



Supplier Management Portal

Supplier Instruction

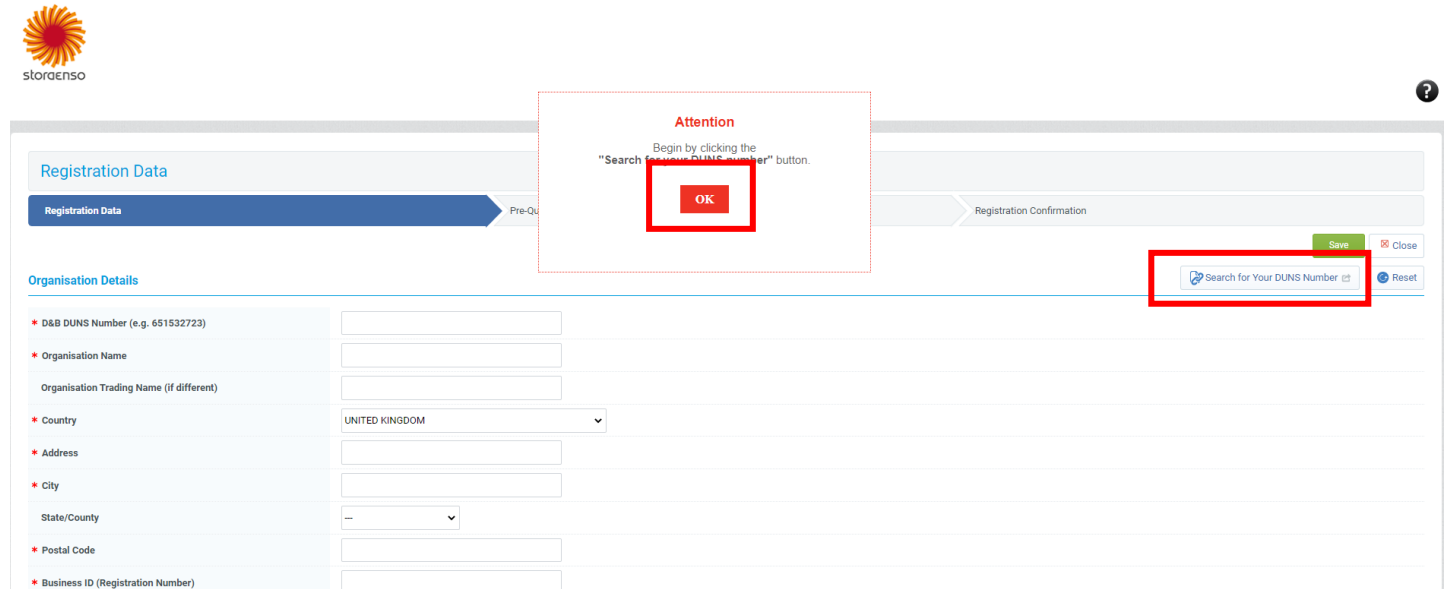
New Supplier Registration

- Selection of desired language
- Data Privacy information can be found on the dedicated Stora Enso website
- New Suppliers can start the registration by clicking “Begin Registration” button
- Existing Suppliers can login with their chosen username and password

The screenshot shows the Stora Enso Supplier Management website. At the top, a green navigation bar contains the text "THE RENEWABLE MATERIALS COMPANY" and a language selection menu with options: SV, FI, 中文, DE, EN, ES, FR, NL, PL, RU. The language menu is circled in red. Below the navigation bar is a yellow banner with two sections: "Data Privacy" and "HELPDESK". The "Data Privacy" section is also circled in red and contains the text: "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." The "HELPDESK" section contains the text: "Need assistance? Please contact our helpdesk: +44 203 608 4238, help_uk@jaggaer.com, Call me back!". Below the banner is a large image of a log yard with a suspension bridge in the background. Overlaid on the image is a white box with the text: "Stora Enso Supplier Management. Welcome to the Stora Enso Supplier Management Portal, your gateway to becoming a Stora Enso supplier." Below the image are two buttons: "New Supplier?" and "Already Registered?". Below the "New Supplier?" button is a "Useful links" section with a "Begin Registration" button circled in red. Below the "Already Registered?" button is a "Login" form with fields for "username" and "password", a "Forgotten your password?" link, and a "Go" button. The "Login" form is also circled in red.



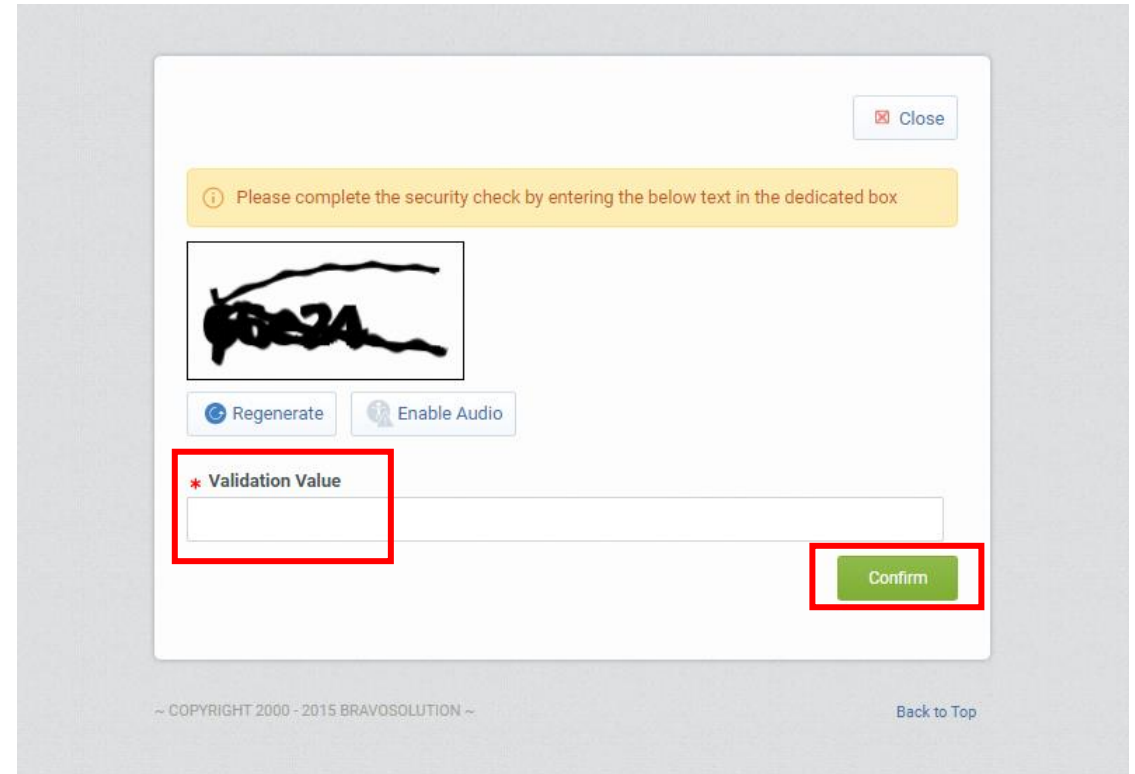
- Click ok to close notification window
- Click: “Search for Your DUNS Number”



The screenshot shows the Storaenso registration interface. At the top left is the Storaenso logo. The main content area is titled "Registration Data" and includes a progress bar with "Registration Data" and "Pre-Qu" steps. Below this is the "Organisation Details" section, which contains several input fields: "D&B DUNS Number (e.g. 651532723)", "Organisation Name", "Organisation Trading Name (if different)", "Country" (set to UNITED KINGDOM), "Address", "City", "State/Country", "Postal Code", and "Business ID (Registration Number)".

Two red boxes highlight specific elements: one around an "OK" button in a notification window, and another around the "Search for Your DUNS Number" button in the top right corner of the form. The notification window contains the text: "Attention. Begin by clicking the 'Search for Your DUNS Number' button." The "Search for Your DUNS Number" button is accompanied by "Save", "Close", and "Reset" buttons.

- Enter the validation value displayed on your screen
- Confirm

A screenshot of a web-based security check interface. At the top right is a "Close" button. Below it is a yellow instruction bar: "Please complete the security check by entering the below text in the dedicated box". The main area shows a distorted image of the number "24" with a scribble over it. Below the image are two buttons: "Regenerate" and "Enable Audio". A text input field is labeled "* Validation Value" and is highlighted with a red box. To the right of the input field is a green "Confirm" button, also highlighted with a red box. At the bottom, there is a copyright notice: "~ COPYRIGHT 2000 - 2015 BRAVOSOLUTION ~" and a "Back to Top" link.

- Follow the instructions on how to search for DUNS
- These can be found on the next slide as well



Search for your organisation in the Dun & Bradstreet database

Lookup Filters Display/Hide Filter Close

<input type="checkbox"/> D&B D-U-N-S Number	<input type="text"/>
<input type="checkbox"/> Organisation Name	<input type="text"/>
<input type="checkbox"/> Business ID	<input type="text"/>
<input type="checkbox"/> Address	<input type="text"/>
<input type="checkbox"/> City	<input type="text"/>
<input type="checkbox"/> State/County	<input type="text"/>
<input checked="" type="checkbox"/> Country (English name)	UNITED KINGDOM
<input type="checkbox"/> Phone Number	<input type="text"/>

INSTRUCTIONS:
To search for your DUNS information:
1. Select your 'Country' (this must be in English)
2. Enter at least one other search criteria
3. Click on the 'Search' button.
4. A list of organisations matching the criteria will be displayed.
5. Click on your organisation and press the 'Select' button.
6. Follow the on screen instructions to download the information and complete the registration process.

NOTES:
- if your organisation is highlighted in grey, it has already been registered on the portal. Please contact your Stora Enso contact in this instance.

- If you are unable to find your organisation, you may not be registered with Dun&Bradstreet. If this is the case, you can request a DUNS number using the 'Can't find your company?' button (you must attempt at least one search before you can request a DUNS number).

Search

- **INSTRUCTIONS:**

To search for your DUNS information:

1. Select your 'Country' (this must be in English)
2. Enter at least one other search criteria
3. Click on the 'Search' button.
4. A list of organisations matching the criteria will be displayed.
5. Click on your organisation and press the 'Select' button.
6. Follow the on screen instructions to download the information and complete the registration process.

NOTES:

- if your organisation is highlighted in grey, it has already been registered on the portal. Please contact your Stora Enso contact in this instance.

- If you are unable to find your organisation, you may not be registered with Dun&Bradstreet. If this is the case, you can request a DUNS number using the 'Can't find your company?' button (you must attempt at least one search before you can request a DUNS number).

- Instructions on how to request a DUNS number can be found on the next slide



Close

Request a D-U-N-S number

<p>* Organisation Name:</p> <input type="text"/>	<p>* Business ID (Registration Number)</p> <input type="text"/>
<p>* Address:</p> <input type="text"/>	<p>* Postal/ZIP Code:</p> <input type="text"/>
<p>* City:</p> <input type="text"/>	<p>Website:</p> <input type="text"/>
<p>* Country:</p> <input type="text" value="UNITED KINGDOM"/>	<p>State/County:</p> <input type="text"/>
<p>* Contact Name:</p> <input type="text"/>	<p>* Phone Number:</p> <input type="text"/>
<p>* Email:</p> <input type="text"/>	<p>* Email of Stora Enso contact who invited your organization to register:</p> <input type="text"/>

This information will be passed to Bisnode (a D&B partner) who will process your request for a D-U-N-S number.

Bisnode will contact you separately in order to process your request if required. Assigning a D-U-N-S number typically takes less than a week but in some cases may take longer.

Once your organisation has been assigned a D-U-N-S number, please re-attempt registration on the Stora Enso Supplier Management portal.

You will receive a copy of the email sent to Bisnode for your records.

Send Mail

- All information from D&B will be fetched
- Check if the information is correct and add your VAT number and National Tax ID, if applicable
- Enter the e-mail address of your Stora Enso contact person
- Enter your contact information
- Select your preferred language – your account will be displayed in this language when you login
- Select your username
- Add your e-mail address
- Click Send Validation Code – the code will be send to your e-mail address
- Enter the validation code in the received e-mail and press save at the top of the page
Note: also check your spam folder. The e-mail is not coming from Stora Enso!!
- Click the green “Save” button at the top right corner

Organisation Details

* D&B DUNS Number (e.g. 651532723) <small>(The Dun & Bradstreet DUNS number is a unique nine-digit identifier for businesses)</small>	123456789
* Organisation Name	Muster Account
Organisation Trading Name (if different)	
* Country	AUSTRIA
* Address	Musterstrasse 15
* City	Wien
State/Country	---
* Postal Code	1111
* Business ID (Registration Number)	FN 123456 m
VAT Number	ATU12345678
National Tax ID	
* Main Organisation Phone Number	+431234567895
* Your Stora Enso contact email address <small>(example@storaenso.com). Note: Please do not enter your company email address.</small>	max.mustermann@storaenso.com
Web site	



User Details

* First Name	Marie
* Last Name	Schneider
* Telephone	+431234567895
* Preferred Language	English (UK)
* Username <small>(please do not forget your username)</small>	marie.schneider@musteraccount.com
* Email <small>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.</small>	marie.schneider@musteraccount.com
* Email Address Validation	<input type="button" value="Send Validation Code"/> <input type="text" value="Enter Validation Code"/>

- Accept the Supplier Code of Conduct by selecting “Yes” from the dropdown menu
 - You can access the file of the Supplier Code of Conduct by clicking on the link next to the dropdown field
- Press “Save & Continue”



Pre-Qualification Questionnaire

▼ BASIC DATA

	QUESTION	DESCRIPTION	RESPONSE	EDITABLE BY
1	Supplier Code of Conduct 2021	* Please read the Stora Enso Supplier Code of Conduct (SCoC) attached and confirm your acceptance below. On behalf of the Supplier, we hereby confirm that we will in all respects comply with the Stora Enso SCoC (attached), which we have read and understood. We confirm that the SCoC will form an integral part of each current and future contract with Stora Enso.	<div style="border: 2px solid red; padding: 5px;"> Yes ▼ Stora Enso Supplier Code of Conduct_NEW ... </div>	Supplier
2	Stora Enso Contact email	* Please enter the email address of the Stora Enso contact who invited your organization to register	ⓘ <input type="text"/> <small>Characters available 2000</small>	Supplier

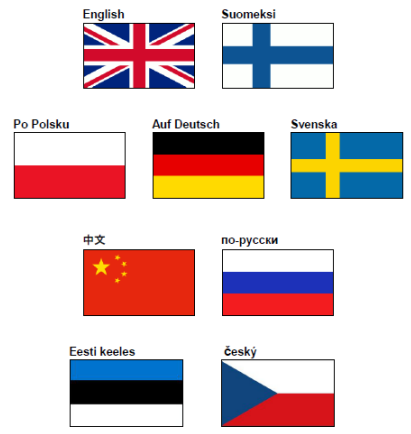
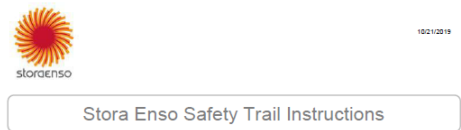
Pre-Qualification Questionnaire

eLearning Profile Page

TRAINING CERTIFICATION

Provide information on training certification.

QUESTION	DESCRIPTION	RESPONSE	EDITABLE BY
1	Safety Trail Code	<p>* 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.</p> <p>1</p> <p>2. Stora Enso Safety Trail - instruction...</p> <p>Characters available 2000</p>	Supplier
2	SE Climate training for suppliers	<p>We have created the Stora Enso Climate training for suppliers aiming to support you on your journey to reduce emissions. *This training is available in 9 languages and is NOT mandatory.</p> <p>SE Climate training for suppliers.pdf</p> <p>Characters available 2000</p>	Supplier



Dear supplier,

Please follow this link <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.

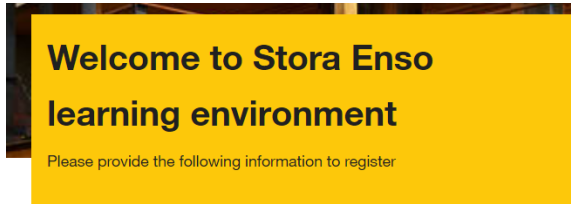
After you have completed the e-learning, you will be issued a code. Please come back to the Supplier Management Portal and insert the code into this question as proof of completion.

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

- Open the instructions and click on the flag with your desired language – you will be forwarded to the instructions in selected language
- Read the instructions and follow the link to the portal



First name:
Marie

Last name:
Schneider

Email:
marie.schneider@musteraccount.com

DUNS number:
123456789

Sign up

- Enter your data and click on “sign-up”
- The DUNS number is your D&B DUNS Number you have entered previously in the registration process



+ Favourites

SCoC Safety Trail



Description

Stora Enso Safety Training for suppliers to promote proactive safety culture and management of occupational safety.

For technical support please select "Support" button.

Duration

15-25 minutes

Content owner

hannele.hirvela@storaenso.com

Content last updated

17 Dec 2020

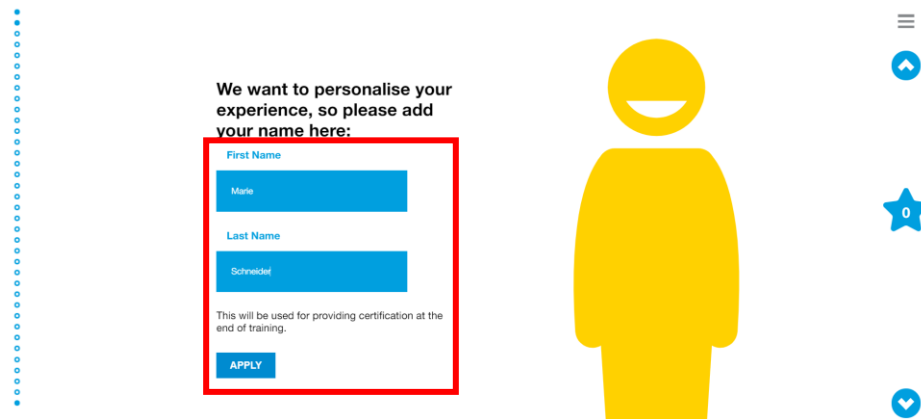
Language:
English

Start content

- Select your preferred language from the dropdown menu – the training will be in the selected language
- Click on the “Start content”



- Click on the down button to continue – follow further instructions



- Enter your data and click “Apply”
- Continue the training



Congratulations!

You have collected 105/105 safety points. As proof for successful completion of the course, you need to copy the code below and paste it to the Stora Enso Supplier Management Portal.

CODE

If you wish you can also print a personalized training certificate
To enable printing, please provide your full name.

First name

Marie

Last name

Schneider

[PRINT CERTIFICATE](#)



CERTIFICATE

Supplier Code of Conduct
Safety trail

Hereby it is confirmed that

Marie Schneider

successfully completed the training
with the following amount of points:

105



- After successfully completing the training you will get to the final page
- Note down the displayed code (it is not the one displayed on the picture)
- You can print your certificate
- Go back to the Supplier Management Portal

▼ In order to pre-qualify, please respond to the questionnaire below.

Basic Profile Form: Pre-Qualification questionnaire.

Registration Data

Pre-Qualification questionnaire

Registration Confirmation

Save & Continue

Cancel

Training Certification

Provide information on training certification.

Label	Description	Response
Safety Trail Code	<p>★ 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.</p>	<p><input type="text"/></p> <p>Characters available 2000 2. Stora Enso Safety Trail - instruction...</p>

- Enter the code in the dedicated field you have received from the other tool after completing the Safety Trail Online Training
- Press “Save & Continue”

Registration Confirmation

Registration Data

Pre-Qualification questionnaire

Registration Confirmation

Close Window

Main Page



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.

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:

+44 203 608 4238

help_uk@jaggaer.com

Call me back!

- You have completed the registration and can close the window
- You will be forwarded back to the home page from where you can login to your account
- The Stora Enso Supplier Master Data Team will check your registration and will contact you in case of any issues with your registration

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 Help](#)

[Begin Registration](#)

Already Registered?

Login

username

password

[Forgotten your password?](#)

Go