



Member-Suppliers Accreditation PROGRAM



In search of a better way to expand its services to better satisfy member needs, the Puerto Rico Chamber of Commerce has created the Members-Suppliers Accreditation Program.

What is the members-suppliers Accreditation program?

This Program emerges from our members' need to obtain products or services from reliable suppliers. Also, the suppliers must be able to insure excellence and quality of service to their clients. The most needed areas of services identified by our members were: accounting services and systems, human resources and payroll processing.

Human Resources Administration

It includes: Development and administration of an employees manual. This manual must include policies and procedures of disciplinary handling. This manual must be individually discussed by the service supplier and the employer with each employee. It must establish and also maintain an absenteeism registry, a system to administer employees benefits including vacations, sick days, workman's compensation and training. It should also include a section on performance evaluation. It is required that the supplier offer consultation services on labor subjects, with limitless access of personnel to verify the fulfillment of federal and local laws.

Accounting

It includes: Establishment and revision of transactions registry, maintenance of major general, quarterly and annual income taxes, monthly financial statements and development of an accounting procedures manual.

Programming, Project and Network Maintenance and Management, Cloud Storage and Related Services

Programming services will be offered as hosting in the client's server. The purpose is that the tasks can be performed automatically.

The Member-Supplier Accreditation Program is now open to all interested members. The requirements to apply are posted on our web site: <http://www.camarapr.org/Acreditacion.html>. Be part of this select group of companies looking to develop their businesses through programs that encourage economy, social responsibility and business relations appropriate for the optimum growth of your business. Take advantage of this great benefit and increase your business opportunities.

Payroll Processing

It includes: Establishment of a system to administer and compile hours worked data (work reporting system). Payroll processing and print employee paychecks. Preparation and eradication of periodic deposits (e.g. social, contributions, income tax, cooperative, etc). Preparation and eradication of quarterly and annual income tax. Preparation of accumulated benefits, vacation and sick day reports.

Benefits of Contracting the Services of an Accredited Member-Supplier:

- ▶ Special discount price for members.
- ▶ A variety of suppliers from which you can choose the one with the best offer that better suits your needs.
- ▶ Quality of service.
- ▶ Service flexibility and adaptability according to the clients special requirements.
- ▶ Exclusivity and competitiveness.

We are certain that this new service will fulfill your company's needs. A member-supplier accredited by the Puerto Rico Chamber of Commerce assures that he will offer excellent service to all members and clients.

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