

# Supplier Registration Process

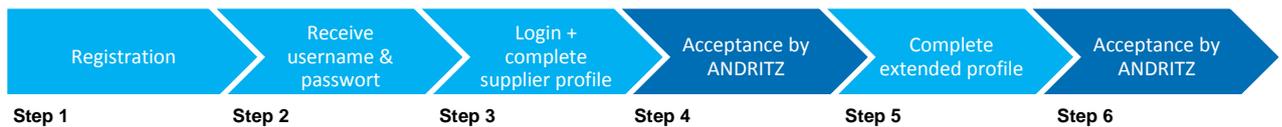
**Please note:**

- The more carefully you fill in your profile, the better you can be evaluated and the greater the chance that a business relationship will be established or extended.
- Please fill in in English language only.

General process for **current ANDRITZ suppliers:**



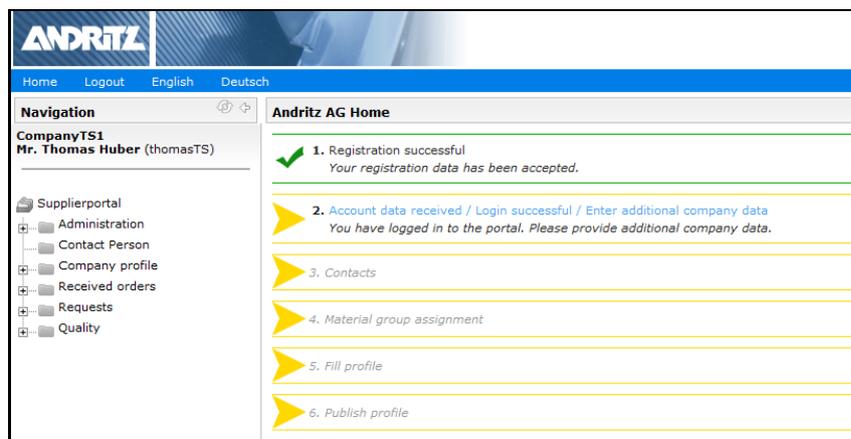
General process for **potential ANDRITZ suppliers:**



**Step 1:** General data: Complete all mandatory fields and confirm.

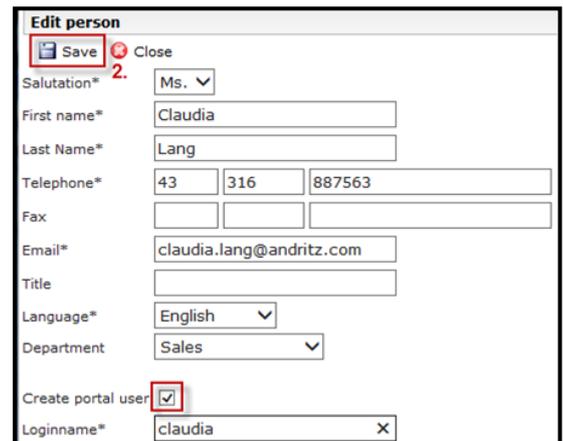
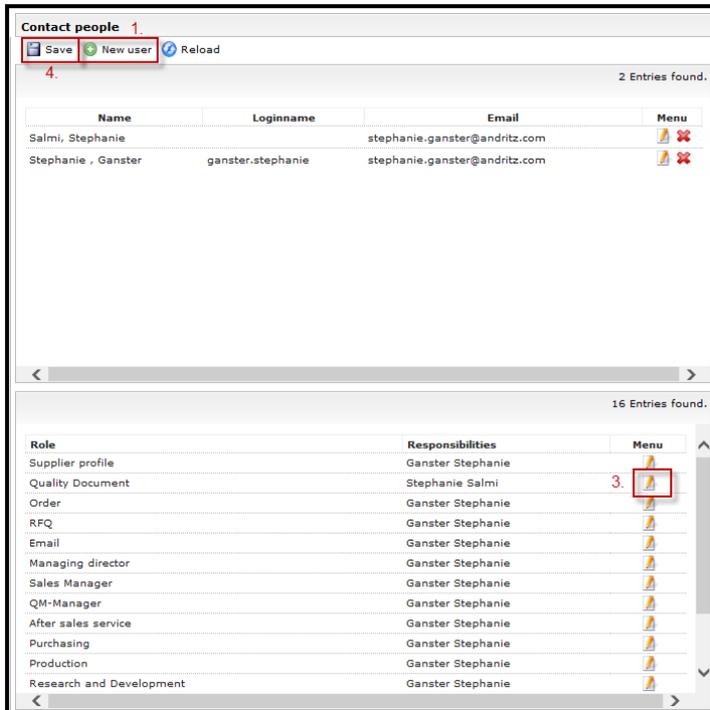
**Step 2:** After having sent your registration, you will receive an e-mail with your username and password. First of all you have to change your password.

**Step 3:** Open the link in your e-mail and log in. Now you will be guided through the following steps. Please fill in all your data carefully. Mandatory fields are marked with an asterisk \*. The more carefully you fill in your profile, the better it will be evaluated. This is a part of the supplier evaluation in Andritz.



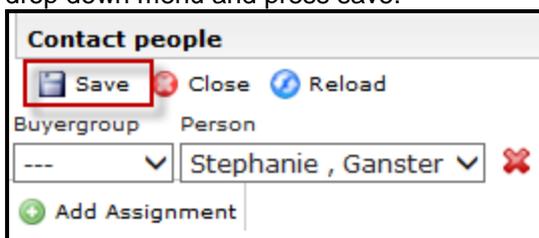
Start with the maintenance of the company data and the contact persons. Please make sure that you always click on “Save”.

By clicking on “Contacts” you have the possibility to create a user for every area. It is especially important to fill in the responsible contact person for the supplier portal in the “Supplier profile” box marked red in the 1<sup>st</sup> screen on the left below.



To add a new user click on “New user” (1) . A new window will open as shown above on the right. Please fill in all the required data. If another user also requires access to the supplier portal, please check the box “Create portal user”.

This person will then also receive an e-mail with access data for the portal. Click on “Save” (2) in the second screen. This new contact can now be assigned to an area by clicking on the edit symbol for the role they would like to change (first screen). A new screen will appear. Select the responsible person from the drop down menu and press save.

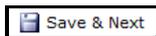


Please make sure to click on “Save” (4) at the top of the first screen to apply and save all data of the contact persons.

Afterwards click on “Materialgroup assignment”. Material groups are commodities of your supply portfolio to Andritz. Take some time to allocate the correct material groups for your company. This is important as Andritz then asks for additional information via questionnaires specifically aligned to the material groups. It is possible to choose several material groups which apply to your company however one primary material group has to be chosen. This primary material group is only important for organizational purposes and to allow our purchasers to make an internal allocation. This however does not influence whether a business relationship will be established or extended.

Attention: If an ANDRITZ buyer already preselected materialgroups for your company you are able to find this suggestion premarked with a flag. This suggestion is for sure changeable. However the primary material group still has to be selected.

After saving click on “Fill profile” and complete your data carefully. Make sure that you always click “Save & Next”.



At the tab “Certificates” please upload all your certificates and specify the expiry date as well as all other relevant fields. Please fill in all the mandatory fields and click on save.

Systems	Certified	Standard	Certified by	Expiry Date	Since (Year)	Upload Certificate
ISO 9001*	Yes			2015-02-11		C:\Users\grzthe02\Desktop Browse...
ISO 16949*	No					Browse...
Environmental Management System e.g ISO 14001*	No					Browse...

The last tab is “Compliance & Sustainability”. Please download the Declaration form to the Supplier Code of Conduct (CoC) and upload the Declaration form bearing your legally binding signature.

**Compliance & Sustainability**

Please fill ALL mandatory fields in ALL categories before clicking 'Publish'!

**Upload of Declaration form**

All suppliers will be requested to acknowledge and accept the "ANDRITZ Supplier Code of Conduct and Ethics" in writing. For this purpose please use the "Declaration of Supplier's Acknowledgement and Acceptance of the ANDRITZ Supplier Code of Conduct and Ethics" and upload the Declaration form, bearing your legally binding signature.

Please upload the binding signed declaration form\*

To download the requested form, please visit [Supplier Code of Conduct \(SCoC\) and Declaration form](#)

**Organizational requirements and management responsibility**

Do you have a Code of Conduct for your company in place?

Do you have one or more individuals appointed as compliance officers (management representatives assigned responsibility for assuring compliance with laws, regulations and codes)?

Do you provide training sessions for your employees (incl. temporary contract workers) on compliance topics?

How many of your employees have received compliance training?

Do you have audit procedures in place to monitor the effectiveness of your compliance measures?

Do you have procedures in place to implement timely corrective actions for deficiencies identified in internal or external audits?

**Human rights and fair working conditions**

Do you maintain a personnel file on every employee?

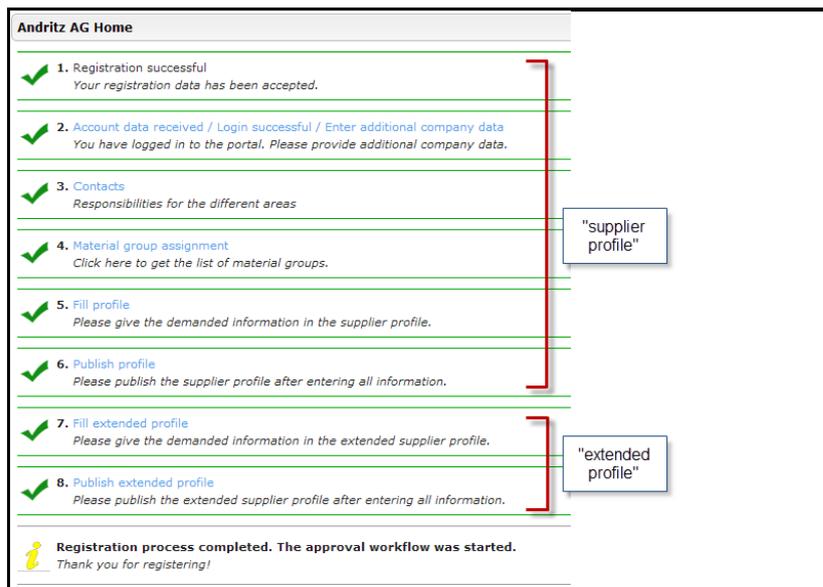
After you have completed it carefully, it is absolutely necessary to publish your profile.



**Step 4:** If you have published your profile, the relevant purchaser will receive an e-mail. If all information is correct the purchaser will release your profile.

**Only for potential ANDRITZ supplier:**

**Step 5:** In case you are a potential ANDRITZ supplier you have to complete the “extended profile” with the specific questionnaire. After completing please publish your profile again.



Please note: For some categories, no additional questions are available in the “extended profile” - please just check your information and publish the profile again.

**Step 6:** If you have published your profile again, the relevant purchaser will receive another e-mail. When all information received is correct, the purchaser will release your profile. After being approved, your data will be shared within the ANDRITZ Procurement organizations.

**General remark:**

If you have completed your supplier profile and would like to make changes in the supplier portal at a later stage this is possible at any time by logging into the system. To correct, add or complete something navigate through the registration steps by the navigation tree on the left side.



Please always check the information in the "Company profile" and navigate through all existing tabs. This is required because it could be that additional questionnaires appear in the "Company profile" if for example changes concerning the Materialgroups took place. Do not forget to publish your profile again in the last tab "Logistics" after changes have been made. Only then the data is stored and transmitted in SRM.