

Group Procurement news

The latest news on collaboration with our suppliers

Join us at Sustainable Procurement Day 2024

When: Thursday, 20 June 2024, 9 a.m. – 5.15 p.m.

Where: eins0eins (Tanzwerk101) in Zurich

Secure your discounted ticket: Post_SuPDay24

www.sustainable-procurement-day.ch

Around 200 procurement and sustainability professionals will come together at Sustainable Procurement Day, the first Swiss business conference on sustainable procurement.



The event takes place in German language

Procurement is much more than a question of strategy and price. It is, in part, the key to successfully navigating through business challenges. Procurement risks no longer concern only supply security, supply chains or cost and quality aspects. Growing societal, environmental and geopolitical requirements demand a holistic approach. Resource scarcity, stricter environmental and social laws and new technologies are increasingly influencing companies and their procurement strategies.

Sustainable Procurement Day addresses these risks and highlights the opportunities of sustainable procurement. As part of the focus theme "Net zero with sustainable procurement: reducing greenhouse gas emissions in the supply chain", Swiss Post and Lyreco Switzerland provide insights into their own efforts.

Swiss Post is the main partner of this event and is pleased to offer you a discount of 200 francs on the regular ticket price. Use the code Post_SuPDay24 when booking and select the "Non-Member" rate.

We look forward to seeing you!

First-time reporting on responsible procurement



Swiss Post aims to play a leading role in the sustainable development of Switzerland, focusing primarily on five areas of action along the value chain. Swiss Post has voluntarily published its goals, measures and progress for the first time in the Non-Financial Report.

Responsible procurement is one of the five areas of action in sustainable development. With a procurement volume of 3 billion francs, Swiss Post has a major responsibility towards people and the environment. In 2023, Swiss Post took measures to achieve its goals for a fair and environmentally friendly supply chain. This included establishing a process to identify potential risks among suppliers, such as human rights and environmental issues. Swiss Post also revised its supplier code for responsible procurement, introduced mandatory sustainability criteria for procurements worth over 150,000 francs and expanded its anonymous reporting office



PostCourage for suppliers, affected parties in the supply chain and other stakeholders. Additionally, Swiss Post conducted ethical, social and environmental risk assessments on 7,505 suppliers. The result of the risk analysis showed that the suppliers operate in more than 200 sectors and 40 countries. 18 of the 7,505 suppliers are deemed high-risk suppliers due to their sector, country of manufacture and risk categories. Suppliers from high-risk product groups will be brought up to standard incrementally through targeted supplier management. Responsible procurement also makes a significant contribution to achieving the net zero target. Swiss Post has set clear and binding goals in the supply chain: it will cut 25 percent of the greenhouse gas emissions from its supply chain by 2030 and 90 percent by 2040 (base year: 2021).

The full report can be found [here](#).

Tips and tricks for SAP Ariba

Tips for supplier registration in SAP Ariba

- Ideally, the initial supplier registration should be done by the person who will be responsible for entering invoices in Ariba later in the process.
- If possible, an impersonal e-mail address (e.g. info@info.ch) should be used for registration. Making changes to personal e-mail addresses at a later point requires a complex transfer of the account admin role.
- For questions regarding supplier registration or changes to the account admin role, you can contact sleinfuehrung@swisspost.ch or +41 58 667 07 71 (Monday to Friday, 9 a.m. – 12 noon).

Tips for submitting supplier invoices and credit memos in SAP Ariba

- Before submitting the first invoice, ensure that your account is fully set up. You will receive appropriate instructions after completing and approving your supplier registration, or you can find the instructions on the supplier portal. It is worthwhile setting up your account promptly and not waiting until you submit the first invoice.
- It is also advisable to submit invoices in SAP Ariba as soon as possible after the service has been provided, as the submission date is crucial for calculating the agreed payment deadlines. Invoices can only be backdated for a maximum of 10 days.
- Partial credit memos cannot be created in SAP Ariba. Incorrectly submitted invoices must therefore be cancelled and reissued.
- For questions regarding submission of supplier invoices, you can contact rampup-ariba@swisspost.ch or +41 58 667 07 71 (Monday to Friday, 9 a.m. – 12 noon).

Note on receipt of requests for proposals*

Since January 2024, Swiss Post has used SAP Ariba for requests for proposals. Please keep your contact details in Ariba up to date at all times and check whether user accounts are set up correctly and have the necessary authorizations.

- In order to access service tenders ("Requests for proposals"), the user requires the following role: "Access Proposals and Contracts".
- If you have received a request for proposal from Swiss Post but are still unable to view it, even though the user has been created and has the corresponding role, requests for proposals will be sent to a specific account. It may therefore be the case that you have two accounts and the request for proposal has been sent to the other account.
- You can find instructions on setting up users and authorizations in the "Guide Supplier onboarding" under section 6.4 ([Guide, section 6.4](#)).
- If, when logging in to your account, information text appears saying that there are problems with synchronizing the account, please contact Ariba Support at Swiss Post: for any questions about



participating in requests for proposals, you can contact ariba.support@swisspost.ch or +41 58 667 07 71 (Monday to Friday, 9 a.m. – 12 noon).

Further instructions on these topics can be found in our [supplier portal](#).

* This process does not apply to PostFinance Ltd and Post Company Cars Ltd.

Swiss Post Ltd
Wankdorffallee 4
P.O. Box
3030 Bern

Contact form
Supplier portal

