

SAP ARIBA Completion of ESG questionnaire

Manual

Intended for CEZ Group Suppliers

Content

| | |
|-------------------------------------------------------------------------------------------------|----------|
| INTRODUCTION | 3 |
| LIST OF ABBREVIATIONS | 3 |
| KEY CONCEPTS RELATED TO THE PROCESS | 3 |
| 1. INTRODUCTION TO THE SAP ARIBA QUESTIONNAIRE INTERFACE | 4 |
| 1.1 INTERRUPTION OF QUESTIONNAIRE COMPLETION | 4 |
| 1.2 VALIDITY OF THE QUESTIONNAIRE | 4 |
| 1.3 QUESTIONNAIRE SECTIONS | 5 |
| 2. TYPES OF QUESTIONS AND ANSWER OPTIONS | 6 |
| 2.1 QUESTION MARKED WITH AN (*) | 6 |
| 2.2 YES/ NO QUESTION..... | 6 |
| 2.3 MULTIPLE-CHOICE QUESTION | 6 |
| 2.4 SINGLE-CHOICE QUESTION WITH PREDEFINED VALUE:..... | 7 |
| 2.5 QUESTION WITH THE OPTION TO DOWNLOAD SUPPORTING MATERIALS VIA THE „REFERENCES“ BUTTON | 7 |
| 2.6 QUESTION WITH THE GUIDANCE BUTTON „I“ | 7 |
| 2.7 QUESTION ALLOWING ONLY NUMERIC OR TEXT INPUT | 8 |
| 2.8 QUESTION REQUIRING ATTACHMENT (E.G. CERTIFICATE) IF „YES“ IS SELECTED | 8 |
| 2.9 CONDITIONAL QUESTIONS BASED ON PREVIOUS RESPONSES..... | 9 |

Introduction

This document is intended for suppliers who have been invited to participate in the ESG questionnaire conducted within the framework of the CEZ Group sustainable supply chain initiative.

The attached guide will walk you through the process of completing the ESG questionnaire in the Startquestion user interface.

List of abbreviations

| Abbreviations | Explanation |
|---------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| ESG | Environmental (E), Social (S), and Governance (G) areas refer to a company's impact on the environment, society, and its management practices. These factors form the basis for quantifying a company's "sustainability" or "responsibility." CSRD requires companies to report on these ESG aspects in a standardized and transparent manner. |
| CSRD | Corporate Sustainability Reporting Directive |
| ESRS | European Sustainability Reporting Standards |
| CS3D | Corporate Sustainability Due Diligence Directive |
| SR | Sustainability Report, Sustainable Development Report – A corporate document whose primary purpose is to provide information on the respective area to key stakeholders. |

Key concepts related to the process

- Due diligence
- Sustainability
- Supply chain
- Value chain

1. Introduction to the SAP Ariba questionnaire interface

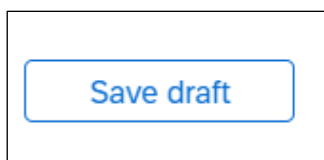
On the right side of the screen, an arrow is available that allows you to display more questions as well as additional details related to each question (if available).

Using the arrows on the left side of the questions, you can hide or reveal individual items. Further details about specific questions can be accessed by clicking the “**More.. +**” button.



1.1 Interruption of questionnaire completion

If you wish to pause your work on the questionnaire and return to it later, please use the “**Save draft**” button located in the bottom left corner of the questionnaire. You can resume completing the questionnaire by clicking on the link to the questionnaire previously sent to you within the SAP Ariba setting.

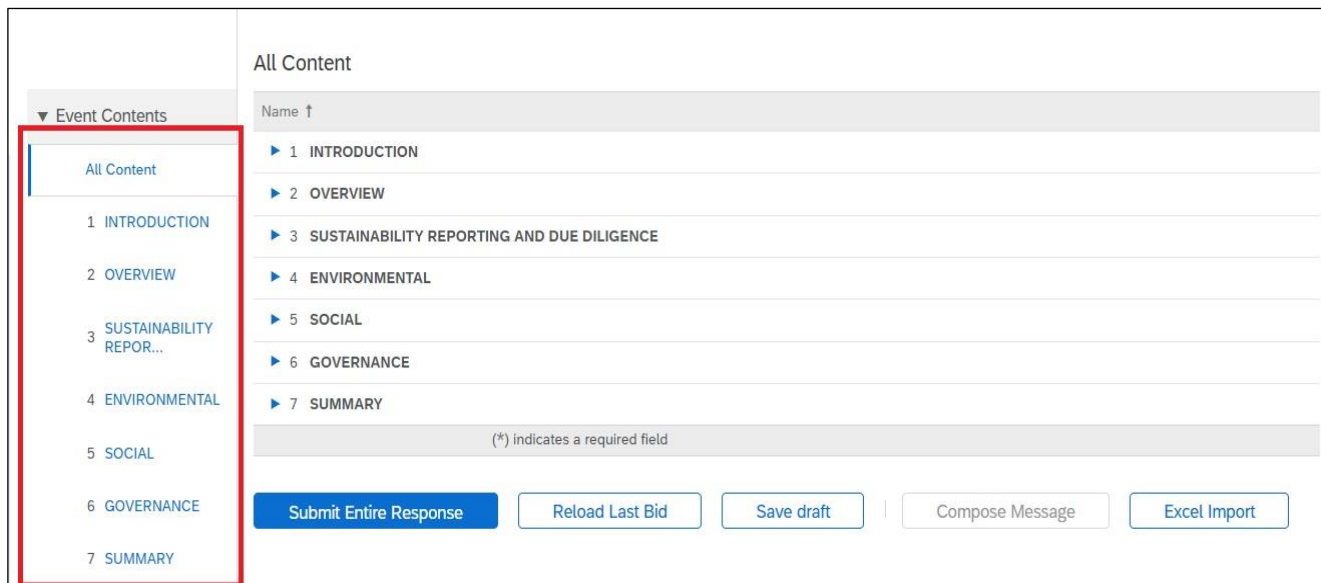


1.2 Validity of the questionnaire

A countdown showing the remaining time to complete the questionnaire is displayed in the top right corner of the screen. From the moment the questionnaire is sent, a deadline of **30 calendar days** is automatically set.

1.3 Questionnaire sections

While completing the questionnaire, you can freely navigate between individual sections using the structured list located on the left side of the screen.



The screenshot displays the SAP Ariba ESG questionnaire interface. On the left, a sidebar titled "Event Contents" contains a list of sections: "All Content", "1 INTRODUCTION", "2 OVERVIEW", "3 SUSTAINABILITY REPOR...", "4 ENVIRONMENTAL", "5 SOCIAL", "6 GOVERNANCE", and "7 SUMMARY". The "All Content" section is highlighted with a blue bar. The main content area, titled "All Content", shows a list of sections with a "Name ↑" header. The sections are: "1 INTRODUCTION", "2 OVERVIEW", "3 SUSTAINABILITY REPORTING AND DUE DILIGENCE", "4 ENVIRONMENTAL", "5 SOCIAL", "6 GOVERNANCE", and "7 SUMMARY". Below the list, a note states "(*) Indicates a required field". At the bottom, there are five buttons: "Submit Entire Response" (blue), "Reload Last Bid", "Save draft", "Compose Message", and "Excel Import".

| All Content | |
|------------------------------------------------|--|
| Name ↑ | |
| ▶ 1 INTRODUCTION | |
| ▶ 2 OVERVIEW | |
| ▶ 3 SUSTAINABILITY REPORTING AND DUE DILIGENCE | |
| ▶ 4 ENVIRONMENTAL | |
| ▶ 5 SOCIAL | |
| ▶ 6 GOVERNANCE | |
| ▶ 7 SUMMARY | |

(*) Indicates a required field

Submit Entire Response | Reload Last Bid | Save draft | Compose Message | Excel Import

2. Types of questions and answer options

In this section, we will focus on all types of questions that appear in the questionnaire, along with guidance on how to respond to them appropriately.

2.1 Question marked with an (*)

Questions marked with an asterisk (*) are mandatory. Without answering these questions, it will not be possible to complete and successfully submit the questionnaire.

*

2.2 Yes/ No question

| | | |
|------------------------------------------------------------------------------------------------------------------------------------|---|------------------------------------------|
| 2.1 Is your company a publicly traded company? | * | <input type="text" value="No"/> |
| 2.2 Is your company part of a consolidated entity? | * | <input type="text" value="Yes"/> |
| 2.3 Please select continent on which is registered the parent company of the consolidated entity your company is part of: | * | <input type="text" value="No"/> |
| 2.5 Please select country of incorporation in Antarctica of the parent company of the consolidated entity your company is part of: | * | <input type="text" value="Unspecified"/> |

This type of question is pre-filled with the default answer '**Unspecified**'. Please provide a definitive response by selecting either 'Yes' or 'No'.

4.14 Does your company record and report air emissions? *

2.3 Multiple-choice question

You may select more than one answer.

2.11 Please select continent(s), where your company has operations / plants.

- * ☐ Afrika/Africa
- ☐ Antarktida/Antarctica
- ☐ Asie/Asia
- ☒ Austrálie a Oceánie/Australia and Oceania
- ☒ Evropa/Europe
- ☐ Jižní Amerika/South America
- ☐ Severní Amerika/North America

2.4 Single-choice question with predefined value:

| | |
|-------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------|
| 2.19 What is the legal form of your company? Please select choice Jiné/Other from List of choices and describe legal form of your company in comment. | * Evropské hospodářské zájmové sdružení (EEIG) |
| 2.20 What is the sector of your company's main economic activity? Activity ID (column D in the table): References | * Veřejná obchodní společnost (VOS) |
| 2.21 What is the sector of your company's main economic activity? Activity name (column E in the table): | Komanditní společnost (KS) |
| 2.22 Sectors of the other company's economic activities: Activity ID (column D in the table) | Společnost s ručením omezeným (SRO) |
| 2.23 Sectors of the other company's economic activities: Activity ID (column D in the table) | Akciová společnost (AS) |
| 2.24 Sectors of the other company's economic activities: Activity ID (column D in the table) | Družstvo |
| 2.25 Number of employees of your company: | Evropská společnost (SE) |
| 2.26 Number of employees of the consolidated entity your company is a part of: | Evropská družstevní společnost (SCE) |
| | Evropské hospodářské zájmové sdružení (EEIG) |
| | Jiné/Other |

2.5 Question with the option to download supporting materials via the „References“ button

For this type of question, we recommend downloading the attached files, as they are essential for providing an accurate response.

| | |
|--------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 2.20 What is the sector of your company's main economic activity? Activity ID (column D in the table): References | <div>Reference Documents</div> <div> nace-mapovani-urovni.xlsx </div> <div> nace-level-mapping.xlsx </div> <div>Download all attachments</div> |
| 2.21 What is the sector of your company's main economic activity? Activity name (column E in the table): | |
| 2.22 Sectors of the other company's economic activities: Activity ID (column D in the table) | |
| 2.23 Sectors of the other company's economic activities: Activity ID (column D in the table) | |

2.6 Question with the guidance button „i“

Move your cursor over to the „i“ symbol to reveal more details about the question.

| | |
|----------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 2.23 Sectors of the other company's economic activities: Activity ID (column D in the table) | <div>Please, list at least the 3 most important economic activities of the company according to the NACE classification. Answer is optional. Activity ID (column D in the table)</div> |
| 2.24 Sectors of the other company's economic activities: Activity ID (column D in the table) | |
| 2.25 Number of employees of your company: | |

2.7 Question allowing only numeric or text input

For this type of question, please pay attention to the format used (CZK / thousands of CZK, etc.).

| | |
|----------------------------------------------------------------------------------------|------------------|
| 3.27 Annual worldwide turnover of the consolidated entity your company is a part of: ⓘ | * 100,000.00 CZK |
|----------------------------------------------------------------------------------------|------------------|

2.8 Question requiring attachment (e.g. certificate) if „Yes“ is selected

| | | |
|-------------------------------------------------------------------------------------------------------------------------------------------|---------|-----------|
| 3.25 You selected ISO 14001 certificate in the previous question. Please provide certificate in the form of a link or as an attachment. ⓘ | * Yes ▼ | Details ⓘ |
|-------------------------------------------------------------------------------------------------------------------------------------------|---------|-----------|

After clicking the “**Details**” button, please fill in the relevant information for the attachment/certification, upload the appropriate documents, and add your comment.

3.25 You selected ISO 14001 certificate in the previous question. Please provide certificate in the form ...

Enter details for **Certificate**. Enter the location of a file to add as an **Attachment**. To search for a [More](#)

Certificate Type: ISO 14001 Certifikát

Issuer:

Year of Publication:

Certificate Number:

Certificate Location:

Effective Date: ⓘ

Expiration Date: * ⓘ

Attachment: * No file chosen

Or drop file here

Description:

2.9 Conditional Questions Based on Previous Responses.

Based on your response, additional follow-up questions may appear or remain hidden.

| | | |
|-----|-----------------------------------------------------------------------------------------------------------------------|-----------------------------------------------|
| 2.2 | Is your company part of a consolidated entity? | * Yes ▾ |
| 2.3 | Please select continent on which is registered the parent company of the consolidated entity your company is part of: | * Austrálie a Oceánie/Australia and Oceania ▾ |

| | | |
|------|-------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 2.2 | Is your company part of a consolidated entity? | * No ▾ |
| 2.11 | Please select continent(s), where your company has operations / plants: | <div><div>* <input type="checkbox"/> Afrika/Africa</div><div><input type="checkbox"/> Antarktida/Antarctica</div><div><input type="checkbox"/> Asie/Asia</div><div><input checked="" type="checkbox"/> Austrálie a Oceánie/Australia and Oceania</div><div><input checked="" type="checkbox"/> Evropa/Europe</div><div><input type="checkbox"/> Jižní Amerika/South America</div></div> |

If you encounter any difficulties completing the questionnaire or have any additional questions, please do not hesitate to contact us at our email address:

supplychain@cez.cz

Copyright © ČEZ, a. s., 2025

User Guide: Startquestion – Completion of ESG questionnaire

Contact: supplychain@cez.cz

All rights reserved. This material is part of the intellectual property of the CEZ Group. Its distribution is subject to copyright law. It may not be reproduced or otherwise used in any form, whether in whole or in part, without the prior written consent of the CEZ Group.

Other company names, software products, etc., mentioned in this guide may be trademarks or registered trademarks of their respective owners.