SFS Americas Learning Academy

Procurement Awareness Training

June 10, 2026

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Housekeeping Items

The recording and presentation will be available on the Learning Academy HUB and the iPortal.

Engage!
Use the icons, unmute your mic, or the chat to ask a question or make a comment.

You will receive **digital learning credits** for this session. They will be uploaded into the Global Learning Portal (GLP 2.0).

#learnandearn
#sharewhatyoulearn

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Meet Our Presenters

Elvira D’Agnese
PS-AM Business Excellence
Internal Services Professional

Stephan Demes
SCM RC – US
Commodity Management Professional

Urim Lekaj
LC CO FI SFS AM
Compliance Officer

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SFS US
Procurement Awareness Training

6/10/2026

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Agenda

Topic	Presenter
Introduction / Procurement Process Overview	V D'Agnese
Compliance in Procurement	Sedat Tuna / Urim Lekaj
Procurement Process	Stephan Demes
Q&A	All
Wrap Up	Stephan Demes

Elvira "V" D'Agnese – Procurement Business Partner

PROCUREMENT PROCESS OVERVIEW

Role of Procurement Partner

- The procurement partner liaises between vendors, Supply Chain Management and business teams to ensure policy alignment.

Importance of Early Engagement

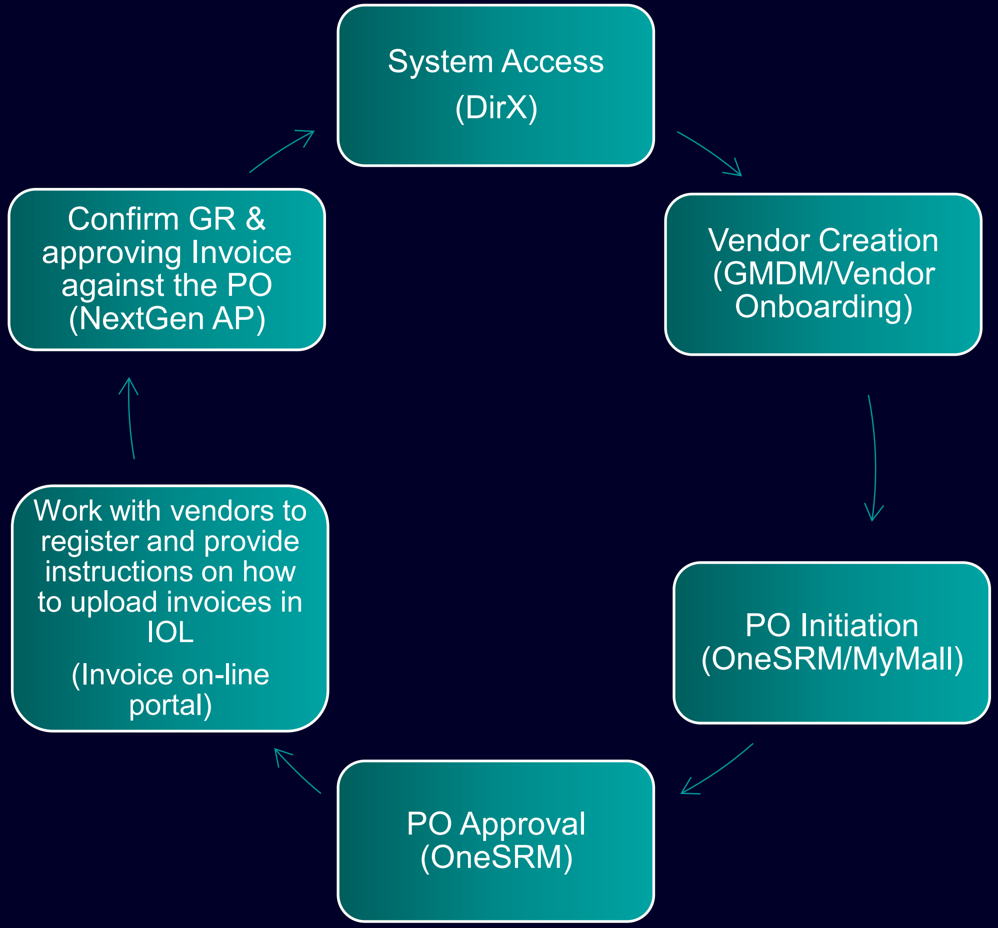
- Starting procurement early prevents delays since PO creation can take 5 to 21 business days depending on the vendor and the service.

Purchase Order Process

- PO process includes vendor verification, onboarding, submitting request and approvals by multiple stakeholders.

Invoicing and Payment

- Vendors must reference PO's on invoices submitted via IOL portal; invoices then approved and processed for payments.



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Compliance in Procurement

Integrity Moment | Anti-Corruption

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Integrity Moment
Anti-Corruption – Compliance in Procurement

Why is it important …

… to comply with Anti-Corruption laws in sourcing/ purchasing activities?

- Compliance with law means acting in accordance with our values – responsible, excellent and innovative – wherever we are involved in sourcing and purchasing activities.
- You could be held personally liable in the case of violations (criminal/labor law consequences and damages).
- Siemens could suffer reputational or financial damage.
- Violations of the law may lead to the company being excluded from public or private tenders.
- Siemens customers' compliance awareness has increased and is an important competitive factor.

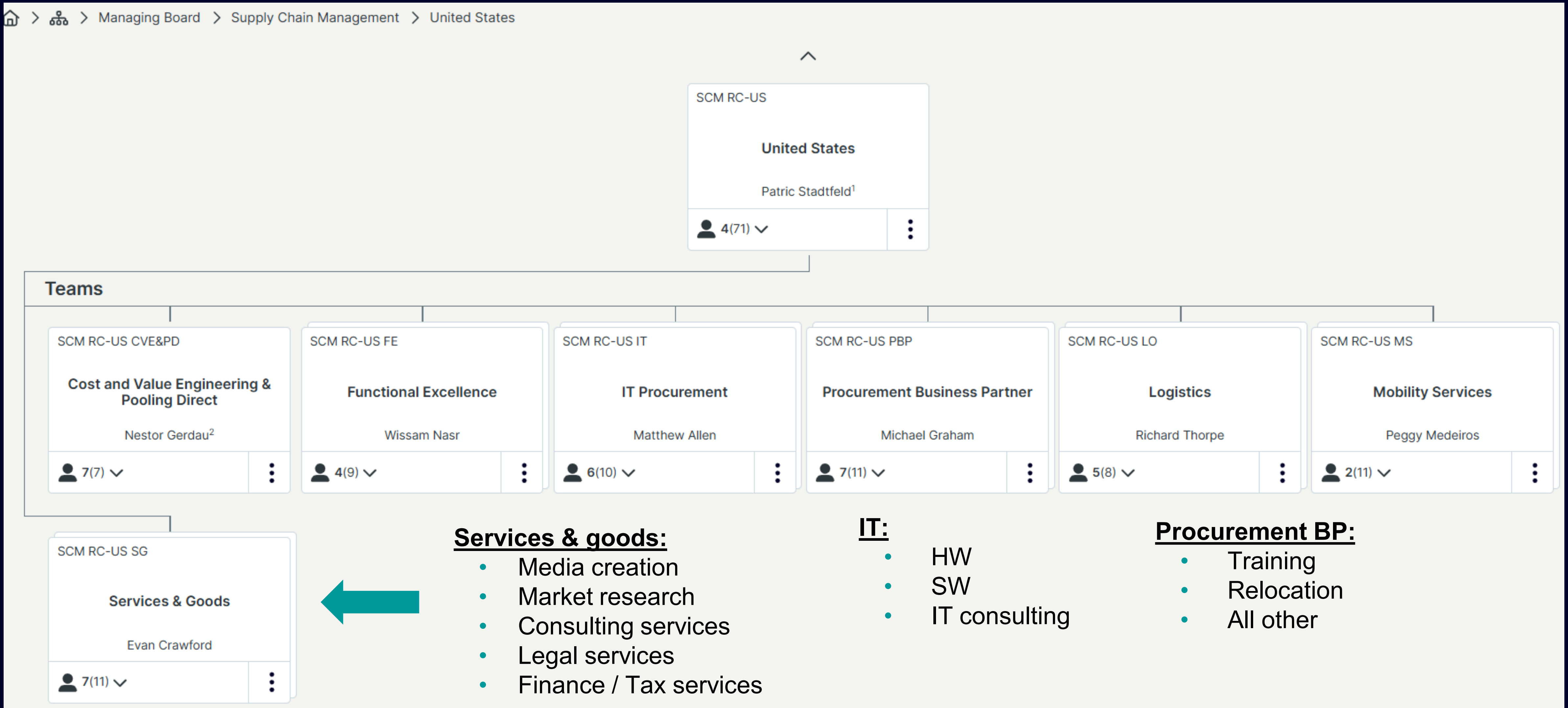
What does Siemens expect …

… from its employees in relation to sourcing/ purchasing activities?

- You must adhere at all times to the Siemens Business Conduct Guidelines, Siemens SCM and related regulations, and any other applicable laws.
- Involve Procurement in any sourcing and purchasing activity as early as possible.
- Adherence to procurement regulations/processes is crucial
- Accurately define your demand/requirement regarding services or goods to be purchased by your procurement function.
- You must avoid situations of conflict of interest as well as the appearance of them.
- You must adhere to the rules regarding segregation of duties and your signature authorization.

Consult your Compliance Officer if in doubt.

SCM US organization –
Your Support Partner to Procure External Services



Services & goods:
- Media creation
- Market research
- Consulting services
- Legal services
- Finance / Tax services

IT:
- HW
- SW
- IT consulting

Procurement BP:
- Training
- Relocation
- All other

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Siemens USA Procurement Policy Overview

Consider SFS specific policies:
- SC237 (external advisor)
- SC159 incl. SFS amendment

These Procurement Policies provide guidance on the procurement of direct and indirect material, Procurement & Meeting Card, and the Small Business Supplier.

Siemens USA Procurement Policies

- SCM RC-US Signature Authority Policy for Contracts and NDAs
- Siemens USA Procurement Policy
- Siemens USA Indirect Material Procurement Policy FY26
- Siemens USA Corp. Liability and Special Credit Card Policy
- Siemens USA Small Business Policy

Link: https://siemensnam.sharepoint.com/teams/USA_SCM/SitePages/Siemens-USA-Procurement-Policies.aspx

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Procurement Policies - Key points

- General PO requirement with some exceptions (ICC, Freight, insurance, Taxes, Sponsorships, Temp Labor, Travel, etc. – full list in backup). Do not use P-card or Amex.

- Quote requirements based on $ amount:
  - $0 - $24,999: 1 bid
  - $25,000 - $49,999: 2 bids
  - > $50,000: 3 bids

- Single source justification (SSJ) to support any exceptions (e.g. time pressure, only one provider offering service, continued services for an ongoing project, directed by customer, other)

- PO's are required before expense is incurred and before services are provided. Approval process according to Siemens' "4-eye principle".

- Splitting of PO's to avoid value limits is strictly prohibited.

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Wrap-up and Key Takeaways

- Early collaboration SFS & SCM to support sourcing process & avoid questions / delays at the tail end of the process
- Supplier qualification (Ready for business – R4B) including code of conduct (COC) mandatory before ordering services
- Please complete all required documentation with necessary signatures prior to submission
- Managers / Approvers - please approve on a timely basis
- Not following SCM Policies can have compliance consequences (personal / business)
- When in doubt, please reach out with questions

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Q&A - Your Questions and Pain Points related to Procurement

Turnaround time too long

Lack of Process transparency

Policy compliance

ONE Tech

Complex Tool landscape

Artificial Intelligence

Other?

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Backup I – PO requirement exceptions

6.7 Purchase to Pay (P2P): Refer to Siemens USA Procurement Policy

Non-PO Purchases are prohibited except for those items listed below which are included in the Siemens USA Indirect Material Procurement Policy. Personnel authorizing purchases, services, or work on behalf of Siemens without a Purchase Order (Non-PO Purchases) are subject to disciplinary action up to termination. Requesting the creation of Purchase Orders after a service has been performed or a good has been delivered, without proper authority to do so, is a violation of the policy and such Purchase Orders will not be issued. Additions to items listed here are to be treated as special cases which must be approved by Siemens Corporation Chief Financial Officer or Finance Heads in Businesses such as Country Operating Company, Portfolio Company or Service Company's Finance Head. Each BU or entity is to determine the position/title of the person who is authorized to approve any such additions to those listed below.

- Affiliate or Inter-Company Payments (ICC Transactions) for Support Functions charges
- Employee Related Payments (made through payroll including expense report reimbursement cash related items associated with travel, new employee interview reimbursement related items associated with travel, and education reimbursement payments)
- Freight & Transportation based on Siemens corporate contracts Insurance Expense
- IT Communication service fees based on Siemens corporate contracts
- Rent and Utilities (power, water, gas, etc.)
- Settlements and Damages
- Taxes, Duties, Royalties and Fees (including intellectual property fees, and fees paid to the government agencies)
- Legal services based on Siemens corporate contracts
- Fleet based on Siemens corporate contracts
- Approved Sponsorship/Donation/Membership (SpoDoM)
- Employee Travel and Expenses booked using Siemens authorized travel management system
- Telecommunications based on Siemens corporate contracts
- Speaking engagements with Siemens customers (Healthcare speaking engagement with customers must be pre-approved by Healthcare Compliance Office)
- Temporary Labor (when requested through the FlexForce Program and the Fieldglass application)
- Customer Payments, Commissions, Adjustments

Continued:

- Hospitality/Entertainment for Non-Siemens Employee
- Business Gifts (non-Siemens Employee)
- Training provided via Learn at Siemens
- In-house catering booked using Siemens on-site catering services

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Backup II – Documentation and links

USA SCM regional procurement (organization, links)

USA SCM Regional Procurement

Siemens USA procurement Policies

USA Procurement Policies Intranet Page

Siemens Supplier diversity program (SSDP)

Small Business and Supplier Diversity Program

Sustainability in supply Chain (intranet)

SCM FE - Sustainable Procurement

Consulting services – Circular 159 + SFS Appendix

https://soc.siemens.cloud/c/w2v7qa

Backup III – SCM & SFS tools supporting the PO process

Tools:

- PEGA / GMDM – Vendor master data
- SAP ERP
- OneSRM – Purchase order generation and approval - https://siemens.sharepoint.com/teams/SupplyChainManagement/en/ProcessesTools/OneSRM/SitePages/Home.aspx
- Nextgen AP – invoice / accounts payment system - https://siemens.sharepoint.com/teams/NextGenP2P_GBS/SitePages/TopicHome.aspx
- MyMall – Internal ordering system for small items / office supplies - https://siemens.sharepoint.com/teams/SupplyChainManagement/en/ProcessesTools/SitePages/myMall.aspx
- SCM STAR – contract database and tender system - https://siemens.sharepoint.com/teams/SupplyChainManagement/en/ProcessesTools/SitePages/scmstar.aspx
- IOL / AP portal (invoice online / Accounts payable) – www.siemensap.com

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