




美時化學製藥股份有限公司
Lotus Pharmaceutical Co., Ltd.


採購管理辦法
Procurement Operation Management

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1 目的 Objective

為使本公司請購、詢價、議價、採購、驗收及請款之管理作業有所遵循期能順利辦理，藉以提高工作效率，特訂定本辦法。

To ensure a guideline for purchasing procedures from purchasing requisition, pricing inquiry, pricing negotiation, placing purchasing order, acceptance and payment. Ensure the procedures are promptly performed and the purchase orders are efficiently processed.

2 適用範圍及定義 Scope

本辦法適用於公司經請購、採購程序之直接/間接材料(服務)採購作業。

The scope of the procedure includes all direct and indirect purchasing operations through purchasing requisition process.

3 部門及職掌 Departmental Responsibility

3.1 財會部門 Financial & Accounting Department :

各項採購管理之應付帳務處理單位，負責應付帳款列帳及付款執行。

Various purchasing management of accounts payable processing units, responsible for accounts payable and payment execution

3.2 請購部門 Requisition Department :

3.2.1 供應鏈生產計劃單位：負責由生產排程及預測計畫，展開原物料需求計畫所產生之生產原料、物料需求請購程序。

Production Planning Department: responsible for depending on master production scheduling and sales forecast plan to expanding material requirements planning of the production of raw materials and package materials demands as well as purchasing requisition process.

3.2.2 需求或使用部門：負責試藥、一般庶務、資產、工程需求請購程序。

Requestor Department: responsible for reagents, general expense, fixed assets, facility engineering purchasing requisition procedure.

3.3 法務 Legal department :

採購合約審查及保管。

Responsible for contract of procurement review and custody.


3.4 採購部門 Corporate Procurement :

3.4.1 採購單位：負責所有經由請購程序之採購作業。

Procurement Department: responsible for all purchases that are approved through purchase requisition process and managing delivery dates

3.4.2 需求單位：若費用類請購含稅低於新台幣 3,000 元，填寫零用金申請單經部門核決主管同意後，請購者自行購買後向總務單位申請零用金支付。

Request unit: If the cost of requisition cases with tax lower than NT 3,000, please fill in the Petty Cash Application Form after the supervisor of department approval, the requester

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purchase and then apply to the General Service Department for petty cash payments.

3.5 品質保證部門 Quality Assurance Department :

委製製造廠商及原物料的製造商及倉儲、運輸、物流商之合格供應商品質評鑑及管理。 Quality evaluation and management of qualified suppliers in the consigned manufacturers, raw/packaging materials of suppliers, storage and transportation of logistics vendors.

3.6 IT & CRO department :

IT相關及CRO授權予IT及CDD (“Clinical Development Department”)為執行採購之部門，該獲得授權部門可獨自進行採購流程，惟此採購流程仍應按照，並終經採購部門核准批示採購訂單。

IT & CRO department are authorized procured by IT & CDD (“Clinical Development Department”) for Lotus to Act as procurement from sourcing to pay process and follow all of Lotus Corporate processes and procedures. Purchasing department is responsible to approve or reject of PO by authorized procurement departments.

4 作業程序 Procedure

4.1 請購 Requisition

4.1.1 生產原、物料之請購程序 Raw and packaging materials purchasing procedure :

供應鏈生產計劃單位依據實際生產需求及預測計畫，由 MRP 或根據需求單位提出之申請單計算出需請購明細，依供應商交期及採購批量調整後，對應之請購需求應經過PR審查委員會或是ERP系統的簽核流程審核過後於系統中開立請購需求(PR).由採購單位將計畫請購單轉成採購單,依「核決權限表」經系統簽核程序核准後下單。如 API 及賦形劑需向國外購買及進口，藥品監管事務需於進口前辦理完成申請『輸入許可證』(IP)。


Production planning department are based on actual production requirements and forecast plans, by MRP, with review process by PR committee or generate PR thru ERP with approval process . After that Purchaser would convert the purchase requisition into the purchase order, in compliance with "Delegation of Duty and Authority Procedure" by the system to sign the approval of the procedure and then place order. If APIs and Excipients requires to be imported, user will file BPM application for the RA department to complete the application to TFDA for "Import Permit" application (IP). Approval of IP before importation.

4.1.2 研發所需之原物料請購 Purchase Requisition of raw/indirect materials for R&D :

研發之新產品試製或送審查驗批次之製造由研發專案管理部門統整研發排程之原物料需求，於 ERP電子簽核流程系統中提出原物料需求申請，並依核決權限表(附表二)採購及發包作業經權責主管核准後，會簽生產計畫部門。

(PP) R&D project management department will integrate all the raw materials / packaging materials requirements then submit the purchase requirement form (PR) by ERP approval process.

研發部門(RD)如需向國外購買及進口且需進口許可證者，RA部門需於抵台前取得輸

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入許可證(IP)，研發單位應負責協助提供相關申請文件及資料。

R&D department must apply the import permit (IP) to RA before importing if IP is necessary. RA must receive the approved IP before arrival. R&D should be responsible for required documents providing of IP application.

4.1.3 其他請購 Other Purchase Requisition：

4.1.3.1 Factory machinery, plant equipment, facility engineering, maintenance of the purchasing requisition:

需求或使用單位須將6000美金元含以上之機器、設備、工程案件專案計畫需求，申請預算CAR(Capital Appropriation Request)，依申請流程經核決主管簽准後辦理請購。

The demand or use of units must be more than 6000 U.S. dollars in machinery, equipment, engineering project planning requirements, apply for budget CAR (Capital Appropriation Request), According to the application process, after approved by authority of supervisor for the purchasing requisition.

4.1.3.2 如有關廠務設施或設備需緊急維修復原，須於維修處理後7個工作天內補足請購程序，並於請購單上備註“緊急維修原因”及”補單 ”字樣，同時檢附請購單位主管回簽之廠商報價或維修單。

If the relevant factory facilities or equipment is required for emergency repair and recovery, the purchase procedure must be replenished within 7 working days after the repair process, with the words "emergency maintenance Reason" and "supplement" in the requisition form, attached with the quotation or maintenance list of signed by supervisor of the request unit.

4.1.4 請購單應詳細註明品名、規格、數量、保固條件及需求日期或其他需求條件等需求，若有報價單及相關文件須一併提供予採購人員。

Requisitions Form should be specified with requirements of item name, specification, quantity, warranty conditions and delivery dates Quotation should also be provided if any.

4.1.5 請購單位如有設計圖表、規範、說明等資料及文件始能採購者，亦須檢附予採購單位以利採購作業進行。

Any required design charts/DWG, specifications/URS, notes/SOW should get department head approval and provided to the purchasing dept., for correct operation.


4.1.6 請購單位依據實際採購需求建立「請購單」提出申請，依「核決權限表」經ERP系統簽核程序核准後轉交採購部門進行採購。

Requisition department issue “Requisition Form” according to actual requirement, signed and approved according to “Delegation of Duty and Authority Procedure” by the ERP system procedures and then proceed to purchase by Corporate Procurement.

4.2 採購 Purchasing

4.2.1 詢價、比價、議價 Pricing inquiry/Comparison/Negotiation：

4.2.1.1 採購人員於收到「請購單」等相關資料，予以審核無誤後，依品項及規格查閱

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曾經交易過供應廠商資料辦理詢價作業。

The Authorized procurement personnel check the contents of approved purchasing requisition and verifying all information are correct, will then initiate the inquiry according to product items and specifications lookup once traded supplier on system to proceed the pricing inquiry process.

4.2.1.2 費用、試藥請購單等相關資料，如一年內或經常性之品項，可直接向經常交易績優廠商詢價。General and Reagents requisition form related documents, if is frequent purchasing items or repeat items within one year, the pricing inquiry can directly go with preferred vendors.

4.2.1.3 GMP關鍵原物料，例如起始原料、主要包裝材料與待分／包裝產品，只能向品質部門核准之「認可廠商名錄」所列供應商採購。請購原物料之採購規格：由品質部門核發且授權的控管文件，依合格供應廠商資料，提供品質文件給相關廠商進行報價。

GMP critical materials, such as starting materials, primary packaging materials and bulk products, shall only be purchased from suppliers who are on the “Approved Supplier List” approved by the Quality department.

The specifications for the purchase of raw materials and packaging materials are based on the quality files provided by the QA department, in compliance with qualified supplier data, providing quality files to the relevant suppliers to quote.

4.2.1.4 應考量生產商為第一選擇（特別是採購API時），但原物料亦得向貿易商和／或代理商採購。Manufacturers should always be considered as the first option (especially for the purchasing of APIs) but materials can also be purchased via traders and/or brokers.

4.2.1.5 採購單位收到廠商之報價資料時，審查其報價內容，如有疑義，應即向廠商或與需求或使用單位確認需求。

Procurement department when receive quotations from vendors and shall check the quoting details and verify demands with vendor or requester or user if in doubt.

4.2.1.6 採購比價原則 Pricing Comparison：

i. 單項金額超過稅前美金6千元的採購需求以不少於二家報價。

Requisitions that exceed USD 6,000 pre-tax per line value should have no less than two (2) quotations.


ii. 專案金額超過稅前美金三十五萬元的採購必需採公開招標或競爭性報價，必須有三家報價並洽談合約(若適用)。

Requisitions greater than USD 350,000 pre-tax per project value should have opened bidding or competitive quoting and three (3) quotations and negotiating contracts with vendors (if applicable).

iii. 例外 Exceptions：

• 採購項目是單一供應商，獨家專利、製造、代理(例如APIs, Excipients)。

If the items of purchase such as a single supplier, exclusive patent or manufacturing or agent. (Ex. APIs, Excipients)

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- 非首次購買或限定規格、功能、新舊機型汰換等避免重新做確效和其他因素。

Non first-time purchase, designated specifications, functions, replace new models to avoid re-validation and other factors.

- 已與公司簽訂年度合約之供應商。

The vendors with valid annual contracts.

4.2.1.7 採購議價 Purchase Negotiation：

應以最有利原則，選擇較具商譽品質、價格、交期及服務等之供應商為議價對象。

For the best interest of the company, buyer should shortlist suppliers with goodwill in quality, reasonable price, fast delivery and excellent services.

4.2.2 供應商選擇 Vendor Selection：

- ##### 4.2.2.1 請購者可以就需的貨物或是服務推薦廠商；然而，若其他供應商可以提供更好的價格，品質與服務，採購可以選擇其他供應商。

Requestors may suggest vendors for the desired goods or services; however buyer may select a different vendor if it is determined that they provide a better combination of value, quality and service.

- ##### 4.2.2.2 GMP關鍵原物料，例如起始原料、主要包裝材料與待分／包裝產品，只能向品質部門核准之「核准供應商名單」所列供應商採購。

GMP critical materials, such as starting materials, primary packaging materials and bulk products, shall only be purchased from suppliers who are on the “Approved Supplier List” approved by the Quality department.

4.2.2.3 供應商之考評：Evaluation of qualified Suppliers

- i. 對於原物料供應商的品質方面考評，由QA依照『製造廠商/供應商資格審核程序(P_品質系統QS_APAC-Lotus標準操作流程SOP_02928)』進行考評。

The raw and packaging materials of evaluation of qualified Suppliers by QA according to "Manufacturer/Vendor Qualification Program (P_品質系統 QS_APAC-Lotus標準操作流程SOP_02928)"


- ii. 供應商交期管理由採購單位進行考評。

Supplier delivery Management is evaluated by procurement department.

- iii. 固定資產類、工程類之供應商 The supplier of fixed assets/facility engineering：

由採購單位負責詢、比、議程序後，依商譽品質、交期、價格及服務，以最有利原則決定新供應商。專案金額超過稅前美金叁拾伍萬的採購必須會同相關單位人員參與並記錄決標會議。

Through purchasing Department is responsible for developing supplier and follow the process of Pricing inquiry/Comparison/Negotiation to choose the new supplier based on most advantageous principle. Package greater than

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USD\$350,000 pre-tax should have decision making meeting with related stakeholders and record the evaluation.

4.2.2.4 優先廠商 The preferred supplier

採購人員與相關需求單位可針對重大需求，從現行合作廠商中進行評估並篩選其一供應商為優先廠商。

The procurement and the stakeholders assess and finalize a vendor as be a preferred supplier for the critical requirement.

採購人員必須就 preferred supplier設立書面合約，合訂方式依「合約管理辦法」施行，其內容得涵蓋金額折讓率、工作範圍、保險與安全訓練等全面性之條件。

The procurement should consider the proper procurement procedure either annual purchase order or sign contract with preferred supplier by following conditions; such as rebate, agreed unit rates, insurance, and ESH Requirements.

4.2.3 呈核 Approval

4.2.3.1 與供應商議完價格及付款條件後，如需保障公司權益、規避採購風險、有預付款及交期時程長、長期合作採購，視實際採購需求設立書面合約，合約訂定方式依「合約管理辦法」施行，請購單位需與供應商進行合約審查及簽定程序，並將簽訂完成之合約副本交予採購單位，由採購人員依合約進行採購單建立作業。

After negotiating price and payment term with the supplier by purchaser, if the transaction need to protect the interests of the company, avoid any purchasing risk, have prepayment and long delivery period, long-term cooperative procurement, depending on the actual procurement requirements set up a contract, the contract is set according to "Contract Operation Management" execution, applicants send draft contract with suppliers for review and signing, and the final signed copy of the contract provide to the procurement department, procurement personnel according to the contract to establish the purchase order.


4.2.3.2 採購人員於系統上將請購單轉成採購單，並建立與供應商談定之資訊，包括訂購廠商、採購品名、規格、單價、總價、交貨日期、收貨地點、付款條件、貿易條件及備註事項等資料，依「核決權限表」經系統簽核程序核准後辦理。

Procurement personnel will transfer requisition form on the system to purchase orders, and the establishment of information, including ordering vender, products name, specifications, price, total amount, delivery date, place of receipt, terms of payment, terms of trade and notes etc. And then in accordance with the "Delegation of Duty and Authority Procedure" approved by the system approval process.

4.3 下單 Order Placing

4.3.1 採購人員收到經系統簽核程序核准之「採購單」訊息後，始能向供應商發出採購單訂購。採購人員依請購規格，詢價核可廠商後確認規格、數量、交期、金額，並依預設之系統簽核流程經權責主管核准後，SAP系統將自行發出採購單給供應商。

After purchasing orders have been approved through the system approval work flow,

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buyers can place an order to suppliers as getting approved information of system. After buyer inquires the manufacturer, confirms the specifications, quantity, delivery date, and amount, and follows the preset system sign-off process after approval by the responsible supervisor, SAP will automatically issue a purchase order mail to the supplier.

4.3.2 採購時簽定之任何形式買賣合約經雙方簽章認可後即生效力，不得任意變更，該份買賣合約由公司和供應廠商各自留存。

Any form of sale and purchase contract signed at the time of purchasing shall be valid after the signature of both parties and may not be changed arbitrarily, and the sale and purchase contract will be retained by the company and the supplier.

4.4 採購變更 Purchasing Order Amendment

4.4.1 採購單核准後，請購單位有任何變更需要，需向採購單位提出E-MAIL通知，採購單依通知作更改。

After the approval of the purchase order, the requisitioning unit has any change needs, should make an e-mail notification to the procurement department, and the purchase order shall be changed according to the notice.

變更採購單須有一個或是更多以下的原因 A Change Order shall be issued by the appropriate Buyer for one or more of the following reasons :

- 數量增加或是減少。
There is a Quantity increase or decrease.
- 價格金額與原訂單金額不同。
The Price is other than of the original purchase order price.
- 品項說明與原訂單明顯地不同。
The Description is significantly different from the original item on the purchase order.
- 交貨地點變更。
The Delivery Destination changes.
- 交貨時間變更。
The Delivery schedule changes.

4.4.2 訂單金額多於原始採購單的變更採購單，需得到原始採購單上所有的簽名核准。經核准變更後之採購單須E-MAIL或傳真給廠商。


In the case where a Change Order increases the value of the original Purchase Order, the requisition process must be restarted by the requestor department. Upon completion of the Change Order, Buyer shall be notified the supplier via email.

4.5 Blanket order

4.5.1 採購人員可根據年度採購成本或需求部門所提供之年度預測量來申請blanket order；一張blanket order有效期為期一年，到期後不論餘額多寡皆須終止。

The procurement can submit a blanket order with non-commitment based on annual spending or a forecast PR from the requesting department; a blanket order valid is one year only and shall terminate upon whether it has balance.

4.5.2 採購人員於執行議價作業後回覆最終成本給使用者、於收到經核准之請購單後，將

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該請購單號放置於 blanket order 並從其總額中扣除該請購單費用。

The buyer operates the price negotiation and replies with a final quote to the user. Once getting the approval PR, put it into the blanket order and deduct the cost from the blanket order amount.

- 4.5.3 將採購經理簽名同意之報價單與放置核准請購單完成之將採購經理簽名同意之報價單與放置核准請購單完成之 blanket order，以書面或電子郵件方式交給供應商作為採購確認。書面或電子郵件方式交給供應商作為採購確認。

The purchase activity is accepted after releasing the quotation with the procurement manager's signature and a blanket order with approval PR.

- 4.5.4 採購人員應解釋採購人員應解釋 blanket order 之用意並確保供應商完整明瞭採購作業流之用意並確保供應商完整明瞭採購作業流程。

The procurement shall explain the purpose of a blanket order and align the purchase procedure to the supplier.

4.6 交貨控制 Delivery Control

- 4.6.1 負責採購之部門(生產原物料由供應鏈生產計劃單位)於供應廠商約定交貨日而未交貨時，應予以電話或email催交，必要時以書面方式催交。

The procurement department liaise (the raw materials and packing materials by the supply Chain Production Planning Unit) on the delivery date of the supplier agreed to deliver the goods, should be called or email reminders, if necessary in writing.

原物料廠商在交貨前提供品質文件(ex. COA)，需轉交給QA單位確認，如與公司品質資料不符，應通知採購與供應商澄清確認後再出貨。

The raw and packaging materials manufacturer to provide quality documents (ex. COA) before delivery, to be forwarded to QA department for confirmation, if not in conformity with the company's quality data, should inform procurement personnel and be clarified with supplier before shipment.

4.7 驗收 Acceptance

- 4.7.1 生產之原物料收貨及驗收依「P_倉庫WH_APAC-Lotus標準操作流程SOP_03411原物料管理作業程序」辦理。

Receiving and acceptance for raw and packaging materials shall comply with "Management of Raw and Packaging Materials" (WH10802).


- 4.7.2 若驗收不合格，屬可調整更換者，應要求廠商於限期內調整更換，否則將貨品及發票等憑證一併退回廠商，得依買賣合約上延遲交貨罰款情形處置。

If the acceptance is unqualified, is a replaceable case, should be required to adjust the replacement within the deadline, otherwise the goods and invoices and other vouchers returned to the supplier, according to the contract of sale of delay in the delivery of fines disposal.

- 4.7.3 進貨項目相關正本文件（如保證書、說明書等）由請購或使用部門保管。

Original documents (i.e., warranty card, manual guide) shall be retained by requisition or use unit.

- 4.7.4 固定資產採購項目驗收時，由請購或使用部門負責驗收流程，在系統完成驗收程序

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並產生『收貨異動單』，驗收報告或其他書面資料將其作資產驗收依據。

4.7.5 Fixed asset of acceptance, by the requisition or use department responsible for the acceptance process, after the completion of the acceptance process in system and print out "Receiving Form", with acceptance report or other written report as the basis of the asset acceptance.

4.8 請款 Payment Application

4.8.1 原/物料驗收完畢後由驗收部門整理廠商「送貨單」及發票、「收貨異動單」等憑證，交付及通知採購單位，採購應核對採購單付款資訊及金額，經複核無誤後將相關請款文件彙整後送交財會部門辦理應付帳款列帳作業及付款手續。

After the raw / packaging materials acceptance is completed, by the acceptance department to gather together supplier "delivery list", invoices, "Receiving Form" and other vouchers, send and notify the Procurement Unit, purchaser should check the purchase order payment information and amount, After the review is correct, the relevant requested documents gather together and sent to the Financial and Accounting department for accounts payable and payment procedures.

4.8.2 工程及資產驗收完畢由請購或驗收部門將「收貨異動單」及發票(國內為統一發票)等憑證,交付予採購單位核對採購單及付款條件及金額,經複核無誤後將相關請款文件彙整送交財會部門辦理應付帳款列帳作業及付款手續。

Facility engineering and asset acceptance by the requisition or acceptance department will be "Receiving Form" and invoices (domestic unified invoice) and other vouchers, delivery to the purchasing unit to check the purchase orders in payment terms and amounts, after the review is correct, the relevant request documents are sent to the accounting department for accounts payable account processing and payment procedures.


4.8.3 若採購項目為預付或分期付款，除上述請購單位應彙整的文件資料外，採購尚需建立預付款申請,將預付款項申請『預付申請單』，依「核決權限表」經系統簽核程序呈請核准，經核准後將相關請款文件資料送交財會部門辦理應付帳款列帳作業及付款手續。

If the purchase item is prepayment or installment payment, in addition to the above-mentioned requisition unit should remit the document data, the purchaser still needs to establish the prepayment application, the prepayment application "Pre-Paid Application Form", according to " Delegation of Duty and Authority Procedure " by the system approval procedure petition approves, After the approval of the relevant request documents data sent to the accounting department for accounts payable account processing and payment procedures.

5 實施與修正 Implementation and Revision

5.1 2023年根據現行做法審查和更新2018年文件操作程序

Review and update 2018 document operating procedures based on the current practices in 2023.

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6 依據資料 Reference

- 6.1 製造廠商/供應商資格審核程序 Manufacturer/Vendor Qualification Program
(P_品質系統 QS_APAC-Lotus標準操作流程SOP_02928)
- 6.2 外部稽核系統 External Audit System
(P_品質系統QS_APAC-Lotus標準操作流程SOP_02912)
- 6.3 原物料管理作業程序 Management of Raw and Packaging Materials
(P_倉庫WH_APAC-Lotus標準操作流程SOP_03411)
- 6.4 合約管理辦法 Contract Operation Management
- 6.5 核決權限表 Delegation of Duty and Authority Procedure
- 6.6 IC0201請購作業 Requisition Operations
- 6.7 IC0203採購作業 Procurement Operation

7 使用表單 Forms

7.1 Waiver form

<u>Lotus Waiver Form</u>			
Documentation of Non-Compliance to Buying Policy			
Buying Policy Non-Compliance:		Competitive Quote Exception	
Supplier:			
Category, Good or Service:			
Requester/Department:			
Procurement Professional:			
Estimated Value:			
Description and Justification of Non-Compliance to Buying Policy:			
Solution for Non-Compliance i.e. alternate method, exception process:			
NA			
Non-Compliance Effective from	<u>March.-23</u>	to	<u>Feb.-24</u>
Approvals	Signature	Date	Comment
Refer the PR/PO approval matrix (Attached to PR and PO for electronic approval)			



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7.2 Waiver Approval Matrix

Category	Agreement Term > 2 years	Competitive Quote Exception	Use of Non-Preferred Supplier	Insurance Requirements not meet	Payment Term less than Net 60 or greater than 30% down payment in PO	Payment Term less than Net 60 or greater than 30% down payment in vender Master
Definition	CDA	6,000 USD (180K TWD)	Preferred Supplier List	Property insurance / All Builder Risk	Any deviation has to approve in PR/PO	Any deviation has to approve in PR/PO
	QTA	350,000 USD (10M TWD) Per Project	Each Function has different Table, Reach out to your Procurement Professional	Employer Liability insurance	Bank Guaranty - Reach out to Procurement professional	Bank Guaranty - Reach out to Procurement professional
	Price agreement			Commercial Liability	Once Waiver approved with PR/PO, User does not need apply #741 for payment	Once Waiver approved with PR/PO, User does not need apply #741 for payment
Process Owner	Sign Contract Department	Requestor	Requestor	Requester	Requester	PS Buyer

8 附錄 Appendix

8.1 Appendix A - PR – PO Delegation of Duty and Authority Procedure

核決權限表 Delegation of Duty and Authority Procedure

附表二 Appendix 2 採購及發包作業權責劃分表 Purchase and Payment Cycle

類別 Classification	授權事項 Authorized Items 新台幣兌美金匯率 Currency Exchange NTD/USD 32:1		匯率 (USD \$32) Exchange rate	承辦單位 Owner	核決權限 Approval Authority							會簽 Counter Approval	備註 Remark
					課經主管 (主任、課長) Supervisor	副課主管 (副、副課) Manager, Deputy Manager	高級主管(或 副、副處長) Director, Associate Director	副總經理/ 台灣總經理 /Country /Manager	總經理 General Manager	董事長 Chairman	董事會 Board of Directors		
1. 供應商管理 Vendor Management	供應商申請 Vendor Application Form			採購單位 Purchasing Dept.	△	△	◎					Finance Manager	
	重要供應商評鑑 Critical/Quality Vendor Performance Evaluation			採購單位/出單 Purchasing Dept./OA Dept.	△	△	◎						
2. 原物料 - 一般採購、試驗、設備儀器、工程、追加預算 Materials, Solvent, Equipment, engineering & additional requirements for the programmed budget	請購單 Purchase Requisition	USD\$5,000以下 Not exceeding USD\$1,000 超過USD\$5,000 - \$50,000以下 Greater than USD\$5,000		請購單位 Request Dept.		△	◎						1. Capex must attached with approved Capital Appropriation Request (CAR). 2. Purchase Request of IT related procurement should be approved by the IT authorized management based on respective threshold.
		超過USD\$50,000, USD\$1M以下 Greater than USD\$50,000, not exceeding \$1M				△	◎						
		超過USD\$1M Greater than USD\$1M				△	△	△	◎				
		超過USD\$5,000以下 Not exceeding USD\$1,000				△							
採購單 Purchase Order		超過USD\$5,000 - \$50,000以下 Greater than USD\$5,000 not exceeding \$50,000		採購單位 Purchasing Dept.		△	◎						1. For CRD related PO, 2nd level of approval would be designated to VP of Clinical Trial for approval.
		超過USD\$50,000 Greater than USD\$50,000				△	◎						
應付單 AP					△	◎							
3. 預付申請單 Prepayment Requisition	NTD 100萬元以下 Not exceeding USD\$31,250			Request Dept.	△	△	△	◎				財務處長 Finance Director	
	超過NTD 100萬 Greater than USD\$31,250				△	△	△	△	◎			CFO	

驗收 Acceptance

1. 原物料 - 含例行生產、委外製造、成品購買 Materials including production, contracted manufacturing, and finished product procurement	驗收(購買) Acceptance	不溯金額 Not limited amount		買材(主任、課長)→品質 WH→QA	
	退貨 Return goods			品質 QA	
2. 一般採購 (例行生產原物料外之其他與生產相關採購品項) 試驗、設備、工程驗收 Procurement including General, Solvent, Equipment, engineering Acceptance	驗收(購買) Acceptance	不溯金額 The total amount won't be limited.		請購單位→主任、課長 Purchase Requisition Dept.→Supervisor	