



## ECOWAS PROCUREMENT AUTHORITY – TOGO (EPAT) SUPPLIER AND CONTRACT MANAGEMENT CHARTER

The purpose of this charter is to define the principles that we follow to manage our supplier relationships successfully and to ensure as far as possible that our supplier contracts deliver to time, within cost and to the required quality.

- We partner with Suppliers to ensure that the outcomes of negotiations are mutually beneficial.
- Every contract will have a designated contract manager and a contract lead and we expect that the Supplier will appoint an Account Manager. These Parties will ensure that the contract is appropriately managed and all compliance issues are covered off.
- We employ contract change methodologies which anticipate changes during the life of a contract measured in terms of impact, time, risk, cost and quality.
- We will endeavor to pay all valid and undisputed invoices which quote a valid PO reference and are supported by valid backup information (where necessary) within 30 days from the date of invoice.
- We aim to pay our Suppliers to terms, and treat them fairly and impartially, seeking to negotiate mutually acceptable outcomes to disputes.
- We use Contract terms to track performance and act in good faith in the interests of EPAT and its Customers.
- Subject to mutual agreement contract terms and conditions can be varied during the life of a contract if requirements or circumstances change via a standardized change control processes.