	<h1>Guidelines and Procedures for Accreditation of Suppliers</h1> <h2>Policies and Procedures</h2>		Document Number: 2P-SS-08.02
	Department: Materials Management	Effective Date: November 22, 2022	Revision No 2

Scope

This document covers the guidelines and procedures in selecting and accrediting Suppliers for the usage of F2 Logistics Philippines Inc. and F2 Global Logistics Inc.

Ownership

The MMD Manager/Materials Management Supervisor/Asset Management Supervisor is responsible for ensuring that this procedure is cascaded to all concerned personnel and that it reflects the actual practice.

Guidelines

To meet the regulatory requirements of Finance and Materials Management Department (MMD), the following documentation shall be accomplished and submitted by prospective supplier:

- SEC/ DTI Certificate
- Certificate of Registration 2303
- Updated Business/Mayor's Permit
- Company Profile
- Signed External Provider Accreditation Form


1. Buyer shall send the application form for accreditation to prospective supplier through email then Supplier shall send the signed application form for accreditation and scanned copy of required documents above to Buyer.

2. Buyer shall review, compare, check and validate the submitted documents for accuracy and completeness of requirements.

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Note:

For Regular items:

Quotation shall have semi- annual review from all accredited suppliers to monitor price changes and manage cost.

For Non- regular items:

Buyer shall have price canvass from at least three (3) accredited and non- accredited suppliers.


3. Once accredited, Supplier shall send the list of material, price list and or brochure with specification.

4. The MMD Manager/Materials Management Supervisor shall approved the prospective supplier for purchase order processing.

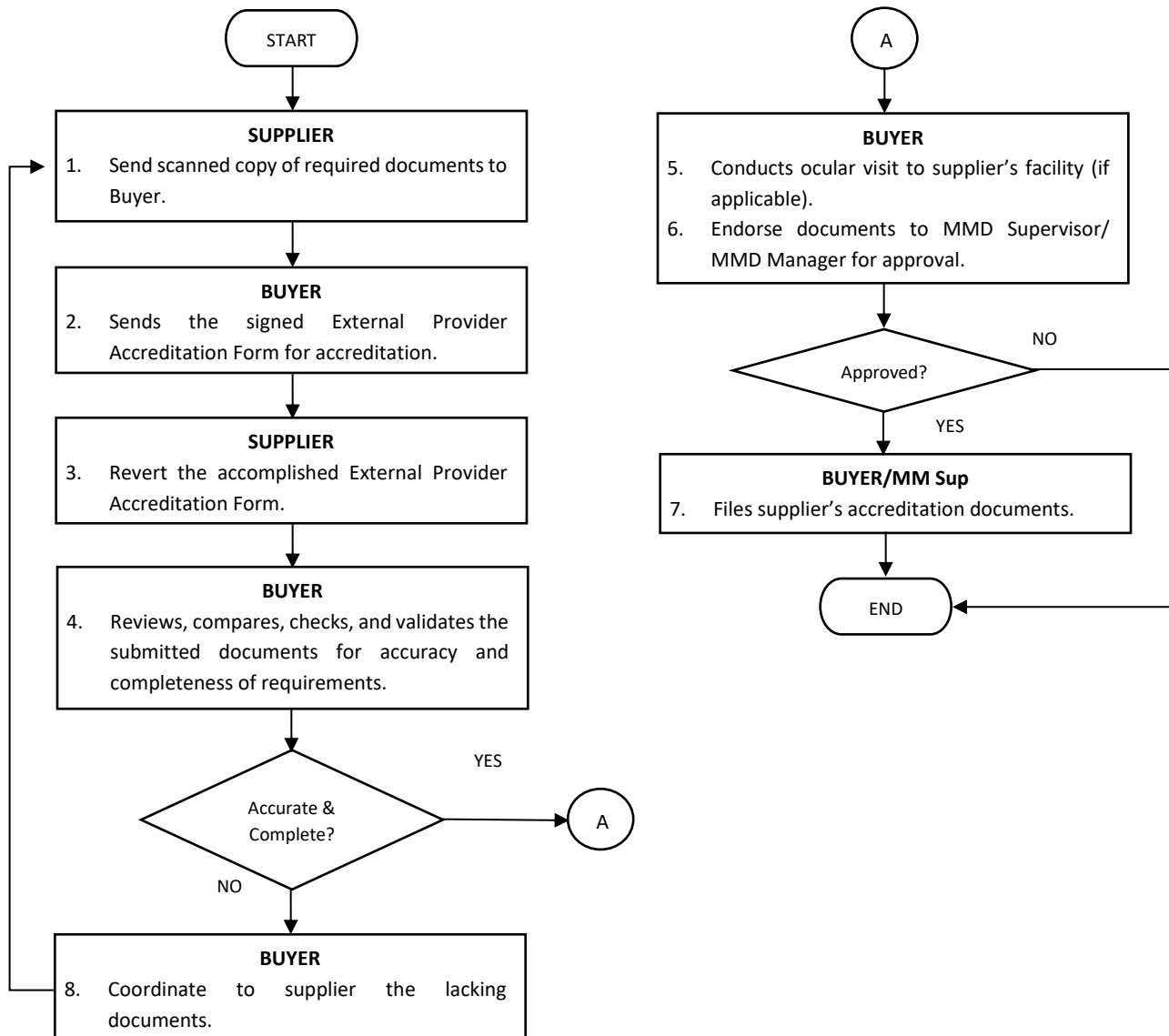
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Procedure



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