Supply Chain Management: Renewal Process

untypical

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- Supplier status visible on CQMS Portal confirming progress
  - untypical to monitor supplier performance
  - Supplier NOT TO BE USED unless certificated with CQMS Safety-Scheme
- Insurance, self-billing and CQMS expiry date (as applicable / communicated via API to COINS, and suppliers COINS record is updated

CQMS Safety-Scheme

- Supplier modules are due to expire
- CQMS' portal notifies supplier via email that modules are approaching expiry.
- Emails sent prior to module expiry at set intervals then on set intervals following modules expiry if not renewed
  See Frequency
- Upon submission CQMS are notified and invoice is raised to cover assessment fee
- CQMS' Audit Team review submission and provide feedback
  - Submission accepted
  - Submission rejected
- CQMS notify Supplier via email. The expiry dates of H&S (SSIP) and CSR modules will be aligned to the H&S expiry date as detailed on the SSIP portal.
- CQMS continue with proactive chased prior to the expiry of any modules [including insurances] to enable renewal process to be commenced and ensure continual approval in place
- CQMS notify Supplier advising further information required. All modules with shortfalls are clearly marked with actions required

Supplier

- Supplier logs into CQMS portal and completes relevant modules via 'MODULES TO DO' tab
- Supplier completes modules and submits for verification
- Supplier pays invoice
  See Fees
- Supplier reviews auditor feedback and provides outstanding information to CQMS and submits for verification

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