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

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

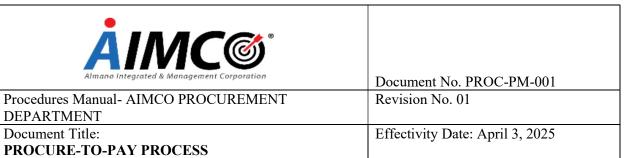
PROCEDURE PROCEDURE	RESPONSIBILITY	DETAILS
Start Identification of goods & services to be acquired	Requestor	The department/business unit to identify the need for goods and services. If related to fixed asset, check the availability of item/s with Fixed Asset Team. Refer to FSCG-PM-201: Fixed Asset Request Process.
YES Check availability w/ Fixed Asset Mgt. NO Prepare Requisition Slip (RS) & CAPEX Form		If no available unit/s, prepare Requisition Slip (RS) for the goods or services to be acquired and Capital Expenditures Form (CAPEX). Refer to FSCG-POL-101: Fixed Asset Capitalization Policy. For fabricated asset- request a cost estimate from EMD and attach to RS. Refer to Cost Estimate Form. 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.
A		All RS pertaining to repairs & maintenance is to be prepared only by EMD. 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

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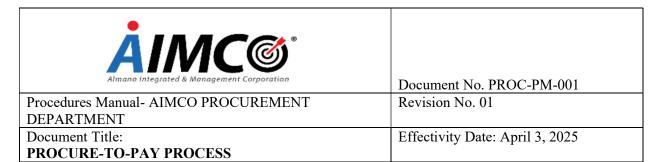
Requestor	cash advance, reimbursement, or using a credit card for emergency requirements. Submit a completed RS with clear and complete specifications to Procurement. Details must include, but not limited to: Brand/Model Size, Color, Quantity Application
	 Concept/Shop Drawing Replica (if needed) Sample (if applicable) Date needed Allocated budget
Procurement Administrative Assistant	Initial screening and recording of documents. Incomplete details and/or supporting documents will be returned to Requestor for completion.
	If complete, forward to the assigned Procurement Specialist.
Procurement Specialist	Review the specifications in RS and verify that all necessary details are provided and descriptions are specific enough for accurate procurement.
Procurement Specialist	Obtain at least three (3) quotations or proposals from different suppliers using the Cost Comparison Summary.
	Initial negotiation with suppliers is conducted.
	Note: Supplier or vendor quotations should not be included in the RS form, it will be reflected in the Cost Comparison Summary form.
	Conduct a price evaluation, comparison analysis and recommendation based on the

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A Forward to Procurement Department			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.
		Procurement Head	Review the RS and Cost Comparison Summary. Verify quotations for high- value or high-risk purchases. Highlight the recommended supplier.
Conduct of RS initial screening			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.
W/ NC complete	Return to Requestor for		
supports & details?	completion	Requestor	Forward to Fixed Asset Management for validation
YES			
Review of specifications & details of request	В	Fixed Asset Management In- charge	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.
Get competitive quotation from 3 suppliers		Requestor	Route for approval to AVP-Finance & COO then forward to assigned Executive Assistant.
Negotiate for best possible price			Verify the request and record in monitoring.
Conduct price evaluation & recommendation		Executive Assistant (Assigned)	Conduct of pre-audit validation. Review the RS for completeness, accuracy and authorization. If no discrepancies noted, forward to President for approval.
С			



		All ammericad DC will b	a famusandad bu
C Review & verify quotations &	Executive Assistant- Finance	All approved RS will b Document Controller t Executive Assistant, tl Procurement Departm Assistant) for Purchas creation. If disapprove	o assigned nen to nent (c/o Admin se Order
recommend the most competitive bid		cancelled and to be re Requestor by Procure Department.	
Forward to Fixed Asset Mgt. for validation			
	Procurement Specialist	Preparation of Purcha based on the approve	
asset number		Route for approval.	
Route RS for approval- AVP		Signatories of Purcha	
Finance & COO		Checked by:	Procurement Head
Variety and the same of the sa		Approved for PO by: Approved for Payment by:	CEO/President Corporate Treasurer
Verify request		Refer to Memo: Reiter on Purchase Order Ap Signatories dated Mar	pproval and
Conduct pre- audit validation		Note: Any changes on a justification and sec from the authorized ap All canceled POs are keeping.	ure approval oproving officers.
YES		Approved PO is transi supplier via email or fu acknowledge its accep	urnish a copy to
NO		asimomoago no accop	
Approval of RS		Receipt of goods and Fixed Asset Managem purchases related to F Refer to FSSG-PM-20	nent for Fixed Assets.
D		Fixed Assets	



D Create Purchase Order (PO)	Procurement Specialist	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.
Approval of Purchase Order (PO)		proparation.
	Accounting Analyst- Accounts Payable	Process the Request for Payment (RFP). Refer to related memo and policies: 1) FSCG MEMO: Check Issuance
Get vendor acknowledgement for the PO		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
Receipt of goods & services		Please refer to Annex A for the list of forms and authorized signatories Note: Exemption to this process are
are in dood	Notify supplier	only emergency purchases for parts replacements and repairs.
YES		
Notify Fixed Asset Mgt. upon receipt		
Prepare Request for Payment (RFP)		
Е		

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Process
Request for
Payment (RFP)

Schedule
release of
payment to
Supplier/Vendor

Prepared by: Conformed by: Reviewed by:

Orlando Jr. D. Aguisando System Support Officer

Angelo G. SiglosProcurement 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:

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