



SUSTAINABLE  
**DIGITAL WORKPLACE**  
PERFORMANCE  
*an epsa company*

## Purchasing procedure



**SAASWEDO IS DRIVEN BY THE CONVICTION THAT  
TOMORROW'S BUSINESS WILL BE A RESPONSIBLE ONE.**

Today, this ambition is leading us to build a company with high human added value. For us, this collective project is a lever for transformation, a source of performance and sustainable growth.

Social and environmental issues are redefining the place of business in society. Its role is no longer simply to generate profit, but to do so while having a positive impact on the world. In this context, companies need to be part of this incredible transformation.

SAASWEDO is committed to a process of reflection and action on its Corporate Social Responsibility (CSR) and, via the EPSA Foundation, draws on its expertise to contribute to a more inclusive society that is more respectful of the environment.

This is also a new challenge for SAASWEDO, which involves incorporating CSR solutions into each of its areas of expertise so that it can always offer a range of products that is adapted to the challenges of today and anticipate the challenges of tomorrow.

This CSR charter, supported by management and shared with all SAASWEDO employees, provides a common frame of reference for all its stakeholders.

Christian COR  
Founding Chairman of SAASWEDO





## Purchasing procedure CFI Group

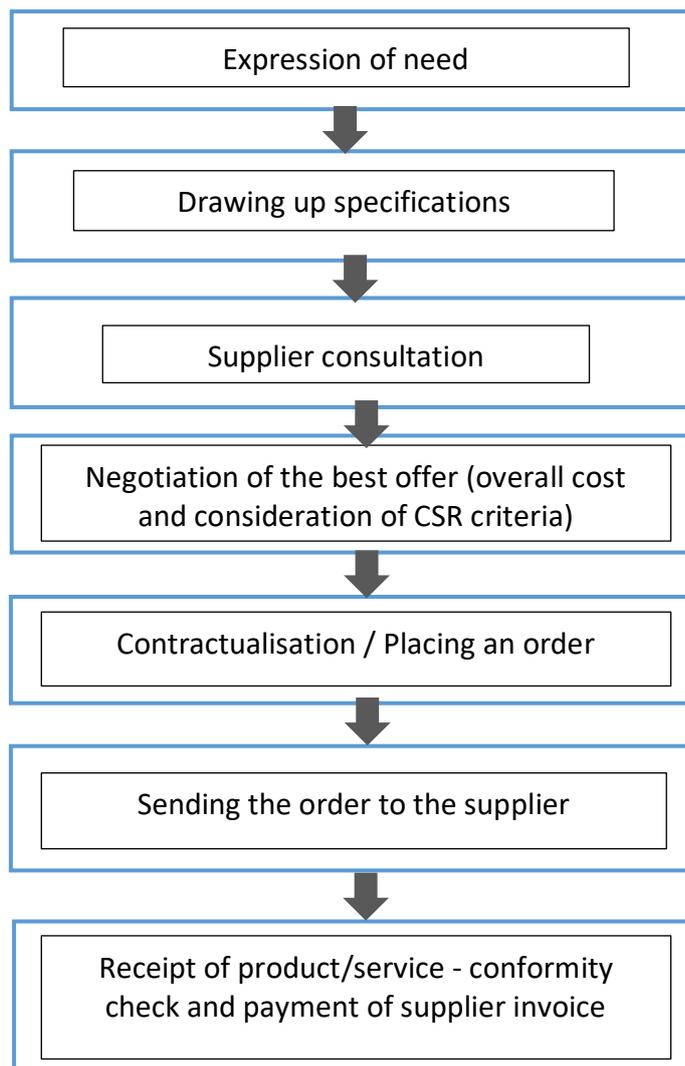
### Introduction :

The CFI Group and its subsidiaries expect their employees to comply with this purchasing procedure for purchases necessary for their activity.

This purchasing procedure makes it possible to:

- Ensure efficient handling of the purchasing process from the expression of need to the processing and payment of the supplier invoice.
- Avoid unauthorized purchases and/or payments to suppliers.
- Monitor and control expenditure.
- Ensure compliance with the CFI group's CSR requirements.

### The different stages of the purchasing process within the CFI Group



The need is defined in collaboration with the requester and the purchasing advisor in charge of the purchasing category concerned. This definition of the requirement must be clearly expressed and formulated in order to enable the order to be placed and to meet the requirement as closely as possible, while respecting the budget defined in advance. The definition of the requirement must also take into account the CFI Group's CSR requirements in accordance with its responsible purchasing policy.

Depending on the complexity of the requirement, it may be necessary to draw up specifications. The specifications must describe the functions to be fulfilled by the product or service that the requester wishes to purchase.

The specifications will be sent to pre-selected suppliers. This action launches the supplier consultation stage.

Competitive tendering is required for all new purchases (i.e. all purchases not previously made within the CFI Group) over €1,000. In this case, the purchasing manager is obliged to consult at least three suppliers for each new requirement. For recurring requirements for which suppliers are referenced, an annual evaluation will be carried out to decide whether the referenced supplier should remain on the CFI Group supplier panel (*see Evaluation of supplier performance below*).

This stage provides an overview of the supplier market and the ability of potential suppliers to meet our needs.

On receipt of the supplier bids, the buyer compares the commercial offers in line with the responsible purchasing approach in force within the CFI Group (considering the overall cost of acquisition and CSR criteria). The purchasing manager then negotiates with the lowest bidder (respecting the budget and CSR criteria).

Once the negotiations have been finalized by the purchasing consultant, the supplier is selected by the purchasing consultant in conjunction with the requester and management, depending on the value of the order.

### **Placing an order**

Once the selection process has been completed and the supplier has been informed, the Purchasing Manager can return the accepted and signed supplier quotation or the signed contract.

The requester formalizes his expression of need and forwards it to the relevant purchasing advisor. This expression of need must be systematically validated by management, whatever the amount and/or for any order over €2,000.

Once the necessary validation has been obtained, the Purchasing Advisor can return the accepted and signed quotation or contract to the supplier. The quotation or contract must be sent to the supplier by e-mail with acknowledgement of receipt and reading. To ensure that the supplier receives the order correctly and can meet the requirement, the supplier must acknowledge receipt of the accepted and signed quotation or the signed contract.

### **Evaluation of supplier performance**

The CFI Group's major suppliers will be evaluated annually. Evaluations will be based on performance indicators (KPIs) defined in consultation with the supplier.

Examples of KPIs :

- On-time delivery,
- Quality, price, and lead time,

- Equipment performance,
- Compliance with safety standards,
- Signature of ethics charter,
- Level of CSR commitment

***Criteria for defining an “important” supplier***

Starting point: MICROSOFT / ORACLE / AWS suppliers are strategic and important for the CFI group and its subsidiaries, but an annual evaluation would be unsuccessful due to the balance of power.

Consequently, the other non-strategic suppliers can be declared as ‘important for the CFI group and its subsidiaries’ according to the following criteria:

- ✓ Non-compliance with deadlines according to the importance of the purchase: The service or product delivered by the supplier does not jeopardize the CFI group and its subsidiaries but may temporarily disrupt its activity due to a delay in delivery.
- ✓ Existence of a regulatory risk: The supplier does not comply with the regulations in force and could engage the responsibility of the CFI group and its subsidiaries (example: cleaning, illegal loan of MO, etc.).
- ✓ Dual commercial relationship: The case where the supplier is also a customer of the CFI group and its subsidiaries.
- ✓ The case where the supplier is imposed by a customer (to be confirmed if this case exists at CFI)



## ABOUT OUR COMPANY

SAASWEDO is one of the leaders in digital workplace performance management for businesses. SAASWEDO supports more than 1,000 customers, with strong expertise in 3 areas:

- Financial performance of the Digital Workplace
- Operational performance of asset management
- Environmental performance in controlling the carbon footprint of the digital environment.

SAASWEDO's strength lies in the quality of its experts and the power of its technological solutions.

**Our promise: to identify and exploit the performance potential of the Digital Workplace  
to improve your company's profitability.**

Today, SAASWEDO is taking on a new challenge by incorporating CSR solutions into each of its areas of expertise, so that we can always offer a solution that is adapted to today's challenges and anticipate those of tomorrow.

To find out more, click here:

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