



StoraEnso

Supplier Management Portal

New Supplier Registration

Supplier Instructions October 2024

The renewable materials company

Welcome to register to Stora Enso Supplier Management Portal



- Please note the Supplier Registration consists of three parts:

1. Main Organisation Data

- Registration Data
 - You are requested to enter the organisational data of the company you are registering

2. Onboarding Process

- Pre-Qualification Questionnaire
 - You are requested to review and accept Stora Enso Supplier Code of Conduct 2021
- Sustainability
 - You are requested to complete Stora Enso Safety Trail
 - You are encouraged to add Sustainability Criteria (CO2, TRI)

3. Registration Confirmation

- Status Summary
 - You are presented with the summary of your responses

- **In case you have issues with the registration, please contact sesm.group@storaenso.com at any point.**

Supplier Management Portal



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- Login to Stora Enso Supplier Management Portal:
<https://storaenso.bravosolution.com/web/login.html>

NEW SUPPLIER

1. Here you can select the desired language by clicking on the correct abbreviation.
2. Information related to Data Privacy can be found on the dedicated Stora Enso web page.
3. Useful information, like these instructions, can be found here.
4. New Suppliers can start the registration process by clicking on the "Begin Registration" button.

ALREADY REGISTERED?

5. Existing Suppliers can login here with their username and password.
 - In case you have forgotten your username and/or password, please click on "Forgotten your password?"
 - You will be directed to next screen where you can insert your email address and username

THE RENEWABLE MATERIALS COMPANY

SV FI 中文 DE EN ES FR NL PL RU

Data Privacy
When you are using Stora Enso Supplier Management, provided by JAGGAER, Stora Enso may collect the following personal data: name, job title, e-mail address and phone number. This data is used for the purposes of user rights management, supplier registration and contract management. For more information on how Stora Enso processes personal data of suppliers, please visit storaenso.com/privacy.

HELPDESK
Need assistance?
Please contact our helpdesk:
<https://www.jaggaer.com/support/phone-numbers>
help_uk@jaggaer.com
Call me back!

Stora Enso Supplier Management
Welcome to the Stora Enso Supplier Management Portal, your gateway to becoming a Stora Enso supplier.

New Supplier?

Useful links

- Supplier Guide (pdf)
- General Information for Suppliers
- Begin Registration**

Already Registered?

Login

username
password
Forgotten your password?

WARNING: Do not proceed if you are not an Authorised User. This application is protected by appropriate security measures. Access to and use is restricted to Authorised Users only. Any attempt to use this system in a manner not authorised or any attempt to alter, destroy or damage any information contained within it may constitute a breach of the provisions of the Computer Misuse Act 1990 and/or other legislation and shall leave the user liable to both criminal and civil proceedings. It is strictly forbidden to attempt to access this system using any third party's login identity. Anyone using this system consents to active monitoring for security policy compliance purposes.

System Requirements

JAGGAER

October 2024

Registration Data



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1. Click on the "Lookup & Download D&B Direct + Data" button.
 - A page to search for DUNS number appears.
2. Select "Country" from the dropdown menu (in English) and enter at least "Company Name" and/or "Reg. Numbers" (Business ID / VAT).
3. Click on the "Search" button.

Organisation Details

D&B (DUNS) Number (e.g. 01532723)
The Dun & Bradstreet (D&B) number is a unique nine-digit identifier for businesses.

Organisation Name

Organisation Trading Name (if different)

Country
UNITED KINGDOM OF GREAT BRITAIN AND NORTH...

Address

City

State/County

Postal Code

Business ID (Registration Number)

VAT Number

National Tax ID

Main Organisation Phone Number

Stora Enso contact email address

Web site

Search for your organisation in the Dun & Bradstreet database

Skip Lookup And Start Registration Display/Hide Filter

LOOKUP FILTERS

DUNS Number

Reg. Numbers

Town

Country

Phone Number

Company Name
Stora Enso Oyj

Address

Postal Code

Country

Please recover your Company information by inserting at least the Company Name and the Country, then clicking "Lookup". Once the Company has been selected from the list, click "Download" and "Update registration form" to proceed with the registration onboarding process.

Search

October 2024

Registration Data



4. Search results are displayed on the screen.
5. Select your organisation by clicking on it, the line color changes to blue.
6. Click on the "Update Registration Form" button.
7. DUNS number and other company details are transferred to the registration form. Please review the information carefully and make changes if needed.

RETURNED LIST OF MATCHING SUPPLIERS

DUNS NUMBER	COMPANY NAME	REG. NUMBER	ADDRESS	TOWN	POSTAL CODE	PHONE NUMBER	COUNTRY
36781723	Stora Enso Oyj	10390508	Katajanokanlaituri 4	HELSINKI	00100	+358 2046131	FINLAND
36781724	Stora Enso Oyj	10390508	Nuortevaankatu 24	OSKI	00120		FINLAND
36781734	Stora Enso Oyj	10390508	Pentti hallin talu	MAATIKA	05600		FINLAND
36781735	Stora Enso Oyj	10390508	Haukkipolvenkatu 5	JOUTIJOKI	04100		FINLAND
36781736	Stora Enso Oyj	10390508	Ahtonieminkatu 20	VARKAUS	76200		FINLAND
36781737	Stora Enso Oyj	10390508	Suomitie 1	KOTKA	48100		FINLAND
36842745	Stora Enso Oyj	10390508	Talvisenkatu 2	URVASKAARI	01200		FINLAND

651532723

* D&B DUNS Number (e.g. 651532723)
(The Dun & Bradstreet DUNS number is a unique nine-digit identifier for businesses)

651532723

Organisation Trading Name (if different)

* Address
Katajanokanlaituri 4

State/Country
Uusimaa

* Business ID (Registration Number)
10390508

National Tax ID

Stora Enso contact email address

* Organisation Name
Stora Enso Oyj

* Country
FINLAND

* City
HELSINKI

* Postal Code
00100

VAT Number

* Main Organisation Phone Number
358 2046131

Web site

TO BE NOTED!

- If your organisation is highlighted in grey (as 4 companies in the top picture), it has already been registered to the portal. Please contact your Stora Enso representative.
- If you are unable to find your organisation, you may not be registered with Dun & Bradstreet. If this is the case, please contact your Stora Enso representative.

Registration Data



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8. Fill in/check all the fields on the "Organisation details" that are marked with *.
 - Organisation Name
 - Address
 - City
 - Postal Code
 - Business ID
 - Main Organisation Phone Number
 - Stora Enso contact email address (if copying it, please be careful with extra spaces)
9. After that fill in the "User Details". Enter your own contact information here.
 - First Name
 - Last Name
 - Telephone
 - Preferred Language (your account will have this language when you login)
 - Username (Choose your own username, e.g., your company DUNS number)
10. Click on "Request Validation Code" for the code to be sent your email.
 - Note that the email is coming from auto-alert@bravosolution.com. Please also check your spam folder.
11. Enter the code from the received email and press "Save" at the top right corner of the page. (If copying it, please be careful with extra spaces)

The screenshot shows a registration form with two main sections: "Organisation Details" and "User Details".

8 points to the "Organisation Details" section header.

9 points to the "User Details" section header.

10 points to the "Request Validation Code" button.

11 points to the "Email Address Validation Code" input field.

The "Organisation Details" section includes fields for: D48 DUNS Number (with a note: "The Dun & Bradstreet DUNS number is a unique nine-digit identifier for businesses"), Organisation Name, Organisation Trading Name (if different), Country (dropdown menu showing "UNITED KINGDOM OF GREAT BRITAIN AND NORTH..."), Address, City, Postal Code, Business ID (Registration Number), VAT Number, National Tax ID, Main Organisation Phone Number, and Stora Enso contact email address. There is also a "Web site" field.

The "User Details" section includes fields for: First Name, Last Name, Telephone, Preferred Language (dropdown menu), Username (with a note: "please do not forget your username"), and Primary Email Address (with a note: "IMPORTANT: This email address will be used for access to the site and for all communications. Please ensure you enter the address correctly. Please use ; (semicolon) to separate multiple addresses."). There is also a "Use Accessible Controls by default" checkbox.

Onboarding Process / Supplier Code of Conduct 2021



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12. Click on "Instructional Attachment Available" to open the Supplier Code of Conduct 2021.

13. Click on the flag to open the document in desired language.

14. Read the document carefully and then come back to supplier management portal.

- To approve the document, select "Yes" from the dropdown.
- In case of questions, please contact your Stora Enso representative.

15. Enter your "Stora Enso Contact email" if it is empty.

16. Click "Confirm" on the top right corner.

Pre-qualification Questionnaire

QUESTION	DESCRIPTION	RESPONSE	EDITABLE BY
1	Supplier Code of Conduct 2021	Instructional Attachment Available	Supplier
2	Stora Enso Contact email		Supplier

Stora Enso Supplier Code of Conduct

13

English Suomi Svenska

Français Deutsch Nederlands

Español Русский Polski

中文 Čeština Eesti

Lietuvių Latviešu Português

QUESTION	DESCRIPTION	RESPONSE	EDITABLE BY
1	Supplier Code of Conduct 2021	Yes	Supplier
2	Stora Enso Contact email	October 2024	Supplier

16

Confirm

Onboarding Process / Safety Trail




17. Click on "Instructional Attachment" to open the instructions for electronic Safety Trail training.
18. Click on the flag to open the document in desired language.
19. Read the instructions and follow the link to the portal.


Sustainability Confirm


TRAINING CERTIFICATION
Provide information on training certification.

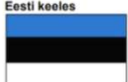
QUESTION	DESCRIPTION	RESPONSE	EDITABLE BY
1 Safety Trail Code	* It is mandatory for every supplier doing business with Stora Enso to conduct the Supplier Code of Conduct Safety module. Please open the PDF to get the instructions to conduct an electronic training. After you have conducted the training, please insert code you have obtained at the end of the course.	 Instructional Attachment 	Supplier

Stora Enso Safety Trail Instructions

18  English  Suomeksi

Po Polsku  Auf Deutsch  Svenska 

中文  по-руски 

Eesti keeles  Český 

Dear supplier,

Please follow this link

- 19 <https://externaltraining.storaenso.com/suppliers/?lang=en> to self-register in Stora Enso learning environment to conduct Stora Enso Safety Trail. The conduction of the training should take between 15 and 25 minutes.

Please use your company DUNS number in the DUNS field. We strongly recommend you to copy and paste your company DUNS number from this tool into the supplier reference field.

After you have completed the e-learning, you will be issued a code. Please come back to the Supplier Management Portal and insert the code into this question as proof of completion.

We encourage you to circulate the link above within your organization. Please note that your colleagues shall also use the same DUNS number as supplier reference.

Thank you for your cooperation!

Best regards,
Stora Enso Sustainable Sourcing

October 2024

Onboarding Process / Safety Trail



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20. Enter your information to the form.
 - Please note DUNS number is the same number you searched for in the registration process (step 8).
21. Click "Sign up".
22. Select the preferred language from the drop down and click on "Start course".

Welcome to Stora Enso learning environment
Please provide the following information to register

20 First name:

Last name:

Email:

DUNS number:

21

SCoC Safety Trail

Your sessions for this course

Status	Last activity	Expires
You do not have any sessions for this course.		

Description:
Stora Enso Safety Training for suppliers to promote proactive safety culture and management of occupational safety.
For technical support please select the "Support" button.
Duration: 30 - 45 minutes
Content owner: Ulrica.skogingnyberg@storaenso.com
Business owner: Pasi.Laukkanen@storaenso.com
Content last updated: 26 Apr 2022

22 Language:

October 2024

Onboarding Process / Safety Trail



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23. After successfully completing the course, your total score and code will be displayed on the screen. Code will be sent to your email as well.

24. Write down or copy the code and go back to the supplier management portal.

25. Write/paste the code to the Safety Trail Code "Response" field. If problems with pasting the code, please write it in the field.

26. Now it's possible to fill in "CO2 Footprint" and "TRI Values".

- Please note it's not mandatory to fill in the data but it's recommended to do so.

27. Click on "Confirm" to save the information.

Congratulations!

You have collected 100 safety points.

As proof of your successful completion of the course, copy the code below and paste it into the Stora Enso Supplier Management Portal.

23

27 [Confirm](#)

ustainability

TRAINING CERTIFICATION
Provide information on training certification.

QUESTION	DESCRIPTION	RESPONSE	EDITABLE BY
1	Safety Trail Code	<div style="border: 1px solid black; padding: 2px; display: flex; align-items: center;"> 25 <input style="width: 100%; height: 15px;" type="text"/> </div>	Supplier
2	SE Climate training for suppliers	<div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 2px;"> <small>Instructional Attachment Available</small> </div> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 2px;"> <small>Characters available: 2000</small> </div> <div style="border: 1px solid #ccc; padding: 2px;"> <small>Instructional Attachment Available</small> </div>	Supplier

CO2 FOOTPRINT

QUESTION	DESCRIPTION	RESPONSE	EDITABLE BY
1	CO2 (tons)	<input style="width: 100%; height: 15px;" type="text"/>	Supplier
2	CO2 intensity (ton/EUR)	<input style="width: 100%; height: 15px;" type="text"/>	Supplier
3	CO2 Trend (3 Years)	<input style="width: 100%; height: 15px;" type="text"/>	Supplier
4	CO2 Reporting Year	<input style="width: 100%; height: 15px;" type="text"/>	Supplier

TRI VALUES

QUESTION	DESCRIPTION	RESPONSE	EDITABLE BY
1	TRI Rate	<input style="width: 100%; height: 15px;" type="text"/>	Supplier
2	TRI Trend (3 Years)	<input style="width: 100%; height: 15px;" type="text"/>	Supplier
3	Reporting Year TRI	<input style="width: 100%; height: 15px;" type="text"/>	Supplier

26

October 2024

Registration Confirmation



28. As a last step you get confirmation that the registration process is complete and a summary of your responses.
29. You can close the window from the top right corner.
30. You will be forwarded back to the home page from where you can re-login to your account.
31. Stora Enso Data Quality Team will check your registration, and they will contact you in case there are any issues.

Thank you for your registration!

28

The Registration Process is complete. The information provided will be reviewed by Stora Enso and you will receive a message later to confirm your successful pre-qualification. Use your username and password to access the Supplier Management site again.

29

Registration Summary	COMPLETION STATUS (MANDATORY QUESTIONS FOR REGISTRATION)
Registration Data	Missing Responses: Optional 5
Pre-Qualification Questionnaire	All data complete
Sustainability	Missing Responses: Optional 8

30

Stora Enso Supplier Management

Welcome to the Stora Enso Supplier Management Portal, your gateway to becoming a Stora Enso supplier.

New Supplier?

Already Registered?

Login

username

password

login your password? Go

WARNING: Do not proceed if you are not an Authorized User. This application is protected by appropriate security measures. Access to and use is restricted to Authorized Users only. Any attempt to use this system in a manner not authorized or any attempt to alter, destroy or damage any information contained within it may constitute a breach of the provisions of the Computer Misuse Act 1990 and/or other legislation and shall leave the user liable to both criminal and civil proceedings. It is strictly forbidden to attempt to access this system using any third party's login identity. Anyone using this system consents to active monitoring for security policy compliance purposes.



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