

ASP ONLINE APPROVAL PROCESS

Business process		ASP online approval				Date: 01 Jan' 16					
Remark		This process would be applied for ASPF online approval									
		<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			
Notice by email					Create ASPF	Requester	Day n				
					Check avaiability of budget	Budget controller	Day n+1 (1 day)				
					Review and confirm the activity	Line Manager	Day n+2 (1 day)				
					Review and confirm the activity	Director	Day n+3 (1 day)				
					Review and approve the activity and budget	Commercial Finance Manager	Day n+3.5 (1/2 day)				
					Review and approve the activity and budget	Commercial Finance Director	Day n+4.5 (1 day)				
					Review and approve the activity and budget	VP Marketing/ VP Sales	Day n+5.5 (1 day)				
					Review and approve the activity and budget	VP Finance	Day n+6.5 (1 day)				
					Review and approve the activity and budget	COO	Day n+7.5 (1 day)				
					Provide ASP Form serial number	Budget Controller	Day n+8 (1/2 day)				
Execute the Marketing/ Trade activity											
Remark: At each step, the in charge person will be notice by email to inform status of the ASPF											
Commercial Director		VP Finance		VP Marketing		VP Sales					
						Chief Operating Officer					