	
Procedures Manual- AIMCO PROCUREMENT DEPARTMENT	Document No. PROC-PM-003 Revision No. 00
Document Title: PROCURE-TO-PAY PROCESS (Direct Executive Request)	Effectivity Date: May 1, 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

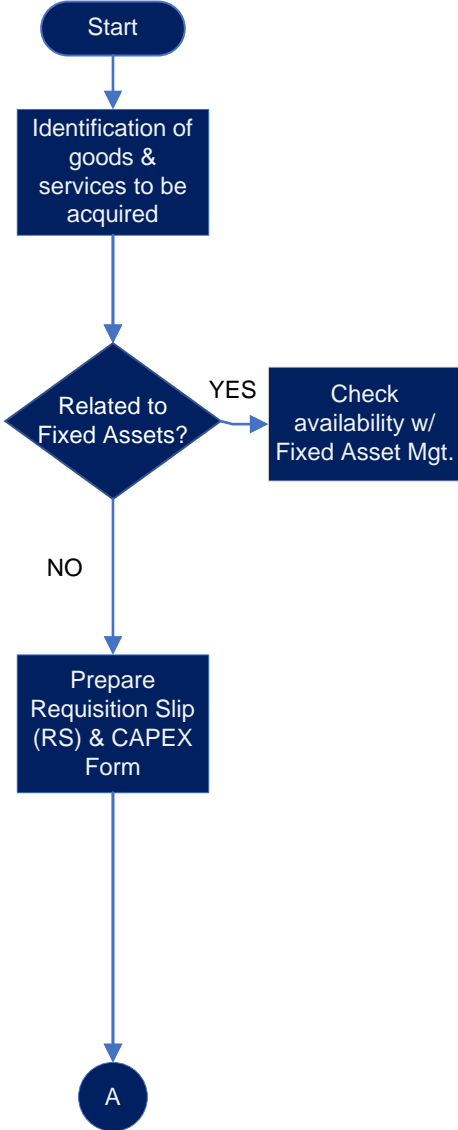
This process covers from request up to payment (Procure-to-Pay) and is applicable to all Departments within Almana Group of Companies for requests made directly by the CEO **except for ATS (ISO Standard Procedure IMS-PO-P-0001) and ACDC Business Units (ACDC-SP-PRO-002 to 003).**

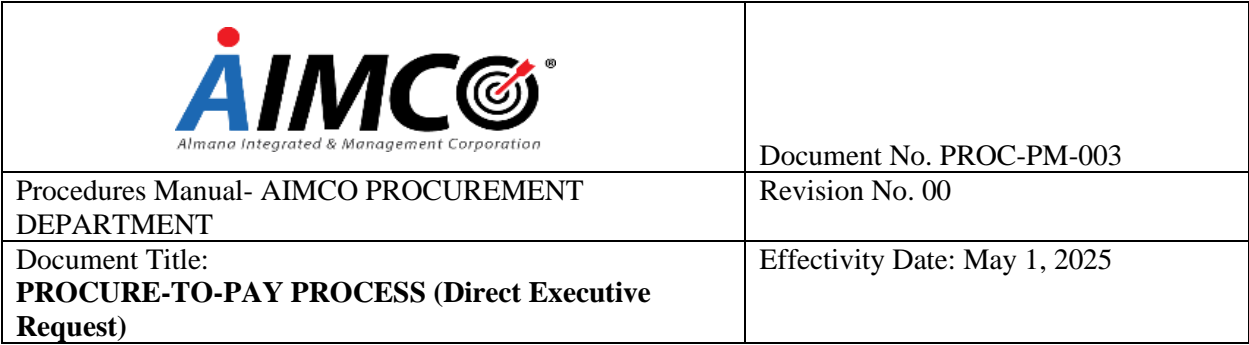
III. DEFINITION OF TERMS


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

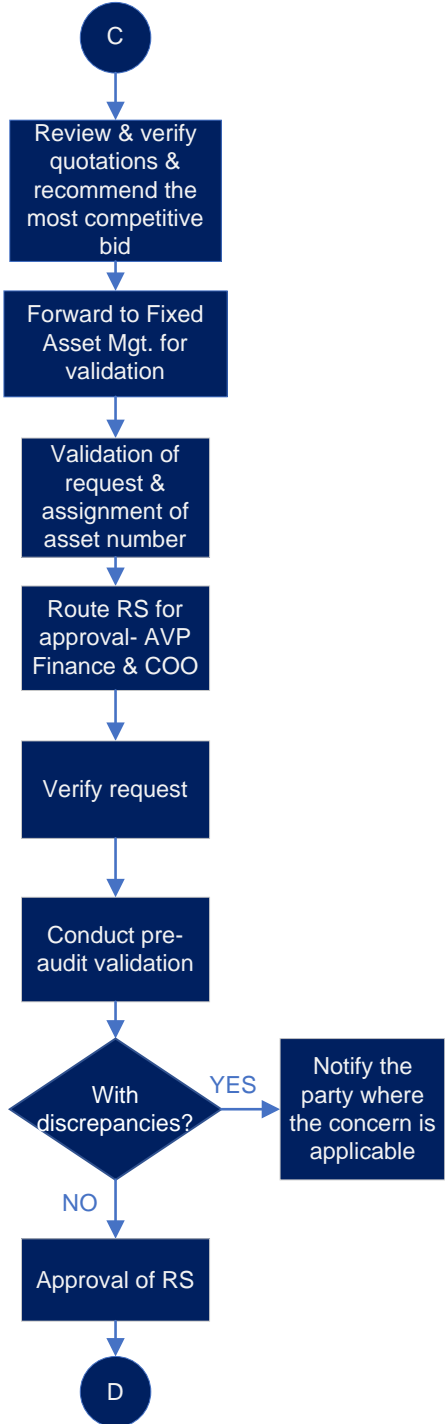
	Document No. PROC-PM-003
Procedures Manual- AIMCO PROCUREMENT DEPARTMENT	Revision No. 00
Document Title: PROCURE-TO-PAY PROCESS (Direct Executive Request)	Effectivity Date: May 1, 2025

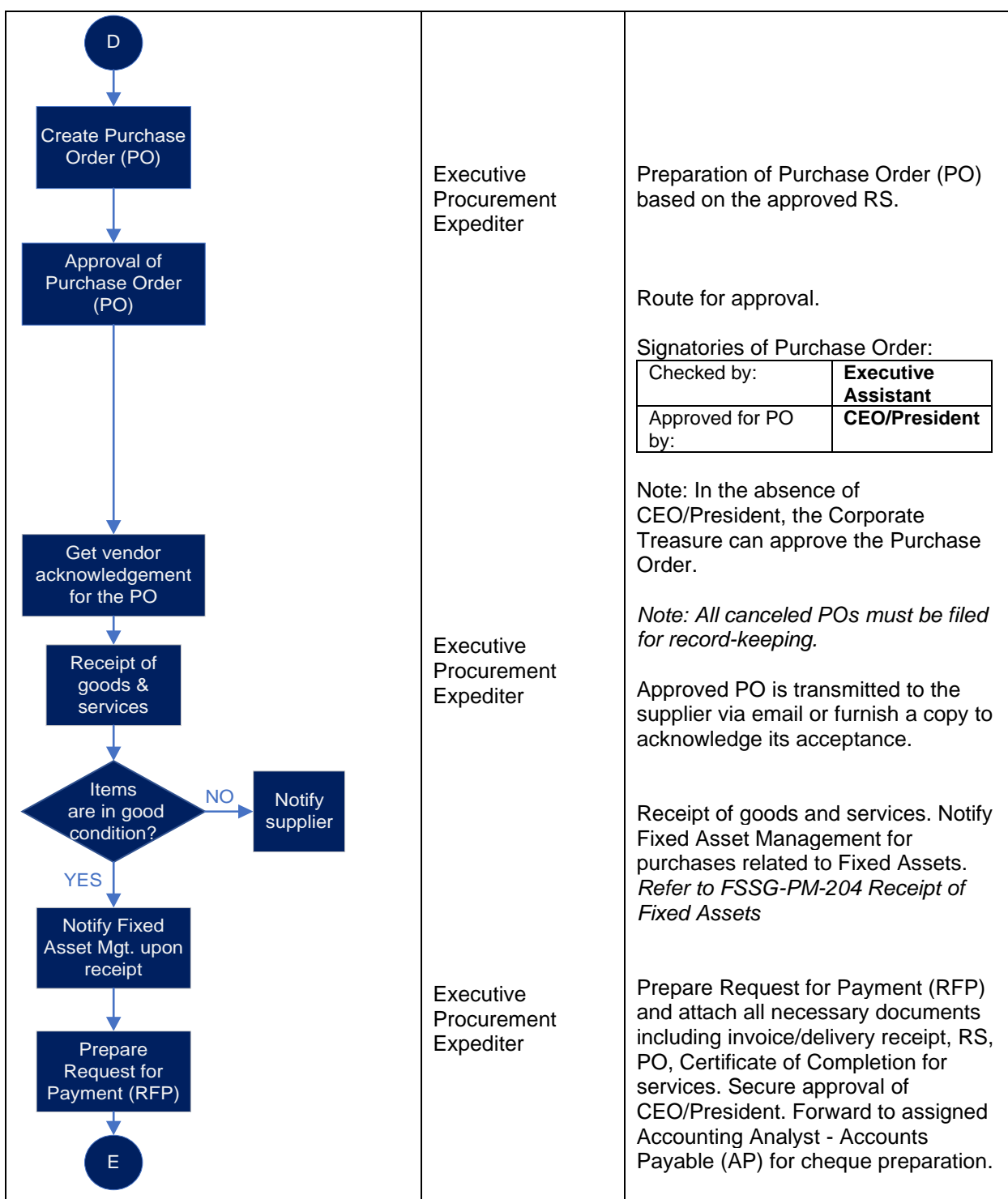
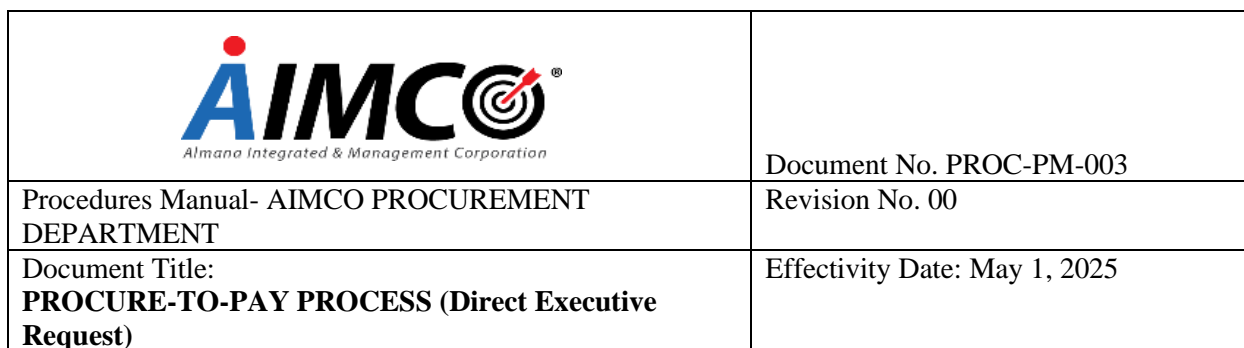
IV. PROCEDURE


PROCEDURE	RESPONSIBILITY	DETAILS
 <pre> graph TD Start([Start]) --> ID[Identification of goods & services to be acquired] ID --> D{Related to Fixed Assets?} D -- YES --> C[Check availability w/ Fixed Asset Mgt.] D -- NO --> P[Prepare Requisition Slip (RS) & CAPEX Form] P --> A((A)) </pre>	Executive Assistant	<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 cash advance, reimbursement, or</i></p>

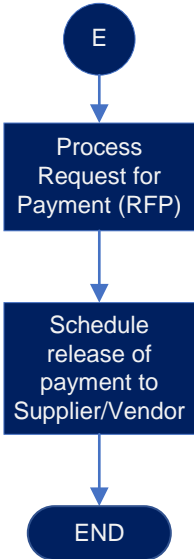


	Document No. PROC-PM-003
Procedures Manual- AIMCO PROCUREMENT DEPARTMENT	Revision No. 00
Document Title: PROCURE-TO-PAY PROCESS (Direct Executive Request)	Effectivity Date: May 1, 2025

 <pre> graph TD C((C)) --> A[Review & verify quotations & recommend the most competitive bid] A --> B[Forward to Fixed Asset Mgt. for validation] B --> C[Validation of request & assignment of asset number] C --> D[Route RS for approval- AVP Finance & COO] D --> E[Verify request] E --> F[Conduct pre-audit validation] F --> G{With discrepancies?} G -- YES --> H[Notify the party where the concern is applicable] G -- NO --> I[Approval of RS] I --> D((D)) </pre>	<p>Fixed Asset Management In-charge</p> <p>Executive Assistant</p> <p>Executive Assistant- Finance</p>	<p>Then 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 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> <p>All approved RS will be forwarded by Document Controller to Executive Procurement Expediter for Purchase Order creation. If disapproved, RS will be cancelled and to be returned to Requestor by Executive Procurement Expediter.</p>
---	--	--



	Document No. PROC-PM-003
Procedures Manual- AIMCO PROCUREMENT DEPARTMENT	Revision No. 00
Document Title: PROCURE-TO-PAY PROCESS (Direct Executive Request)	Effectivity Date: May 1, 2025

 <pre> graph TD E((E)) --> A[Process Request for Payment (RFP)] A --> B[Schedule release of payment to Supplier/Vendor] B --> C([END]) </pre>	Accounting Analyst- Accounts Payable	<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>
--	--------------------------------------	--

Prepared by:

Orlando Jr. D. Aguisando
System Support Officer

Conformed by:

Jeson L. Garcia
Executive Procurement Expediter

Reviewed by:

Aileen C. Rodriquez
Executive Assistant-QMS/ISO

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