

Step 1: Sourcing; please recheck the budget of your project or estimated spending:

- if the budget or estimated is above or equal Procurement engagement threshold (20K USD or approx. 600,000 THB, excluded VAT 7%), please contact your Procurement Lead for further process.
- if the budget or estimated is lower than Procurement engagement threshold (20K USD or approx. 600,000 THB, excluded VAT 7%), the requester can ask a quotation from the vendor, then go to step 2.

Step 2: Risk Assessment: please recheck whether your project is required any assessment by following the details:

- **Supplier Privacy Assessments ("SPA")** is required when If it is indicated that the supplier will be processing personal information. Please find more details and how to enroll SPA with supplier in [OneTrust | Privacy, Security & Governance](#)
- **Anti-Bribery & Corruption Due Diligence ("ABC DD")** is required when you are engaging a third party who in the scope of their work may need to interact with a government official outside of the U.S. on behalf of Organon. Government official includes officers and employees of non-U.S. governments regardless of rank, and employees of their departments and instrumentalities. It is very broadly interpreted to include: 1) direct employees of non-US governments performing government functions; 2) those engaged by non-US governments including private individuals appointed by such entities to provide advice involving a governmental function; and 3) those employed by non-U.S. government instrumentalities such as government-owned or government-controlled businesses whether or not performing a government, private or independent function. such as government-owned or government-controlled businesses whether or not performing a government, private or independent function. Any question, please contact your Procurement Lead or Legal & Compliance Lead.
- **Pharmacovigilance (PV) Due Diligence** is required when there is a reasonable possibility for this supplier to receive medical information as part of the services being provided to our company. Medical information includes adverse events (including adverse drug reactions), medical information inquiries, product complaints/defects and/or customer feedback. Reasonable possibility is defined as instances when a supplier provides a service routinely involving access to and/or receipt of our company's product and/or consumer related information. Information may be obtained through direct contact with consumers and/or healthcare professionals (HCPs), or indirectly through reviewing relevant sources of information such as websites, social media platforms, surveys, data stored on servers etc. Any question, please contact your PV Lead.
- **Business Technology Risk Assessment ("BTRA")** is required by the Business Technology Risk Management & Security (BTRMS) group and in support of [Policy 13.1 Information Risk Management](#), the **Organon Business Stakeholder** who is requesting the goods or services needs to initiate the Business Technology Risk Assessment Request (BT RAR) from the [BT Risk Assessment](#) site. The BTRAR will determine which, if any, BT Risk Assessments are needed. For consultation and support, please send an

email to the BT Risk Mailbox btrisk@organon.com. If you need any assistance with answering these questions, please reach out to your BT Lead.

After rechecking the details and complete the process, then go to Step 3

Step 3: Fixed Asset: Please recheck with Finance department whether your requirement is required the fixed asset process.

- If your requirement is required the fixed asset process, please consult with Finance, then go to Step 4 once it is completed.
- If your requirement is not required the fixed asset process, please go to Step 4

Step 4: Agreement: please recheck with your Procurement Lead and PV Lead whether the agreement, Statement of Work ("SoW"), Task Order ("TO"), PV clause is required.

- If your request is required the agreement, Statement of Work ("SoW"), Task Order ("TO"), PV clause, please contact your Procurement Lead and PV Lead, then go to Step 5 after it is signed completely and get the confirmation from Procurement Lead and PV Lead.
- If your request is not required the agreement, Statement of Work ("SoW"), Task Order ("TO"), PV clause, please go to Step 5.

Step 5: Shopping Cart / PO, please contact your Admin to issue the PR/PO, then go to Step 6.

Step 6: Start working: you can let the supplier to start the service providing or goods delivery after PO is approved completely in our system by GOA, then go to Step 7.

Step 7: Invoice: you can let your vendor posts the invoice based on their service or goods delivery. If any question, please feel free to contact your Procurement Lead or Finance Department.