JG SUMMIT HOLDINGS, INC.	**POLICY**		Universal Robina
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Company	UNIVERSAL ROBINA CORPORATION	Reference Policy No: Bulletin Nos: 2004-16 Revised Supplier Accreditation CORP-5001 Edition 2 - Revised Supplier Accreditation Policy 2022-02 CCU Supplier Accreditation Implementing Guidelines	Revision No. 3
Chapter	PROCUREMENT	Document Date: 14 January 2025	
Section	SUPPLIER MANAGEMENT	Effectivity (Approval Date): 20 January 2025	
Policy	**AMENDMENT TO SUPPLIER ACCREDITATION POLICY**	Approved by: (Original Signed) **JGSHI President and CEO**	

POLICY STATEMENT	The Gokongwei Group (referred to as the "Company", in this policy) is committed to conducting business with the highest ethical and legal standards. In line with this commitment, the Company strives to build strong, sustainable relationships with suppliers (alternately referred to as "vendors", in this policy) who meet the highest standards of quality, integrity, and compliance, ensuring alignment with the Company's core values. The Company believes that shared values and maintaining professional relationships with suppliers results in quality products and services, contributing to mutual success.
OBJECTIVES	This policy aims to: 1. Provide the implementing guidelines for the accreditation of suppliers across the Company; 2. Establish the roles of the appointed members of the Strategic Business Unit/Corporate Center Unit (SBU/CCU) Supplier Accreditation Team (SAT); 3. Ensure compliance to the policy that the Company shall purchase only from duly accredited suppliers; and 4. Ensure that all local and foreign suppliers adhere to the supplier accreditation process by submitting the required documentation.
SCOPE	This policy outlines the procedures to be followed by the Company's authorized employees or group engaged in procurement and accreditation transactions. However, this policy does not apply to the following categories as they are handled separately and excluded from the responsibilities of the SBU/CCU Procurement: • Internal Suppliers (e. g. Employees); and • Government Agencies and similar Institutions.

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GENERAL POLICY **Application and Mandatory Requirements**	1. The SBU/CCU shall establish their respective SAT, with at least three (3) members representing various identified functional groups appointed by their respective Company President and CEO, capable of assessing the supplier's overall competencies. 2. The local and foreign suppliers applying for accreditation shall comply with the company's mandatory documentary requirements. 3. The required documents for foreign vendors, as indicated in the Supplier Accreditation Application Form (SAAF), may be reduced if the minimum requirements are already met. The Procurement must ensure that these documents are either notarized, or accompanied by an Apostille, whichever is applicable, issued by the respective government of the foreign supplier.
Review and Assessment	4. Upon submission, the Procurement team shall conduct a preliminary assessment of the application and verify the completeness of the mandatory requirements. Applications with incomplete documentation will not be processed until all required information has been submitted. 5. If, upon evaluation, any discrepancies or issues arise that require justification or submission of additional documents (e.g. bid tabulation, certificate of distributorship), the SBU/CCU SAT shall notify the supplier through Procurement to submit the necessary documents. Otherwise, the application shall be put on-hold until the discrepancies are resolved and the required information is provided. 6. Rating and assessment of supplier's capability shall be documented using the Suppliers Accreditation Rating Sheet (SARS), and shall be approved by the Functional Head of the endorsing group and the SBU/CCU SAT. 7. Procurement shall provide an Endorsement Letter as attachment to the supplier accreditation application, for suppliers with below 75% rating. The Endorsement Letter shall be signed/approved by the following:

	7.1. Non-IT Suppliers - Functional Head of the endorsing group; and 7.2. IT Suppliers - Functional Head of the endorsing group and the Company's Chief Digital Officer (CDO) / Chief Information Officer (CIO) or its equivalent position. 8. SBU/CCU SAT may seek assistance of a Subject Matter Experts (e. g. IT, Technology, Engineering Team), who shall provide technical advice and assistance in assessing the supplier. 9. The SBU/CCU SAT shall grant Regular, Conditional or One-Time Accreditation to the applicant supplier after careful deliberation. 10. SBU/CCU SAT may customize their accreditation rating system either by type of business organization such as Corporation, Cooperative, and Sole Proprietorship or size of business transaction. 11. Suppliers with a Regular Accreditation Status from other SBUs shall qualify to engage and provide the requirement of other SBU/CCU, unless otherwise restricted or subject to additional requirements imposed by the other SBU/CCU SAT. The information of these suppliers, including its approved category/ies, shall be recorded in the Supplier Masterlist, which is shared with the procurement teams of the Company. Only the approved category/ies for each supplier shall be utilized for procurement purposes within the Company.
Accreditation Exemption	12. A list of categories of goods and services that are exempt from undergoing supplier accreditation process shall be maintained by the SBU/CCU SAT. 13. These categories are typically considered low risk or minimal risk to the Company. The exemption from supplier accreditation for these categories is intended to streamline the procurement process, reducing administrative burdens while ensuring that compliance and supplier performance are monitored closely when necessary.

	14. SBU/CCU SAT shall review the exempted categories list on a regular basis, at least annually, or more frequently, if necessary, to ensure it remains aligned with evolving procurement needs, and supplier performance standards. 15. Any changes to the list of exempted categories, including the addition, removal, or modification of items, shall be subject to review and approval by the SBU/CCU SAT.
Vendor Code Creation	16. The SBU/CCU Procurement shall be responsible for endorsing the accredited suppliers for Vendor Code creation to the following: 16.1. To Aspen Business Solutions Inc. – Central Data Management (ABSI-CDM) - for suppliers in JGSHI, JGSOC, JG DEV, JG Capital Services, RLC, UNICON, URC and ABSI; 16.2. To designated/appointed SBU Functional Unit exercising similar mandate as mentioned above-for suppliers of all other SBUs/BUs not mentioned in 16.1
Re-Accreditation	17. The following shall be required to submit updated documentary requirements and shall undergo a re-accreditation process: 17.1. Regular Suppliers 17.1.1. Application for inclusion of additional category/ies; 17.1.2. Update of supplier's name due to Change of Name or Entity; and 17.2. One-time or Conditional Suppliers 17.2.1. Application to grant regular accreditation or extension of accreditation.
Periodic Review	18. Procurement shall conduct a formal review of accredited suppliers as deemed necessary and its guidelines shall be established on a separate policy.
Investigation, Penalties and Reinstatement	19. The SBU shall be responsible for conducting investigation with the assistance of the JGSHI Corporate Procurement regarding the disposition of endorsed cases that warrants suspension or debarment of a particular supplier. This Joint Investigation Team shall coordinate with other SBU/CCU SATs to inquire on the matters related to

	supplier performance and other relevant evidence to support judicious disposition of inquiry. 20. Depending on the nature of offense and accompanying circumstances, JGSHI Corporate Procurement shall impose disciplinary actions to the supplier; either put on hold for future requirements (suspension) or to be banned permanently (debarment). 21. The JGSHI Corporate Procurement shall release an incident memo containing the background and the investigation results. 22. The JGSHI Corporate Procurement shall keep a repository of all suspended/debarred Suppliers. 23. The decision of the Joint Investigation Team shall be final and immediately executory. It shall apply across all SBUs within the Company. 24. The JGSHI Corporate Procurement shall endorse the suspended/debarred suppliers for blocking in the system, to the following: 24.1. To Aspen Business Solutions Inc. – Central Data Management (ABSI-CDM) - for suppliers in JGSHI, JGSOC, JG DEV, JG Capital Services, RLC, UNICON, URC and ABSI ; 24.2. To designated/appointed SBU Functional Unit exercising similar mandate as mentioned above-for suppliers of all other SBUs/BUs not mentioned in 2.1. 25. Suppliers may request reinstatement, through SBU/CCU SAT, if they have already satisfactorily resolved the cause of their suspension or debarment. The SBU/CCU SAT shall then inform JGSHI Corporate Procurement of the reinstatement.
Transitory Provision	26. All active local and foreign suppliers who have been long-time partners of the Company, prior to the approval of this policy, will be automatically granted

	accreditation status, provided they have no record of poor performance with any SBUs and no pending criminal cases in Philippine courts.
Repealing Clause	27. Effective immediately upon the adoption of this policy, all prior policies, practices, and procedures that are in conflict with the provisions of this policy are hereby repealed and shall be considered null and void.
Effectivity	28. This Policy shall serve as the reference and guide for all SBUs. It will take effect for each SBU once the new Implementing Guidelines or a Memorandum adopting this policy "as is" is approved by their respective Presidents and CEOs. 29. All SBUs are encouraged to adopt these guidelines and make any necessary adjustments to ensure compliance and alignment with this Policy.

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