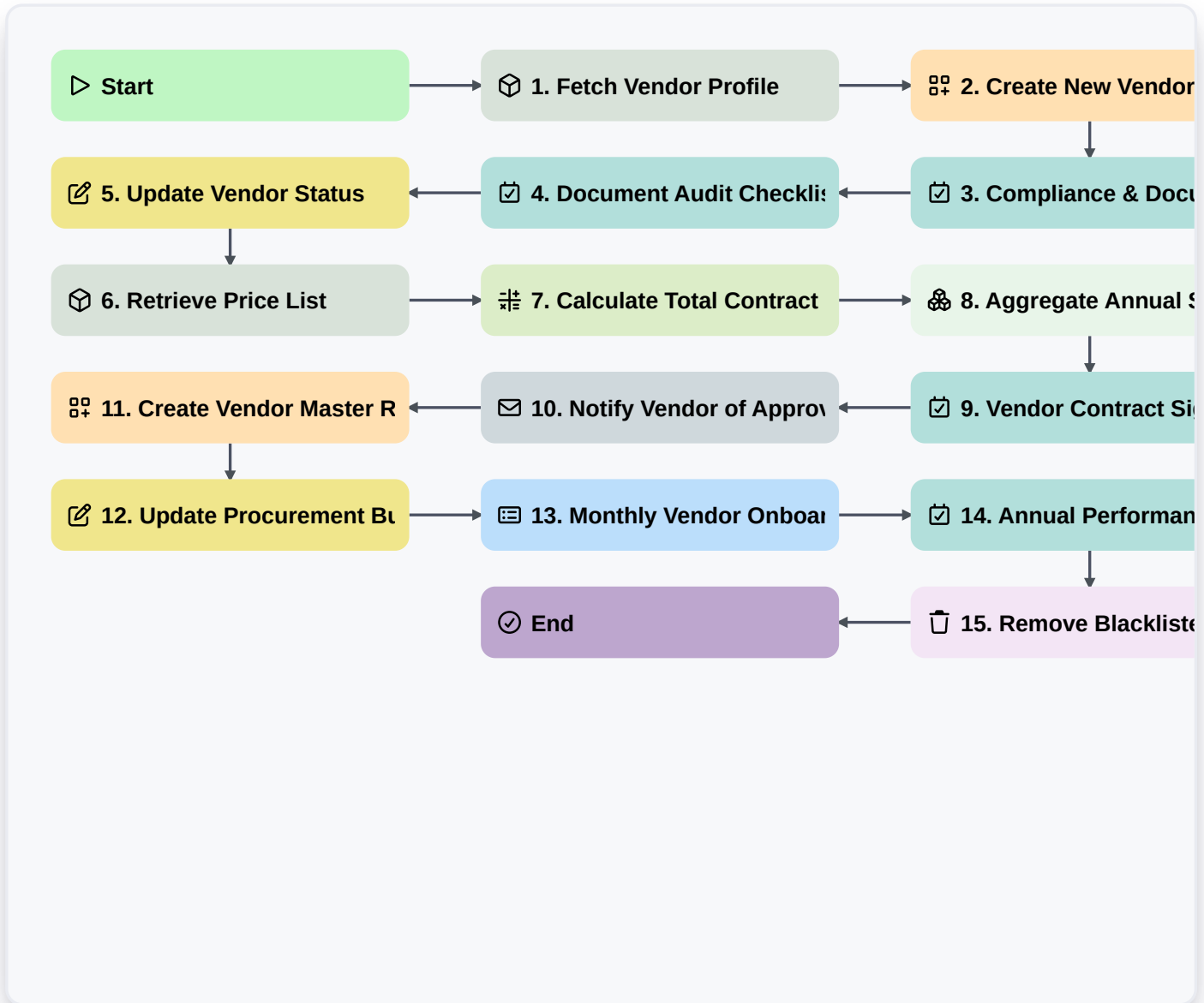


Retail Vendor Management Process



Start

Start of the Workflow/Process.

1. Fetch Vendor Profile

Retrieve existing vendor details from the Vendor Data Model to verify credentials and contact information.

2. Create New Vendor Request

Generate a new entry in the Vendor Onboarding table when a procurement need is identified.

3. Compliance & Document Verification

Assign a task to the Legal/Compliance team to review the vendor's licenses, insurance, and tax documentation.

4. Document Audit Checklist

A set of sub-tasks within the Verification task including: Tax ID verification, Insurance certificate check, and ISO certification review.

5. Update Vendor Status

Update the vendor status field to 'Under Review' or 'Approved' in the Vendor Data Model.

6. Retrieve Price List

Pull all line items from the Vendor Catalog data model to compare pricing.



7. Calculate Total Contract Value

Execute a formula summing unit prices multiplied by estimated annual volume to determine the total annual spend.

8. Aggregate Annual Spend per Category

Sum all approved vendor contract values to analyze total expenditure per product category.

9. Vendor Contract Signing

Assign a task to the Procurement Manager to oversee the execution of the legal contract.

10. Notify Vendor of Approval

Send an automated email to the vendor's primary contact notifying them that they have passed the onboarding process.

11. Create Vendor Master Record

Create the final, permanent entry in the 'Approved Vendor Master List' after all checks are passed.

12. Update Procurement Budget

Update the departmental budget entry to reflect the newly committed annual spend.

13. Monthly Vendor Onboarding Report

Generate a report summarizing all new vendors added and their total value during the month.

14. Annual Performance Review

Create a recurring annual task to evaluate vendor performance based on KPIs.

15. Remove Blacklisted Vendor

Delete or archive vendor entries from the active procurement list if they fail critical compliance audits.

End

End of the Workflow/Process.