**Purchase Workflow - Vendor Registration and Request for Purchase of Services**

Note: These requirements are closely linked to the Service Master and to Vendor Management.

**Requesting Purchase of a Service**

All Service requests should go through the **Work Order** workflow

Overall Requirements:

1. All vendors need to be assessed by QA. GxP vs non-GxP
2. All services need to be assessed and controlled as GxP or non-GxP (we have not discussed yet how to best control this. PLGMP may suggest the best approach?)
3. Mapping of services:
   1. GxP vendors can be mapped to GxP or non-GxP services
   2. Non-GxP vendors can only be mapped to non-GxP services

Overall required flow for services including vendor registration and approval:

Vendor Registration, Approval and Mapping to Services

|  |  |  |
| --- | --- | --- |
| Vendor Registration (by Purchase Department) | | |
| Vendor Type: Manufacturer, Supplier or Service | | |
| Shape | | |
| Vendor Assessment (by QA Department) | | |
| Shape | | |
| Potential GxP impact | | Obvious non-GxP Vendor |
| Shape | | Shape |
| Vendor Assessment by QA as per SOP-020 | | Qualification Not Required |
| Shape | | Shape |
| Assessed as A, B or C vendor | Assessed as a non-GMP vendor. No further actions required by QA | Purchase Department can map any non-GxP services to this Vendor and proceed with purchase |
| Shape | Shape | Purchase Department can map any non-GxP services to this Vendor and proceed with purchase |
| Vendor is approved as per SOP-020 |  |  |
| Shape |  |  |
| QA maps services to this approved GxP Vendor | Shape | When QA has mapped the service to the GxP vendor, Purchase Department can proceed with purchase |
| Shape |  |  |
| QA keeps a Vendor log of GxP vendors (see ELB-023 for what needs to be included in this log) |  |  |