

Vendor Payment and Procurement Policy

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Department: Finance & Operations

1. Policy Objective

To establish standardized, transparent, and compliant procedures for the procurement of goods/services and the timely, accurate processing of vendor payments across NexaCore Solutions.

2. Procurement Process Overview (P2P)

2.1. Requisition

All purchases exceeding **[USD \$1,000]** must begin with an approved Purchase Requisition (PR) submitted through the designated ERP system (**[ERP System Name]**).

2.2. Vendor Selection & Due Diligence

- Tendering:** Purchases over **[USD \$50,000]** require a minimum of three competitive quotes (tenders).
- Compliance:** New vendors must complete a mandatory KYC (Know Your Customer) and anti-corruption declaration, reviewed by the Legal and Finance departments.

3. Payment Procedures

3.1. Required Documentation

No invoice will be processed for payment without the following:

- A valid, corresponding **Purchase Order (PO)** number.
- A signed **Goods/Service Receipt Note (GRN/SRN)** confirming delivery or satisfactory completion.
- A correctly addressed and itemized **Vendor Invoice**.

3.2. Standard Payment Terms

NexaCore's standard payment term is **Net 60 Days** from the date of the verified invoice and GRN/SRN, unless a different term is explicitly negotiated and approved by the Head of Finance.

3.3. Payment Methods

All payments exceeding **[USD \$500]** must be made via electronic bank transfer (SWIFT/IBAN).

Cash payments are strictly prohibited unless pre-approved for petty cash expenses under the [AED 1,000] limit.

4. Compliance and Audit

- **Delegation of Authority (DoA):** All payment approvals must adhere to the established DoA limits. Managers authorizing payments beyond their limit will be subject to disciplinary action.
- **Anti-Corruption:** Finance and Legal will screen payments for high-risk jurisdictions or dubious transactions (refer to the **Code of Conduct**).

Process Flow: PR PO GRN/SRN Invoice Payment Approval Payment