



Vendor Management Portal Policy

Purpose

The purpose of this policy is to establish the terms and conditions for vendor use of the AFL Vendor Management Portal (“VMP”). The portal is a secure online platform that allows vendors to access and manage their information, such as purchase orders, contracts, invoices, and performance reports.

Scope

This policy applies to all vendors who are registered to use the VMP.

Responsibilities

- Vendors are responsible for creating and maintaining their own profiles in the VMP.
- Vendors are responsible for uploading all required documents.
- Vendors are responsible for maintaining the confidentiality of their login credentials.
- Vendors are responsible for reporting any security breaches to the VMP administrator.

Access

Access to the portal is restricted to authorized vendors. Vendors must create an account and provide their contact information, company information, and tax identification number.

Security

The VMP is a secure online platform that uses industry-standard security measures to protect vendor data. Access to the VMP is restricted to authorized users, and all data is encrypted.

Compliance

The portal complies with all applicable laws and regulations. Vendors are responsible for ensuring that their own data complies with all applicable laws and regulations.

Violations

Any violation of this policy may result in the termination of the Vendor’s access to the portal which will result in negative performance evaluations.

Contact Information

For questions about this policy, please contact the portal administrator AFL.iSupplier@aflglobal.com



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Vendor Acknowledgement

By registering to the vendor Portal, I hereby acknowledge that I have read and understand the AFL Vendor Management Portal Policy. I agree to comply with all terms and conditions of the policy, including but not limited to:

- Creating and maintaining the Vendor profile in the portal.
- Uploading all required documents,
- Maintaining the confidentiality of login credentials assigned to authorized users of Vendor.
- Reporting any security breaches to the portal administrator.

I hereby acknowledge the following conditions:

- Use of the portal is for legitimate business purposes only.
- Vendor is responsible for any unauthorized use of their login credentials.
- Vendor agrees to indemnify the organization for any damages caused by their negligence or willful misconduct in using the portal.

I understand that any violation of the policy may result in the termination of the Vendor's access to the portal which will result in negative performance evaluations.