

## PROCUREMENT MASTER POLICY

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### Policy Statement

1. The purchase of all goods or services by Fujitsu UK & Ireland is governed by the Business Management System procurement processes.
2. Procurement is responsible and accountable for all processes and procedures which govern third party supplier selection, contracting, and supplier relationships.
3. Procurement must manage the selection process for third party suppliers and the drafting and approval of any resulting supplier contract where:
  - The requirement is for a framework agreement, or,
  - The requirement is for the supply of goods or services with an individual or aggregate annual value of £15,000 or more
4. Regardless of value all new third party suppliers must be approved by Procurement prior to any commitment being made. Before a supplier is added to any Fujitsu ERP system it must undergo and be approved by the appropriate due diligence process.
5. Fujitsu Services Limited supports the Prompt Payment Code and targets payment of all suppliers within the guidelines contained in the Code. As a responsible business we remain committed to working closely with the PPC to ensure fair treatment of all suppliers.
6. All Fujitsu UK & Ireland employees (including contractors) conducting any business with any third party supplier (including but not limited to, suppliers, vendors, traders, shipping agents, paying agents, consultants, intermediaries, subcontractors, distributors, partners or agents) must act ethically, fairly and consistently and comply with the Fujitsu Global Business Standards.
7. Fujitsu selects its third party suppliers carefully based on appropriate criteria including but not limited to, service, Corporate Social Responsibilities credentials, financial stability, compliance with legal requirements and price.
8. All agreements and contracts must be in accordance with the Fujitsu UK & Ireland Standard Terms and Conditions of Purchase unless otherwise authorised by Procurement and Legal.
9. No commitment should be made to any third party supplier unless the expenditure has been approved by the relevant business authority in accordance with the BMS finance processes. Where the aggregate value is £15,000 or greater it is also necessary to have in place a contract approved by Procurement.
10. Unless otherwise directed by the Purchasing Card Guidelines, a specific Buying Guide, or by Procurement or TPG Operations, purchases with a transaction value of under £1200 inclusive of VAT should, where possible, be made using a Purchase Card.
11. Strategic third party suppliers as agreed by the Leadership Team are managed by Procurement. In other instances, the contract and obligation management of third party suppliers is managed by the appropriate account team, or Service Line/capability unit, however contractual issues must be escalated to Procurement.

12. All third party supplier contracts shall be sent to, WAR 13 to the attention of the Procurement Enablers team and kept in a secure location for the term of the agreement plus seven years (unless required for a longer period by local legislation).

### **Authority & Accountability**

- A. Only Procurement can approve the addition of a supplier to the ERP systems.

For the avoidance of doubt, for requirements with a value of over £15,000 cannot be placed with any ERP listed supplier without first checking with Procurement to ensure supplier choice fits with Fujitsu's category strategy, in accordance with statement 3 above.

- B. Any request to set up a third party contract supplier with payment terms of less than 60 days must first be approved, via email, or within the e-procurement system, by the Group Treasurer.
- C. Only authorised signatories can sign a contract on behalf of Fujitsu UK & Ireland.

### **Applicability**

This policy applies to Fujitsu UK & Ireland. This means all Employees, Contractors and businesses carried on by Fujitsu Services Limited and its subsidiaries and any other company or organisation that is managed by the SVP, Head of Fujitsu UK & Ireland except to the extent, if any, stated under Exemptions below.

### **Exemptions**

None

### **For Further Information:**

Contact Jenny Nolan or Dave James