

VENDOR MANAGEMENT PROGRAM

ABC INSURERS, INC.
2000 Main Street
Any City, Any State 00000

ABCINSURERS.COM

VERSION 0.0.0

00/00/0000



VERSION HISTORY

VERSION	APPROVED BY	APPROVAL DATE	DESCRIPTION OF CHANGE	AUTHOR
01	Jane Doe	00/00/0000	Registration Process updates	John Smith
02	Jane Doe	00/00/0000	New Product introductions	John Smith

REVIEWED BY	John Smith	ROLE	Vendor Management Analyst	DATE	00/00/0000
APPROVED BY	Jane Doe	ROLE	Vendor Manager	DATE	00/00/0000

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1. VENDOR MANAGEMENT PROGRAM OVERVIEW & PURPOSE The purpose of this program is to establish a framework for the selection, management, and termination of vendors. This program applies to all vendors that provide goods or services to ABC Insurers, Inc. 1.1. Scope This program applies to all vendors that provide goods or services to ABC Insurers, Inc. 1.2. Objectives The objectives of this program are to: - Establish a framework for the selection, management, and termination of vendors. - Ensure that all vendors meet the required standards for quality, cost, and risk. - Provide a clear process for the selection, management, and termination of vendors.	2. OVERSIGHT The oversight of this program is the responsibility of the Vendor Management Analyst. The Vendor Management Analyst is responsible for the day-to-day management of the program, including the selection, management, and termination of vendors. 2.1. Roles and Responsibilities The roles and responsibilities of the Vendor Management Analyst are: - Establish and maintain the Vendor Management Program. - Monitor the performance of vendors. - Report on the performance of vendors.	3. POLICIES & PROGRAM RESPONSIBILITY The policies and program responsibility of this program are: - The Vendor Management Analyst is responsible for the day-to-day management of the program. - The Vendor Manager is responsible for the overall management of the program. - The Vendor Selection Committee is responsible for the selection of vendors.	4. VENDOR RANKING The vendor ranking is based on the following criteria: - Quality of goods or services. - Cost of goods or services. - Risk of goods or services. 4.1. Ranking Process The ranking process is as follows: - Identify vendors. - Evaluate vendors based on the ranking criteria. - Rank vendors.	5. VENDOR RISK MANAGEMENT & MIGRATION The vendor risk management and migration process is as follows: - Identify risks. - Evaluate risks. - Develop a risk management plan. - Implement the risk management plan.	6. DUE DILIGENCE & REQUIRED DOCUMENTATION The due diligence and required documentation process is as follows: - Identify vendors. - Evaluate vendors. - Obtain required documentation.	7. VENDOR SELECTION The vendor selection process is as follows: - Identify vendors. - Evaluate vendors. - Select vendors.
8. CONTRACTING The contracting process is as follows: - Identify vendors. - Evaluate vendors. - Obtain required documentation. - Develop a contract. - Execute the contract.	9. LEGAL REVIEW, CONFIDENTIALITY & NON DISCLOSURE The legal review, confidentiality, and non disclosure process is as follows: - Identify vendors. - Evaluate vendors. - Obtain required documentation. - Develop a contract. - Execute the contract.	10. MONITORING The monitoring process is as follows: - Identify vendors. - Evaluate vendors. - Obtain required documentation. - Develop a contract. - Execute the contract.	11. REPORTING The reporting process is as follows: - Identify vendors. - Evaluate vendors. - Obtain required documentation. - Develop a contract. - Execute the contract.	12. DISCIPLINARY ACTION & TERMINATION The disciplinary action and termination process is as follows: - Identify vendors. - Evaluate vendors. - Obtain required documentation. - Develop a contract. - Execute the contract.		

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Rosina Ehmann



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