	<h1 style="text-align: center;">Technology Hardware Purchasing Policy</h1> <h2 style="text-align: center;">Policies and Procedures</h2>		Document Number:  2P-SS-07.13
	Department: Information Technology	Effective Date: January 22, 2022	Revision No 0

## Scope

This policy provides guidelines for the purchase of **desktop** and **laptop** computer hardware for **F2 Logistics Philippines, Inc.** and **F2 Global Logistics, Inc. (Company)** to ensure that all hardware technology for the **Company** is appropriate, value for money and where applicable integrates with other technology for the **Company**. The objective of this policy is to ensure that there is minimum diversity of hardware within the **Company**.

## Ownership

Information Technology (IT) Manager is responsible for ensuring that this document is cascaded to all concerned personnel and that it reflects actual practice.


## Definition of Terms

- **Computer hardware** - Refers to the physical parts of a computer and related devices.
- **Internal hardware** - Devices include motherboards, hard drives, processors and RAM.
- **External hardware** - Devices include monitors, keyboards, mice, printers, and scanners.
- **Heavy Use** – Devices are used for heavy processing such as multimedia, graphics.
- **Office Use** – Devices are used for business office suite tools and business emails.

**DDC: This Document is already Approved and Posted on Intranet.**

*Please refer to printed files for signatures of approvers.*

**Any printed and saved copy of this document is considered uncontrolled**

	<h1 style="text-align: center;">Technology Hardware Purchasing Policy</h1> <h2 style="text-align: center;">Policies and Procedures</h2>		<b>Document Number:</b>  2P-SS-07.13
	<b>Department:</b> Information Technology	<b>Effective Date:</b> January 22, 2022	<b>Revision No</b> 0

## Policies

### 1. Purchasing desktop computer systems

The **desktop computer** systems purchased must be able to run Windows 10 operating system and integrate with existing eco-system. The desktop computer systems must be purchased as standard desktop system.

A. The desktop computer system bundle for **Office-Use** must include:

External Hardware	Internal Hardware
<ul style="list-style-type: none"> <li>• Monitor: 21 inches Samsung monitor or any brand available</li> <li>• Keyboard and mouse, wired or wireless</li> </ul>	<p>The minimum capacity of the desktop must be:</p> <ul style="list-style-type: none"> <li>• Intel i3 Processor</li> <li>• 8 GB (Gigabytes) RAM</li> <li>• A total of 1 TB (Terabytes) storage with SSD for the operating system</li> </ul>


B. The desktop computer system bundle for **Heavy-Use** must include

External Hardware	Internal Hardware
<ul style="list-style-type: none"> <li>• Monitor: 21 inches Samsung monitor or any brand available</li> <li>• Keyboard and mouse, wired or wireless</li> </ul>	<p>The minimum capacity of the desktop must be:</p> <ul style="list-style-type: none"> <li>• Intel i5 Processor</li> <li>• 8 GB to 16 GB (Gigabytes) RAM</li> <li>• A total of 1 TB (Terabytes) storage with SSD for the operating system</li> </ul>

**DDC: This Document is already Approved and Posted on Intranet.**

*Please refer to printed files for signatures of approvers.*

**Any printed and saved copy of this document is considered uncontrolled**

	<h1 style="text-align: center;">Technology Hardware Purchasing Policy</h1> <h2 style="text-align: center;">Policies and Procedures</h2>		Document Number:  2P-SS-07.13
	Department: Information Technology	Effective Date: January 22, 2022	Revision No 0

## 2. Purchasing portable computer systems

The portable computer systems include notebooks or laptops. Portable computer systems purchased must run Windows 10 operating system and integrate with existing eco-system. The portable computer systems must be purchased as standard desktop system.

A. The desktop computer system bundle for **Office-Use** must include:

Internal Hardware
The minimum capacity of the notebooks or laptops must be: <ul style="list-style-type: none"> <li>• Intel i3 Processor</li> <li>• 8 GB (Gigabytes) RAM</li> <li>• A total of 1 TB (Terabytes) storage with SSD for the operating system</li> </ul>

B. The desktop computer system bundle for **Heavy-Use** must include:

Internal Hardware
The minimum capacity of the desktop must be: <ul style="list-style-type: none"> <li>• Intel i5 Processor</li> <li>• 8 GB to 16 GB (Gigabytes) RAM</li> <li>• A total of 1 TB (Terabytes) storage with SSD for the operating system</li> </ul>

3. Any change from the above requirements must be authorized by IT Manager.

4. All purchases of desktop and laptop computers must be supported by basic 1-year manufacturer warranty.

**DDC: This Document is already Approved and Posted on Intranet.**

*Please refer to printed files for signatures of approvers.*

**Any printed and saved copy of this document is considered uncontrolled**