



# Operating Instructions for Supplier Register

Procurement System  
Transformation  
Department

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## **Introduction - What is a Supplier Register**

The Supplier Register is a unified, structured, and integrated system for the registration, certification and management of our partners.

It allows any Supplier of materials, services and works to provide PPC with detailed information about their company's capabilities. Registration in the Supplier Register does not guarantee participation in any tendering procedure of the Group's companies; it only serves to inform the Procurement Teams about a company's activities. Therefore, the complete and detailed description of the company's products, services, and capabilities is very important.

Our goal, through the Supplier Register, is to ensure effective and sustainable partnerships with Suppliers who provide us with high-quality materials and services, in accordance with the criteria of sustainable development.

To this end, we use advanced tools such as SAP Ariba, which enable us to have an integrated approach to Supplier management – from registration in the Supplier Register and certification, to the ongoing monitoring and evaluation of Suppliers' performance.

To join the Supplier Register, each Supplier must meet the selection criteria and submit all required documentation. Once a Supplier completes registration and certification, they are eligible to participate in tendering procedures for the supply of materials, services and works.

## **Who does the Supplier Register concern**

The unified Supplier Register is designed for Suppliers/partners of the following PPC Group companies:

- PPC
- PPC Renewables
- PPC Fibergrid
- PPC Spectra
- Olympus AI
- PPC e-money services
- PPC Trading

## **Supplier Registration Application in the Register**

Interested Suppliers can submit an application for registration in the Supplier Register, through the PPC Group website using the relevant link (<http://744287247.sourcing-eu.ariba.com/ad/selfRegistration>).

PPC reserves the right to add new Suppliers to the Register at any time, upon submission of a relevant request, provided they meet all the terms and selection criteria of the Register. The possibility of submitting an application for registration in the Supplier Register remains open, with no closing date and is available to any interested natural or legal person.

When submitting a registration request to the Supplier Register, the Supplier—whether a natural or a legal person—is required to provide basic information that concerns them, including general details (company's trade name, type of company, offered materials/services, etc.), as well as contact details (contact person's name, phone number, email, company address, etc.).

## **Supplier Registration in the Register**

Once an application for registration in the Supplier Register has been approved, the prospective Supplier proceeds to the registration. During this process, the Supplier is required to complete a registration questionnaire that includes detailed information about the natural/legal person, including contact details and certifications.

A prerequisite for successfully completing the Supplier's registration is that the Supplier has an account on the **SAP Ariba Business Network** platform. By creating a new account on the SAP Ariba Business Network or by using an existing one, the Supplier can be connected to the PPC Group through the invitation they receive to register in the Supplier Register. This allows the Supplier to complete their registration in the Supplier Register and participate in the tendering procedures of the PPC Group companies.

A crucial part of the registration is the **selection of the correct supply category**, based on the materials, services, and works offered by the Supplier, as the fulfilment of specific technical requirements will be evaluated during the certification process. The Supplier may select multiple supply categories according to the nature of their business activity.

## **Supplier Certification in the Register**

The certification process takes place after a Supplier has been successfully registered in the Register and enables the evaluation of the Supplier's ability to provide goods or services to the PPC Group's companies. The certification process is conducted through the completion and submission by the Supplier of specific questionnaires, customised to the supply categories they have selected for evaluation.

A Supplier may be certified in more than one supply categories, based on their business activities and may select at any time to obtain certification in additional supply categories, in case there is a change in their activities.

Specifically, during the certification stage, the Supplier is required to provide information and/or attach specific documents, such as:

- Legal documents – regulatory requirements
- Key financial data
- Compliance with health and safety issues
- Compliance with ESG criteria
- Technical requirements, according to the supply category

The PPC Group reserves the right to modify the selection criteria for the Register at any time in accordance with its operational needs. In this case, Register participants will be required to re-verify their compliance with the criteria at the designated time, using the data provided in the new Register.

**A prerequisite for entering into a contract with any company of the PPC Group is the successful completion of the Supplier's certification process.**

## **Validity Period of Certification in the Register**

Each prospective Supplier shall remain certified for **two (2) years** following the successful completion of their evaluation for inclusion in the Supplier Register.

After the two-year period, certified Suppliers must follow the **Certification Renewal** process, with the anew completion of all the specific certification questionnaires, based on the supply category they have selected, while there is also the possibility of certification in a new supply category, provided that their business activity has changed.

During the re-evaluation period, they shall remain in a pending certification status. Subsequently, prospective Suppliers who complete the certification requirements timely and successfully, shall be entitled to conclude a contract with the companies of the PPC Group.

The PPC Group has the right to review, throughout the validity period of certification (two years), whether those included in the Register continue to meet the necessary criteria and for this reason, it shall be entitled to request the resubmission, in a recent version, of the data requested during their initial registration, or any other data that may be required under the Greek legislation and the EU law.

The PPC Group reserves the right to modify the validity period of certification of the Suppliers, either collectively or by supply category of the Register, in accordance with its needs.

## **Registration/Certification Renewal**

Suppliers must ensure that all data submitted during the certification and registration process in the Supply Register remains up-to-date throughout the validity period of certification in the Supply Register (two years), irrespective of their participation in tendering procedures.

In case of expiry of the documents/certificates submitted during the registration and certification process in the Register, the Supplier shall receive automated notifications

from the system requiring them to resubmit the relevant questionnaires with the updated data.

The new/modified registration or certification data in the Register to be submitted in such cases, must be re-approved by the PPC Group. Until the renewal/re-evaluation process is complete, Suppliers shall remain in a pending certification status. Subsequently, prospective Suppliers who complete the renewal/certification process in a timely and successful manner shall be entitled to conclude a contract with the companies of the PPC Group.

A requirement to renew the registration or certification process may also result from the modification of the existing relevant questionnaires by the PPC Group, in which case each Supplier shall be required to complete the questionnaires again. In this case, the Supplier shall receive again an automated notification from the system that they are required to complete the relevant questionnaires again.

## **Counterparty Selection through the Supplier Register and award of individual Contracts**

The PPC Group companies, to cover their needs in materials, services and works, may send an Invitation to Tender, either to all certified Suppliers (included in the Register), or to selected Suppliers of each supply category, depending on the applied selection process.

Each invitation to tender shall include the scope of the project, the technical description and specifications, the award criteria, and the terms of the contract.

The companies of the PPC Group reserve the right, in accordance with the provisions of the Regulations for Works, Supplies and Services, to determine the content of the Invitation for each project based on the object of the contract.

Interested parties undergoing the certification process may participate in any tendering procedure. A prerequisite for any contract award and signing is the completion of the certification process and their inclusion in the Supplier Register.

## **Exclusion of Supplier from the Register**

PPC Group reserves the right to remove and exclude Suppliers from the Supplier Register, either entirely or from specific supply categories, **temporarily or permanently**, in the following cases:

- supplier not responding to any changes to the selection criteria by the PPC Group
- if a previous Contract has been terminated or the Counterparty has been declared in default in contracts of the companies of the PPC Group or other projects of another entity or of the companies of the PPC Group within the last three years
- if PPC is aware that the interested party has been definitively convicted of breaches of environmental, social or labour law
- if the Supplier lacks the required reliability or has failed to exhibit appropriate transactional conduct towards the companies of the PPC Group

- if the information and/or documents submitted prove to be false, incorrect or misleading
- in the event the Supplier fails to inform the PPC Group of any subsequent changes
- up to three years in case of breaches of the labour or environmental legislation, depending on the amount of the imposed fine, the importance of the breach and the non existence of any remedial measures.

The Supplier shall be notified of the exclusion via the Register along with the relevant justification.

## **Supplier Evaluation**

Suppliers certified in the Register, who have a Contract with companies of the PPC Group, may be evaluated for their performance by means of a continuous and transparent procedure that starts from the signing of the contract and continues throughout the cooperation. In this way, constructive communication is reinforced, potential issues are solved timely, and systematic monitoring of their compliance with sustainable development rules and criteria is achieved.

For the evaluation of Suppliers, certain criteria in basic categories are considered, such as quality of deliverables, time of delivery, communication and cooperation, willingness and promptness in response, adherence to ESG criteria, as well as data security and innovation, where applicable.