Laptop

- Corporate standard laptops are available to order in Oracle Procurement Cloud. Use this category to purchase laptops that are non-standard.
- For new hires, order standard issue laptops in Oracle Procurement Cloud. Use this category to purchase laptops for New Hires that are non-standard.

Pricing

- One quote is required above $5,000.
- Procurement review is always required for this category.
- When an existing contracted rate does not exist, a sourcing event may be required if the purchase amount is greater than $100,000.
- Please work with your Procurement Contact if you need assistance.
- Note: All pricing is contracted in the local functional currency of the contracting legal entity. Functional currency is defined as the currency in which the business transactions of a country are normally denominated.

Contracts

- A contract is required for transactions of $100,000 or more.
- Master Purchase and Services Agreement (MPSA), MPSA Products Schedule/MPSA Support Services Schedule/Professional Services Schedule
- For additional information on contracts, please refer to one of the Procurement Contacts below.

Procurement Contacts

- Amy Agenta (Global)
- Elena Ellsworth (EMEA)
- Teresa May (JAPAC)

Category Guidelines

Employees are eligible to one desktop or laptop and may refresh that one device as follows:

- Windows Desktops/Laptops: Every three (3) years
- Apple Desktops/Macbooks: Every four (4) years

Please note that these requirements are the minimum corporate guideline. Devices in good working condition can be utilized post warranty. Your Line of Business (LOB) may have a more prohibitive condition. Please check with your LOB before purchasing.

When new laptop purchase requisitions are submitted, a hardware purchase check is performed to ensure that the above guideline is followed.

Exceptions:

- Loss or Theft: Please follow the technology equipment retirement process to begin reporting the loss of theft of your device.
- Second Machine: Please include the business justification for requiring an additional machine to your primary machine.

Additional Ordering Instructions

Include on your Purchase Requisition:

Include Supplier, model, system configuration, and Supplier quote. If provided by the Supplier, add the Supplier quote number to the item description.

Additional Instructions:

Please visit Oracle Procurement Cloud to see the corporate standard issue laptops.

This category is only to submit a Purchase Requisition for a laptop that is not currently offered as a standard. A detailed justification as to feature/functionality differences in this purchase compared to the Supremo approved standards is required in order to be approved.

Laptops not currently offered as a standard and ordered for new-hires must use the Laptop-New Hire category.

Printers and Scanners

Printers and Scanners for business use only.

Pricing

- One quote is required above $5,000.
- Procurement review is always required for this category.
- When an existing contracted rate does not exist, a sourcing event may be required if the purchase amount is greater than $100,000.
- Please work with your Procurement Contact if you need assistance.
- **Note**: All pricing is contracted in the local functional currency of the contracting legal entity. Functional currency is defined as the currency in which the business transactions of a country are normally denominated.

Contracts

- A contract is required for transactions of $100,000 or more.
- Master Purchase and Services Agreement (MPSA), MPSA Products Schedule/MPSA Support Services Schedule/Professional Services Schedule
- For additional information on contracts, please refer to one of the Procurement Contacts below.

Procurement Contacts

- Penny Pinolt (Global)
- Jacob Jung (JAPAC)

Additional Ordering Instructions

Include on your Purchase Requisition:

Include detailed description of the printer or scanner including model and part number. Attach Supplier quote.

Additional Instructions:

Please visit Oracle Procurement Cloud to see corporate standard Printers and Scanners. This category is only to submit a Purchase Requisition for a Printer or Scanner that is not currently offered as a standard. A detailed justification as to feature and functionality differences in this purchase compared to the Supremos approved standards is required in order to be approved. Any agreement required by the Supplier or a quote that requires signature should be attached to the Purchase Requisition.

Software as a Service (Saas)

Third Party software that is hosted by a third party and delivered over the internet as a service.

Pricing

- One quote is required above $5,000.
- Procurement review is always required for this category.
- When an existing contracted rate does not exist, a sourcing event may be required if the purchase amount is greater than $100,000.
- Please work with your Procurement Contact if you need assistance.
- Note: All pricing is contracted in the local functional currency of the contracting legal entity. Functional currency is defined as the currency in which the business transactions of a country are normally denominated.

Contracts

- A contract is required for transactions of $100,000 or more.
- For additional information on contracts, please refer to one of the Procurement Contacts below.

Procurement Contacts

- Ellie Elmer (EMEA)
- Jason Jung (JAPAC)
- Luis Lorenzo (LAD)
- Natalie Norman (North America)

Additional Ordering Instructions

Include on your Purchase Requisition:

Attach a document from Supplier, or a Supplier quote or proposal to the Purchase Requisition. Identifying the service, pricing and term.

Additional Instructions:

Any agreement required by the Supplier or quote that requires signature should be attached to the Purchase Requisition. Corporate Security Solution Assurance Process (CSSAP): For any Purchase Requisition in this category (no matter the value), CSSAP qualification needs to be submitted to determine if a CSSAP review is required. A CSSAP

qualification must be performed for that Supplier PER instance no matter if another LOB has previous approval for that software or Supplier.

Note: The requester is required to add the "Service Start Date" and "Service End Date" in the description for this purchase category

Non-Billable Independent Contractor Labor

An individual (or small business less than five employees in the US and Canada) operating as a subject-matter expert for a fixed period of time. Ideally, IC's should be vetted, engaged and paid through a preferred third-party supplier to mitigate risk.

Pricing

- One quote is required above $5,000.
- Procurement review is always required for this category.
- When an existing contracted rate does not exist, a sourcing event may be required if the purchase amount is greater than $100,000.
- Please work with your Procurement Contact if you need assistance.
- Note: All pricing is contracted in the local functional currency of the contracting legal entity. Functional currency is defined as the currency in which the business transactions of a country are normally denominated.

Contracts

- A contract is required for all transactions.
- Master Contracts: Contingent Workforce Program (CWP) Agreement OR Contingent
- Workforce Services (CWS) Agreement
    - Additional agreements: Network Access Agreement (NAA), Statement of Work (SOW), Work Order (WO), Consultant Non-Disclosure Agreement (CNDA), Source Material Agreement (SMA), Supplier Business Associate Agreement (SBAA).
    - For the new SOW's requestors will have to fill in a Procurement Contracts Team Approval Summary (PCTAS)
- For additional information on contracts, please refer to one of the Procurement Contacts below.

Procurement Contacts

- Arya Abraham (EMEA)
- Winston Walker (JAPAC)
- Ines Ignacio (LAD)
- Jodie Jefferson (North America)

Category Guidelines

Supremo managers responsible for engaging contingent workers who are not re-billed to an Supremo customer must ensure they are procured through the External Contractors procurement category.

The purchase requisition value should be for the entire term or duration of the external contractor assignment or project. Additional funding is treated as a purchase order extension, and the total new amount will route for approval.

Contractor expenses are shown on a separate line of the requisition.

Effective immediately, managers can access the NBC Onboarding Journey to follow intuitive, step-by-step instructions. This Journey is provided for managers using the Contingent Workforce Program (CWP) to source and manage contractors in 14 countries: U.S., Canada, UK, Ireland, France, Hungary, Poland, Netherlands, Romania, Singapore, Japan, India, Australia and New Zealand.

Supremo has determined that the use of External Contractors (Billable and Non-Billable) is not allowed in the "Supremo Sovereign Entities".

Independent Contract Evaluation

An independent contractor evaluation is required for this category.

Additional Ordering Instructions

Include on your Purchase Requisition:

1. Name of Independent Contractor;
2. Dates of Service;
3. Detailed description of service and/or deliverables (if any);
4. Location of service; and
5. Fee Structure (eg. Charge per hour/month, fixed fee, etc)

Preferred Suppliers

To expedite your purchase, utilize one of the preferred suppliers provided below. If there are no preferred suppliers, refer to the Procurement Contacts for additional guidance.

Country	Supplier
United States	- Aspirations Inc - Believe Search LLC - Evolutional LLC - Great Corporation - Hocus Pocus Services - Standing Ovation

Spain	- Ally Servicios - Buena Corporacion - YunoJuno Limited.