Dear Valued Supplier,

Thank you for your support in 2022 and in working with the Bank to improve and develop our collaboration experience and strengthen our business relationships. As you may know, in 2019, the Bank adopted the SAP Ariba platform, and I will be encouraging our teams across the globe to continue to drive all of our competitive procurement engagements via that capability. Going forward, if your business wishes to participate in bidding for goods and services, then you will need to register on that platform and complete a Standard Chartered Bank registration questionnaire. Please contact us for more information. As we approach the new (and hopefully less turbulent) year, I would also like to remind you about the Bank's key policies and standards.

1. **Sustainability**

Sustainability is important to us.

We have made a series of commitments that support the Paris Agreement and the UN's Sustainable Development Goals. This includes our commitment to achieve NetZero in our operations. To help us deliver these commitments, we will reinforce our engagement with suppliers who can support us to drive positive environmental, economic, and social impacts across our markets. We believe that your organisation can help us make a real impact.

The Bank will not engage with suppliers that are involved in human trafficking, the use of forced or compulsory labour, or any other form of modern slavery. You have a key role to play in combating these crimes and you are expected to do the same throughout your supply chain and operations.

We encourage you to read our Supplier Charter [HERE](https://sc.mediaspace.sg.kaltura.com/mediashare/8f5b41f838f844a1/media/t/0_af5fosgi) and support our sustainability ambitions. The Supplier Charter sets out the behaviours we expect from our suppliers in relation to Ethics, Human Rights, Environment, Health & Safety Standards, Labour, Protecting the Environment and Supplier Diversity & Inclusion.

2. **Anti-Bribery & Corruption Policy**

The Bank strictly prohibits Bribery & Corruption in any form in all the countries we operate. Relationships with suppliers reasonably suspected of Bribery & Corruption are likely to result in termination and exclusion from any future engagement opportunities. We strongly encourage all persons including but not limited to agents, employees or subcontractors who will be involved with the Bank to watch our Third Party training videos which provide a summary of what is expected from a Third Party and the Bank’s position on Bribery & Corruption. The two training videos can be found below:

- [https://sc.mediaspace.sg.kaltura.com/mediashare/8f5b41f838f844a1/media/t/0_af5fosgi](https://sc.mediaspace.sg.kaltura.com/mediashare/8f5b41f838f844a1/media/t/0_af5fosgi)
- [https://sc.mediaspace.sg.kaltura.com/mediashare/fc4e5c5417decdd/media/t/0_y5ugh311](https://sc.mediaspace.sg.kaltura.com/mediashare/fc4e5c5417decdd/media/t/0_y5ugh311)

3. **Speaking Up**
To enforce a culture of strong ethics and openness, we have a speaking up channel for use by external parties to report actual, planned or potential misconduct in relation to the Bank, its staff, suppliers and subcontractors. We encourage you to inform your employees that reports can be made anonymously through this secure web-based channel [HERE](#) which supports 13 languages, and will be investigated in strict confidence.

4. **eProcurement and Financial Policy**

We have a policy of ‘No PO, no Pay’. Therefore, you must ensure you receive a Purchase Order from us before delivering the goods and/or services. It is important you present your invoice in a timely fashion. You should also ensure that your invoice has clear remittance instructions including Payee Name and Bank account information (i.e. Bank name, Branch name, Swift code/Sort code).

We have mostly moved to online submission of invoices via our supplier portal eSettlements and centralised mailbox. Please take note and adhere to the method of submission as advised by the Bank’s local finance team. Also, where there is no specific contract between us, our business relationship will be governed by the Bank’s standard terms and conditions.

It is our expectation that all relevant sub-contractors, managers and staff employed to provide goods or services to the Bank are made aware of the above.

Once again, thank you for your ongoing support and we look forward to the opportunities that we may undertake together in 2023.

Yours faithfully

For and on behalf of Standard Chartered Bank
Warren Forgus
Chief Operating Officer, Supply Chain Management
For more information on Standard Chartered Bank, please visit [www.SC.com](http://www.SC.com).