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Supplier Registration Process PURE PORTAL

TECHNICAL SUPPORT

For questions regarding the supplier portal and the registration process in general, contact your contact person within ANDRITZ.

In case technical problems arise, contact our provider JAGGAER:

jdsupport@jaggaer.com

NA & SA +1-800-233-1121 OR +1-248-434-1268

Europe & Africa +43-1-80 410 50 Asia & Australia +65-656 280 60

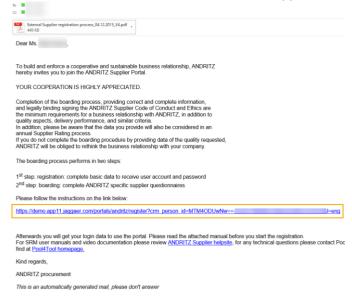
INITIAL REGISTER ON THE ANDRITZ SUPPLIER PORTAL

The registration is a two step process.

- 1. Company registration on the portal [create account and user]
 - 2. Supplier self assessment

1 COMPANY REGISTRATION:

1. Open the email invitation 'Regsitration ANDRITZ Supplier Collaboration Platform'. Read the instructions and click on the link to start the supplier self assessment.





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2. Select a language



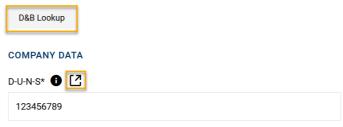
3. Complete the personal data and click 'Continue'



4. Complete the company data and click 'Continue'

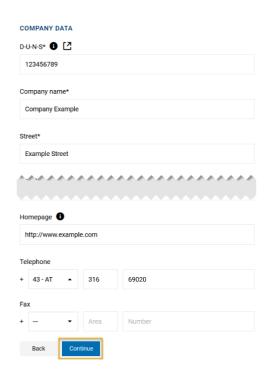
NOTE: DUNS is a unique 9-digit number issued by the company Duns & Bradstreet. Click on 'D&B Lookup' to verify if the DUNS entered is correct.

If you don't have a DUNS please use the link \Box to apply for a new number. The application is free of charge.





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5. Review the Service Privacy Policy, Code of Business Conducts and Ethis and Terms of Use carefully. Click 'Accept & Submit'

Dear Supplier

As you are aware, the European Union ("EU")'s General Data Protection Regulation ("GDPR"), effective May 25, 2018, imposes new requirements on organizations that process personal data of EU residents to comply with GDPR's requirements and to ensure the privacy and security of all personal data entrusted to us by our customers and users.

Please read our updated Service Privacy Policy.

Please take your time to read and accept this policy by clicking the 'Accept' button, which will automatically appear once you have scrolled down to the bottom of the document. Afterwards you will be forwarded to the requested page.

- I agree to all terms and conditions Service Privacy Policy

 I agree that JAGGAER uses the data, entered in the course of the registration on the supplier portal of Andritz AG, of the company represented by me as well as my contact data, in an EDP-supported way, in order to allow all customers of JAGGAER Direct to have access via the JAGGAER Supplier Network.

 The revocation is declaration of consent is possible at any times and
 - causes the illegitimacy of further use of this published data. Service Privacy Policy
- I have read and accept Code of Business Conduct and Ethics



Back Accept and Submit



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2 SUPPLIER SELF ASSESSMENT QUESTIONNAIRE

1. After registrating your company, you will receive an e-mail with your login data.



Successful Registration

Thank you for your registration. You may now log into the Portal.

The password has been sent to your email address.

Open Supplier Portal



Dear Ms. Ella Example,

The registration was successful - now we kindly invite you to complete the boarding process by finalizing the next steps. Please read the attached manual before you start the boarding process. All provided information shall be in English language only.

During the boarding process you will be guided through these steps:

Phase 1:

- Maintenance of the company data
- 2. Maintenance of the contact persons
- 3. Selection of commodities
- 4. Answering the questionnaire "supplier profile"
- 5. Publish profile
- 6. Acceptance of the "supplier profile" by the responsible purchaser (ANDRITZ)

Phase 2:

- 7. Answering the "extended supplier profile"
- 8. Publish extended supplier profile
- Acceptance of the "extended supplier profile" by the responsible purchaser (ANDRITZ)
- 10. Take over in the supplier pool and approval for request for quotations (ANDRITZ)

Important note: In case you got invited by Andritz, phase 1 and phase 2 are merged.

Your username: ella.example Your password:)flo;TrfordSB,

You can login, by using the following link: https://app11.jaggaer.com/login.php

For SRM user manuals and video documentation please review <u>ANDRITZ Supplier helpsite</u>, for any technical questions please contable to the pool of the property of the propert

Kind regards,

ANDRITZ procurement

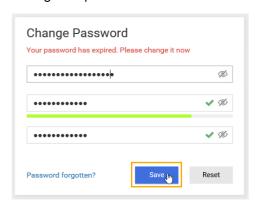


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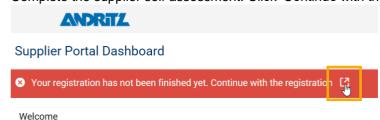
Log into the supplier portal and complete the supplier self assessment.
 <u>Password error:</u> Please note that a whitespace is added as last digit of the password when the password is copied from the e-mail. Either delete the whitespace (last digit) or enter the password manually.



3. Change the password and click 'Save'



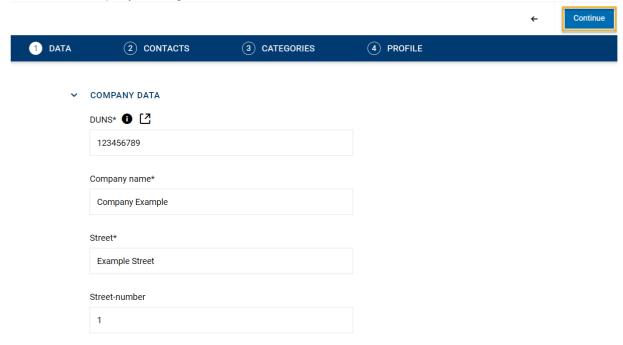
4. Complete the supplier self assessment. Click 'Continue with the registration'





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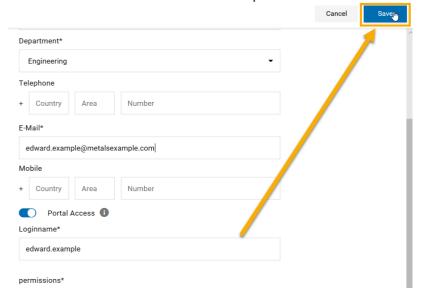
5. Review the company data again and click 'Continue'



6. Edit the contact persons.

The admin user is automatically stored as contact for each position.

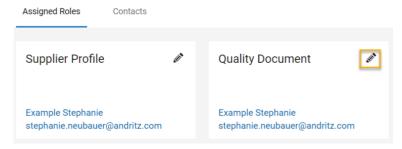
Click on to add further contact persons. NOTE: additional contact can also be granted access to the portal. In the contact profile select 'Portal Access' and add a login name. It is highly recommended to add at least one further portal user.



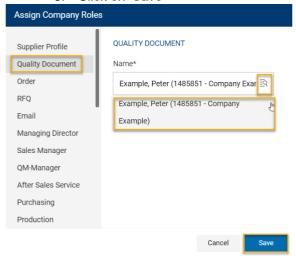


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7. Click on edit to assign a new contact for a position.



- 1. Select the position
- 2. Select the contact person
- 3. Click on 'Save'



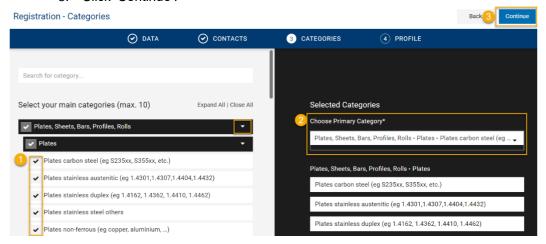
8. To proceed with the registration, click 'Continue'.



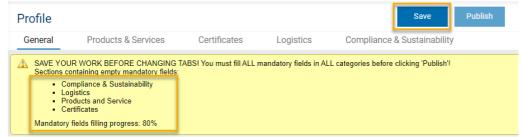


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- 9. Select the main categories you are able to provide as a supplier
 - 1. Select the main categories (max. 10). The selection will be displayed on the right side of the screen. Use the arrow to see the sub categories.
 - 2. Select your primary category on the right side.
 - 3. Click 'Continue'.



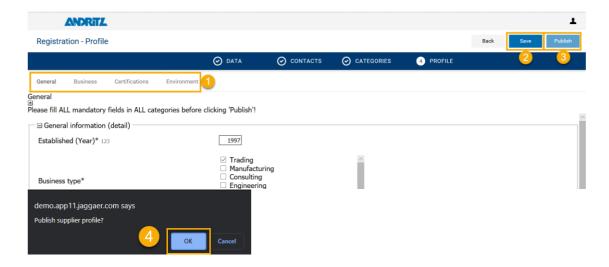
- 10. Complete the profile questions.
 - 1. Select a sheet and fill in all mandatory fields.
 - 2. **ATTENTION**: Click on **SAVE** before switching to the next sheet. The profile can ce saved at any stage and continued at a later time.
 - 3. The current progress and tabs with missing mandatory information are displayed at the top. All mandatory fields are marked with an asterix *.



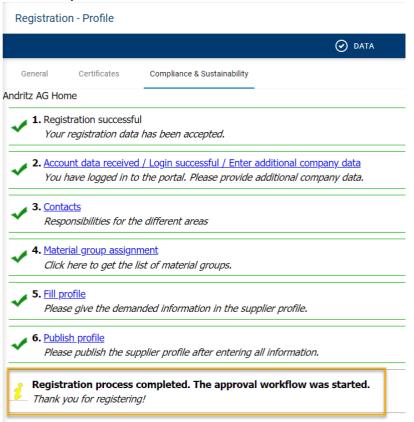
- 4. Click on 'Publish' after completing all the sheets.
- 5. Confirm publication.



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11. Afterwards your data will be sent to ANDRITZ for confirmation.



12. Review and edit the data.

Click on the Menu (Master Data' to review and edit your profile.

IMPORTANT: Don't forget to publish the profile after making changes to also inform ANDRITZ.



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