e. address, contact person, payment term and etc shall be recorded in SAP MM vendor master.

These suppliers/contractors shall be given priority to participate in future purchasing activity. Supplier/contractor database, known as ASL, is maintained in SAP MM and managed by PRC.

5 Supplier/Contractor Evaluation

Evaluation is conducted by PRC once a year for the following :

- Top thirty suppliers based on PO value during the evaluation period
- Contractors (refer Contract Administration Procedure G00.OMA.M11160.CD.1008.*)
- Calibration supplier/s

Form G00.OMU.M10540.CD.0005.* is used for this assessment.

The main purpose of this evaluation is to review supplier's/contractor's adaptability towards E-MAS/ERLSB operation. The evaluation result may also serve as an improvement tool for long-term working relationship with supplier/contractor.

PRC shall perform the evaluation and it may be performed jointly with requestor depending on the goods/services supplied (e.g. for technical related feedback).The performance of supplier/contractor is measured based on the elements as follow:

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- a. Delivery / Timeliness
- b. Pricing
- c. Payment
- d. Responsiveness
- e. Quality
- f. Technical / after sales support
- g. Environmental commitment

There are 3 categories of performance rating.

Group	Performance Rating	Category
Group 1	> 0.70	Preferred suppliers. They will be given priority during RFQ.
Group 2	0.50 – 0.70	Conditional acceptance. Their participation will be considered if their score excel in any/some of the evaluation criteria.
Group 3	< 0.50	Rejected or to seek Management decision whether to allow them to continue with their participation.

6 Appendices

No.	Title	Document Reference
1	Supplier/Contractor Registration Form	G00.OMU.M10540.CD.0003.*
2	Supplier/Contractor Selection & Approval Questionnaire	G00.OMU.M10540.CD.1011.*
3	Declaration of Anti-bribery & Corruption Practices Form	G00.OMU.M14100.CD.1001.*
3	Supplier/Contractor Performance Evaluation Form	G00.OMU.M10540.CD.0005.*
4	Process Flow Chart: Supplier/ Contractor Selection & Registration	G00.OMU.M10540.CC.1001.*

Note: An Asterisk (*) used to refer to the latest version, applicable for all pages in this procedure.