

Group Procurement news

The latest news on collaboration with our suppliers

01/2024

Editorial

Procurement is playing an increasingly critical role in an ever-changing environment. In light of the current global challenges and the growing importance of sustainability, cost reduction, digitization and increased efficiency, Swiss Post is also striving to optimize and develop its procurement processes and strategies. These changes are crucial not only for Swiss Post, but also for our suppliers, which are an integral part of our supply chain.



Sustainability is firmly embedded within the Group and is also an important cornerstone of our procurement policy. In procurement, we take responsibility for people and the environment by promoting the use of environmentally friendly materials, circular procurement and transparency in supply chains. Suppliers who are committed to sustainable practices have a clear competitive advantage. Together, we can make a significant contribution to climate protection. Compliance with legal regulations and ethical principles is central to this endeavour.

Cost reduction requires a holistic approach and remains at the heart of our efforts. We are constantly looking for effective ways to reduce internal and external costs without compromising quality and efficiency. Suppliers who actively contribute to cost reduction naturally continue to be highly valued in our collaboration. Yet for us, strong relationship management is more than just business – it is the key to sustainable success.

Process-oriented and digitized procurement enables smoother and more efficient handling of in-house procurement needs. The structuring and organization into respective categories plays a crucial role in this. We strive to optimize the diversity and quality of our supplier base through effective category and supplier management. We therefore rely on suppliers who are able to continuously optimize their processes and respond flexibly to changing requirements.

The development of all aspects of our procurement and organization is a dynamic process, based on cooperation, trust and clear values. We also continue to focus on our suppliers, seeing them not “just” as business partners but as co-creators of a sustainable future.

Swiss Post Ltd invites its suppliers to work together with us on a sustainable, cost-optimized and efficient business relationship. Together, we are not limited to meet today’s challenges, but also lay the foundations for a successful and responsible future.

My best wishes to all of us on this journey together and for a happy and healthy 2024.

Kind regards

Stefan Schaffner

Head of Group Procurement | CPO

Innovations for collaboration with Swiss Post

1) New Supplier Code of Conduct for Responsible Procurement to be phased in from 1 January 2024



The Supplier Code of conduct (formerly Code of Ethics and Social Responsibility) has been adapted and will be phased in from 1 January 2024. It provides the basis for jointly addressing social and environmental issues and early identification of risks in the supply chain. In addition to the obligations (mandatory clauses), the Code now includes commitments (development clauses) on environmental management, greenhouse gas emissions, life cycle, circular economy and supply chain transparency. Swiss Post expects its suppliers and partners to be willing to develop in these areas and provides them with an introduction on its website. This introduction also explains the basics on how Swiss Post's procurement organization works to achieve sustainability.

The Code can be accepted, as before, via SAP Ariba ("Registration" step) – or, in justified exceptions, an equivalent document can be submitted – and forms the basis of the business relationship with Swiss Post. All suppliers will be asked to confirm the new Code from April 2024. This will enable them to qualify for new Swiss Post procurement transactions. In cases where the contract is still running, the previous Code will continue to apply until the expiry of the contract, unless an amendment is agreed that meets the formal requirements. Amendments to the Supplier Code will also be communicated directly via SAP Ariba in future.

2) New sustainability criteria for requests for proposals

Swiss Post sets out sustainability requirements in its requests for proposals and generally gives them a weighting of 15 percent. Performance-related and general sustainability criteria are used for this. The general criteria concern, among other issues, greenhouse gas emissions and the sustainability performance rating. This means:

- Sustainability performance ratings by EcoVadis, esg2go, IntegrityNext and BCorp are awarded points. The maximum number of points for this criteria is achieved if a valid EcoVadis award (from Silver level) is presented.
- In terms of greenhouse gas emissions, Swiss Post aims to reduce its procurement by 25 percent by 2030 compared with the reference year 2021. The net zero target, validated by the Science Based Targets initiative (SBTi), is to be achieved by 2040. For this reason, we pay particular attention to the use of renewable energy (except in the procurement of services) and to the efforts of our suppliers and partners to reduce greenhouse gas emissions in the services they provide and in their own operations. Companies that can demonstrate the best greenhouse gas performance for the service offered in accordance with ISO 14040 or ISO 14044 receive the most points for this criterion.

3) Since 22 January 2024, Swiss Post has been procuring exclusively via SAP Ariba* for defined categories

Procurement of ≥CHF 150k, which does not come under public procurement law (PPA/PPO), will now always be carried out digitally via SAP Ariba. The entire process and communication are carried out via SAP Ariba.

In addition, for existing framework partners, the entire process for individual orders/calls for offers and communication in a supplier pool now take place via SAP Ariba. The following categories are affected: consulting, marketing agencies, events and publications.

We recommend that you check your account regularly, turn on the e-mail notification function in SAP Ariba and keep an eye on your spam folder.

4) Swiss Post has been qualifying its suppliers* since 22 January 2024

As part of the collaboration, suppliers are now qualified for the respective categories. As an existing supplier, you are currently considered qualified for the respective category in which you are a supplier to Swiss Post. If further categories are added in the future, you will receive one or more questionnaires from Swiss Post via SAP Ariba as part of the qualification process. The process is similar to the registration. You will receive a notification inviting you to answer questions in SAP Ariba.

5) Update your current SAP Ariba data



As Swiss Post continues to digitize its procurement processes, up-to-date data is crucial for collaboration and communication.

We ask all suppliers to regularly check that the data stored in SAP Ariba, in particular e-mail addresses and other contact details, is up to date and to modify it where necessary.

6) All the information is summarized on the website

The supplier website has been adapted and simplified. All the key information on “supplier information” and “responsible procurement” is instantly accessible.

All relevant SAP Ariba guides and an introduction to the “Supplier Code of Conduct for Responsible Procurement” are now instantly accessible. You can also find information on Swiss Post’s anonymous Reporting Office to report potential violations of the Supplier Code of Conduct.

*This process will not be introduced for PostFinance Ltd and Post Company Cars Ltd.

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

**Contact form
Supplier portal**

