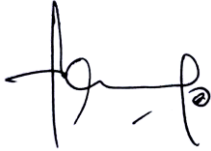


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After the discussion, we create these SOP with the following information:

Document Number : KG/FPR/SOP-EN/004/00
Title : Vendor Evaluation
Document Owner : Finance – Procurement
Effective Date : 18-02-2022

DOCUMENT APPROVAL

Created by	Created and Reviewed by	Reviewed by	Approved by
			
OLLYS MEMORI H S	JIMMY KOSASIH	AA. AYU DEWI QARA	ANUJ KUMAR MAHESHWARI
Procurement Manager	Business Process Excellence Manager	Financial Control Senior Manager	Group CFO, Finance and Accounting

NOTES

1. When the latest revision has been approved, the previous document is declared invalid (Obsolete).
2. Submission for revision requested by each Sub Department Manager, must be reviewed by Head of Department and Business Process Excellence Manager, and approved by the Director in Charge.
3. The approved SOP must be socialized to the relevant Kanmo Group employees.
4. Procurement Manager only wants to sign this SOP if the Business Process Excellence Manager also signs it. Procurement Manager has the responsibility to ensure that this SOP is properly implemented by each level listed here.

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1. PURPOSE

The purpose of this SOP is to ensure that Kanmo Group vendors are qualified, through vendor evaluation activities that are carried out from time to time about vendor performance.

2. SCOPE

This SOP covers the vendor evaluation process, starting from downloading the entire transaction data purchases to the vendor concerned, grouping transactions to each vendor to filling vendor performance evaluations to deactivating vendors (if needed). This SOP applies to the Procurement sub department.

3. DEFINITION

- 3.1. **Vendor** is a company/ party whose job is to provide/ sell materials and services/ carry out work based on customer requests.
- 3.2. **Vendor Evaluation** is a process to assess the vendors performance every year based on criteria determined by the Company (Quality, Cost, and Delivery).

4. REFERENCE

- 4.1. Manual of Information Security Management System.
- 4.2. ISO/IEC 27001:2013: Information Security Management System.

Clause	Clause Statement
9.1	<p>Monitoring, measurement, analysis and evaluation.</p> <p>The organization shall evaluate information security performance and the effectiveness of information security management system.</p> <p>The organization shall determine:</p> <ul style="list-style-type: none"> a) What needs to be monitored and measured, including information security processes and controls; b) The methods for monitoring, measurement, analysis and evaluation, as applicable, to ensure valid results; c) When the monitoring and measuring shall be performed; d) Who shall monitor and measure; e) When the results from monitoring and measurement shall be analyzed and evaluated; and f) Who shall analyze and evaluate these results.

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	The organization shall retain appropriate documented information as evidence of the monitoring and measurement results.
A.15.2.1	Monitoring and review of supplier services. Organizations shall regularly monitor, review and audit supplier service delivery.
A.15.2.2	Managing changes to supplier services. Changes to the provision of services by suppliers, including maintaining and improving existing information security policies, procedures and controls, shall be managed taking account the criticality of business information, systems and processes involved, and reassessment of risks.

5. RESPONSIBILITY

- 5.1. **Procurement Team** is responsible for conducting an assessment/ evaluation of vendors who have transacted in the current year, making evaluation results in a predetermined form.
- 5.2. **Procurement Manager** is responsible for checking and approving the results of the vendor procurement evaluation that has been made by Procurement Team.

6. POLICY

The related policies are used as a reference for SOP of Vendor Evaluation, including but not limited to:

- 6.1. Criteria for vendor evaluation shall include the following:

Specification	Description
Quantity	Meets the required quantity.
Delivery	According to User request time.
Quality	Meets the required quality.

- 6.2. Vendor evaluation will be carried out every 1 (one) year, or based on input from the User that the vendor is declared unfit to work on a particular project.
- 6.3. Procurement vendors are given 1 (one) opportunity to make improvements. If it turns out that the vendor's results are declared unfit to work on a particular project, then Procurement Team must deactivate the collaboration with the vendor, except for a single vendor.

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7. PROCEDURE

- 7.1. Procurement Team fills out **Vendor Evaluation Form**.
- 7.2. If the evaluation results are declared good, then Procurement Team signs the Vendor Evaluation Form and submits it to the Procurement Manager, then the Procurement Manager approves the Vendor Evaluation Form until the process is complete.
- 7.3. If the evaluation results are declared not good 1 (one) time, the Procurement Team will inform the relevant vendor to make improvements. Process back to 7.1.
- 7.4. If the evaluation results are declared not good 2 (two) times or based on input from the User that the vendor is declared unfit to work on a particular project, then Procurement Team will deactivate the collaboration between the Company and the vendor.

8. ATTACHMENT

- 8.1. KG/FPR/FORM/009/00: Vendor Evaluation Form.

9. DOCUMENT HISTORY

Revision	Date (DD-MM-YYYY)	Description