	
Procedures Manual- AIMCO PROCUREMENT DEPARTMENT	Document No. PROC-PM-001 Revision No. 01
Document Title: PROCURE-TO-PAY PROCESS	Effectivity Date: April 3, 2025

I. OBJECTIVE


To establish a standard operating procedure pertaining to the Procurement Process of Almana Group of Companies. This to ensure consistency, standardization, work process efficiency and risk mitigation through a detailed step-by-step process leading to compliance of all transactions prior to engagement and optimized deliverables towards overall productivity.

II. SCOPE

This process covers from request up to payment (Procure-to-Pay) and is applicable to all Departments within Almana Group of Companies **except for ATS (*ISO Standard Procedure IMS-PO-P-0001*) and ACDC Business Units (*ACDC-SP-PRO-002 to 003*)**.

III. DEFINITION OF TERMS

1. **Requisition Slip (RS)** - standard form submitted by a requestor to initiate the procurement process. (*ALDRTZ-PO-F-012*)
2. **Procurement Admin Assistant** - responsible for receiving, initial screening and recording the procurement requests
3. **Procurement Specialist** - responsible for validating and verifying the completion of details especially on specifications canvassing, bid tabulation, supplier negotiations, PO processing and issuance of such to supplier
4. **Procurement Head** - responsible for checking and validating procurement documents.
5. **Fixed Asset Management Team** - department responsible for validation of requests if capitalizable.
6. **CAPEX Asset Form** - a required document for capitalized asset purchases.
7. **Purchase Order (PO)** - official document serving as a legal binding contract issued to a supplier/vendor of goods and services.
8. **Request for Payment (RFP)** - a formal request for payment preparation, including necessary supporting documents. (*IMS-FI-F-006*)
9. **Cost Comparison Summary** - A document that contains supplier quotations, including details such as pricing, terms, and conditions, used for bid evaluation and decision-making.
10. **Check Voucher** - A document used for the payment process requiring appropriate approvals.

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IV. PROCEDURE

PROCEDURE	RESPONSIBILITY	DETAILS
<p>Start</p> <p>Identification of goods & services to be acquired</p> <p>YES Check availability w/ Fixed Asset Mgt.</p> <p>NO</p> <p>Prepare Requisition Slip (RS) & CAPEX Form</p> <p>A</p>	Requestor	<p>The department/business unit to identify the need for goods and services. If related to fixed asset, check the availability of item/s with Fixed Asset Team. <i>Refer to FSCG-PM-201: Fixed Asset Request Process.</i></p> <p>If no available unit/s, prepare Requisition Slip (RS) for the goods or services to be acquired and Capital Expenditures Form (CAPEX). <i>Refer to FSCG-POL-101: Fixed Asset Capitalization Policy.</i></p> <ul style="list-style-type: none"> For fabricated asset- request a cost estimate from EMD and attach to RS. <i>Refer to Cost Estimate Form.</i> For computer and peripherals- secure a recommendation from IT Department and attach to RS. For construction materials- indicate the name of project intended. Any first purchase related to a project under construction must attach the Bill of Materials (BOM). For repairs and maintenance- indicate if MAJOR / MINOR. <i>All RS pertaining to repairs & maintenance is to be prepared only by EMD.</i> <p><i>Note: ALL requisitions for goods and services must be processed through the Procurement Department unless the President grants an exception, allowing requestors or end users to purchase directly from vendors thru</i></p>




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	Requestor	<p><i>cash advance, reimbursement, or using a credit card for emergency requirements.</i></p> <p>Submit a completed RS with clear and complete specifications to Procurement. Details must include, but not limited to:</p> <ul style="list-style-type: none"> ▪ Brand/Model ▪ Size, Color, Quantity ▪ Application ▪ Concept/Shop Drawing Replica (<i>if needed</i>) ▪ Sample (if applicable) ▪ Date needed ▪ Allocated budget
	Procurement Administrative Assistant	<p>Initial screening and recording of documents. Incomplete details and/or supporting documents will be returned to Requestor for completion.</p> <p>If complete, forward to the assigned Procurement Specialist.</p>
	Procurement Specialist	<p>Review the specifications in RS and verify that all necessary details are provided and descriptions are specific enough for accurate procurement.</p>
	Procurement Specialist	<p>Obtain at least three (3) quotations or proposals from different suppliers using the Cost Comparison Summary.</p> <p>Initial negotiation with suppliers is conducted.</p> <p><i>Note: Supplier or vendor quotations should not be included in the RS form, it will be reflected in the Cost Comparison Summary form.</i></p> <p>Conduct a price evaluation, comparison analysis and recommendation based on the</p>


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<p>A</p> <p>Forward to Procurement Department</p> <p>Conduct of RS initial screening</p> <p>W/ complete supports & details?</p> <p>YES</p> <p>NO</p> <p>Return to Requestor for completion</p> <p>B</p> <p>Review of specifications & details of request</p> <p>Get competitive quotation from 3 suppliers</p> <p>Negotiate for best possible price</p> <p>Conduct price evaluation & recommendation</p> <p>C</p>	<p>Procurement Head</p> <p>Requestor</p> <p>Fixed Asset Management In-charge</p> <p>Requestor</p> <p>Executive Assistant (Assigned)</p>	<p>submitted quotations using the Cost Comparison Summary. Apple-to-apple comparison from different vendors/ suppliers and/or service providers. Forward all documents to Procurement Head for validation.</p> <p>Review the RS and Cost Comparison Summary. Verify quotations for high-value or high-risk purchases. Highlight the recommended supplier.</p> <p><i>Note: RS and Cost Comparison Summary must not contain any alterations, including crossed-out and any erasures, including corrected or whited-out information. Refer to Procurement Memo #2025-001.</i></p> <p>Forward to Fixed Asset Management for validation</p> <p>Validation of request as to asset classification, assignment of asset number and fill out necessary details in CAPEX form. Stamp and sign the Requisition Slip and CAPEX form.</p> <p>Route for approval to AVP-Finance & COO then forward to assigned Executive Assistant.</p> <p>Verify the request and record in monitoring.</p> <p>Conduct of pre-audit validation. Review the RS for completeness, accuracy and authorization.</p> <p>If no discrepancies noted, forward to President for approval.</p>
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<div>C</div> <div>Review & verify quotations & recommend the most competitive bid</div> <div>Forward to Fixed Asset Mgt. for validation</div> <div>Validation of request & assignment of asset number</div> <div>Route RS for approval- AVP Finance & COO</div> <div>Verify request</div> <div>Conduct pre-audit validation</div> <div>YES</div> <div>NO</div> <div>Approval of RS</div> <div>D</div>	<div>Executive Assistant- Finance</div> <div>Procurement Specialist</div>	<div>All approved RS will be forwarded by Document Controller to assigned Executive Assistant, then to Procurement Department (c/o Admin Assistant) for Purchase Order creation. If disapproved, RS will be cancelled and to be returned to Requestor by Procurement Department.</div> <div>Preparation of Purchase Order (PO) based on the approved RS.</div> <div>Route for approval.</div> <div>Signatories of Purchase Order:</div> <table><tr><td>Checked by:</td><td>Procurement Head</td></tr><tr><td>Approved for PO by:</td><td>CEO/President</td></tr><tr><td>Approved for Payment by:</td><td>Corporate Treasurer</td></tr></table> <div>Refer to Memo: Reiteration of Policy on Purchase Order Approval and Signatories dated March 24, 2025.</div> <div>Note: Any changes on the PO require a justification and secure approval from the authorized approving officers. All canceled POs are filed for record-keeping.</div> <div>Approved PO is transmitted to the supplier via email or furnish a copy to acknowledge its acceptance.</div> <div>Receipt of goods and services. Notify Fixed Asset Management for purchases related to Fixed Assets. Refer to FSSG-PM-204 Receipt of Fixed Assets</div>	Checked by:	Procurement Head	Approved for PO by:	CEO/President	Approved for Payment by:	Corporate Treasurer
Checked by:	Procurement Head							
Approved for PO by:	CEO/President							
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<p>D</p> <p>Create Purchase Order (PO)</p> <p>Approval of Purchase Order (PO)</p> <p>Get vendor acknowledgement for the PO</p> <p>Receipt of goods & services</p> <p>Items are in good condition? NO Notify supplier</p> <p>YES</p> <p>Notify Fixed Asset Mgt. upon receipt</p> <p>Prepare Request for Payment (RFP)</p> <p>E</p>	<p>Procurement Specialist</p> <p>Accounting Analyst- Accounts Payable</p>	<p>Prepare Request for Payment (RFP) and attach all necessary documents including invoice/delivery receipt, RS, PO, Certificate of Completion for services. Secure signature of Procurement Head and approval of Corporate Treasurer. Forward to assigned Accounting Analyst - Accounts Payable (AP) for cheque preparation.</p> <p>Process the Request for Payment (RFP).</p> <p><i>Refer to related memo and policies:</i></p> <ol style="list-style-type: none"> 1) FSCG MEMO: Check Issuance Guidance for Employee Payments 2) FSG 2024-12 Policy on Releasing of Payments to Suppliers 3) FSG 2023- 17 Policy and Procedure for Obtaining Cash Advance <p>Please refer to Annex A for the list of forms and authorized signatories</p> <p><i>Note: Exemption to this process are only emergency purchases for parts replacements and repairs.</i></p>
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<p>E</p> <p>Process Request for Payment (RFP)</p> <p>Schedule release of payment to Supplier/Vendor</p> <p>END</p>		
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Prepared by:

Conformed by:

Reviewed by:

Orlando Jr. D. Aguisando
System Support Officer

Angelo G. Siglos
Procurement Supervisor

Aileen C. Rodriquez
Executive Assistant-QMS/ISO

Amalia Eden V. Panes
FSCG Head

Noted by:

Valerie Ann G. Anacan
AVP-Finance Services, Strategic &
Control

Wilson V. Mider
Chief Operations Officer

Approved for implementation by:

Ritchie Neil C. Corpus
President