

Yu, Wee Pin Aidan

From: Agnelo Noronha <agnelo.noronha@dbschenker.com>
Sent: Tuesday, February 04, 2014 10:04 AM
To: 'Aidan Yu'; 'Mano Marappan'
Cc: 'Jesline Hoe'; 'Choong Kim Fen'
Subject: RE: New Project for eProcurement

Hi Aidan,

Approval Flow of the new system “eQualification”

- 1) Requestor fills in the supplier name, contact person & email address. Submitting the info. will generate an email with a unique key for the supplier to fill in details.
- 2) Supplier fills in all the required information required but the system and submits details. Email triggered to requestor.
- 3) Requestor fills in additional information and submits details.
- 4) Requestor HOD approves or rejects the supplier. If rejected an email is send to the requestor. Approval will send an email to the Procurement team.
- 5) Procurement approves or rejects the supplier. If rejected an email is send to the requestor & the requestor's HOD. If approved the supplier is added to the valid suppliers list.

Additionally

- 1) Supplier can view their information using the email that was generated by the system to check their information anytime.
- 2) If the supplier has made any mistake in the form, Admin staff can resend the link back to the supplier to edit the information. This can be only prior to the requestor's submission of the form to their respective HODs.

Best Regards

Agnelo Noronha
Senior Information Analyst
IT - Solutioning

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From: Aidan Yu [mailto:aidan.yu@dbschenker.com]
Sent: Thursday, January 30, 2014 10:43 AM
To: 'Mano Marappan'; 'Agnelo Noronha'
Cc: 'Jesline Hoe'; 'Choong Kim Fen'
Subject: RE: New Project for eProcurement

Hi Agnelo,

Summary of our discussion as follows:

1. A separate system will be created to serve the function of supplier qualification.
Objective of this system is to:

- Allow suppliers to access the system from the Internet to input supplier information and attach supporting documents
 - Electronically capture the audit trail on requestors and approvers of the new suppliers
 - Database to store supplier qualification data (upon implementation, Procurement will stop filing hard copies).
2. The system will require electronic forms to be created for:
- a. Normal Suppliers:
 - i. Supplier Survey and Qualification Form
 - ii. Acknowledgement for Supplier Integrity Undertaking
 - b. Transporters:
 - i. Transporter Survey and Qualification Form
 - ii. Acknowledgement for Supplier Integrity Undertaking
 - iii. Acknowledgement for Trucking Security Plan
3. The system will be open to all Schenker staff that have NT ID and can use NT passwords to log in to access information and make request to qualify new supplier. All requests to qualify new supplier need to be approved by the requestor's HOD. The final approver will be Procurement.
4. A link will be set up in eProcurement to direct users to this new system should they need to access supplier qualification data.

Action Plan

1. Procurement will review current SPRR and TPRR documents and provide latest versions of below documents to IT with information on which fields are free text, yes/no, etc. (by 21 Feb 2014)
- SPRR
 - TPRR
 - Supplier Integrity Undertaking
 - Transporter Security Plan
2. IT will design the system bearing in mind that there will be 2 phases:
- Phase 1: Input of new suppliers upon system goes Live.
 - Phase 2: Input of existing suppliers after system goes Live.

Actions required for Phase 2:

- IT needs to export all existing suppliers from eProcurement over to new system. However these suppliers will display minimal data.
- Procurement will engage an Intern to input missing data from hard copy files into the system.
- System must be designed with exception for Procurement to manually input data into system in the absence of a real Requestor and Approver.

Best Regards,

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From: Mano Marappan [<mailto:mano.marappan@dbschenker.com>]
Sent: Wednesday, January 29, 2014 1:34 PM
To: 'Agnelo Noronha'
Cc: Aidan Yu
Subject: FW: New Project for eProcurement

Agnelo,

Please discuss with Aidan on this especially on number of forms to be handled.

Marappan Manoharan(Mr)
IT Manager (Corporate Services)
IT Department

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From: Aidan Yu [<mailto:aidan.yu@dbschenker.com>]
Sent: Wednesday, January 29, 2014 10:56 AM
To: 'Mano Marappan'
Cc: 'Jesline Hoe'
Subject: New Project for eProcurement

Hi Mano,

We are considering automating our Supplier Qualification Procedure.

At present, Suppliers and Requestors fill in an Excel form, they then print out and sign on hard copies. HOD sign off and approve the hardcopies.

Our intention is for a system that is hosted on the internet where supplier clicks on a link and goes into this system to fill up their supplier details and to sign off and attach relevant documents.

The data or e-form can then be routed internally within Schenker for relevant approvals and with the audit trail being captured.

We want these e-forms or data to be stored in eProcurement for easy retrieval and we want to do away with filing of physical hard copy forms.

Do you think this is workable?

Shall we meet up to discuss in more detail?

Best Regards,

Aidan Yu
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