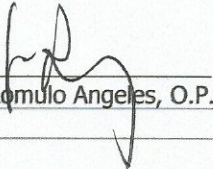


Procedure No:	ADM-PROC-FNR-0001
Procedure Title:	Supplier Accreditation Process
Related Policy:	ADM-POL-FNR-0001 Supplier Accreditation Policy
Date of Issuance:	S.Y. 2009-2010
Effectivity:	S.Y. 2009-2010 to present
Page Number:	One (1)
Office of Origin: (Procedure Expert)	Finance and Resources Office
"Supersedes" Notification:	
Procedure Description:	This procedure defines the stages and requirements of accrediting a supplier.
Areas of Responsibility:	Finance and Resources Office
Procedure Details:	<p>Step 1. The Section Head of the Bookstore sends invitations for suppliers to participate in the supplier accreditation process.</p> <p>Step 2. The supplier applicant fills out the form and submits all the documentary requirements.</p> <p>Step 3. The Section Head of the Bookstore, Director of the Finance and Resources and Vice President for Financial Affairs evaluates the supplier through the Supplier Selection and Evaluation Instrument, focusing on the following areas; Background of the Company, Financial Stability, Quality of Goods and Services Timely Delivery of Goods and Services, and Quoted Prices.</p> <p>Step 4. The Section Head of the Bookstore prepares a report summarizing the results of the accreditation process.</p> <p>Step 5. The report and all the suppliers who passed the evaluation process are submitted to the Director of the Finance and Resources Department.</p> <p>Step 5. The Director of the Finance and Resources Department recommends the final list to the Vice President for Financial Affairs.</p> <p>Step 6. The Vice President for Financial Affairs approves the final list of accredited suppliers.</p>
Procedure Approval Authority:	Finance and Resources Director
References:	Supplier Accreditation Application Form
Definition:	
Help Page:	Finance and Resources Office
Prepared by:	Planning, Funding and Development Office
Approved by:	
Date of Approval:	Bro. Romulo Angeles, O.P.

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