

ANNEX VIII: GUIDE FOR PROCESS DOCUMENTATION (PC WEIGHT - 25%)



REPUBLIC OF KENYA



Institution/Organization Name: Kenya Pipeline Company Limited

Affiliations; Ministry / Department/ County/Parent Company: The National Treasury

Economic Sector Alignment:

Big 4 Alignment:

Accounting Officer:

Report Period: FY2021/22

PROCESS DOCUMENTATION

Service Name	Vendor Selection and Registration
Brief Description Document Purpose/Service	Vendor Selection and Registration
Document Control: Change Record/Version Number	1/2
Process Owner: Name and Position	Nancy Rono – Supply Chain Manager
Process Writer (s); Name and Position	1. Japheth Aseka – Supply Chain Officer 2.
Process Reviewer (s); Name and Position	1. Paul Mutisya - Supply Chain Officer 2.

STEPS/FLOW/SEQUENCE

Step	Event/Activity/Action	Time/No. Days	Of	Actor
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1.	<p>The procedure covers process of identifying suitable vendors to supply good, works and services.</p> <p>The objectives are to ensure that:</p> <ul style="list-style-type: none"> - Approved vendors meet specified requirements - Vendor's list is approved and maintained 	Approved and updated vendors list	The Head of Department (Procurement Manager) has the principal responsibility for ensuring that this procedure remains adequate for its intended purpose and is being implemented within the department
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EXCEPTIONS TO THE NORMAL FLOWS

Title	No.	Description	Time	Actor
Trigger 1: e.g., Customer provides wrong ID number	1.	E.g. the system displays message that the ID the customer provided is not correct	-	-
	2.	The User Account remains inactive	-	-
(If any other, add rows)				

Process Maps/Visuals

Business process flowcharts/swim lanes/screen shots

KENYA PIPELINE COMPANY LTD

**Vendor Selection and Registration
Procedure**

ISO9001:2015QualityManagementSystem

