



Stora Enso Supplier Management Supplier Guide

CONTENTS

DUN & BRADSTREET	1
If your organisation is not registered with D&B	1
REGISTERING ON THE PORTAL	1
Portal Login Page	1
1) Registration Form	1
Finding your Dun & Bradstreet	1
2) Pre-Qualification Questionnaire	3
Portal User Agreement	3
Stora Enso Contact	3
Supplier Code of Conduct	3
Sub-Supplier Countries	3
3) Category Selection	3
COMPLETING REGISTRATION	3
PRE-QUALIFICATION ASSESSMENT	3
MANAGING YOUR PROFILE	3
Updating your company details	3
Updating your Pre-Qualification information	4
Updating your supply categories	4
Sending a message to Stora Enso	4
Adding additional users	4
NEED ASSISTANCE?	4

DUN & BRADSTREET

Stora Enso require all suppliers to be registered with Dun & Bradstreet (D&B) and have a valid D-U-N-S number. For more information on this policy view the FAQ page via the login screen.

If your organisation is not registered with D&B

You will need to request a D&B D-U-N-S number via the portal. You can do this by clicking the 'dun&bradstreet' button at the top of the screen during registration. This will open a form where you can provide some company details which will be sent to Bisnode (D&B partner) who will process the request and assign a D-U-N-S number. You can then complete your registration on Stora Enso Supplier Management portal.

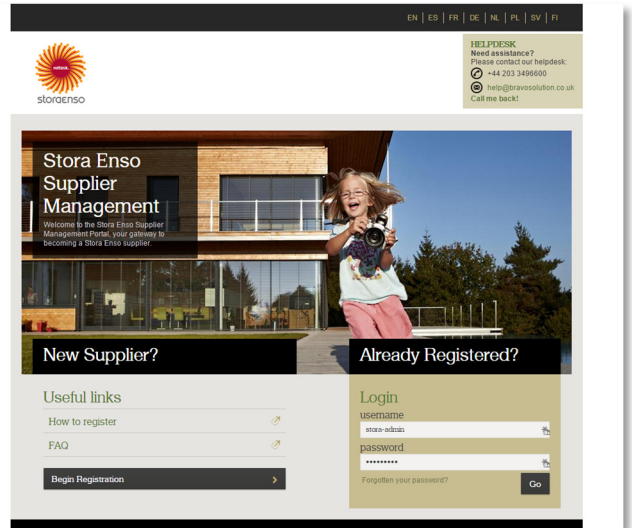


For more information, visit the FAQ page on the portal.

REGISTERING ON THE PORTAL

Registration is by invitation only. You should have received an invitation via email from a Stora Enso contact. Within the email is the link to the Supplier Management Portal login page.

Portal Login Page



Click the 'Begin Registration' button to begin.

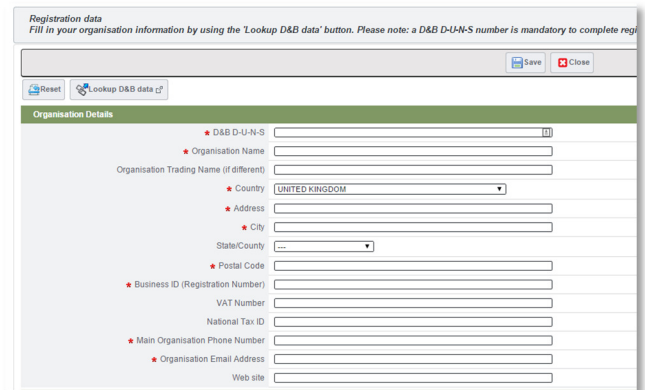
There are 3 main stages for registration on the Supplier Management portal:



- 1) Registration Form;
- 2) Pre-Qualification Questionnaire;
- 3) Category Selection.

1) Registration Form

This is to capture information about your organisation and yourself.



Note: At any point during the registration, click the ? icon at the top of the screen for help.

Finding your Dun & Bradstreet information

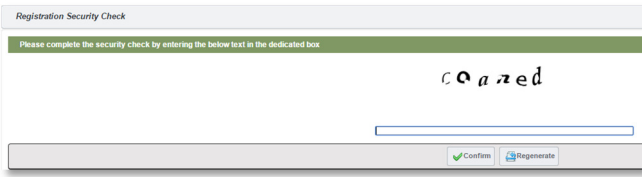
Click the 'Lookup D&B data' function to find your organisation within the D&B database.

'Captcha' Code

This is a security feature to prevent misuse of the lookup facility. In the new window, enter the code from the image and click 'Confirm'.

Stora Enso Supplier Management: Supplier Guide

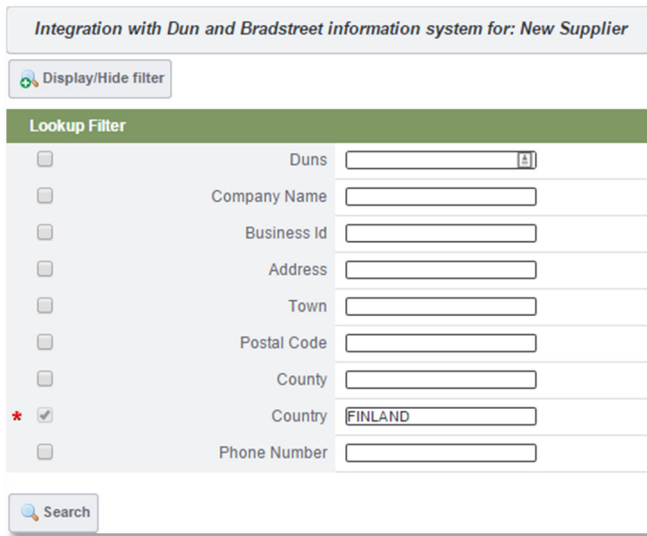
If you are unable to read the code, click 'Regenerate' to get a new image.



Search D&B Database

On the next screen, enter search criteria and click 'Search'.

Note: search must be based on 'Country' plus one other field as a minimum.



Select your organisation from the list of results and click 'Select'.



Note: if your organisation has a grey highlight (see example below) then it already exists in the Supplier Management portal. Please contact your Stora Enso contact in this instance, do not proceed with registration.

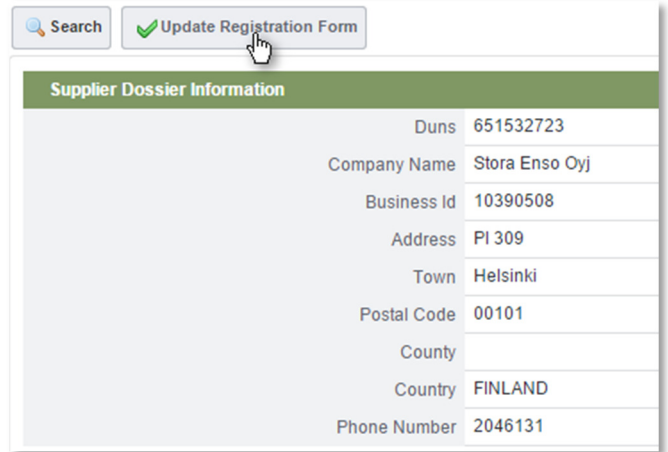
Returned list of matching suppliers		
Duns	Company Name	Tr
1 651532723	Stora Enso Oyj	
2 539544551	Stora Enso Packaging Oy	Lac
3 540281292	Stora Enso Ingerois Oy	
4 651069031	Stora Enso Wood Products Oy Ltd	

Note: If your organisation is not displayed at all, adjust the search criteria and repeat the search. If you are still unable to locate your organisation, you may not be registered with D&B - see 'If your organisation is not registered with D&B' section' above.

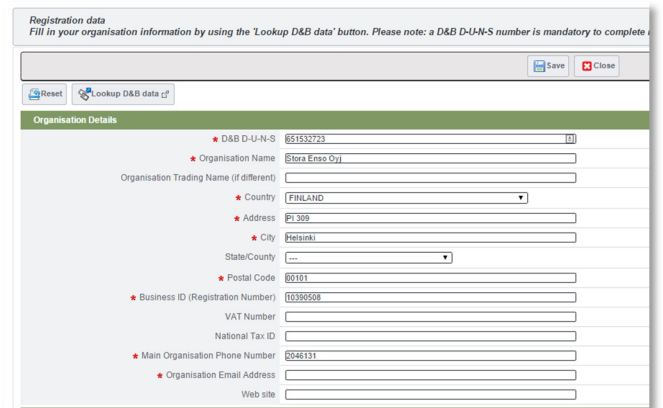
Download D&B data

After clicking 'Select', information is downloaded from the D&B database.

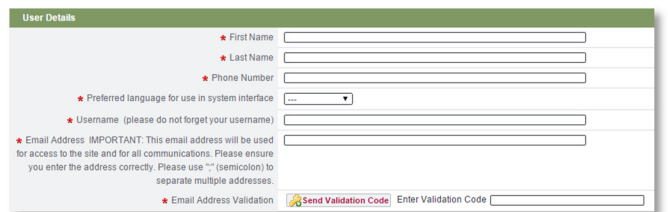
If this is the correct organisation, click 'Update Registration Form'.



The D&B information will be populated into the registration form.



You should then complete all remaining mandatory (denoted by *) Organisation and User Details fields.

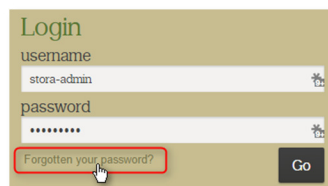


Note: after populating your email address, click the 'Send Validation Code' button to send a unique code to that address. Once received, populate this in the 'Email Address Validation' field.

Once you have completed all information, click 'Save'.

You will be emailed your username and password. You can log back in at any time to complete the registration process.

Note: if you forget your username or password, you can get a reminder from the main portal login page...



2) Pre-Qualification Questionnaire

The next step is to complete the Pre-Qualification questionnaire.

Portal User Agreement

This covers basic information about use of the portal. You must accept this in order to complete the registration process.

Stora Enso Contact

Enter the email address of the Stora Enso purchaser that sent you the invitation to register.

Supplier Code of Conduct

Upload a signed, scanned version of the Supplier Code of Conduct against this question.

To obtain the Supplier Code of Conduct, click the **Download Template** link to download a shortcut file to your computer. When opened this will take you to a web page where you can download a local language version of the Stora Enso Supplier Code of Conduct.

Important Note: substituting, amending or failing to sign the standard Supplier Code of Conduct document may result in your pre-qualification being denied.

Sub-Supplier Countries

Provide details on the location of your sub-suppliers. If 'Yes' you will be asked to provide further information on subsequent screens.

3) Category Selection

The final part of the registration process requires you to select one or more supply categories from the Stora Enso category tree before pressing 'Select'.

Note: you can use the category description search to help find the correct categories.

COMPLETING REGISTRATION

If you have completed all mandatory information correctly then your account will be activated and the information provided will be reviewed by Stora Enso as part of the Pre-Qualification Assessment.

Note: Omitting mandatory information or declining to accept the user agreement will result in the registration process being unsuccessful. You can log back in to amend your responses using your username and password.

PRE-QUALIFICATION ASSESSMENT

After successful registration, a Pre-Qualification Assessment takes place in which Stora Enso review your data before assigning a status from the following.

	Ready for evaluation
	Pending
	Pre-Qualified
	Not Pre-Qualified

If there are any questions regarding the information provided during registration, Stora Enso may contact you via the portal for clarification.

MANAGING YOUR PROFILE

Logging in after registration will take you to the dashboard screen.

From here you can access your profile, add new users to your account and respond to requests from Stora Enso.

Updating your company details

You can update your company information at any point by clicking on 'Profile' then 'Registration Data' → 'Edit'.

Note: Some fields are locked, if you need to update these please contact your Stora Enso contact.

Updating your Pre-Qualification information.

Stora Enso may, from time to time, request that you update or reconfirm your pre-qualification information.

If Stora Enso have requested you update your information, you will receive an email and will also see this on the dashboard screen under 'My Editable Assessments'.

To update your information, click on the Assessment.

My Editable Assessments		
Buyer Organisation	Request Received On	Editable Form Completion
Stora Enso	13/07/2015	25%

Select the form to update...

Editable Forms			
Title	Mandatory	Supplier Form Status	Optional
1 Pre-Qualification questionnaire	75%		

Click 'Edit', complete the necessary data then click 'Save and Continue'.

Finally you must 'Return Forms to Buyer' to indicate that you have finished editing the information.

Note

All Forms have been reviewed and all mandatory fields completed

Return all listed Forms to the Buyer or go back to the Forms and Return them later

Return Forms to Buyer No, I will do it later

Updating your supply categories.

You can maintain the categories that you wish to provide Stora Enso at any time. From the dashboard, click 'Profile' and then the 'Categories' tab.

To add a category click 'Add Category'.

Profile User Management Categories Assessments

Locations

Current Categories

Category Code Title

1	ENE_ELT_01	Electricity
---	------------	-------------

Total: 1 Page 1 of 1

To remove a category, click the category name and then 'Remove Category'.

Classification: >Stora Enso Product & Service Categories>Energy>Electricity>Electricity

Remove Category Print Help for Suppliers

Sending a message to Stora Enso

From the dashboard, go to 'Pre-Qualification Assessments'.

Supplier Management and Performance Quick Links

Standard Links

- Editable Assessments
- Pre-Qualification Assessments

Click on the assessment and on the next screen click 'Messages'.

Buyer Organisation: Stora Enso Status: Pre-Qualified

Pre-Qualification Assessment Report

Associated Forms

Pre-Qualification questionnaire

Dun & Bradstreet Information

Messages

Unread Messages (0)

From here you can create a message and view received messages.

Messages

Unread Messages (0)

- Create Message
- Received Messages
- Sent Messages
- Draft Messages
- Forwarded Messages

Note: Any messages sent will be received by the Stora Enso Supplier Management Team and the purchaser that sent you the invitation.

Adding additional users

You can add colleagues to your account to have visibility of the process if required. To do this, go to 'Profile' -> 'User Management'.

Main Page Accessibility and Legend

Profile User Management Categories Assessments

Locations

Users Users

User Roles Roles

Divisions Divisions

Search/Filter Create Export User Details To Excel

Last Name	First Name	Data	Div
1 Manager 1			

Total: 1 Page 1 of 1

Click 'Create', enter their details and click 'Save'. This will trigger an email with a password to be sent.

New User

Save Cancel

User Details

Last Name

First Name

E-mail

Telephone Number

The Mobile phone number must start with "+" and contain digits from 0 to 9 (min 8 max 15) with no spaces. The first number can not be 0.

Division Name

Department

Role Name

Choose your Username and check it is not already in use.

Preferred Language

Time Zone (GMT + 2:00) EET (Eastern Europe Time)

NEED ASSISTANCE?

For any technical support using the Supplier Management portal, contact the helpdesk:

Email: help@bravosolution.co.uk

Phone: +44 203 3496600