## ASP ONLINE APPROVAL PROCESS

Business process Remark	ASPF online approval This process would be applied for ASPF online approval					Date: 01 Jan' 16
<50 mil (TMKT) < 100 mil (MKT)	≥50 and <100 mil (TMKT) ≥ 100 and <300 mil (MKT)	≥100 and <3,000 mil (TMKT) ≥300 and <5,000 mil (MKT)	≥ 3,000 mil (TMKT) ≥ 5,000 mil (MKT)	Description	Responsible	Time
Start	Start	Start	Start	Create ASPF	Requester	Day n
ASPF creation	ASPF creation	ASPF creation	ASPF creation -			23,
Notice by email Yes	Budget checking  Yes	Budget checking  Yes	Budget checking  Yes	Check avaiability of budget	Budget controller	Day n+1 (1 day)
Functional approve	Functional approve (1)	Functional approve (1)	Functional approve (1)  Notice by	Review and confirm the activity	Line Manager	Day n+2 (1 day)
Yes	Notice by email Functional Approval (2)	Notice by email Functional Approval (2)  Yes	email No  Functional Approval (2)  Yes	Review and confirm the activity	Director	Day n+3 (1 day)
Fl approve No	Fl approve (1)  Yes	Fl approve (1)  Yes	Fi approve (1)  Yes	Review and approve the activity and budget	Commercial Finance Manager	Day n+3.5 (1/2 day)
	Fl approve (2)	Fl approve (2)  Yes	Fl approve (2)  Yes	Review and approve the activity and budget	Commercial Finance Director	Day n+4.5 (1 day)
Yes	Yes	Functional approve (3)	Functional approve (3)  Yes	Review and approve the activity and budget	VP Marketing/ VP Sales	Day n+5.5 (1 day)
		Yes	Fl approve (3)  Yes	Review and approve the activity and budget	VP Finance	Day n+6.5 (1 day)
			Approve (4)  Yes	Review and approve the activity and budget	coo	Day n+7.5 (1 day)
Budget checking	Budget checking	Budget checking	Budget checking	Provide ASP Form serial number	Budget Controller	Day n+8 (1/2 day)
Execution	Execution	Execution	Execution	Execute the Marketing/ Trade activity		
Remark: At each step, the in charge person will be notice by email to in						
Commercial Director	VP Finance	VP Marketing	VP Sales		hief Operating Officer	
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