

Introduction of SAP at Cofely

Info sheet for suppliers

Cofely Switzerland will be introducing SAP with effect from 1 May 2010. As a result the procurement processes will also be supported by SAP. The aim of using SAP for procurement is to create consistency in the processes and therefore to make them more efficient. This will also require a change to the way in which we work together with you as a supplier.

1. Request for offer

The enquiries generated from the SAP system contain the following data:

- Unique enquiry number (e.g.: enquiry 6000000064)
- Offer period
- Delivery location
- Buyer
- Object name and object number can be stated

When submitting your offers please make reference to the enquiry number and adhere to the offer period. Your prices include delivery to the delivery location. Should you have any questions please get in touch with your contact person, the buyer. The contact person specified on the SAP form as the buyer can be both a project manager as well as an employee in the procurement department and is your point of contact for queries in all cases. For specific requirements multiple enquiries can be carried out with corresponding prior negotiation. Where necessary Cofely will also send you an offer reminder via SAP. If your offer cannot be considered you will be sent a rejection notice by Cofely.

1.1 Uploading and downloading enquiries and offers

Depending upon the arrangement agreed with you as a supplier and on the number of items in the enquiry, enquiries will be sent by e-mail with an Excel list attached, asking you to enter your offer in the Excel list itself so we can then directly import the prices into the SAP system.

2. Orders via SAP

Orders which have been generated by SAP contain the following data:

- Order number, example: order 4500000186 (unique)
- Delivery date, per order item
- Delivery location, per order item
- Buyer
- Object name and object number
- Other key details, optional
- Reference to our General Conditions of Purchase, integral part of the order

Order confirmation: For specific orders Cofely will require you to send an order confirmation.

Change to the order: If an order has to be changed you will receive a "Change to the order" with reference to the original order number and the information regarding which data has been changed.

Order reminder: As required Cofely AG will send you an order reminder.

3. Deliveries

Deliveries are dispatched on the basis of our order promptly to the delivery address. Instructions on the order regarding notification of Cofely contact persons on the building site must be followed. A consignment note containing our reference details, in particular our order number, must be enclosed with the delivery.

4. Goods inward

Cofely will carry out a goods inspection of the delivery based on our order and your delivery documents. Providing there are no complaints or differences the goods inward will be entered in SAP, this entry is the prerequisite for payment of the invoice.

5. Invoice

Invoices must be sent to the Cofely AG central billing address:

Cofely AG
Accounts Payable
Thurgauerstrasse 56
CH-8050 Zurich

The supplier's invoice must contain all our reference details, in particular the following:

- Order number, example: order 4500000186 (unique)
- Details of order item
- All agreed terms: rebates, payment terms, discount, payment in WIR
- The VAT must be shown separately. Moreover, the provisions of the VAT regulations apply
- Buyer
- Object name and object number
- Other key details, optional

6. Supplier assessment

On the basis of the entries recorded the following main and part criteria will be taken into account for the purpose of the supplier assessment with the help of the SAP system.

- Price (price level, price trend)
- Supply quality (adherence to deadlines, quantities)
- Quality (quality aspects, supply quality, billing quality)

7. Questions

Konrad Ambühl will be happy to assist should you have any questions.