

SUPPLIER ACCREDITATION

Potential local suppliers who intend to serve 3M requirements need to submit the following:

Supplier Information Sheet

Copy of Business Permit/Mayor's Permit

Copy of VAT Registration

Copy of SEC or DTI Registration

Copy of Latest Audited Financial Statement.

- For One time/Infrequent supplier, financial statement is not required provided that the accumulated purchase for a year is Php 100,000 or less and without downpayment

Integrity Assessment - this must be done by the requestor. IA is needed if the category falls under the top 30 UNSPSC code based on sheet 2. Otherwise, no need for IA

Trade Compliance Check

Accreditation Requirement for Key Opinion Leader (KOL)

Supplier Information Sheet

PRC License

Tin Number

Integrity Assessment

Accreditation of School Organization

Certificate from school/univeristy that the organization is legitimate and recognized

Supplier Information Sheet

Guest Speaker / Project Based Employee (Not a company)

Supplier Information Sheet

Tin Number

Integrity Assessment

One Time Vendor

Less than 50,000 - no need for accreditation and can be paid via Corporate Credit Card or or cash provided it was approved by Sourcing Manager and Finance

50,0001 and above - need to follow the normal accreditation process and submit the needed documents. Payment using corporate credit card or cash can be used as long as it is approved by Sourcing Manager and Finance. The requestor should also have an approval from their CBL. Payment via corporate credit card or cash is on a case to case basis