

# Purchasing Policy

## Operating conditions

The Swiss Federal Law on Public Procurement (BoeB) and the Swiss Federal Ordinance on Public Procurement (VoeB) form the basis for Swiss Post's purchasing policy. This obliges us to comply with the specified tender procedure and, wherever possible, to purchase on a competitive basis and to treat all bidders equally.

## Mission

Swiss Post's procurement organization (BOP) is responsible for the entire procurement volumes of the various units, in accordance with its strategic guidelines. The units are responsible for the technical and financial aspects. The BOP develops the corresponding processes, structures and competencies and ensures Group-wide cost and performance transparency on the basis of legal and commercial conditions.

The goal of the Group-wide orientation of the BOP is to actively exploit the Group's procurement potential. Needs are coordinated and bundled on a company-wide basis. The procurement processes are optimized and information on procurement markets, suppliers, sales and methods is made available and exchanged throughout the organization.

## Procurement management

The BOP is the service unit with ultimate responsibility for procurement at Swiss Post Group, both within and outside the company. It comprises central Corporate Purchasing (KEK) and the decentralized procurement organizations. The structure of the procurement responsibilities is governed by the Group merchandise codes. The procurement processes are geared to meeting internal customer needs and the needs of the specific business. The BOP works to promote the use of standard procurement systems (SAP philosophy) and supplementary management tools. It is involved in all related system matters and ensures overriding transparency.

## Supplier management

The BOP expects its suppliers to be innovative and willing to shape Swiss Post's ability to perform as well as to contribute to achieving ongoing improvements. Goods and services are procured with a focus on economic viability and security of supply along the value chain for the entire useful life of the goods. Suppliers are selected and evaluated in terms of quality, price, product/performance and deadlines. Risk, innovation and performance potential, ecological aspects and the ability to provide electronic connections are also taken into account. Suppliers are expected to observe the Social and Ethical Code of Swiss Post.

## Requirements

Technical requirements are stipulated without reference to any specific company. Alternative offers and innovative solutions are welcome. We aim to enter into long-term partnerships for strategically important products. Bids are evaluated according to objective criteria.

## Acceptance of bid

The bid offering the best value for the money will be successful. For largely standardized goods, it is also possible to define price as the sole the criterion.

### Publisher and information point

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