

## apetito supplier policy: New supplier validation

Our suppliers are an important part of our success, and we have a rigorous approval process to ensure we select the correct partners for our business.

Trading will commence only once this process is complete and authorised by the appropriate *apetito* Ltd employee nominating the supplier. This procedure will help to ensure instances of **FRAUD** or poor trading practice are eliminated, protecting both *apetito* Ltd and the supplier.

**IMPORTANT** - If you've been asked to provide goods or services to *apetito* Ltd before our approval process is complete please **STOP IMMEDIATELY**. *apetito* Ltd will not under any circumstances accept liability for goods or services placed outside this process.

All genuine *apetito* orders will be supplied with an *apetito* **Purchase Order (PO) Number**. If you are unsure if a PO number is genuine please email [purchase.ledger@apetito.co.uk](mailto:purchase.ledger@apetito.co.uk) and we will investigate and advise if the order is valid.

### New supplier set-up

Prior to commencement of trading, a potential supplier will be issued the *apetito* Ltd "Purchasing Standard Terms and Conditions" which will govern our business relationship

The new supplier will need to demonstrate that they are capable of delivering goods or services that are fit for purpose, to a consistently high standard of quality, in a safe and timely manner and at a competitive price.

It is the responsibility of the *apetito* employee requesting the new supplier set-up to ensure that they have benchmarked the new supplier with competitors and other current comparable suppliers, and that the potential supplier will meet *apetito* standards for compliance (including anti-bribery, modern day slavery, money laundering etc).

Once this initial review has been completed, the *apetito* requester will arrange for the potential supplier to complete and submit the *apetito* "**New Vendor Set-up**" form.

This document requires the supplier details that will be used to set-up in our systems, including key contacts and bank details. The supplier will also be credit checked.

The completed form will be sent to *apetito* Masterdata team who will verify the supporting documents. Correctly completed and approved supplier details will be input into our systems. On completion, Masterdata will notify the *apetito* requester and the approved supplier by email. Only after confirmation the supplier is approved should a supplier receive valid *apetito* Ltd purchase orders.

If you have any questions or would like any further information on this process please contact [masterdata@apetito.co.uk](mailto:masterdata@apetito.co.uk)