

EXTERNAL

Foundever – External Procurement Policy Ref. SGLO-BEPROPL-001

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Foundever – External Procurement Policy	
Document Ref. SGLOBEPROPL001	EXTERNAL
Owner: Global Head of Procurement	Custodian: Global Compliance Procurement Director
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INTRODUCTION

Policy introduction

Foundever is committed to conducting its procurement process in a fair, competitive, transparent, and ethical manner. The following policy outlines the principles and procedures by which Foundever engages with external vendors to procure goods and services.

The purpose of this policy is to establish a strategic approach to Procurement, to give Foundever and its subsidiaries a competitive advantage by procuring goods and services at the best value, meeting the users' needs and the company's best interests, driving strong financial and process controls and mitigating risks as well as promoting better coordination and integration of activity throughout the company.

All Procurement decisions should be made following Foundever's governance and organizational guidelines that consider, among other things, quality, total cost of ownership (TCO), delivery and services conditions, in compliance to all company policies and standards, vendor risk, corporate social responsibility and ESG.

Applicability & scope

Applicability: This policy applies to all Foundever vendors, involved in the procure to pay process is accountable and responsible for compliance with this policy.

Scope: This policy sets out the minimum standards for doing business with Foundever, by defining processes to be followed when vendor ordering/providing of goods and services to secure payment accomplishment.

Policy's principles

The procurement activities at Foundever are governed by the following principles:

- Selecting the best and/or most appropriate vendor for Foundever.
- Ensuring that Foundever obtains fair and economic value for the price.
- Challenging existing vendors through competitive bid processes considering all contracting variables such as price, payment terms, guaranties among others, negotiations should take place at least every three years; this includes core systems and unique or sole vendors for which a direct negotiation must take place prior any renewal.
- **Fairness:** All potential vendors are evaluated within equal opportunity without favoritism or bias.
- **Compliance:** Adherence to all applicable laws, regulations, and Foundever applicable policies is mandatory.
- **Vendor Code of Conduct:** Vendors need to comply with Foundever's [Vendor Code of Conduct](#)

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1. Vendor Selection

Every vendor must meet with criteria with below criteria to become a Foundever partner.

- **Eligibility:** To become an eligible vendor, the vendor must meet Foundever's standard criteria, which include local documentation evidencing the legality of the vendor, absence from sanction lists, compliance with all applicable laws, regulations and standards, including but not limited to privacy and security laws and industry standard and best practice, and the adherence of our vendor code of conduct.
- **Selection Process:** Vendor selection is carried out through a competitive process, which may include Request for Quotation (RFQ), Request for Proposal (RFP), or Invitation to Tender (ITT). Note: An NDA may need to be signed prior to proceeding.
- **Criteria for Evaluation:** Vendors are evaluated based on total cost of ownership.

2. Contracting

Foundever legal attorneys will define the specific scenarios where a legal contract is required to formalize commercial agreements.

- **Agreements:** When applicable, chosen vendors will enter into a contract that outlines the terms and conditions of the procurement arrangement.
- **Contract signatures:** In person signatures (wet signatures) are acceptable when both parties are together and signing on the same day/locations; otherwise, DocuSign or an approved electronic platform must be used to ensure document security. The practice of copy/paste an image of a signature does not represent an original nor should be accepted as a valid signature therefore will not be accepted.
- **Confidentiality:** Vendors are required to uphold the confidentiality of any proprietary information received during the procurement process. Signing Foundever Non-Disclosure Agreement (NDA) will be mandatory upon receiving confidential information.

3. Vendor's Responsibilities

This section outlines the responsibilities of the vendor, which include:

- Chosen vendors must complete Foundever onboarding process to set up their profile within the company procure to pay (P2P) platform, please refer to [Onboarding Guide](#).
- Once the vendor is onboarded Foundever can order goods/services contracted and available directly in the procure to pay (P2P) platform.

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- Foundever adheres to the principle that all acquisitions must have a Purchase Order (PO) before the commencement of supply. **Note:** Purchase Orders (PO) are legal documents stating payment commitment from Foundever to the vendor upon satisfactory receipt of the good or services requested under the applicable Terms and Conditions, please refer to the [Purchase Order Policy](#).
- Pre-invoicing is not permitted (not to be confused with Pro-Forma).
- Foundever reserves the right to refuse payment to vendors unless a valid and complete invoice is provided that includes a reference to the applicable purchase order. Exemption applies to specific circumstances please contact your Foundever Procurement representative for guidance.
- It is anticipated that vendors will ensure all goods and services adhere to the required specifications and that they are delivered on time and under the agreed commercial terms.
- Vendors are expected to be capable of conducting business electronically, including the automation of the procure to pay (P2P) process, the transmission of purchase orders and invoices, as well as ongoing reporting requirements.
- Were legally permitted, vendor must adhere to Foundever’s standard payment term set at a minimum of 90 days.
- Invoices must be issued after goods or services have been provided.
- Vendors are expected to refrain from making any public announcement or disclosing any information regarding the contract to provide goods or services.
- Vendors are prohibited from using Foundever's logo, trademarks, or name in any public capacity without prior written consent.
- It is mandatory for vendors to conduct business in a professional manner and to always represent Foundever's best commercial interests, which encompass but are not limited to; ensuring ethical behavior, cutting costs, enhancing value, minimizing waste, and boosting operational and energy efficiency.
- Vendors are expected to complete vendor’s performance reviews when required.
- to Foundever Procurement policy on gifts, which states that every associate in any negotiation, RFX process, or engaging with vendors shall not accept any gift of any value (zero tolerance).

4. Vendor Security

Vendors must comply with Foundever’s security requirements as defined within the contractual agreement, which include, but are not limited to the following:

- Implementing appropriate administrative, technical, and physical safeguards to protect personal information.
- Complying with applicable laws, regulations, and industry standards relating to data privacy and security.
- Ensuring that all employees and subcontractors with access to Confidential Information receive appropriate security training and are subject to background checks.

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- Notifying Foundever of any data breaches or security incidents in a timely manner.
- Supporting Foundever in its efforts to investigate and remediate any security incidents involving Confidential Information.

5. Ethics and Conduct

Vendors are expected to conduct their business in accordance with Foundever’s policies and codes:

- [Vendor Code of Conduct](#)
- [Foundever Global Anti-Bribery Corruption Policy](#)

6. Foundever’s Processing of Vendor Personal Data

Foundever™ or any of its parent, sibling, subsidiaries, or affiliate companies, (“Foundever”, “We”, “Company”) in their role as Data Controllers, process Personal Data in accordance with its Privacy Notice, (“Notice”) available on [Foundever.com](#).

Please refer to the Notice for further information regarding how your Personal Data will be processed by Foundever or authorized third parties.

For questions or the exercise of applicable data subject rights, please contact Foundever’s privacy department at privacy@foundever.com.

7. Environmental and Social Responsibility

Vendors are encouraged to demonstrate their commitment to environmental sustainability and social responsibility, in alignment with Foundever's values and policies at [Foundever Environmental, Social & Governance \(ESG\) \(when applicable\)](#)

8. Monitoring and Compliance

Vendors are subject to audits and performance reviews to ensure compliance with the terms of the contract and this policy.

Foundever reserves the right to update this policy periodically. Vendors should access the Foundever Procurement Policy posted at www.Foundever.com for the most current version.

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9. Contact information

For any inquiries regarding this policy or procurement processes, vendors may contact:

Global Procurement Contacts	
GLOBAL Procurement	Procurement.global@foundever.com
Mailbox vendors	vendors@foundever.com
Mailbox procurement contracts	contracts@foundever.com
US Market Procurement Contacts	
US Market Procurement	Procurement.USMarket@foundever.com
AMERICAS Purchasing	Purchasing.Americas@foundever.com
APAC Purchasing	Purchasing.Apac@foundever.com
Americas Local Procurement Contacts	
Canada Local Procurement	Procurement.Canada@foundever.com
Colombia Local Procurement	Procurement.Colombia@foundever.com
Costa Rica Local Procurement	Procurement.CostaRica@foundever.com
El Salvador Local Procurement	Procurement.ElSalvador@foundever.com
Mexico Local Procurement	Procurement.Mexico@foundever.com
Nicaragua Local Procurement	Procurement.Nicaragua@foundever.com
Panama Local Procurement	Procurement.Panama@foundever.com
United States Local Procurement	Procurement.US@foundever.com
APAC Local Procurement Contacts	
APAC Local Procurement	Procurement.APAC@foundever.com
EMEA Procurement Contacts	
EMEA Procurement	Procurement.EMEA@foundever.com

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EMEA Purchasing	Purchasing.EMEA@foundever.com
Bulgaria Local Procurement	Procurement.Bulgaria@foundever.com
Egypt Local Procurement	Procurement.Egypt@foundever.com
France Local Procurement	Procurement.France@foundever.com
Germany Local Procurement	Procurement.Germany@foundever.com
Greece Local Procurement	Procurement.Greece@foundever.com
Hungary Local Procurement	Procurement.Hungary@foundever.com
Ireland Local Procurement	Procurement.Ireland@foundever.com
Italy Local Procurement	Procurement.Italy@foundever.com
Ivory Coast Local Procurement	Procurement.IvoryCoast@foundever.com
Morocco Local Procurement	Procurement.Morocco@foundever.com
Portugal Local Procurement	Procurement.Portugal@foundever.com
Romania Local Procurement	Procurement.Romania@foundever.com
Senegal Local Procurement	Procurement.Senegal@foundever.com
South Africa Local Procurement	Procurement.SouthAfrica@foundever.com
Spain Local Procurement	Procurement.Spain@foundever.com
United Kingdom Local Procurement	Procurement.UK@foundever.com

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Document Management

Document Identification

Number: SGLOBEPROPL001	Title: Foundever – External Procurement Policy		
Current Version:	1.0	Date:	20 July 2024
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Ownership

The **Document Owner** below is accountable for ensuring that this company document is managed, maintained and reviewed in line with Foundever requirements.

Document Owner: Global Head of Procurement.

Document Custodian is the person nominated by the **Document Owner** to perform annual review and update of this document; ensuring our business and people are protected and that our contractual obligations are being met.

Document Custodian: Global Compliance Procurement Director.

History

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1.0	20 July 2024	Global Compliance Procurement Director	Creation Foundever – External Procurement Policy Version 1.0.

