



SAP ARIBA

How to Complete the ESG Questionnaire

User Manual

For suppliers of the CEZ Group

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Contact: supplychain@cez.cz

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This manual is intended for CEZ Group suppliers contacted as part of the ESG questionnaire survey. It will guide you through opening, completing, and submitting the ESG questionnaire in SAP Ariba.

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Introduction

This manual is intended for suppliers who have been invited to participate in the ČEZ Group ESG questionnaire survey and have received the questionnaire through SAP Ariba. It will guide you through opening the questionnaire, completing it, attaching supporting documents, and successfully submitting it.

The ESG questionnaire will be available for one month. You can find the specific submission deadline in the invitation email and in SAP Ariba.

Who should complete the questionnaire on behalf of the company?

We recommend assigning the questionnaire to a person who has access to the required information and can coordinate cooperation with other colleagues. This may be an **ESG specialist, finance specialist, accountant, or another designated person.**

We recommend starting the questionnaire well in advance, as some answers may require gathering supporting information or involving several departments within the company.

Quick Guide

1

Open the invitation

Open the invitation email, navigate to SAP Ariba, and sign in using the account linked to your company.

2

Prepare supporting information

Have the information and documents required for the individual sections of the questionnaire ready.

3

Complete all sections

Answer all mandatory questions and save your draft regularly.

4

Upload documents

Upload the required certificates or other supporting documents and enter the requested information.

5

Review and submit

Resolve any errors, submit the questionnaire, and verify the submission confirmation.

TIP

If you interrupt your work, **always click "Save Draft"** before closing the page.

1. Before You Start

1.1 What to Prepare

Before you begin, we recommend gathering available supporting documents and coordinating with colleagues responsible for individual ESG topics.

You can view and download the full ESG questionnaire in Excel format throughout the survey period from the Sustainable Supply Chain section of the CEZ Group website ([Sustainable supply chain | Skupina ČEZ](#)). The Excel version can help you prepare your answers and supporting documents. However, it serves only as a working aid and cannot be used to submit the questionnaire. **Final responses must be completed and submitted in SAP Ariba.**

Before starting, we recommend preparing:

- basic company identification details;
- a Sustainability Report, ESG Report, or CSR Report, if available;
- valid certificates and related validity information;
- internal policies, guidelines, or public commitments relevant to the questionnaire;
- data requested in the questionnaire, including reporting periods, units, and reporting scope;
- contacts for colleagues responsible for sustainability, environment, HR, occupational health and safety, compliance, and procurement according to your organizational structure.

1.2 Deadline and Saving Progress

You have 30 calendar days from the date the ESG questionnaire becomes available **to complete and submit it**. The exact deadline can be found in the invitation email and in the upper-right corner of the questionnaire in SAP Ariba.

You may interrupt the process and continue later. Before closing the page, always click "Save Draft". The questionnaire can be saved as a draft and completed later.

Important Notice

The questionnaire must be submitted no later than the specified deadline. Late submission will not be possible after the deadline has passed. We therefore recommend starting the questionnaire well in advance.

1.3 Technical Requirements

Before you begin, please ensure that:

- you have an active SAP Ariba user account linked to the correct company;
- you are signed in with the account to which the ESG questionnaire was assigned;
- you have permission to open and complete the questionnaire on behalf of your company;
- you are using an up-to-date supported web browser;
- you have a stable internet connection;
- your documents are prepared for upload in a supported format and file size;

your browser does not block features required for SAP Ariba, such as pop-up windows or file downloads.

TIP

For easier navigation and attachment management, we recommend completing the questionnaire on a desktop computer or laptop.

1.4 Assigning the Questionnaire to Another Contact Person

The ESG questionnaire may be completed by a person other than the primary contact listed in SAP Ariba. To allow another contact person to complete, and submit the questionnaire, the primary contact must first add them to the **Response Team**.

The primary contact should proceed as follows:

1. Sign in to SAP Ariba.
2. Click on **Business Network**.
3. Select **Ariba Proposals and Questionnaires**.
4. Open the relevant ESG questionnaire.
5. In the left panel, select **Response Team**.
6. Add the person to whom the questionnaire will be assigned.
7. Verify that the selected person has been successfully added to the team.

Once added to the Response Team, the designated person can view, complete, and submit the questionnaire.

IMPORTANT

Do not share SAP Ariba login credentials with other users! If you cannot see the questionnaire or do not have the necessary permissions, contact the person responsible for managing your company's SAP Ariba account or email supplychain@cez.cz.

2. Opening the ESG Questionnaire

Access the questionnaire through the invitation sent by the ČEZ Group or directly through your SAP Ariba account. Adjust the steps below according to the actual appearance of the invitation and portal.

1

Open the invitation email

Check the sender, the invited company name, and the submission deadline. Click the link leading to SAP Ariba.

2

Sign in

Use the account linked to the invited company. Never send your login credentials by email or share them with CEZ Group employees.

3

Locate the ESG questionnaire

In SAP Ariba, open the relevant invitation or questionnaire sent by the CEZ Group.

Title	ID	End Time	Commodity	Regions	Status
ESG questionnaire 2026	Doc3295515413		(no value)	(no value)	Not Responded

4

Verify company and deadline

Before starting, confirm that the questionnaire is intended for the correct legal entity and that the deadline matches the invitation email.

3. Navigating the Questionnaire

3.1 Workspace and Sections

The list of sections is displayed on the left side of the screen. Click a section name to navigate between sections. Use the arrows next to question groups to expand or collapse content. Additional information can be displayed using the relevant control.

The screenshot displays the SAP ARIBA ESG questionnaire interface. On the left, a sidebar titled 'Event Contents' lists sections: All Content, 1 INTRODUCTION, 2 OVERVIEW (selected), 3 SUSTAINABILITY REPOR..., 4 ENVIRONMENTAL, 5 SOCIAL, 6 GOVERNANCE, and 7 SUMMARY. The main area shows the 'OVERVIEW' section with questions 2.1, 2.2, and 2.11. Question 2.1 asks if the company is publicly traded, and 2.2 asks if it's a consolidated entity; both have 'Unspecified' dropdowns. Question 2.11 asks for the continent(s) of operations, with a list of checkboxes: Afrika/Africa, Antarktida/Antarctica, Asie/Asia, and Austrálie a Oceánie/Australia and Oceania. A red box highlights the 'Event Contents' sidebar, and another red box highlights the question list on the right. At the bottom, there are buttons for 'Submit Entire Response', 'Save draft', 'Compose Message', and 'Excel Import'.

3.2 Saving a Draft

If you need to interrupt your work, click "Save Draft". Before closing the page, wait for confirmation that your changes have been saved. To continue later, reopen the questionnaire in the same way as when accessing it for the first time.

This close-up shows the bottom of the questionnaire interface with four buttons: 'Submit Entire Response' (blue), 'Save draft' (blue, highlighted with a red box), 'Compose Message' (grey), and 'Excel Import' (blue). The 'Save draft' button is the focus of this section.

3.3 Mandatory Questions and Completion Process

Questions marked with an asterisk (*) are mandatory. **The questionnaire cannot be submitted until all mandatory questions are completed.** Before submitting, review all sections and ensure that no required answers are missing.

4. How to Answer Questions

The questionnaire contains several answer types. Always pay attention to the instructions and any guidance provided.

Answer Type	How to Proceed
Yes / No	Select “Yes” or “No”. If “Unspecified” is preselected, replace it with a valid answer.
Single Choice	Select the option that best reflects your company’s situation.
Multiple Choice	Select all answers applicable to your company.
Text Response	Enter the requested explanation clearly and concisely. Follow any character limits.
Conditional Question	Additional questions may appear or disappear depending on your answer. Review the related section after making changes.
Reference	Download and review any attached reference material before answering.
Help	Hover over or click the “i” icon to display additional guidance.

Displaying Help:

SOCIAL (Section 5 of 7) ⏪ Prev | Next ⏩

Name ↑

▼ 5 SOCIAL

5.1 Does your company have policies or strategies covering social matters? ⓘ

5.6 Does your company record work-related injuries and occupational diseases affecting its own employees, including fatalities? ⓘ

5.10 Does your company ensure that all mandatory occupational health and safety (OHS) training is provided to its employees, external workers, and contractors? ⓘ

(*) indicates a required field

Submit Entire Response Save draft Compose Message Excel Import

For most questions, you may use the optional comment field to provide additional information. Use this field to clarify your answer or provide relevant context. **An additional comment does not replace the answer to a mandatory question.** First provide the required answer and then use the comment field for clarification if needed.

TIP

Keep comments concise and relevant. **Include only information directly related to the question.**

5. Attachments and Certificates

For selected questions, answering "Yes" may require additional details and the upload of a supporting document, such as a certificate.

1

Open the attachment details

Click "Details" (the control displayed next to the question).

SUSTAINABILITY REPORTING AND DUE DILIGENCE

(Section 3 of 7) << Prev. | Next >>



Name ↑

▼ 3 SUSTAINABILITY REPORTING AND DUE DILIGENCE

3.1 Does your company publish an ESG report (e.g. a sustainability report or CSR report)? ⓘ

* Yes ▾

3.2 Please provide a link to the report or attach the document, preferably in PDF format. ⓘ

* Yes ▾ **Details** ➕

2

Enter the required information

Provide the document name, certification type, validity period, or other requested details.

3

Upload the file

Select the relevant document from your device and wait until the upload is complete.

4

Review the attachment

Verify the file name and add a comment if necessary. Save your changes.

3.2 Please provide a link to the report or attach the document, preferably in PDF format.

Enter details for **Certificate**. Enter the location of a file to add as an **Attachment**. To search for a [More](#)Certificate Type: [Sustainability Report](#)Issuer: Year of Publication: Certificate Number: Certificate Location: Effective Date: Expiration Date: * Attachment: * **Choose File** No file chosen

Or drop file here

Description:

OK

Cancel

IMPORTANT

Upload only documents related to the respective question. Before uploading, verify that the file does not contain information that is not required for the purposes of the questionnaire.

5.1 If You Do Not Have the Required Document

Answer regarding your company's actual situation. **Do not create substitute documents solely for the purpose of completing the questionnaire.** If you are unsure how to proceed, contact the ČEZ Group and specify the question number or exact question wording.

6. Review and Submission

6.1 Before Submission

- Review all questionnaire sections.
- Check all mandatory questions marked with an asterisk (*).
- Verify units, reporting periods, and data scope.
- Review uploaded attachments and their validity information.
- Save the draft and resolve any error messages.

6.2 Submission

Click the button to submit the questionnaire. If the system displays a summary or confirmation window, review the information and confirm the submission.



Submit Entire Response

Save draft

Compose Message

Excel Import

6.3 Confirmation of Successful Submission

After submission, verify that SAP Ariba displays a status confirming receipt of your responses. If a confirmation email is available, we recommend keeping it for your records.

IMPORTANT

Saving a draft does not mean the questionnaire has been submitted. **Always verify the final status before leaving the portal.**

7. Most Common Problems

I cannot see the questionnaire in SAP Ariba.

Check that you are signed in with the account linked to the invited company. Also review the invitation email. If the questionnaire is still not visible, contact support and provide the company name and invitation date.

I cannot sign in.

Use the standard SAP Ariba account recovery process. Never send your password or other login credentials to the CEZ Group. If the issue persists, provide an error description and an anonymized screenshot.

I cannot upload an attachment.

Check the file format, size, and file name. Try uploading the file again after saving your draft.

The system does not allow me to submit the questionnaire.

Check for unanswered mandatory questions and error messages. Also verify mandatory attachment details. If the issue persists, include a screenshot of the complete error message in your email.

I do not understand a specific ESG question.

Use the help text provided with the question and any available reference materials. If the answer is still unclear, contact supplychain@cez.cz and provide the question number or exact wording together with a brief description of your situation.

A question is not displayed.

It may be a conditional question that appears only after a specific previous answer. Review related questions whenever an answer is changed.

I submitted the questionnaire but do not see confirmation.

Check the questionnaire status in SAP Ariba and your email inbox. If the status is unclear, do not submit the questionnaire again before verification and contact support.

8. Contact

If you need assistance, please contact us at:

supplychain@cez.cz

What to Include in Your Email

- company name and, where applicable, company registration number;
- whether the issue is technical or content-related;
- question number or exact wording of the question;
- brief description of the issue and steps leading to it;
- date and approximate time of occurrence;
- anonymized screenshot of the complete error message.

IMPORTANT

Never send passwords, login credentials, or other security-related information by email. Before sending screenshots, remove any personal data or information unrelated to the issue being resolved.

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Artificial intelligence tools were used as supportive tools in the preparation of this manual.