

abcam

Supplier Policy

Version 01

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1. Purpose

The purpose of this policy is to provide a standardized process for how our suppliers should be working with Abcam.

2. Scope

The scope of this policy applies to:

- All suppliers that receive purchase orders from an Abcam site.
- All suppliers that provide goods and services to an Abcam site.
- Both current and new suppliers.

NB: Both Hangzhou and Eugene sites are out of scope for Oracle Procurement at the date of writing, however this Policy will apply in principle to these sites and for individuals as described above.

3. Definitions

Term	Description
Supplier	A provider of goods or services.
Abcam site	An Abcam manufacturing or distribution site
Supplier Portal	Oracle Fusion Supplier Portal: suppliers' personal area used after registration/qualification to manage RFQ/RFI/auction responses, manage purchase orders, invoices, and site/contact details.
Prospective supplier	A supplier who has registered to be a supplier with Abcam (via Oracle Supplier Portal) but who is not yet approved to be used for procurement.
Spend authorized supplier	A supplier who has been fully set up and approved by procurement to use as a supplier.
Business classifications	Tracking of supplier certifications that are important to Abcam.
Indirect (non-stock maintained) items or services	Goods or services purchased to support the business operation, which do not have system-maintained stock and are not converted into finished products or resold.
Direct (stock maintained) items	Materials that are converted or processed to make the finished product are ordered and have system-maintained stock
RFQ	Request for quotation.
RFI	Request for information.

Auctions	Auction tender.
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4. Responsibilities

Role	Responsibilities
Supplier	To ensure that all data included on the supplier portal is accurate complete and maintained.
Abcam procurement team	To ensure that supplier information on the supplier portal meet Abcam requirements and are reviewed periodically
Abcam finance team	To ensure that supplier bank details are checked while onboarding and reviewed periodically

Instructions and guidelines

The supplier portal is the primary platform used by our suppliers where Abcam can update and exchange information required for day-to-day activities when doing business with one of our Abcam sites.

The process for suppliers managing and maintaining the portal are covered in 3 areas:

- Supplier registration
- Supplier qualification and onboarding
- Supplier management

Supplier Portal

Abcam will use Oracle Fusion Supplier Portal as a supplier management tool to allow suppliers to register themselves and participate in various procurement activities required with Abcam.

- A link to all available training materials for setting up the portal can be found on the last page of this document.
- The Supplier Portal work area enables suppliers to view procurement documents, such as purchase order, purchase agreement, and evaluation reports, etc.
- The Supplier Portal work area allows suppliers to change orders awaiting acknowledgment and record the response.
- New acknowledgment requests will show up as worklist items on the portal, and in email notifications. To record an acknowledgment, use the acknowledge action on the document.
- The supplier user account owner will be able to access orders, reports, and payment status in the Supplier Portal.

The process:



1.1 Supplier registration

The registration process allows suppliers that would like to do business with Abcam to enrol on to the portal.

The process is as follows, and training materials on how to register can be found on the last page of this document

- Abcam procurement team will provide the supplier with a link to access the registration process.
- The supplier enters and updates the system with the information indicated in each field and submits the registration request to Abcam.
- Information that will be required includes:
 - Company name
 - Company contact information
 - Company addresses and site information including:
Points of contact, email addresses and names of people in the supplier's organization that we may need to contact to discuss purchase orders, current and new opportunities, invoice queries, plus the sales contact of the person(s) who deal with Abcam.
 - Tax registration number
 - Supplier bank details
 - Business Classifications: company relevant certifications
 - Products and services: categories of products and services
- We ask that all information is entered in English, with the supplier name included in a local language, this can be included in the 'Alternate Name' and 'Phonetic Address' fields.



The supplier must ensure all mandatory fields being filled in with accurate information for remittance, orders, and further deliveries.



1.2 Supplier qualification

- Suppliers that register onto the portal will be classified at first as a “prospective supplier”. This is until we complete the qualification process, which will be led by the Abcam Procurement team and will include a questionnaire that we will ask to be completed so that we can ensure all suppliers meet our business requirements.
- We ask that all Suppliers complete all the fields on the questionnaire within the timelines indicated by the Abcam procurement team. If you are unable to complete the questionnaire or achieve the requested submission date, please make sure you contact your procurement contact or use this email address with any questions you may have: procurementqueries@abcam.com.



Please note: if a supplier does not complete the questionnaire sufficiently, the Abcam procurement team may return the questionnaire to you for clarification and resubmission.



1.3 Supplier management

- Abcam takes our compliance code of conduct seriously. Therefore, all suppliers will be required to comply with Abcam’s code of conduct. The link to the Abcam supplier code of conduct can be found on the last page of this document.
- Abcam will review a supplier’s qualification status via periodic evaluations. Abcam may ask for a new supplier questionnaire to be completed or a previous questionnaire to be updated to reflect any supplier changes. These requests will be made via the Supplier Portal.
- Abcam Procurement will use the new system to create RFQ’s, RFI’s and auctions for current or new opportunities for goods or services over time.
- To improve how we work with our supplier Abcam purchase orders for indirect purchasing will be issued via the portal. To help match the order, we ask that all suppliers use the portal to match the corresponding invoice.
- The purchase order needs to be acknowledged with promised delivery date(s) if the supplier is requested to do so once the order is received.
- All Abcam purchase orders will reference our standard terms and conditions. On the last page of this document, you will find the link to our terms and conditions.

- For deliveries, we ask that the following information is used for the delivery of goods:

Delivery Requirements	
1	The Abcam Purchase Order number must be visible on the external packaging.
2	The Abcam Purchase Order number must be quoted on the delivery note.
3	Any data sheets requested by Abcam should be included with the delivery

- if the above information is not included, the shipment may be rejected.
- Purchase orders when issued need to be stated on the invoices.

Useful links:

<https://www.abcam.com/content/abcam-supplier-page> Where you will find:

- Training materials
- Supplier code of conduct
- Abcam terms and conditions

Procurement team: procurementqueries@abcam.com