|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Suppliers | Input | Process | Output | Customers |
| Vendors | Email | 1. Receive mail with vendor attachment | MIS Report Updated | Vendor |
| Client Management Team | Vendor Info | 1. Check Information | New Vendor Added | Support Team |
|  | Existing vendor record | 1. Check applicant already exists | Email of Report |  |
|  | MIS Report | 1. Add vendor information |  |  |
|  |  | 1. Send MIS Report |  |  |

**SIPOC Model**