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# ENGIE Services Ltd:

## Reference sheet for suppliers

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### SAP process requirements for suppliers

Cofely Switzerland has been working with SAP since 2010. By using SAP for the procurement process, we aim to make the processes continuous and thus more efficient. This requires that you – the supplier – are able to adapt the partnership to meet our requirements.

#### 1 Request for quotations

The requests generated by the SAP system include the following data:

- Unique request number (e.g. Request 6000000064)
- Quotation deadline
- Delivery location
- Purchaser
- Object name and object number can be specified

In your quotation, please state the request number and meet the quotation deadline. Your prices are to include delivery to the delivery location. For questions, please contact the appropriate contact person or purchaser. The contact person listed as the purchaser on the SAP form can be both a project manager as well as an employee from Procurement. This person is always the point of contact for any inquiries. For a specific requirement, several requests can be issued with prior negotiation. If required, Cofely will also send you a reminder for a quotation via SAP.

If your quotation cannot be considered, you will receive a rejection from Cofely.

##### 1.1 Uploading and downloading requests and quotations

Depending on the agreement with you as a supplier and the number of items in the request, requests are sent by email with an Excel sheet asking to enter your quotation directly into the Excel list so that we can then import the prices directly into the SAP system.

#### 2 Placing orders via SAP

Orders generated by SAP include the following information:

- Order number, for example: Order 4500000186 (unique)
- Delivery date for each purchase order item
- Delivery location for each purchase order item
- Purchaser
- Object name and object number
- Any other important information
- Reference to our standard conditions of purchase, portion of the order

**Order confirmation:** For certain orders, Cofely will require that you provide an order confirmation.

**Changes to the order:** If an order needs to be changed, you will receive a "Change to order" indicating the original order number and the data that have been changed.

**Order reminder:** Cofely AG will send you an order reminder if necessary.



### 3 Deliveries

Based on the information specified in the order, deliveries are made on schedule to the delivery address. Instructions stated on the order regarding notification of Cofely contact persons at the construction site must be followed. The delivery must include a delivery note indicating our reference details, specifically our order number.

### 4 Goods receipt

Based on the information specified in our order and your delivery documents, Cofely will perform a goods inspection upon receipt of the goods. Unless there are complaints or defects, the goods receipt will then be posted in SAP. This posting is required for payment of the invoice.

### 5 Invoice (note new billing address)

Invoices must be sent to the central invoice address at Cofely AG:

Cofely AG  
Kreditoren  
Postfach 630  
8901 Urdorf

Please note that our reference details must be listed on all invoices, most specifically:

<b>SAP order number</b>	<b>Order no.: 4800000270</b> (example)
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or one of the following details

	<b>Examples</b>
Sales order number	Project no.: 112013
Service order number	Service no.: AU13-0243608
Internal order number	Internal order no.: 60002187
Cost centre	CC: 10920

The **purchaser** (first and last name of the ordering party) must always be listed as well.

Invoices that do not include this information will be returned.

#### 5.1 Invoicing types

##### Invoicing type 1: PDF invoice

Invoices can now be sent from the key date to Cofely AG as PDF files. This saves printing, material and postage costs – and is faster too.

##### Appropriate for suppliers who...

- ...do not have any way (for technical reasons or too few invoices) to use an integrated channel or submit invoices via the portal.
- ...are planning to switch to an integrated channel or portal channel and are using the PDF solution as a temporary solution.
- ...send only a small number of invoices (fewer than 1000 documents per year) to Cofely AG.

##### Requirements

- The system requirements for creating PDF invoices are met.
- Registration on the platform for submitting PDF invoices (Billexo).

## Next steps

- From the key date, PDF invoices must always include the reference details and be sent via one of the aforementioned platforms.

## Links

Additional information can be found here: [Billexco – the billing exchange community \(RR Donnelley\)](#)

## Invoicing type 2: paper invoice

As in the past, you can continue to submit invoices to Cofely AG in paper form until further notice. This invoicing type requires only that you change the invoice address.

### Appropriate for suppliers who...

- ...do not have any way (due to technical reasons or too few invoices) to use one of the two electronic methods.
- ...are planning/soon switching to one of the electronic methods.
- ...send only a very small number of invoices (fewer than 100 documents per year) to Cofely AG.

## Requirements

- From the key date, change the invoice address to:

Cofely AG  
Accounts payable  
P. O. Box 630  
8901 Urdorf

## Next steps

- From the key date, paper invoices must be sent to the new, centralised invoicing address and include the mandatory reference details. Apart from that, no other changes are required.

## Invoicing type 3: invoice via the portal (file transfer)

Suppliers who are already able to generate invoices as electronic records can submit them via the portal (file transfer). This is a secure and convenient solution that offers benefits particularly for large numbers of invoices. These data records are transferred via the IGH451 interface.

This method is still in the testing phase. We will inform you on how to proceed.

For more information about the ICH 451 interface, click the following link: <http://www.igh.ch/DataExpert/IGH451-d.html>

## 6 Supplier evaluation

Based on the data entered in the SAP system, the following main criteria and subcriteria are considered for the purposes of supplier evaluation.

- Price (price level, price history)
- Delivery quality (on-time delivery performance, quantity reliability)
- Quality (quality aspects, quality of delivery, invoice quality)

## 7 Questions

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