

Interaction	Control/Activities	Records
<p>Start</p> <p>1. Admin receives call/reminder from vendor to renew contract</p> <p>2. Admin requests new quotation and new contract from vendor</p> <p>3. Vendor sends two copies of contract</p> <p>4. Received the contract and get approval from CEO</p> <p>5. Admin sends signed contract to vendor</p> <p>6. Vendor sends back Anika copy with invoice</p> <p>7. Received invoice and pass to Finance for payment</p> <p>7. File invoice for record</p> <p>End</p>	<p>1. Admin receives call/reminder from vendor to renew their contract of services eg. Elid, Fastlite, ISS hygiene &amp; Otis.</p> <p><u>Note :</u> Admin may call the vendor if there is no reminder from them / if Anika want to change the contract</p> <p>2. Admin requests the vendor for a new quotation and new contract.</p> <p>3. The vendor must send two copies of contract (one copy for Anika and one copy for them).</p> <p>4. Admin obtains approval and signatures from CEO to continue the contract.</p> <p>5. Admin send both copies of contract to the vendors to get signatures from their side.</p> <p>6. Vendor will send back Anika's copy with invoice.</p> <p>7. Send invoice to Finance to proceed with payment.</p> <p>8. File the invoice for record.</p>	<ul style="list-style-type: none"> <li>• Quotation</li> <li>• Contract</li> <li>• Contract</li> <li>• Contract</li> <li>• Invoice</li> <li>• Invoice</li> <li>• Invoice</li> </ul>

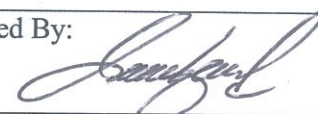
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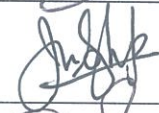
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