



Leica Biosystems Indirect Spend Policy

The scope of this indirect spend policy covers all Leica Biosystems locations and Associates globally, including all group companies. It is required for all indirect spend requisitions.

1. Involve procurement as early as possible, prior to raising a requisition in iBuy. The earlier the procurement team is brought on board, the greater the results. It is crucial for achieving the best possible deal. It also helps to avoid potential delays in approvals later in the process. Ensure to follow the iBuy procedure, as any violation to the iBuy policy will be treated as a non-compliance issue.
2. Indirect procurement will help you to receive the maximum value possible for your budget. We can support in negotiations, preparing tenders, reviewing quotes and terms & conditions, finally we can help to identify large spend areas and potential savings opportunities.
3. A Non-Disclosure Agreement is required if any sensitive or confidential information will be seen by people not employed by Leica Biosystems.
4. Multiple quotes from different suppliers must be provided. 3 formal quotes must be presented to compare for all requisitions over \$5k. Provide a scope of work or a basis for the quotations. Make sure that all quotes received are on an "apples to apples" basis to ensure competitive balance. Quotes to be negotiated prior to iBuy submission to ensure we get the best deal in place. Any exception must be approved prior to iBuy submission by the Director of indirect procurement.
5. Timeline and milestones must be detailed for project work.
6. When submitting a requisition in iBuy include any relevant information that helps the decision-making process. This includes, but is not limited to, price comparisons, justification for expense, return on investment, negotiated discounts, and payment terms. The more complete a picture that is provided, the quicker the approval process will be. The internal notes section must be completed and should include responses to all questions defined in the iBuy policy.
7. If any savings are achieved make sure these are reported in iSource. These savings could be the result of negotiations regarding the price or the savings could come from eliminating an even greater expense in another area. Please consult a member of the Indirect Spend team for further guidance regarding savings calculations. If you do not know how to record savings in iSource, contact a member of the Indirect Spend team. It is important that we report the savings achieved through your hard work.

Additional documentation around indirect spend, such as standard work, training material, etc. can be found on the sharepoint side (VPN access required) <http://docshare.leica-microsystems.com/lbs/Indirect%20Spend/SitePages/Homepage.aspx> . Do not hesitate to contact us with any questions or ideas.

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