

HOW TO APPLY TO BE A SUPPLIER

Guide for registration as a Vendor on the SupplHi platform

V03 Jan. 2021



[SUPPLHI.COM](https://supplhi.com)

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1.APPLY TO BE A SUPPLIER

Starting from March 2020, Maire Tecnimont Group leverages on SupplHi - the single and mandatory gateway for Supplier Qualification for all companies of the Group - replacing any previous platform.

To apply for becoming a supplier of Maire Tecnimont Group, please perform the following steps for “Corporations” on SupplHi platform. Please note that “Individuals” are not involved in the Vendor Registration and Qualification Questionnaire steps.

1

ACCESS AS A USER & VENDOR ONBOARD

Create a new account or use your SupplHi credentials.

Identify your organization (Corporation or Natural Person) and provide details on the Ultimate Parent, Immediate Parent and Controlled companies.

2

VENDOR REGISTRATION

Provide information related to your categories of supply, references, certifications, contacts and other key information to better define your business perimeter.

3

APPLICATION & QUESTIONNAIRE FOR MET QUALIFICATION

Apply to the Material Groups of interest and - if required- provide the related advanced information about the relevant capabilities of your company.

Provide business contacts and Bank Account details to be used with Maire Tecnimont Group.

Access SupplHi at the following link to complete all the required steps

SUPPLHI.COM



2.ACCESS AS A USER: ALREADY REGISTERED

1

Supported Browsers: Google Chrome / Mozilla Firefox / Microsoft Edge



Connect to the “Sign In” page <https://vendor.supplhi.com>

SUPPL HI

Sign into SupplHi

Email

Password

☐ Remember me [Sign Up](#)

By logging in, you agree to SupplHi's Terms of Service and Privacy Policy

Sign In A

SupplHi

The Vendor Management platform for Industrial equipment and services

- A If you are already registered as a User on SupplHi, enter your credentials and click on the “Sign In” button.

2.ACCESS AS A USER: NOT REGISTERED (1/2)

1

If you are using SupplHi for the first time please register as a User.

SUPPLHI

Sign into SupplHi

Email

Password

☐ Remember me

A Sign Up

User Account Vendor Identification Vendor Registration Application to Buyers

B

Register as a User

Through the **User Registration** you will gain access to the SupplHi Vendor Management platform for industrial equipment and services.

First Name

Tutorial

Family Name

User

Email

tutorialuser@gurumail.xyz

Please register with your business email address.

Password

.....

Your password must have a minimum of 6 characters, and include at least 1 number and 1 uppercase letter.

A In case you are not already registered as a User on SupplHi, create a new account by clicking on “Sign Up” button.

B Fill in the Registration form, accept SupplHi’s Terms and Conditions and processing of your personal data for marketing purposes (*optional*).

Submit your form by clicking on the “Submit” button at the end of the page.

You will receive a “Confirmation of User registration” email



2.ACCESS AS A USER: NOT REGISTERED (2/2)

1

Upon you submit your User Registration request you will receive an e-mail for your confirmation.

SupplHi - Confirmation of User Registration - ACTION REQUIRED



no-reply@supplhi.com
To: tutorialuser@gurumail.xyz
Cc: info@supplhi.com

Reply Reply All Forward

mercoledì 25/03

Dear Tutorial User,

Thank you for your interest in SupplHi.

Please, confirm your SupplHi User Account by clicking on the following link:

[ACTIVATE MY ACCOUNT](#)

If the link does not work, please click on: <https://registration.supplhi.com/verify-email/737e9844-41c4-4bd1-aa0d-f3fd12ee7680>

Once confirmed and Signed In on SupplHi with your credentials you will be able to register as a Vendor and gain visibility towards international Buyers that leverage on SupplHi platform

Dear [Username] [User surname],

thank you for confirming your User Account on SupplHi.

By following the next steps, you can gain visibility towards international Buyers that leverage on SupplHi platform:

1. Use your User Account to Sign In on <http://vendor.supplhi.com>
2. Complete the Vendor Onboarding
3. Complete the Vendor Registration
4. Apply to the Qualification process of specific Buyer Organizations
5. Always keep your Vendor information updated

For any questions you may have, please contact the SupplHi Team at info@supplhi.com.

Best regards,
<SupplHi footer>

C Click on “**ACTIVATE MY ACCOUNT**” or on the link below to confirm your User Registration.

You will receive a “User activation confirmation” email.

You can now **Sign In** to your SupplHi account and **start your Vendor Onboarding and Registration**.



3.VENDOR ONBOARDING (1 / 3): ORGANIZATION TYPE

1

A wizard will guide you after you Sign In to your account for the first time.

The screenshot shows a progress bar at the top with four steps: 'User Account' (highlighted in yellow), 'Vendor Identification' (highlighted in yellow), 'Vendor Registration', and 'Application to Buyers'. Below the progress bar, the main heading is 'Specify your organization type'. On the right side, there is a green 'Select' button with a checkmark, labeled with a green circle 'B'. Below this, there are two options: 'Corporation' and 'Natural Person'. The 'Corporation' option is highlighted with a green box and labeled with a green circle 'A'. It includes the text 'A legal entity formed by a group of individuals to engage in and operate a business enterprise.' and a blue button labeled 'We are a Corporation'. The 'Natural Person' option includes the text 'A person (in legal meaning, i.e., one who has its own legal personality) that is an individual human being.' and a blue button labeled 'I am a Natural Person'.

A Choose your organization type among the following:

- **Corporation:** A legal entity formed by a group of individuals to engage in and operate a business enterprise.
- **Natural Person:** A person (in legal meaning, i.e., one who has its own legal personality) that is an individual human being.

After this choice is performed, it cannot be changed.

B Click on “**Select**” after choosing your organization type.

In case on “**Corporation**”, you are required to identify your organization.

The screenshot shows a progress bar at the top with four steps: 'User Account', 'Vendor Identification' (highlighted in yellow), 'Vendor Registration', and 'Application to Buyers'. Below the progress bar, the main heading is 'Vendor Identification'. On the right side, there are two buttons: 'Back' and 'Submit' with a checkmark. Below this, there is a text input field labeled 'My Company' with a blue 'Choose an option' link next to it, labeled with a green circle 'C'. Below the input field, there are three questions with 'Yes / No' options: 'Ultimate parent company', 'Immediate parent company', and 'Controlled companies'.

C You are requested to identify the Company. “**Choose an option**” to provide your company details for identification on SupplHi.



3.VENDOR ONBOARDING (2/3): ORGANIZATION TYPE

1

Your Organization can already be registered on SupplHi - either because pre-mapped by the SupplHi Team or with another colleague already registered. The best way to make sure that it is not is to perform a search on the database.

The screenshot displays the 'Vendor Identification' step of the onboarding process. It includes a search bar with the text 'Test' and a dropdown menu showing 'Italy'. A blue 'Search' button is highlighted with a green box and labeled 'D'. Below the search bar, a message states 'There are 33 results - please select the most appropriate one.' A table lists two results: 'Attesta S.P.A.' and 'Bentley Soa - Società Organismo di Attestazione S.P.A.'. The 'Choose' button for 'Bentley Soa' is highlighted with a green box and labeled 'E'. At the bottom, a green box contains a message: 'Cannot find the company you are looking for? Submit a request for a new company profile. Click here to submit a new request.' This box is labeled 'F'.

Select your company	Address	VAT
☒ Choose Attesta S.P.A.	Via Monte Rosa, 14 - 20149, Milano - Italy	IT13103700152
☒ Choose Bentley Soa - Società Organismo di Attestazione S.P.A.	Via XX Settembre 2 - 12100, Cuneo - Italy	IT02751850047

D Type the required information in the fields and perform the search.

E In case you find your Company in the list, click on “Choose”.

F If you have not found your company in the search results start its creation by submitting a request.

Provide the basic information requested in the form and click on “Done”.



3.VENDOR ONBOARDING (3/3): PARENT COMPANIES



In case on “Corporation”, you are required to identify your organization.

User Account

Vendor Identification

Vendor Registration

Application to Buyers

Vendor Identification

Back

Submit ✓

Please, fill the information below:

My Company	Test Tutorial S.r.l. - Via A. Calabiana, 6 - 20139, Milano - Italy - Change
Ultimate parent company	Do you have an ultimate parent company ? Yes / No
Immediate parent company	Do you have an immediate parent company ? Yes / No
Controlled companies	Do you have any controlled company ? Yes / No

G You are requested to provide details on the **Ultimate Parent, Immediate Parent and Controlled companies**.

You will be able to request changes to your Vendor Identification information at any time through your Dashboard.

H You are now able to **Submit** your **Vendor Onboarding**.

An Email notification “Onboarding completion confirmation” will be sent to:

- a) You, if you are the only Super User;
- b) Your colleague if already registered as Super User.

A Super User can handover rights to another user.



4.COMplete the Vendor Registration (1/2): SUBMIT 2

After the completion of the Vendor Onboarding, you can immediately start your Vendor Registration on SupplHi.

A Click the button to start your **Registration**.

B Need for help during Vendor Registration ?
Feel free to contact the **SupplHi Team** through the **ticketing system** that can be accessed by clicking the icon in the bottom right part of the page.

The Vendor Registration information - once completed - is visible to Buyer organizations.

C Navigate the different areas to answer to the questions.

There are tips to support you in the filling.

D You can **save** and **come back** at any time.
Frequent saves are suggested in order not to lose your work on platform.

E **Submit your Vendor Registration** once you have reach 100% of completion.

You will receive a “Confirmation of Submission” email.



4. COMPLETE THE VENDOR REGISTRATION (2/2)

Once your Vendor Registration has been submitted, The SupplHi Team will review your answers:

- a) If Registration is completed and published, you will receive a “Vendor Registration publication confirmation” email.
- b) In case of a need for clarifications you will receive a “SupplHi Vendor Questionnaire - Comments” email.

Vendor Registration

97%

Save Submit

References

References by category of supply

At least 1 reference is required for each selected Category of supply. However, with at least 5 references you increase the visibility towards Buyers. A reference is a supply delivered for a Client. Always insert a Project Name, if you do not know the exact name, please complete with a synthetic Scope of Work. If a Contractor was not present (e.g. you sold directly to the End User) please insert N.A. Similarly if you do not know the End User of the Project please insert N.A.

> 01.01.01G - Shell&Tube Heat Exchangers, Extra Large (weight >= 20 tons)

References: 1

Add reference

F In case of a need for clarifications - in order to proceed with the publication of the Vendor Profile - you can integrate the incomplete information. They are signed.

G The **percentage of completion** is automatically reduced accordingly and **comments** by the SupplHi Team are clearly identified.

H You are **requested to update the information**. Reach 100% of completion and **Submit** it again.

5.APPLY FOR MET QUALIFICATION (1/7)

After the completion of your Vendor Registration, apply for the Qualification Processes of Buyer organizations (EPC Contractors, End Users, Packagers, ...), including the one of Maire Tecnimont Group (MET).

▼ Vendor Registration status **Completed**

▼ Standard Questionnaire **Ready to start**

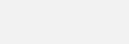
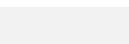
▼ Qualifications to Buyers **Continue**

You can now candidate for a Buyer Qualification Process

Apply to Buyers **A**

A Click on “Apply to Buyers”.

You can visualize the Buyer organization that - on the SupplHi platform - accept the application to their Qualification processes and pick the one of MET Group.

Buyer Organization	HQ Country	Application Status	Application %	My Last Update	View
 Maire Tecnimont Group	 Italy	Not Candidate	n.a.	-	 B
 Other Buyer Organization 1	 Italy	Not Candidate	n.a.	-	
 Other Buyer Organization 2	 Italy	Not Candidate	n.a.	-	

B Click on “Apply” to start your application to **Maire Tecnimont Group** for the Vendor Qualification process.

Qualification process is at Group level, therefore is valid for all the companies of MET Group.



5.APPLY FOR MET QUALIFICATION (2/7): T&C

Follow the instructions in the wizard dedicated to the Application to MET Group's Qualification process.

SUPPL HI

Dashboard

FUNCTIONALITIES

My Company

Vendor Registration

Questionnaire

Applications

My Applications

Support

Application to Maire Tecnimont Group

Maire Tecnimont

Maire Tecnimont S.p.A., a company listed on the Milan Stock Exchange, leading an international industrial group which is a leader in the transformation of natural resources (plant engineering in downstream oil & gas, with technological and execution competences). Through its subsidiary NextChem it operates in the field of green chemistry and the technologies to support the energy transition. Maire Tecnimont Group operates in about 45 countries, through 50 operative companies and a workforce of approximately 6,300 employees, along with approximately 3,000 professionals in the electro-instrumental division. For more information: <https://www.mairetecnimont.com/en/business-operations/global-procurement>

In this Area of the SupplHi platform, you will be asked to answer general and specific questions. Specific questions have been required by one specific Buyer (Maire Tecnimont Group). You will be able to identify such specific questions through this symbol/tag . Your answers to general questions will be available to other Buyers, while your answers to specific questions will provide information only meant for Maire Tecnimont Group. All information you provide by answering such specific questions will be regulated by the following agreement between you and the Prime Buyer. If you answer the specific questions, you agree to be bound by such contract independently from SupplHi, who has no part in it.

Documents for acceptance

Document Acceptance	Version	Action
☐ E2Y User Agreement	1	Download
☐ GDPR Policy	1	Download

Documents for reference

Document	Version	Action
Code of Ethics		Download

- A** You are requested to:
- Accept the **Platform Terms** and **GDPR Policy** specific for Maire Tecnimont Group.
- B** By clicking on “**Download**” you can save the documents on your computer.
- C** Once accepted the documents, click on “**Start Application**”



5.APPLY FOR MET QUALIFICATION (3/7): CONTACTS

Follow the instructions in the wizard dedicated to the Application to Maire Tecnimont Group's Qualification process.

SUPPL HI [Menu Icon] [Bell Icon] EN TU

Application to Maire Tecnimont Group [Edit Questionnaire]

Maire Tecnimont

Maire Tecnimont S.p.A., a company listed on the Milan Stock Exchange, leading an international industrial group which is a leader in the transformation of natural resources (plant engineering in downstream oil & gas, with technological and execution competences). Through its subsidiary NextChem it operates in the field of green chemistry and the technologies to support the energy transition. Maire Tecnimont Group operates in about 45 countries, through 50 operative companies and a workforce of approximately 6,300 employees, along with approximately 3,000 professionals in the electro-instrumental division. For more information: <https://www.mairetecnimont.com/en/business-operations/global-procurement>

Application Status: **Information required**

n.a.

0 Contacts ⓘ
0 Bank Accounts ⓘ
0 Categories of Supply ⓘ

Contacts

Name	Surname	Email	Phone Number	Mobile Number	Role within the organization	Edit
* Name						
* Surname						
* Email						

[Save] (B)

- A** To create your first contact add the following details:
- Name;
 - Surname;
 - E-mail;
 - Phone number (*not compulsory*);
 - Mobile number (*not compulsory*);
 - Role within the organization.

You can have more than one contact.

- B** Click on **Save** once you have finished adding your contacts before proceeding to Bank Account details.



5.APPLY FOR MET QUALIFICATION (4/7): BANK ACCOUNTS 3

Follow the instructions in the wizard dedicated to the Application to MET Qualification process.

A

New Bank Account ×

SWIFT Code

* Account Number

* Account Country

IBAN Code

Beneficiary Name on Bank Account

Account Currency

* Bank Name Bank National ID

* Bank Physical Address

* Bank City Bank Postal Code

* Bank Country

A You can provide **one or more Bank Account details** to the MET Group. Your Bank Account information will be shared exclusively with MET Group.

Provide all the required information in the “New Bank Account” page.
You can also add **Intermediary Bank(s)** details if necessary.

Please respect the following format:

1. *SWIFT: 11 digits max length and no gaps/spaces;*
2. *IBAN: no gaps/spaces.*

Once completed, you will be able to **add additional Bank Accounts at any time.**

Moreover, Bank Account details can be **deactivated** at any time.



5.APPLY FOR MET QUALIFICATION (5/7): CATEGORIES

Follow the instructions in the wizard dedicated to the Application to Maire Tecnimont Group's Qualification process.

Terms & Conditions

Contacts

Bank Accounts

Categories

Missing Information

Categories of application

You can add at any time the relevant categories of supply.

Qualification domain	Category ID	Category Description ↑	Location	Type of Vendor	Questionnaire Template	% of completion	Action
No records found.							

Items per page: 20 0 of 0 |< < > >|

- A** Select “Categories”
- B** Click on “Add Category” to propose categories of supply to Maire Tecnimont Group for Qualification.

Add Categories

Select Context

Select Categories

Review

Qualification Domain ⓘ

MET Group

Type of Supplier

Please select a type of supplier. In case more than one type applies, you can perform this addition of new categories multiple times.

Locations

Cancel

> Next

- C** Select your:
- Type of Supplier (*manufacturer, service provider or re-seller*);
 - Production Location for which you apply to get qualified.
- D** Click on “Next”



5.APPLY FOR MET QUALIFICATION (6/7): CATEGORIES

Follow the instructions in the wizard dedicated to the Application to Maire Tecnimont Group's Qualification process.

Add Categories

Cancel Back Next

Select Context

Select Categories

Review

Search:

Expand All

Commodity

Selection

▼ M-PROJECT MATERIALS

➤ M-BDGS BUILDINGS MATERIALS & SYSTEMS

▼ M-CHEM CHEM CATALYSTS AND REAGENTS

▼ M-CHEM-002 CATALYSTS

QMA020 CATALYSTS ☒

QMB001 LAB. MIXTURES AND TECHNICAL GASES ☐

➤ M-CHEM-003 GASES

- A Select the category(ies) of supply that you want to include in the Qualification with MET.
- B Click on “Next”

Add Categories

Cancel Back Add

Select Context

Select Categories

Review

Qualification Domain: MET Group

Type of Supplier: Manufacturer

Locations: Italy, Milano (100070218)

Categories: • QMA020 CATALYSTS

- C Review your selection and confirm it clicking on “Add”.



5.APPLY FOR MET QUALIFICATION (7/7): QUESTIONNAIRE 3

Follow the instructions in the wizard dedicated to the Application to Maire Tecnimont Group's Qualification process.

Application to Maire Tecnimont Group

Maire Tecnimont

Maire Tecnimont S.p.A., a company listed on the Milan Stock Exchange, leading an international industrial group which is a leader in the transformation of natural resources (plant engineering in downstream oil & gas, with technological and execution competences). Through its subsidiary NextChem it operates in the field of green chemistry and the technologies to support the energy transition. Maire Tecnimont Group operates in about 45 countries, through 50 operative

Application Status: **Information required**

n.a.

1 Contacts
1 Bank Accounts

A Click “Edit Questionnaire”.

B Answer all the questions.

C The percentage is based on completion %'s of templates associated to selected categories. Buyers can qualify only categories with a 100% complete template.

In case you add more categories in future, the completion percentage may decrease accordingly.

Maire Tecnimont

Maire Tecnimont S.p.A., a company listed on the Milan Stock Exchange, leading an international industrial group which is a leader in the transformation of natural resources (plant engineering in downstream oil & gas, with technological and execution competences). Through its subsidiary NextChem it operates in the field of green chemistry and the technologies to support the energy transition. Maire Tecnimont Group operates in about 45 countries, through 50 operative companies and a workforce of approximately 6,300 employees, along with approximately 3,000 professionals in the electro-instrumental division. For more information: <https://www.mairetecnimont.com/en/business-operations/global-procurement>

Application Status: **Under review**

100%

1 Contacts
1 Bank Accounts
1 Categories of Supply

D Click “Submit” once you answered all questions.

A “Confirmation of submission” email will be sent. SuplHi Team will review your answers:

- In case of a need for clarifications you will receive a “Application to Buyer - Comments” email.
- In case of publication of Questionnaire you will receive a “Questionnaire - confirmation of publication” email.

Questionnaire for Maire Tecnimont Group

Organization

- Quality System
- Project Management
- Engineering
- Procurement
- Production
- Quality Control

Company organization

* Presence of Job Descriptions

☒ For all roles in the company

☐ For each managerial role in the company

☐ Lack of Job Descriptions

* FTEs by Type

Save Submit



6.CHECK YOUR APPLICATION STATUS

In “My Applications to Buyer organizations” page, you can view your application status for Maire Tecnimont Group.

SUPPLHI **EN** **VG**

My Applications to Buyer organizations

Buyer Organization	HQ Country	Application Status	Application %	My Last Update	View
Maire Tecnimont Group	Italy	Under Review	100%	8 hrs	View
Other Buyer Organization 1	Italy	Not Candidate	n.a.	-	Apply
Other Buyer Organization 2	Italy	Not Candidate	n.a.	-	Apply

2021 © SupplHi Version: 0.1.35 [Guidelines](#) [Privacy](#) [T&C](#)

A In case of Action required (e.g. completion of the Qualification Questionnaire), a red notification will be made visible on platform. Make sure that you have completed all the steps detailed in the previous slides.

You will be also notified by email.



7. FREQUENTLY ASKED QUESTIONS (FAQ)

a

I HAVE ALREADY REGISTERED IN THE PREVIOUS PLATFORM USED BY THE MAIRE TECNIMONT GROUP. SHOULD I REGISTER ON SUPPLHI AS WELL?

Yes.

SupplHi is the new single and mandatory platform for Supplier Qualification for all companies of the Group. The information provided in the previous platform has not been migrated to SupplHi, except your basic data (company name, address, ...) that you may find already on SupplHi.

Through SupplHi - a standard industry tool for Vendor Management - Suppliers save time by providing the required information once, that can be leveraged on also by other Buyer Organizations active on the platform.

b

HOW OFTEN SHOULD I UPDATE MY VENDOR INFORMATION?

Once the information that you have provided is complete and approved, you will be requested to update your Vendor Profile in case of expired data (i.e. expired Quality Management Certification, Health and Safety statistics, ...).

You will be automatically notified by email as well as on platform to update the required information.

Moreover, at any time, you can add more information to your profile.

c

DOES THE SUPPLHI TEAM HAVE ANY ROLE IN QUALIFICATION PROCESS OF THE MAIRE TECNIMONT GROUP?

SupplHi's role in the Vendor Qualification step is limited in providing the digital platform to collect the information by Vendors, in performing quality assurance of the information collected, in requesting the constant update of the information that expires and in allowing the evaluation by Maire Tecnimont Group's resources.

In fact, the evaluation of the Vendor Questionnaire and the decision on Qualifications are all at the discretion of the Maire Tecnimont Group.



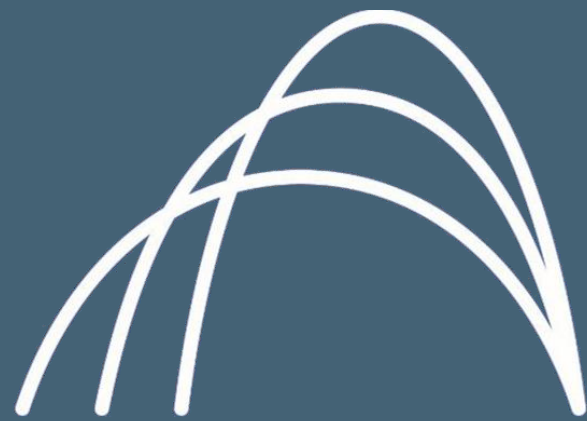
8.HELP DESK SUPPORT

For any clarifications that may be required during the utilization of SupplHi, feel free to contact the SupplHi Team through the integrated ticketing system here:

<https://vendor.supplhi.com/ticket/>

- a. In left side navigation Menu by visiting “My Tickets” under “Support”;
- b. By clicking the conversation icons on bottom right of the page.





**Maire
Tecnimont**