



MAPFRE | INSULAR

Finance Department

Date: 27 August 2015

INTER-OFFICE MEMO No. FC2015-08001

Subject: Supplier and Service Provider Accreditation Policy

To: GSD – Administration

All concerned departments

Addendum to the BPD-GSD-002 below sets out the Supplier Accreditation Policy.

I. **Objective:**

This policy is created to guide the Finance and Administration Division on the accreditation of suppliers and service providers (including retainers / consultants)

II. **Scope:**

This policy is intended for the accreditation of new suppliers / service providers and of existing suppliers / service providers to comply with the minimum requirements of Mapfre Insular Insurance Corporation (MIIC).

III. **Definition of Terms**

1. Supplier Accreditation Form and Declaration of Non-Conflict of Interest – a form to be filled out by the supplier who is applying for the accreditation
2. Supplier Database – a file which contains the list of accredited suppliers with the corresponding contact information.
3. Credential Checklist – a form to be filled-out and attached in the check voucher upon processing of payment to ensure the validity of the transaction.

IV. **General Policy**

1. Any business organization that may support MIIC materials and services may apply for supplier and service provider accreditation by accomplishing the following requirements

depending on the nature of business and practice of profession. This policy also covers the existing suppliers of MIIC.

1.1 Copy of Certificate of Business Registration

- SEC / DTI Registration Certificate
- Business Permit / License for the year

1.2 Certificate of Registration with BIR

1.3 Sample copy (photocopy of BIR-compliant invoice and official receipt)

1.4 Supplier Accreditation Form / Information Sheet

1.5 Declaration of Non-Conflict of Interest

1.6 Company Profile and other relevant information

2. Suppliers should not be an employee or relative of an employee of MIIC.
3. Sales representative applying for accreditation of the same line of business should represent only one company.
4. Accredited supplier should have enough resources to ensure timely delivery and high quality of after sales service. Non-compliance to this may result to cancellation of the accreditation.

V. Procedure

1. Interested business organization or identified existing suppliers / service providers secure and fill out two (2) copies of Supplier Accreditation Form attaching the requirements set out in General Policy.
2. The GSD Staff / Assistant receives the application forms, marks and releases the 2nd copy to the applicant.
3. Administration Officer reviews the application and the checklist of documents required.
4. Chief Finance Manager / Finance Compliance Head approves/disapproves the application.
5. GSD Staff / Assistant uploads the scanned copy of the credentials in the shared drive and will subsequently inform the supplier / service provider on the result of the application.
6. Only upon approval of accreditation that the supplier/service provider can be created in the system (SAP).
7. Upon Vendor Creation in the system, entry of suppliers and provider of services must be supported by the required credentials verifiable in the shared drive.

VI. EFFECTIVITY

This policy is for strict implementation effective 1 September 2015 for GSD, all concerned departments and for Retainers / Consultants rendering services to MIIC.



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