

Supplier Procurement & Integrity Standard

Procurement controls for retailers, wholesalers, distributors and master suppliers.

Status notice. Global Food Round is currently an informational prototype and verification-stage project. Public payments and donations are not accepted through the prototype. This document sets intended controls and launch conditions; it does not state that any supplier, distribution organization, fiscal sponsor, charitable status, tax treatment, license, or public-fundraising permission has been approved unless expressly identified as such.

1. Supplier identity and authority

- Verify legal or trading identity using official or otherwise authoritative sources appropriate to the jurisdiction.
- Use independently obtained contact channels for material verification and payment instructions.
- Confirm that the person providing a material quotation or payment instruction is authorized to do so.

2. Order-level documentation

- Maintain a unique quotation, order, purchase or shipment reference where practicable.
- Record items, package sizes, quantities, unit/final prices, taxes/fees if applicable, delivery charges, currency, purchaser identity, and delivery destination.
- Keep purchaser identity distinct from the consignee or receiving organization in the audit trail.

3. Payment, refund and anti-fraud controls

- Payments must use a route approved by the responsible legal/fund-holding entity.
- Material changes to bank details, beneficiary names or payment instructions require independent re-verification.
- Refunds, credits or price adjustments should return to the original payer or purchasing account unless the responsible entity documents a lawful exception.

4. Sanctions, trade controls and restricted parties

- A supplier appearing on the website is not cleared for payment. Before an operational transaction, screen parties, ownership/control where required, payment intermediaries, route, goods and destination against the laws and sanctions regimes applicable to the actual transaction.
- Humanitarian purpose does not by itself prove that every transaction is exempt or authorized. Where an exemption, general license, specific license or other authorization is relied on, the responsible entity should document the basis before payment.

5. Substitution and price-change control

- No website preview guarantees product, price, stock, delivery date or exchange rate.
- Material substitutions, quantity changes, delivery changes and price changes should be documented and approved under the applicable funding terms before execution where practicable.

6. Delivery evidence and discrepancies

- Connect supplier dispatch/delivery evidence to the order reference.
- Obtain separate recipient-side acknowledgment where practicable.
- Investigate material discrepancies between ordered, dispatched, delivered, received and distributed quantities before publishing a final verified status.

7. Integrity and conflicts

- Reject bribery, kickbacks, facilitation payments where unlawful, secret commissions, falsified documents, diversion and undisclosed personal benefits.
- Record relevant conflicts and remove conflicted persons from independent approval decisions.

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This policy is a project compliance document, not a substitute for jurisdiction-specific legal advice on an actual transaction.