

Working with SEFE

Supplier Welcome Pack

We've put together this quick, handy guide to let you know:

- Information we'll need from you to get you set up on our system
- All about our procurement guiding principles
- How we'll request a purchase
- What information we need on an invoice and how to send it
- What our terms of business are
- Who to contact with any questions

Our Purpose

SEFE Procurement Vision Statement

Supporting SEFE achieve it's ambition of security of gas supply and drive the Green Energy transition

Aim of SEFE Procurement is to provide the business relevant procurement solutions as efficiently as possible while still safeguarding SEFE

We can't do all this without our suppliers. And that's why we welcome building a meaningful connection with you. What you do for us matters in what we do for our people and our customers.

New around here?

As a new Supplier of SEFE, we'll need to run a few checks before we can set you up in our systems.

As part of your onboarding, we'll need you to:

- Complete the Supplier Information Form in Appendix 1
- Complete the GDPR Questionnaire in Appendix 2
- Complete Certification form in Appendix 3

All the above forms will need to be completed and sent to your SEFE contact who will then submit all completed documents for processing. Click the links within the forms for editable format.

If we've entered into a contract with you, you should have already signed our Non-Disclosure Agreement (NDA). If not, just let your SEFE contact know, and they'll get one sorted for you.

GDPR and Privacy

We take the safeguarding of information very seriously. One of the ways we do this is by strictly adhering to the requirements of the General Data Protection Regulation (GDPR).

We've included a few questions in addition to this guide, to check you, as our partner, follow the same requirements as we do.

See Appendix 2 for more information.

Procurement Guiding Principles

At SEFE, we follow all the necessary legal guidelines for our procurement processes, especially public procurement laws. These laws cover the rules for awarding public contracts, which can apply to both public and certain private entities, like those in transport, drinking water, and energy supply.

By adhering to principles of equal treatment, non-discrimination, and transparency, SEFE promotes fair competition and helps prevent issues like corruption and nepotism. We also prioritise sustainable practices, including environmental, social, and innovative criteria. SEFE takes great care to review each case individually to ensure we meet the specific requirements for each award procedure.

You can find more details in Appendix 4 SEFE Procurement Guiding Principles

How we'll request a purchase

So what happens once we've set you up on our systems and we're ready to place an order?

We'll send you a Purchase Order (PO) as an HTML attachment. This will include:

- A description of the product/service
- The unit and total cost
- Requester name
- Delivery address and date

Our PO numbers start with '2' and are 10 digits long. You must include our PO number in all your communications with us, including:

- Enquiries to your Procurement contact
- Enquiries to our P2P team
- Invoices
- Statements of account

Business Teams

Our various business teams are responsible for raising requests for Purchase Orders before you deliver any goods or services.

Procurement Teams

We're responsible for setting sourcing strategies, leading negotiations and the contract signature process.

Our P2P Team

Responsible for the processes and operational activities related to purchasing and invoicing. We use SAP for our procure-to-pay (P2P) processes. SAP includes automated approvals, routing and tracking of POs and enables our end-users to have full insight into their orders and invoices.

Sending us an invoice

Having all the right information on an invoice first time will ensure there's no delay in paying you. Here's everything your invoice will need to include to hit the mark:

- A unique document / reference number (i.e. invoice number)
- The full legal name and bill-to address for our entity that issued the PO to you
- Our PO no. - we can't pay you without it
- Invoice date / date of supply
- Description of Goods / Services provided including units, costs and currency
- Your company name and address
- Your bank account details
- VAT details as appropriate

If we receive an invoice that doesn't have everything listed above, we may have to send it back and therefore delay payment.

We operate a "NO PO – NO PAY" rule

This means if your invoice doesn't reference a PO number it will not be processed for payment.

If you receive a purchase request from your SEFE business contact without a PO, just give them a friendly reminder that you need an official PO number before you can deliver the goods or services.

Payments and Payment Terms

We process a weekly payment run every Wednesday with funds clearing on Friday.

Our standard payment terms are 30 days net.

We have a central Purchase to Pay Department. This makes it nice and easy to send all your invoices, credit notes and statements to one email address; accountspayableuk@sefe-mt.com

Some other things to remember:

- Your invoice needs to be from the same company as named on the PO
- Non-compliant tax invoices will have to be returned unpaid
- We can't accept pro-forma invoices

If you're delivering partial orders, please ensure that your invoice reflects the amount delivered. We will only pay for products / services received.

Delivery Terms

Generally, we don't accept any delivery terms other than delivered duty paid (DDP). Unless you have agreed in writing another type of incoterm with a member of the procurement team we won't be able to pay freight and duty associated with imported goods.

If you think you've agreed a different kind of freight term you must get in touch with your procurement representative.

Got a burning question?

If you've got any questions, please contact your procurement representative or email the team at procurement@sefe.eu

If your question concerns an invoice or payment query contact the Finance team at accountspayableuk@sefe-mt.com

You can check out our terms and conditions along with other information on working with SEFE and FAQs on our website (link to Supplier portal here - tba).

Appendix 1

Supplier Information Form



SUPPLIER INFORMATION FORM	
All fields must be completed. Any incomplete forms will be returned.	
Section 1 - Company Name and Registration Details	
Company Name:	
Company Registration Number:	
Company Registered Office Address:	
Company Trading Address(if different from above):	
Company Billing Address:	
Telephone Number:	
VAT/ Tax Registration Number:	
Section 2 - Bank Details	
Bank Name & Address Details:	
Bank Account Name:	
Bank Account Number:	
Bank Sort Code:	
BIC/SWIFT:	
IBAN:	
Currency:	
Section 3 - Contact Information	
Email address for Payment Remittances	
Email address for Purchase Orders	
The main business activity of the company	
Types of goods/ services to be supplied	
Print name, sign and state position with company:	

Double click the form for an editable PDF version

Appendix 2 - Data Protection

A few quick questions

Please review and complete the questionnaire using the following definitions:

Process – any action performed on data (including but not limited to collection, recording, storage, alteration, consultation, use, disclosure by transmission, erasure or destruction).

SEFE Data – data pertaining to or relating to the business of SEFE and its affiliates (including but not limited to confidential commercial data or technical data).

SEFE Personal Data – data that either by itself or in combination with other data could be used to identify a SEFE customer or employee.

Data Processor – as defined by data protection regulation

Data Controller – as defined by data protection regulation.

Categories of Data – as defined by data protection regulation.

Categories of Data Subjects – as defined by data protection regulation.

Need to know more? Check out this handy guide: ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/

Data Protection Form		
1. Does your organisation currently process or expect to act as Data Processor (as defined by Data Protection Legislation) in relation to any SEFE personal data?	Yes	No
2. If yes, please detail the Categories of Data as well as the Categories of Data Subjects processed.		
3. Does your organisation use any affiliates, agents or subcontractors to process any SEFE personal data?	Yes	No
4. Does your organisation process any SEFE Personal Data outside of the European Economic Area?	Yes	No
5. Does your organisation act as Data Controller (as defined by Data Protection Legislation) in relation to any SEFE Personal Data?	Yes	No

Appendix 3

Certification

Certification Form By signing this form you are confirming that all of the details in the Supplier Information Form & Data Protection questionnaire are correct and that you have received and read all the details contained within this pack.	
Name:	
Signature:	
Position:	
Company Name & address:	
Date:	
Email address:	
Please email this completed form along with a cover letter on company letterhead to your Procurement contact	
Any subsequent changes to the above information should also be sent to your Procurement contact.	

Appendix 4

SEFE Procurement Guiding Principles

We're dedicated to making sure everything we do is ethical and lawful, and that we work in a socially and environmentally sustainable way.

It's important to us that our suppliers feel the same way, and that's why we've put together this guide, to give you a good idea of what it means to work with SEFE.

SEFE Procurement Guiding Principles

Our guiding principles are about complying with laws and regulations. By this, we mean laws and regulations that apply in the jurisdiction that suppliers operate in. At SEFE, this compliance is the minimum standard we're looking for, and we're always working with our supplier to improve things further.

Wherever we're working regularly with suppliers, we'll do everything we can to make sure processes are in place to check that our principles are being followed and continually reviewed and that there are solutions available for anything that needs to be put right. We'll do this through our contracts with suppliers and we might also use independent third parties to check that our suppliers are complying with our principles.

Hari Jayasekara
Senior Vice President – SEFE Procurement

Our Principles

The principles in this guide ensure that our procurement processes are fair, transparent and compliant with all applicable laws and regulations.

We believe that ethical procurement practices are essential to building strong, sustainable relationships with our suppliers and contributing to the overall success of our business.

By adhering to these principles, we aim to foster a culture of accountability, respect and continuous improvement. This guide is for our procurement team as well as our Suppliers to understand and uphold the values that drive our business.

We expect all parties to comply with these principles and work collaboratively to achieve our shared goals.

Ethical Standards

- All procurement activities will be conducted with honesty, integrity, and transparency.
- Employees will avoid conflicts of interest and disclose any potential conflicts to their supervisors.

Compliance with Laws

- Adherence to all applicable laws, regulations, and industry standards is mandatory.
- Procurement officers will ensure that all contracts comply with legal requirements.

Fair Competition

- Procurement processes are fair, open, and competitive.
- Suppliers are selected based on merit, without favoritism or bias.

Confidentiality

- Sensitive information is protected and not disclosed without proper authorization.
- Employees respect the confidentiality of supplier information.

Accountability

Employees take responsibility for their actions and decisions.

Any unethical behavior is reported and addressed promptly.

Anti-Corruption

Bribery and corruption are strictly prohibited.

Employees do not accept gifts or favors that could influence procurement decisions.

Environmental Responsibility

Suppliers should minimize environmental impact and promote sustainable practices.

Procurement decisions should consider the environmental footprint of products and services.

Non-Discrimination

Equal opportunities will be provided to all suppliers, regardless of race, gender, age, religion, or other characteristics.

Discrimination in any form is not tolerated.

Professionalism

Employees maintain a high standard of conduct and competence in their professional roles.

Continuous improvement and training is encouraged.

Transparency

Procurement policies, procedures, and decisions are clear and accessible.

Open communication with suppliers and stakeholders is essential.

