

Procurement policy

采购政策

RXGC Share Service Finance

励展大中华区财务共享服务

Procurement policy

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Procurement policy

1. Objectives 目标

This Policy applies to the acquisition of all goods and services, either purchased or leased, from suppliers external to the Company.

本政策适用于公司外部供应商提供的所有产品和服务，无论购买或租赁。

This policy outlines the principles regarding the acquisition of all goods and services at the Company and, in tandem with the Procurement and Purchasing Guidelines, will guide procurement decisions to enable the fair value for money to be achieved for the Company.

本政策列举了公司所有产品及服务的采购原则，用于指导公司采购行为及决定，使公司以公平的高性价比的结果完成采购事宜。

Compliance with this policy will ensure that both the Company and our suppliers:
遵守本政策将确保公司以及我们的供应商：

- (1) Shorten procurement cycle times ;
缩短采购周期及次数；
- (2) Improve operating efficiencies ;
提升运营效率；
- (3) Adhere to the appropriate probity and legislative requirements.
符合诚实及立法要求。

2. Effective date 生效日期

The effective date of this policy is 23 August 2011

本政策生效日为2011年8月23日

3. Scope 范围

There are items out of this policy are:

本政策不包括下述内容：

- Salary, bonus, commission, social contribution and related staff cost
工资、奖金、佣金、社会保险及员工成本
- Office rental
办公室租赁
- Show hall rental
展览场馆租赁
- CMO advertising cost
展馆广告费
- Tax expenses (IIT, BT, CIT and stamp duty)
税费（个人所得税、营业税、企业所得税及印花税）
- Bank charges and interest expenses
银行费用及利息费用
- Expenses allowed under staff expense claim (covered in BPM Expenses process)
包含在员工个人费用报销范畴内（已包含在报销费用系统中）

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- Acquisition of subsidiary/joint venture (follow Business Development department procedure)
分支机构收购/合资公司收购（需遵循业务开发部门流程）

*These categories vendor will be reviewed on yearly basis.
标注*的分类所涉及的供应商将被逐年审核。

If there is any clarification required for the scope of this policy, please contact Procurement Manager.

如果有任何需要就采购政策范围澄清的问题，请联系采购部负责人。

Entities included in this policy:

采购政策适用于下述实体：

- (a) RX China include SH branch and RTE shows in China,
北京励德展览有限公司含其上海分公司及旅游展
- (b) RX Shanghai (include BJ branch),
上海励欣展览有限公司及其北京分公司
- (c) RXHK,
励展博览有限公司（香港）
- (d) Reed Huaqun (RHQ)
北京励展华群展览有限公司
- (e) Reed Guanghe (RGH)
北京励展光合展览有限公司
- (f) Reed Huabai (RHBai)
励展华百展览（北京）有限公司
- (g) Reed Hongda (RHD)
河南励展宏达展览有限公司

Individually referred as Business Unit (“BU”) and collectively referred as “RXGC” in this policy.

上述业务部门（“BU”），合称“励展中国”。

4. Principles of procurement 采购原则

The Procurement principles are:

采购原则包括：

- (a) Value for money, being the benefits achieved compared to the whole-of-life costs (e.g. price, quality, quantity, reliability, service, delivery, payment terms, and strategic suppliers);
高性价比的考量因素（如：价格、质量、数量、可信度、服务、送达、付款以及战略供应商）
- (b) Quality, efficiency;
质量、效率；
- (c) Probity and equity;
诚实及公正；
- (d) Transparency;
透明；
- (e) Effective competition, including ethical behavior fair dealing;
有效竞争，包括公平交易道德行为；
- (f) Environmental and sustainability considerations; and

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环境及可持续发展考虑；

(g) Other risk management considerations.

其他风险管理因素。

Comprehensive and well documented records must be maintained on all acquisitions of goods or services. Procurement documents may be examined by audit staff, government officer and corporate office. It is also crucial that the acquisition of goods and services by the Company is free from corruption, fraud and conflict of interest. Refer also to the Corporate' Code of Conduct, and Anti Bribery law.

所有产品及服务的采购必须保留完整的文件记录。采购文件可由审计人员、政府相关事务部以及公司管理层审阅。此外，对于公司所有采购事项应避免任何腐败、欺骗及利益冲突。详情可参照公司行为准则以及反腐败法律。

RXGC has a Procurement Services Department led by the CFO, which is responsible for ensuring that the RXGC selects its suppliers appropriately and achieves fair value for money in all RXGC procurement activities.

励展中国的采购部由首席财务官领导，负责确保励展中国选择合格供应商并且为励展中国所有的采购活动获得公平的性价比高的产品或服务。

All Procurement Services led activity will be delivered using standardized Procurement processes.

所有采购事宜应通过标准采购流程完成。

These processes have been developed to ensure that probity and business requirements and value-for-money are met in the most efficient way possible.

此采购流程的制定目标是确保以最有效率的方式满足业务需求以及性价比等。

Procurement Services' responsibilities include, but are not limited to:

采购服务的职责包括但不限于下述：

- ✓ The Procurement Services Department provides guideline of this policy and procedures
采购部提供本政策及流程指导
- ✓ Managing and negotiating all Quotations for goods and/or services.
负责所有采购项目（产品或服务）的管理及谈判；
- ✓ Reviewing and endorsing all tender prior to submission to the Tender Board.
所有招标项目审阅及确认必须在向招标委员会提交前完成；
- ✓ Establishing ,maintaining Approved Vendor list ; Vendor audit and development;
建立、维护合格供应商名单。考核及开发供应商

The Basis applies to all purchase in RXGC:

适用于励展中国全部采购的活动的的基本原则包括：

- ✓ All requests for goods and services at RXGC have to be made by means of an official purchase process.
励展中国针对产品及服务的采购行为必须通过正式采购流程完成。
- ✓ No goods or services will be delivered by preferred service providers if they are not in possession of an official Purchase order.
任何产品的交付使用或服务的履行接收，都必须以正式的采购订单为依据。
- ✓ No goods or services be purchased and paid for by means of a personal credit card or cheque to be claimed from BU at a later date.
任何产品或服务的采购都不能通过个人信用卡或支票进行支付，且支付后不得向业务部门申请报销。

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- ✓ RXGC reserves the right to refuse repayment for any personally incurred expenses for goods and services required for official or business purposes.
励展中国有权拒绝因个人支付其正式的或业务目的所需产品及服务而产生的费用。

5. *Delegations of authority* 授权代表

Refer to Level of Authority policy for a list of delegated officers with the authority to approve the acquisition of goods and/or services, up to the values specified within their accountability areas and funds availability.

请参考授权级别政策表，该表明确了不同级别的授权代表针对所交易产品及或服务的审批权限及相应金额。

6. *Variations on approved amounts* 审批金额变更

If final claim costs for approved goods or services increased, requestor should give detail explanation on variations, procurement audit the accuracy

如果最终结账金额大于采购订单金额，申请者需要对差额部分做详尽说明，采购部门进行核准。

7. *Purchasing Waivers* 采购豁免

May be waived in exceptional circumstances:

以下情况下可被豁免：

- (a) Where it can be shown that the provider of the good/service is a sole supplier.
该供应商为产品/服务的唯一供应商。
- (b) Expense related venue (like hall rental , meeting room rental)
与展馆相关费用不在此政策包含范围内（如馆租，会议室租赁）
- (c) Below JVs is not include
以下合作方不在此范围内
RHB/RSE/CIBTM /ISG

For the purpose of this policy the following may be deemed as a sole supplier:

本政策之目的是指导唯一供应商的界定：

- (a) Sole supplier or a service being the only supplier of a unique service in China.
产品或服务提供方是唯一供应商。
- (b) Sole supplier for goods (sometimes combined with a service) being the only supplier (not manufacturer) of a good with unique specifications 'in the market' (which could be global). Brand is not sufficient for being a sole supplier, the specifications must be unique.
是产品的唯一供应商（有时与服务相结合），在市场上（也可能在全世界）针对某一货物的特有性能是唯一的供应商（不是生产商）。品牌不足以构成独家供应商，性能必须是独一无二的。

8. *Approved vendor list* 合格供应商

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Procurement Department establishes AVL for the acquisition of specific goods and services. The selection of these suppliers should follow a formal approval process. Refer to Preferred Supplier schedule for detail of preferred suppliers by category of spends. These suppliers are to be used for acquisition of goods and services, wherever possible.

采购部建立维护合格供应商名单。选择供应商应遵循正式的审批流程。详情请参见优选供应商明细。该类供应商用于采购需要的产品及服务。

The approved vendor also includes all Reed Elsevier Group subsidiaries of company.

优选供应商亦包括所有励德爱思唯尔的分支机构。

The document entitled "Application by prospective supplier to be placed on the list of approved suppliers" must be sent to identify new suppliers. A record must be kept of all application documents that are sent out. These documents must be received back as soon as possible and considered in accordance with evaluation criteria to determine whether the applicant could be added to the list of approved suppliers.

在确定新的供应商时必须向其发送“合格供应商申请表”文件。所有发出的申请文件必须被妥善保存。该类文件必须尽快收回且根据其评估标准以决定该申请者是否可以被列入已批准供应商名录中。

Procurement Services Department must continually be involved with department and project team to detect other suitable suppliers. Invitations to these prospective suppliers must be directed to them telephonically and be followed up by fax or e-mail. These applicants must also be evaluated according to the evaluation criteria.

采购部必须参与到其他部门及项目组的采购活动中以找到更多合格供应商。并直接通过电话、传真或电子邮件方式对这些供应商跟进。必须根据评估标准对这些供应商进行评估。

An effort must be made to have at least three suppliers on the list of approved suppliers for each product group or service.

每一种产品或服务的采购要求必须至少3家已进入合格供应商名录的供应商参与报价。

Require all suppliers on the Approved Vendor List must inform Procurement Department once information changed which related business. Should such a request for updating be directed to Procurement Department after the suppliers' year end, the process could be facilitated if the latest financial statements were to be placed on the records of the Procurement Services Department.

要求所有合格供应商及时向采购部门通报关系双方贸易往来的一切信息变更。更新信息的要求应在供应商每满一年后直接向供应商提出，如果该供应商的最新财务报告已被留存至采购服务部门，则该流程可被简化。

If applicants do not meet with success, there generally is no need to supply reasons for their non-inclusion on the list.

如果申请方无法满足上述流程，通常而言没必要向其提供其未列入名录之理由。

9. Non-allowable expenses 非允许费用

Items that are personal or private in nature must not be charged to the BU.

BU不向个人或私人的项目付款。

10. Receipt of goods and service/ Payment approval 接受产品及服务/付款审批

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A person who is responsible as part of their duties, or as agreed with the delegated authority, to perform the function of taking delivery of the goods and/or service will certify (sign and date) the invoice that all of the goods were received in good order and condition or all of the service was satisfactorily performed. Purchase Order reference number must be stated in Invoice before payment process. Payment will be approved based on this advice if the payment is against a duly approved purchase order.

作为其个人职责的一部分或经授权代表同意，该被授权人应负责履行接收产品及或服务的职责并确认（签署并加注日期）决算单，包括确认所有产品都已完好地接收或所有服务被履行并令人满意。付款流程前必须将采购订单号码在决算单上注明。如果付款与此前经恰当程序审批的采购订单不一致时，该付款将依据该建议审批。

Where good and/or service were found to be faulty, improper performed or not same as specified the supplier must be immediately contacted and details noted on the invoice or order.

当产品及或服务被确认有缺陷或不适当或与此前所注明的不一致，则应立即联系供应商采取补救或改善措施并记录于据算单或采购订单中。

If goods are returned to the supplier, details must be noted on the invoice and order and the supplier should not be paid for the returned goods.

如果产品被退回至供应商，则必须在决算单及采购订单上注明详情且公司对退回产品不做任何支付。

11. Segregation of duties 职责划分

The purchasing function must be separated from the payment function throughout the RXGC.

在RXGC内部，采购职能与付款职能必须分开。

12. Contacts 联系方式

Policy Interpretation and Application/政策解释及申请

Sr. Procurement Manager/高级采购经理

Name/姓名: wayne.huang /黄左权

Tel/电话: 86 10-5933 9090,

Procurement Manager/高级采购经理

Name/姓名: Phil.zhou /zhoujingjun

Tel/电话: 86 10-5933 9411,

13. Review 复审

This policy will be reviewed annually and on an ad hoc basis if required.

本政策每年被复审一次或根据需要随时被审核。

The Chief Financial Controller will approve changes to financial procedures and guidelines and will co-ordinate changes to financial policy.

首席财务总监应对财务流程以及指南的任何变化予以审批，并将该等变化调整至财务政策中。

Amendment to form, schedules and web links will be processed by Procurement department.

任何对表格、附表以及网络连接的修改均应由采购部门进行。

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Please forward suggestions and comments on this policy via the feedback in Finance intranet.
请将对本政策的意见及建议通过财务内部网站予以反馈。