

Procurement Policy – Lyhnia S.A.

1. Purpose

This policy aims to ensure transparency, efficiency, and quality in the procurement processes of Lyhnia S.A., a company active in the graphic arts sector. It serves as a guide for the selection, evaluation, and cooperation with suppliers.

2. Scope

This policy applies to all company departments involved in the procurement of materials, services, and equipment, including but not limited to:

- Paper and printing materials
- Inks and plates
- Machines and spare parts
- External services (e.g., designers, logistics)

3. Procurement Principles

- **Quality:** All goods and services must meet the company's quality standards.
- **Competitiveness:** Suppliers are selected based on competitive offers.
- **Integrity:** Procurement processes are conducted transparently and free from conflicts of interest.
- **Trustworthy Relationships:** Long-term and reliable partnerships are encouraged with consistent suppliers.

4. Procurement Procedure

1. **Procurement Request:** Submitted by the responsible department to the Procurement Officer.
2. **Supplier Search:** At least 2–3 quotes must be obtained for comparison.
3. **Evaluation of Offers:** Based on criteria such as quality, price, delivery time, and service.
4. **Approval:** Final approval is granted by the Procurement Officer or Management.
5. **Order & Monitoring:** Orders are recorded and monitored until receipt.
6. **Supplier Evaluation:** Supplier performance is recorded for continuous improvement.

5. Supplier Selection Criteria

Suppliers are evaluated based on:

- Product/service quality
- Pricing and flexibility
- Delivery reliability
- After-sales service
- Environmental and social responsibility

6. Code of Conduct

- Acceptance of gifts or incentives from suppliers is prohibited.
- All transactions must be properly documented.
- Any conflicts of interest or personal relationships with suppliers must be disclosed to management.

7. Policy Review

This policy shall be reviewed annually or whenever there are major changes in the company's operations or needs.

8. Approvals

This Procurement Policy is approved by the Management of Lyhnia S.A. and comes into effect as of the date of signature.

Name	Position	Signature	Date
Vgontzas Kostas	President		14/ 05 /2025
Vgontzas Athanasios	Chief Executive Officer		14/ 05 /2025
Vgontzas Nikitas	Procurement Manager		14/ 05 /2025