

POLICY ON SUPPLIERS

OBJECTIVE:

Define the processes required for the selection, evaluation and monitoring of current and future suppliers to the **UNIVERSIDAD DE LOS ANDES** identifying “strategic partners” in order to ensure optimal bids and generate significant savings for all university units without compromising the quality of the services offered or the progress of its suppliers.

SCOPE:

This policy has been developed to inform suppliers to the Universidad de los Andes of the established procedures covering the registration of suppliers, submission and allocation of invoices, recording and payment for goods and services contracted with the university and procedures for the selection and evaluation of suppliers.

1. CREATION AND MAINTENANCE OF THE SUPPLIER LIST

1.1. Documents required from new suppliers

When new suppliers are identified and added to the data base the following documentation should be requested:

a. Natural Person:

Current requirements:

- Universidad de Los Andes Supplier Form
http://tea.uniandes.edu.co/images/registro_de_proveedor.pdf
- Certificate from the Chamber of Commerce (issued within last 30 days)
- Photocopy of identity card (*cédula de ciudadanía*).
- Photocopy of the first page Single Tax-payer Number (RUT), bearing the stamp “certificado”.
- Certification of bank account (issued within last 30 days).
- Invoicing Resolution issued by the DIAN (if applicable).
- Origin of Financial Resources form¹.

New requirements:

- Judicial Certification
- Declaration of prevention of money-laundering and financing of terrorism².

New and recommended requirements for repeat suppliers:

- Certificate of income signed by accountant.
- For goods and/or services acquired or contracted by the university for a sum of more than \$50,000,000 COP, three (3) commercial references with a term not more than 30 days.
- Central certificate of risks (issued by Data crédito, CIFIN or Procrédito).
- Proposal and product catalog.

¹ Annex 3 – Declaration of Origin of Financial Resources.

² Annex 2 – Declaration of prevention of money-laundering and financing of terrorism.

b. Foreigners:

- Universidad de Los Andes Supplier Form
(http://tea.uniandes.edu.co/images/registro_de_proveedor.pdf)
- Photocopy of identity card
- Origin of Financial Resources form³.
- Declaration of prevention of money-laundering and financing of terrorism⁴.

New and recommended requirements for repeat suppliers:

- For goods and/or services acquired or contracted by the university for a sum of more than \$50,000,000 COP, three (3) commercial references with a term not more than 30 days.

c. Legal Person:

Current requirements:

- Universidad de Los Andes Supplier Form
(http://tea.uniandes.edu.co/images/registro_de_proveedor.pdf)
- Certificate from the Chamber of commerce (issued within last 30 days)
- Photocopy of identity card (*cédula de ciudadanía*) of legal representative.
- Photocopy of the first page Single Tax-payer Number (RUT), bearing the stamp "certificado".
- Certification of bank account (issued within last 30 days).
- Invoicing Resolution issued by the DIAN (if applicable).
- Origin of Financial Resources form⁵.

New requirements:

- When offering the university services and/or selling equipment for a parent company, suppliers should attach certification authorizing them as representatives for the service or product offered.
- Declaration of prevention of money-laundering and financing of terrorism.

New and recommended requirements for repeat suppliers:

- For goods and/or services acquired or contracted by the university for a sum of more than \$100,000,000 COP, three (3) commercial references with a term not more than 30 days.
- If in possession of Certificate(s) of Quality, attach copies.
- Proposal and product catalog.
- Central certificate of risks (issued by Data crédito, CIFIN or Procrédito).
- Depending on the purchase or service to be contracted and the terms of the commercial agreement in question, the university may request financial statements corresponding to the last three (3) years (balance sheets and income statements, cash flow, explanatory notes). Statements should be certified (by the legal representative) and audited (by the legal representative and comptroller)

Once all the documentation has been received appropriate verification should be carried out, in addition to the review of other important parameters such as the Clinton List and the OFAC. This is

³ Annex 3 – Declaration of Origin of Financial Resources.

⁴ Annex 2 – Declaration of prevention of money-laundering and financing of terrorism.

⁵ Annex 3 – Declaration of Origin of Financial Resources.

required in order to avoid the university becoming a victim of fraud or non-compliance that might impinge its good name.

Once suppliers have satisfied all the requirements set out above and the checks have been carried out they can be included in the SAP data base by emailing the following address: creaciontercero@uniandes.edu.co

Similarly, when information on any supplier already on the SAP data base needs to be updated the relevant information should be sent to actualizaciontercero@uniandes.edu.co

1.2. Documents required to update supplier information

Suppliers who have been on the university database for more than one year should be asked to provide the following documentation:

- Certificate from the Chamber of Commerce (issued within last 30 days)
- Photocopy of the first page Single Tax-payer Number (RUT), bearing the stamp "certificado".
- Certification of bank account (issued within last 30 days).
- Invoicing Resolution issued by the DIAN (if applicable).

2. RECEIPT AND DELIVERY OF GOODS

Goods acquired by academic and administrative units of the university will be received and delivered at the general warehouse located at Calle 18 # 1 – 81. The following points should be borne in mind to ensure that the goods are received and processed correctly:

- a. Merchandise will only be received if accompanied by a university purchase order produced by the Purchasing and Assets Department (copies on thermal paper are not acceptable); the original receipt and/or remittance slip must be presented.
- b. Goods with the accompanying receipt will be received up to the 25th of each month.
- c. The university reserves the right to refuse goods that are supplied in poor condition or incomplete. At the point of delivery the person receiving the goods should confirm the content of any packages or, if this is not possible, note on the remittance document or receipt that they have received the package without reviewing its contents.

3. CONDITIONS OF PAYMENT

Suppliers should be aware that payments made by the university for goods and services will be made by the office of the Financial Director within 30 days of receipt of the invoice, bearing in mind that the invoice may only be presented at the accounts payable window.

4. MEANS OF PAYMENT

The university only pays its suppliers using electronic transfer. All suppliers should therefore have a valid bank account. Suppliers should also be aware that payments will not be made to third parties.

5. PRESENTATION OF INVOICES

It is the responsibility of the supplier to present invoices at the accounts payable window, bearing in mind the timescales and conditions established by the university. In this case, invoices should be

presented before the 25th of each month, Monday to Friday, between 9:00 am and 4:00 pm (continuous workday). Invoices presented after the 25th of the month will pass to the following month.

Equally, sales invoices or similar documents should fulfill a series of important elements, as follows:

5.1.Characteristics of invoices, billing statements and/or equivalent documents

All invoices, billing statements and/or equivalent documents must comply with the minimum requirements established by article 617 of the Tax Statute (Law 1231 of 2008) and the Commercial Code, as follows:

a) Invoices or equivalent documents should include the following information clear and legibly as required by the law:

- Title: "Factura de Venta" (Sales Invoice).
- Consecutive invoice number.
- Date and place of issue.
- Expiry date.
- Surname and given name or registered company name and Tax Registration Number (NIT).
- Surname and given name or registered company name and NIT of the purchaser: **"UNIVERSIDAD DE LOS ANDES NIT: 860.007.386-1"**.
- Specific or generic description of merchandise or service.
- Quantity and unit price of article.
- Total value of transaction.
- Indication of whether supplier is VAT registered or not.
- Indication of VAT.
- Name or registered company name and NIT of printing company.
- Original signature of seller or service provider, with company seal if legal person.
- Current Resolution of Authorization issued by the DIAN.
- Date of receipt of merchandise.
- Name, identification and signature of recipient on behalf of purchaser.

a. Billing Statements (Cuenta de Cobro)⁶

- Title: "Cuenta de Cobro" (Billing Statement).
- Consecutive billing statement number.
- Date and place of issue.
- Surname and given name or registered company name and Tax Registration Number (NIT).
- Surname and given name or registered company name and NIT of the purchaser: **"UNIVERSIDAD DE LOS ANDES NIT: 860.007.386-1"**.
- Specific or generic description of merchandise or service.
- Quantity and unit price of article.
- Total value of transaction.
- Place where the service was provided or the good was sold.
- Original signature of seller or service provider.
- Date of receipt of invoice and merchandise.
- Name, identification and signature of recipient on behalf of purchaser.
- Contact information (address, telephone, cell phone, e-mail)

In addition, in order to comply with our information system the documents presented should provide the following details:

⁶ Model of Billing Statement - Annex 1.

- a. Number of purchase order
- b. Acceptance of service and/or merchandise delivery number
- c. If the invoice, billing statement or equivalent document forms part of a contract, the number of that contract should be included.

5.2. Conditions applying to invoices

The following aspects should be taken into account by suppliers who are presenting invoices or similar documents:

- The Universidad de los Andes will evaluate whether the invoice, billing statement and/or equivalent document presented by the supplier conforms to the requirements established by article 617 of the Tax Statute (Law 1231 of 2008) and the Commercial Code. So that it may review the documentation provided by the suppliers, the university will request a copy of the invoices, billing statements and/or equivalent documents used by new suppliers in order to assess whether they comply with the law.
 - If the invoice has deletions or amendments or fails to comply with the criteria set out above it will be grounds for its return by the university.
 - The payment period begins from the date of presentation of the invoice.
 - Invoices will only be paid in the following currencies:
 - Colombian Pesos (COP)
 - Euros (EUR)
 - US Dollars (USD)
 - Pounds Sterling (GBP)
- } For transactions carried out abroad (with import declaration)

5.3. Credit notes

Credit notes should be presented at the same time as the invoices with which the discount is associated and should be expressly identified as "CREDIT NOTES", fulfilling the minimum requirements established previously.

If the credit note is related to invoices, presented previously the number of the invoice in question should be indicated so the discount can be processed.



**Annex – 1
Model Billing Statement**

Place of Issue:

Date of Issue:

N° of Billing Statement:

Order Number:

Merchandise Delivery Number or Acceptance of service:

**UNIVERSIDAD DE LOS ANDES
NIT: 860.007.386-1**

OWES:
NAME OF SUPPLIER
CC.

**THE SUM OF: \$0.00
VALUE IN LETTERS: Colombian Pesos**

FOR (GOODS OR SERVICE):

PLACE WHERE THE SERVICE WAS PROVIDED:

Thank you for your consideration.

Faithfully,

NAME OF SUPPLIER

CC.

Address:

Telephone:

Cell phone:

E-mail:

Annex – 2

**POLICY ON SUPPLIERS
DECLARATION OF PREVENTION OF MONEY LAUNDERING AND FINANCING OF
TERRORISM.**

In compliance with the Policy on Suppliers and in fulfillment of the requirements to register and identify suppliers established by the Universidad de los Andes, I make the following statements and declarations.

I, _____ identified by identity document (____) N° _____ working (for myself or in representation of) _____ (name of the person represented) _____ identified by (c.c./Nit) _____, swear, fully understanding the sanctions contained in the Colombian Penal Code:

- That my resources or the resources of the legal person I represent derive from legal sources and therefore do not derive from nor are the result of illegal activities defined by the Colombian Penal Code or any other legal provision.
- That the resources committed to implementing the service, contract or legal transaction with the Universidad de los Andes, do not derive from any illegal activity.
- That the undersigned and/or the legal person I represent comply in their entirety with Colombian legislation, including the norms covering: money laundering, terrorism, drugs trafficking and in general any crime defined by the Colombian legal system. Similarly, we have implemented policies, procedures and mechanisms to monitor and prevent these activities.
- That neither I nor the legal person I represent, its shareholders, associates, partners, legal representatives and/or board members have been convicted in criminal proceedings for the crime of drugs trafficking, money laundering or terrorism and/or other similar offences.
- That neither I nor the legal person I represent, its shareholders, associates, partners, legal representatives and/or board members have been linked by the US Treasury Department's Office of Foreign Assets Control (OFAC) or appeared in any specially designated list published by any government.
- That in implementing the contract or purchase order I will not contract nor have any contact with any third party that carries out illegal activities or whose resources derive from illegal activities.
- That all the documentation and information provided in order to obtain and implement the purchase order or legal transaction with the university is true and accurate.
- ***That I authorize the Universidad de los Andes to terminate without sanction the contract or purchase order signed in the event that, during its implementation, the undersigned, the legal person I represent, its shareholders, associates, partners, legal***



representatives and/or board members are included in any specially designated list or sanctioned or convicted for crimes related to drugs trafficking, money laundering or terrorism.

- That I authorize the Universidad de los Andes to:
 - Confirm the information provided.
 - Inform the authorities of any information they may required.
 - Provide our data and personal, commercial and business information to the national authorities.
 - Examine specially designated lists or other lists referred to by the OFAC.

SIGNATURE _____

IDENTITY DOCUMENT

Annex 3

DECLARATION ON ORIGIN OF RESOURCES

I _____, identified with identity document (____) N° _____ of _____, hereafter known as THE OFFEROR, swear that the resources available to me for the implementation of the CONTRACT AND/OR PURCHASE ORDER derive from the ordinary business dealings and are not the product of illegal activities. In the event that the competent authorities require THE UNIVERSITY concerning resources belonging to THE OFFEROR, it is obliged to respond.

By signing this declaration on the origin of resources THE OFFEROR is obliged to provide all the information that may be requested in relation to the prevention of money laundering and financing of terrorism. In the event that the information required is not provided THE UNIVERSITY is authorized to end the CONTRACT AND/OR PURCHASE ORDER unilaterally without incurring any sanction.

Furthermore, I authorize THE UNIVERSITY to consult either directly or through third parties, data bases or data banks that contain information on THE OFFEROR, *in strict accordance with the terms set out in current legislation on personal information and habeas data; and abstain from contracting, or end contracts, in the event of finding that THE OFFEROR is mentioned in these sources.*

Signature: _____