AHLSTROM

We at Ahlstrom have partnered with SAP Ariba to digitalize our end-to-end procurement processes and we are now onboarding all our suppliers through the platform.

What do you need to do to get onboarded?

The onboarding process consists of following steps:

For all suppliers :

1. <u>Registration:</u> where you will be asked to submit your company's contact and bank details and accept our Code of Conduct.

Only if requested :

2. <u>Qualification:</u> where you will be asked to answer questions specific to the goods or services you provide.

You will receive an e-mail containing a link to register with us via the SAP Ariba platform. Please follow the link and either use your existing Ariba Network credentials to login or create a new Ariba network account.

Once you are logged in, you will be redirected to our registration questionnaire. Please complete the questionnaire and click on *Submit Entire Response* at the end.

If qualification is not requested, when your submitted registration questionnaire has been processed and approved by our internal Procurement and Finance teams, your onboarding is completed.
If qualification is requested, you will then receive a second e-mail with a link to the qualification questionnaire.

You will always have access to these questionnaires by logging into SAP Ariba with your credentials at **supplier.ariba.com**, in case you will need to update any specific information such as your contact details or bank information.

In order to complete our supplier onboarding requirements, you will need the following:

Registration	Qualification
• Access to an internet browser	• Access to an internet browser
• Signed & stamped bank certificate	• ISO certificates, if you wish to provide them
• Documentation supporting your tax registration ID	• Information on your Health & Safety protocols, if you will be conducting work at an Ahlstrom site

FREQUENTLY ASKED QUESTIONS

How much does it cost to create an Ariba account?
Standard accounts are free and there is no fee for registering with us.

Can I use my existing Ariba Network ID to complete the registration with Ahlstrom?
Yes, once you have received our invitation to register, you can follow the link and use your existing Ariba credentials to log in. Please ask internally if you are unsure about an existing account.

Can I use my existing Ariba Network ID to establish a trading relationship with Ahlstrom?
No, as we are currently only using the Supplier Management and Sourcing modules in Ariba, you cannot request a trading relationship using your existing AN ID. Nevertheless, you are still required to complete our registration to be an approved supplier. The registration process will form the relationship between our companies.

I submitted the registration questionnaire but now received an e-mail telling me I must provide more information; how can I do this?
Please login with your Ariba Network credentials at supplier.ariba.com, access "Proposals and Questionnaires" from the drop-down menu at the top and click on "Revise Response" to edit and re-submit the questionnaire based on the comment(s) you received.

Where can I find more information or get support?
For more information, you can visit our website at
https://www.ahlstrom.com/About-us/Smartbuy/

On the website, you will find additional support materials, such as our **quick guide**, **onboarding guide** and **supplier onboarding FAQ**.

Please reach out to your local Ahlstrom contact if you need more support.