



---

# **PURCHASING REGULATIONS**

**FCC-DC-NC-04.6\_FCC Group - Procurement management**

**Purchasing Department**

Version: 6

Date: July 2021

Author: Procurement and Purchasing Processes Department

Reviewed/Approved by: Purchasing Department



# Contents

- 1. Purpose ..... 4
- 2. Scope..... 5
- 3. Duties and responsibilities ..... 5
  - 3.1. Purchasing manager/Buyer..... 5
  - 3.2. Procurement Control and Process Department – Procurement Area (PA) ..... 5
  - 3.3. User/Manager Unit ..... 6
- 4. How to issue purchasing documents in SAP..... 7



Version	Date	Supervisor	Description of the change
1	September 2014	Procurement Department	Creation of the document.
2	July 2015	Purchasing Department	Changes in procedure codes. Changes in the purchasing process chart. Changes to the procedure, defining the procurement management duties of the Business Units' Central Services.
3	January 2016	Purchasing Department	Changes to the procedure, defining the procurement management duties of Aqualia's Central Services.
4	May 2017	Purchasing - Procurement Department	Changes to the document structure and definition of duties.
5	July 2020	Procurement and Purchasing Processes Department	Updating of the wording so it can be applied to all Areas.
6	July 2021	Procurement and Purchasing Processes Department	Modification of redefinition of points 3.1 and 3.3

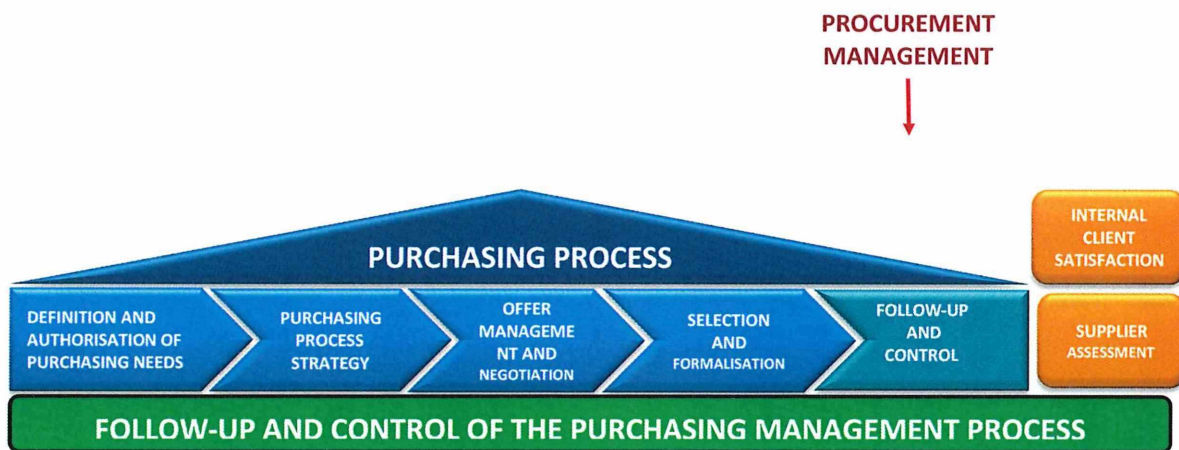
# 1. Purpose

The purpose of this document is to define the processes that must be followed by the Procurement Area of the Procurement and Purchasing Processes Department (hereinafter PA) to monitor and control compliance with the conditions required to become a supplier and with the conditions and commitments acquired with suppliers, as well as for the formalisation of purchasing documents.

Main goals:

- ✓ Establishment and standardisation of the application procedures in procurement-related matters, as well as providing support to Areas on the correct use of the system in relation to procurement.
- ✓ Ensuring the traceability and transparency of the purchasing processes and of the associated cost.
- ✓ Ensuring that the conditions required to become a supplier are faithfully reflected in a purchasing document notified by the system.
- ✓ Ensuring that the supplier's terms and conditions are established in an agreement signed by all parties involved.
- ✓ Budget control management of purchasing processes.
- ✓ Identification of possible synergies in products and services, facilitating their subsequent negotiation.
- ✓ Controlling agreements and consumption levels that require special monitoring.

"Order/agreement management" refers to all the actions required for the formalisation of the commitments agreed in the Purchasing Process, from signing the order/agreement to the subsequent monitoring of the fulfilment of said commitments.



## 2. Scope

This procedure is applicable to the entire FCC Group.

## 3. Duties and responsibilities

### 3.1. Purchasing Manager/Buyer

- Inform the PA of the commitments of Purchase Processes managed, sending the necessary information.
- Inform the PA and manage the changes/annexes/extensions required.
- For purchases negotiated by the Purchasing Department and in the Purchasing Department's network, it shall open a specific folder for each purchase managed by it, which shall contain all the documentation generated and received during the process, including the bids of all the participants and the justifications for conditioning or awarding other than the lowest bid.

### 3.2. Procurement and Purchasing Processes Department - Procurement Area (PA)

- Analyse the information and prepare reports and management indicators of the purchasing processes and analyse the cost by purchase nature.
- Provide support in purchasing management procedures, by means of searching for synergies in products and services, monitoring and controlling current agreements and the consumption levels for subsequent negotiations.
- Regarding the issuance of orders:
  - a) **Formalise all Purchasing Documents of the Group Central Services (Corporation)** and associated transactions in a logistics process until these are invoiced.
  - b) **Issue purchasing documents** of the processes negotiated by the Purchasing Department for **the Central Services of Business Areas**.
  - c) **Report in the system (whenever this is technically possible) the framework agreements** negotiated for one or more business areas:
    - international/national/regional/local (applicable to all Cost Centres included in that geographic area)
    - for one or more Group companies (applicable to all the Cost Centres included in that company/ies).

The framework agreements uploaded to the system from the PD's Procurement department will be reported, via email, and published on a specific page in ONE: <http://one/sites/gescom/proc/Paginas/ac.aspx>

Except for any exceptions approved in writing by the Purchasing Department (PD), all FCC Group Business Areas are required to adhere to the framework agreements that apply to them.

- d) **Monitor and analyse purchasing documents** issued in the system through the Procurement WF. The purchasing documents may be blocked until the deficiencies detected are rectified if they are not issued according to the corresponding specifications.
- e) **Prepare monitoring reports**

### 3.3. User/Management Unit

**3.3.1.** In order to give transparency and visibility to the purchasing processes, for purchases not negotiated by the Purchasing Department, the User Unit shall attach at least the following documentation to the contract document in the SAP or relevant system:

- ✓ **Final bids of the participants, or comparative and final bid of the successful bidder**
- ✓ **Supporting documentation, in the case of not having a minimum of three bids or of not awarding the contract to the lowest bid (conditional purchase).**

**3.3.2.** Contractual document:

- a) It will include the agreements reached with the winning supplier (items, units, price, penalties, guarantees, etc.), according to the comparison made previously, and will include details of the corresponding technical specifications.
- b) A single purchasing document will be issued (if possible) through SAP, wherever it is implemented, or through the available application, reporting in the system the receipts (total or partial) and validating the good and/or service once it is verified.
- c) The user area will manage the process followed to sign the agreement (when this type of purchasing document is used) by the supplier and the corresponding legal representatives.
- d) The annexes/amendments to agreement must be perfectly documented and justified.
- e) All contractual documents must be formalised before the services have been provided or the goods have been delivered.
- f) The types of applicable purchasing documents for this procedure are:
  - Agreements (and their annexes)
  - Orders (ordinary and against framework agreements)
- g) In all purchasing documents related to purchase processes managed or delegated by the PD, the process ID must be reported:
  - If the comparison is reported in the SAP system (according to the procedure of each Area), it will include the ID in the "Purchase No." field of the "Header data".

- In the order this must be reported in the field "Purchase No." in the tab "Additional data" (the order will be electronically linked to the comparative if this has been reported in the SAP system).
  
- h) The purchasing document must be broken down into as many items (positions) as agreed in the negotiation, indicating the units to be purchased at the agreed price. Orders should not be created for estimated total amounts of these are not associated with consumption units, except for the exceptions determined by the PD.

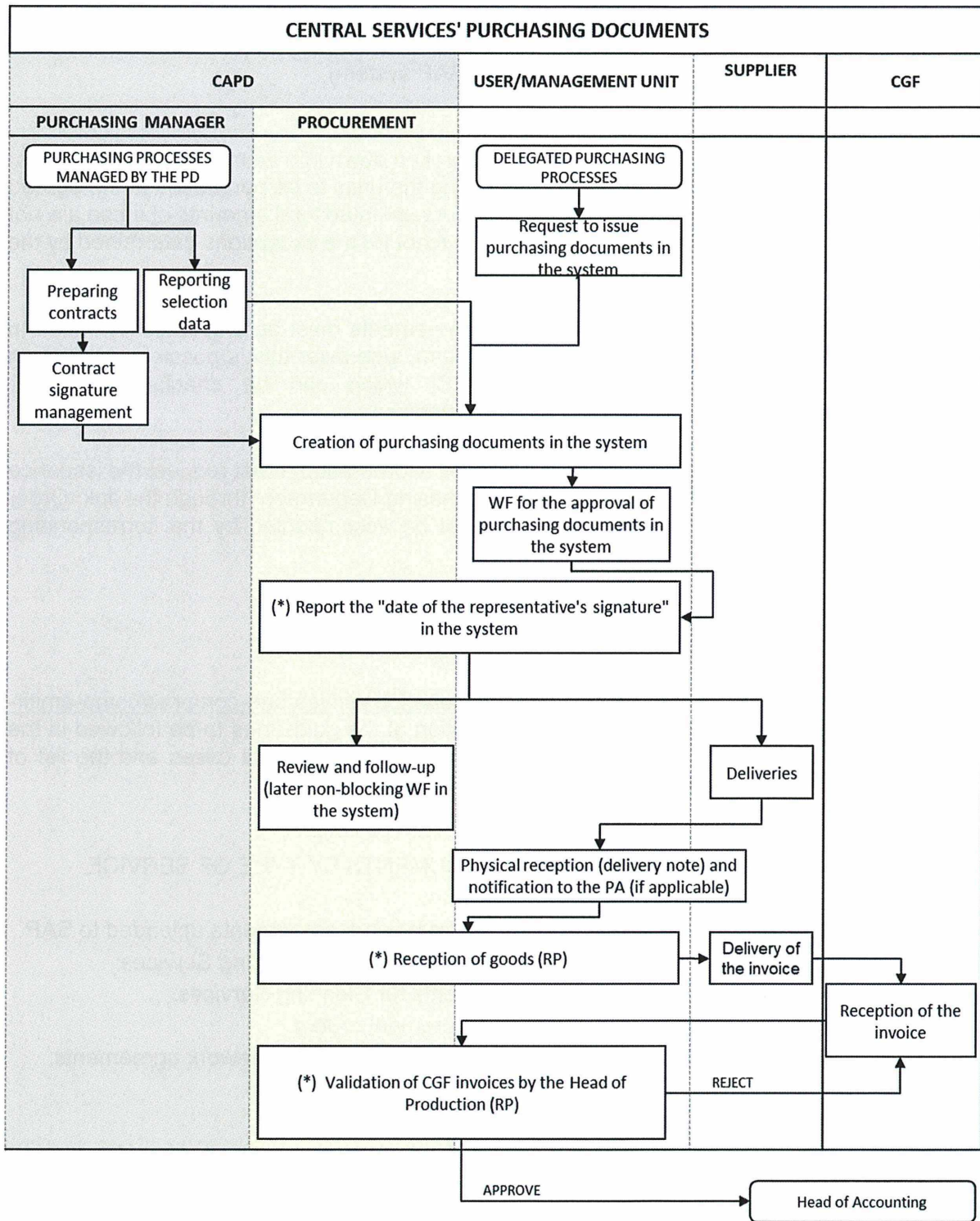
Orders issued against framework agreements must be electronically linked to the agreements uploaded to the system, whenever this is possible, in addition to reporting the corresponding ID, which can be checked on ONE: <http://one/sites/gescom/proc/Paginas/ac.aspx> .

- i) Users of the Group's Central Services (Corporation) must request the issuance of orders not negotiated by the Purchasing Department through the link: [Order issuance request](#). This request must be accompanied by the corresponding offer.

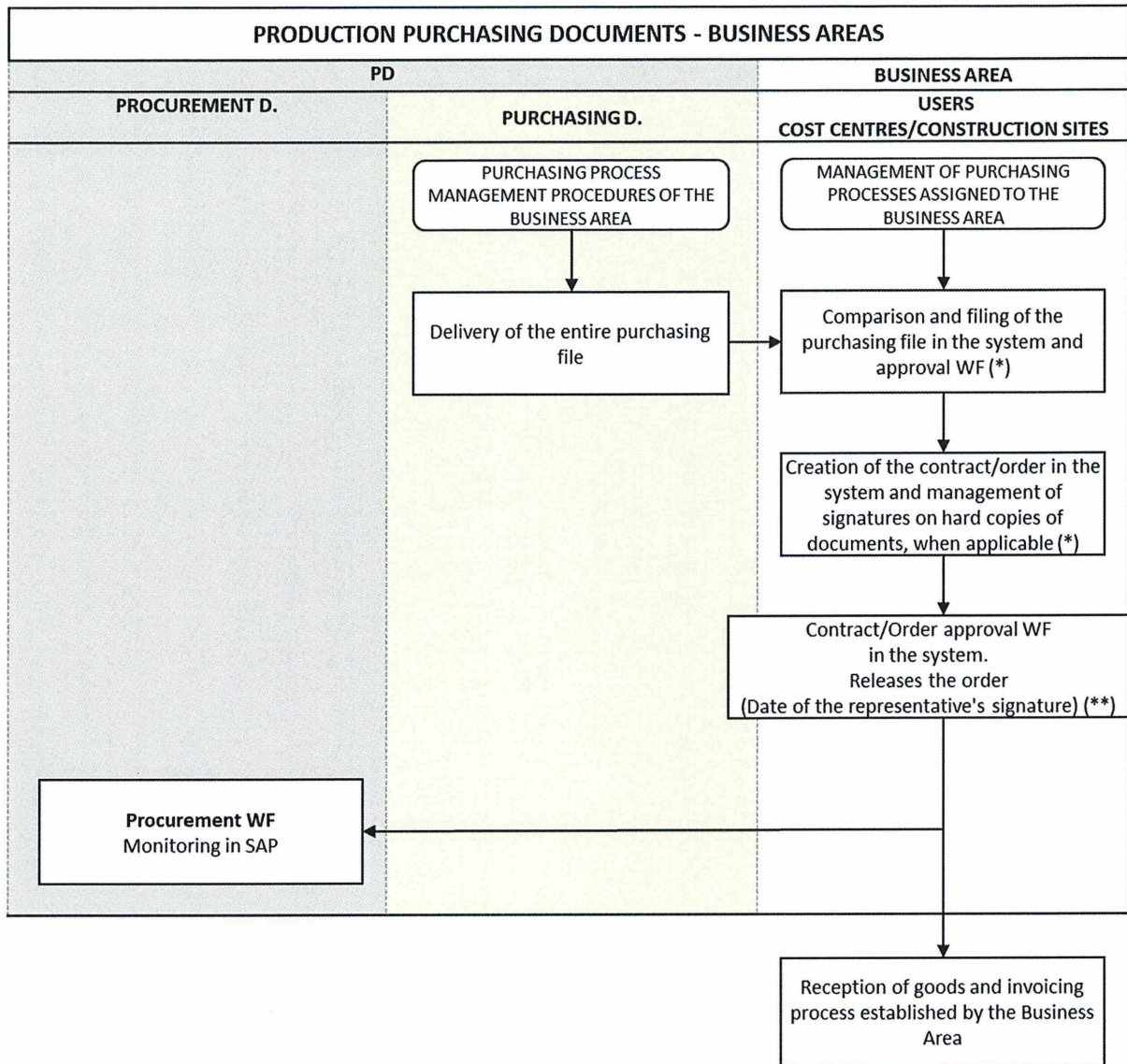
## 4. How to issue purchasing documents in SAP

The Purchasing page on ONE <https://fccone.fcc.es/web/one-compras/como-emitir-documentos-de-compra-en-sap> includes a description of the guidelines to be followed in the system, as well as a link to the detailed development of the different cases and the list of current framework agreements, according to the following index:

- HOW TO FORMALISE PURCHASING DOCUMENTS BY TYPE OF SERVICE
  - How to create linked orders against framework agreements uploaded to SAP.
  - How to formalise purchasing documents for the Monitoring Services.
  - How to formalise purchasing documents for Cleaning Services.
  - How to formalise mobile phone procurement orders.
  - How to formalise translation requests against SAP framework agreements.
  
- FCC GROUP FRAMEWORK AGREEMENTS
  - FCC Group SAP framework agreements
    - How to issue orders linked to framework agreements in SAP.
    - Construction framework agreements.
    - Central services framework agreement.
    - Aqualia framework agreements.
    - Environment framework agreements.



(\*) Only in the case of purchases of Central Services (Corporation) will the goods be registered and the invoices validated in the system by the Production Manager (PM).  
 (\*\*) All Central Services purchasing documents (FCC, S.A.) and the purchasing documents of the processes negotiated by the PD for the Central Services of the Business Areas are issued from the PA.



(\*) Only in the Business Areas where the formalisation of the system comparison file is mandatory. In the case of Business Areas in which this is not applicable, the purchasing file must be filed in the system (comparison, offers and contract).

(\*\*) Reporting the "date of the representative's signature" in the system. Purchasing documents should only be released when the signed contract/order is filed in the system.

**Jose María Torroja Ribera**  
 Chief Procurement Officer  
 FCC Group

