USER MANUAL ON THE SUPPLIER'S SELF-REGISTRATION AND QUALIFIACATION

CONTENTS

1. Introduction

NLMK VERONA is purchasing Inventories using information system based on SAP SRM (Supplier Relationship Management) and SAP SLC (Supplier Lifecycle Management) and is inviting the suppliers interested in cooperation in the given sphere. Getting an access to the system enables potential suppliers to pass qualification and take part in procurement procedures (requests for proposals, reversed tender), undertaken by NLMK VERONA.

The access to the system is provided to those potential supplies that passed self-registration procedure or received registration information by e-mail. Self-registration procedure includes the following stages:

1. filling-in and sending self-registration questioner;
2. receiving registration data and URL-links to personal profile;
3. creating /changing the Supplier's (contact person's) profile in the system.

Only suppliers who passed general qualification and are admitted to bidding procedures shall be allowed to participate in tenders. General qualification procedure includes the following stages:

1. obtaining URL-link for access to qualification questionnaire;
2. filling-in and sending qualification questionnaire with required documents;
3. clarification of submitted qualification questionnaire, if required;
4. approval of the supplier by NLMK VERONA subdivision authorities: NLMK VERONA Safety Department, Finance Department, Head of Procurement Department.

2. Technical requirements to the user's workplace

For successful operation in the system the following requirements should be met:

1. Internet browser.
   Microsoft Internet Explorer version 8.0 or higher should be installed.
   Note*: Google Chrome, Safari browsers can also be used.*
2. Settings of browsers:
   - Pop-up blocking should be off.
   - Internet Explorer settings should provide for permission to operate via SSL.
   - For Microsoft Internet Explorer version 10 and higher you'll have to arrange a hyperlink for entering the system into «Local intranet of browser safety properties».
   - For internet browser Microsoft Internet Explorer version 11 and higher you need to switch to compatibility mode. Additional details are in the article: http://answers.microsoft.com/ru-ru/ie/wiki/ie11-iewindows8_1/%D0%BA%D0%B0%D0%BA/b6289a01-c32c-44d8-af60-4ac67e58a734
   - Links for entering the system should be added into the safe node list.
3. Internet connection;
4. Proxy-server.
   If internet connection is arranged via proxy server, you need to make sure that you are allowed to access the following resources (port 443 should be open):
   https://abap-srm.nlmk.ru/ros_ext?sap-language=IT
   https://srm.nlmk.ru/irj/portal
5. Work with pdf-documents.
   To ensure work with pdf-documents Adobe Acrobat Reader version 6.0 or higher shall be required.

   If necessary, please contact your system administrator.

3. First log-in

There are two ways of the suppliers' registration foreseen in SAP SRM system:

1) Simplified procedure
   If your company is already a business partner of NLMK VERONA, you should address the responsible procurement manager and inform him of your intention to work in SAP SRM information system.
   If the procurement manager confirms that information about your company is already entered into NLMK VERONA accounting system, additional registration is not required for you.
   You need to inform the procurement manager of your full name, contact phone and e-mail address. Login and password to your personal account in SAP SRM system will be sent to the specified e-mail address.
   After receiving two letters with registration information (login and initial password) please refer to cl. 4.2.

2) Standard procedure
   If your company is not a business partner of NLMK VERONA or the procurement manager supervising your company has not confirmed the availability of data on your company in NLMK VERONA accounting system, you are required to go through the registration procedure.
   For this purpose it is required to open the internet browser and enter one of the following link in the search line:
   https://abap-srm.NLMK Verona.ru/ros_ext?sap-language=IT;

   A page containing self-registration questionnaire for potential supplier will then open. Details on filling-in of the self-registration questionnaire are given in cl.4.1.

4. Self-registration of suppliers

4.1. Filling-in the self-registration questionnaire

To register yourself in the system you need to fill-in the counterpart self-registration questionnaire (Fig. 1).

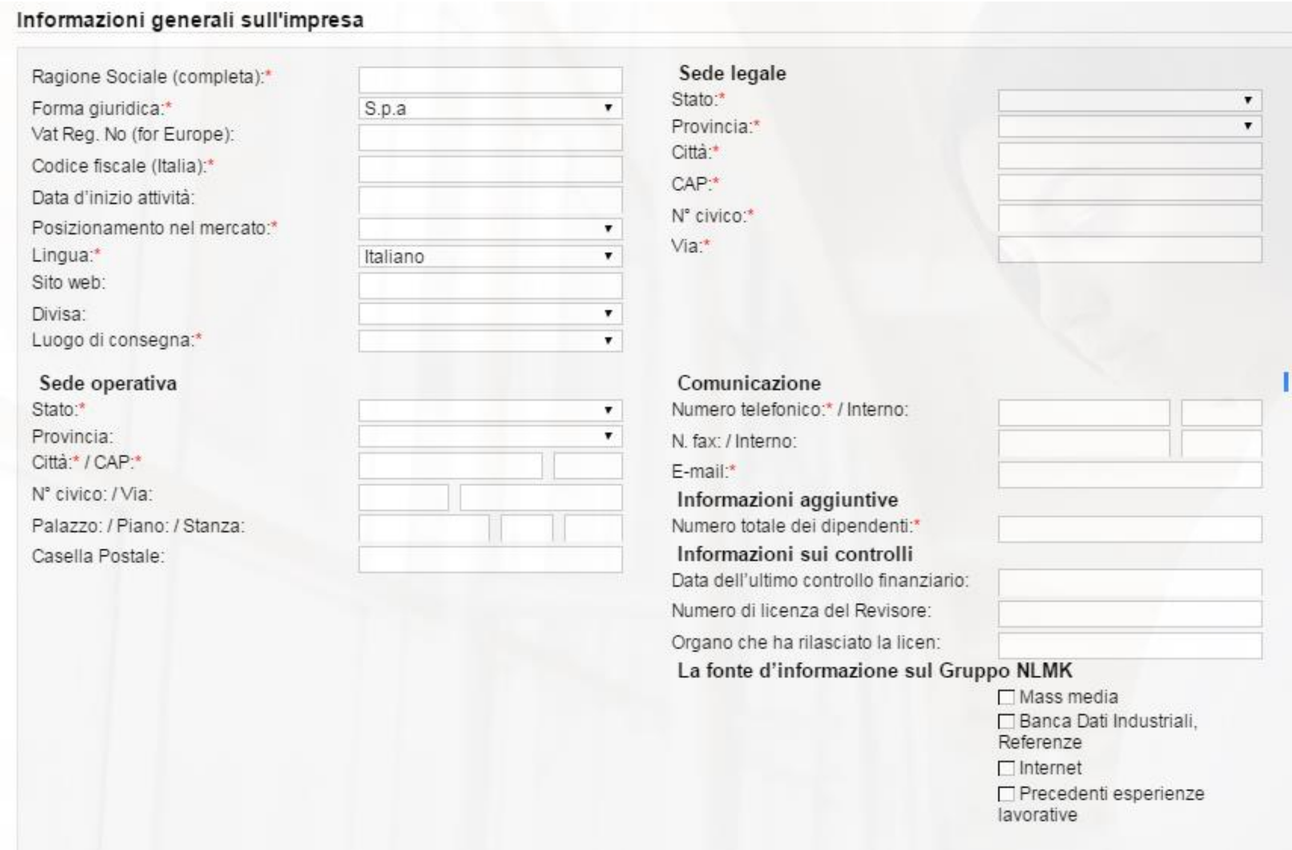


Fig. 1. Potential supplier’s self-registration questionnaire

Fields, marked with a star (*), are mandatory for filling-in. Other fields of the questionnaire shall be filled at your will for provision of detail information about your company. When filling-in the questionnaire for selection of values from the list you can use reference guides designated as a drop-down list .

When general information about the company and the contact person details are filled-in the products supplied by your company should be specified (Fig. 2).

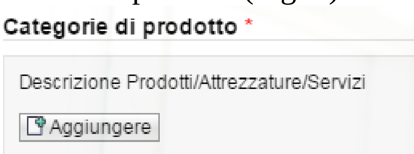


Fig. 2. Transition to selection of the product categories to be supplied

In the open selection window for the product categories you can use search function or unfold the product hierarchy and tick the material groups to be supplied with check marks ☑. Confirm your selection by pressing «OK» button (Fig. 3).

Fig. 3. Selection of the product categories to be supplied

After selecting the material group you will see the list of categories on the screen (Fig. 4), which, if required, can be adjusted by deleting extra categories or adding the required ones Добавить.

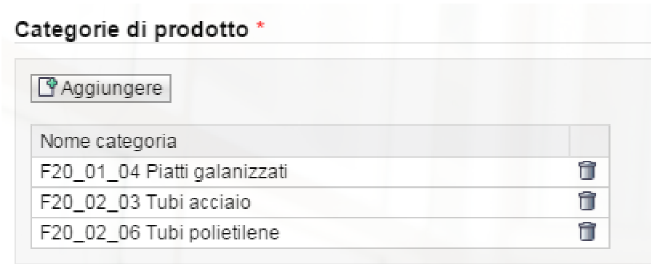


Fig. 4. Selected product categories to be supplied

At the last stage prior to filing you request for registration, you have to familiarize yourself and accept the conditions of **confidentiality agreement.**

Make sure, that all data have been correctly entered and push Inviare button. To reset all entered data you can push Resettare inserimenti button.

Attention! When you failed to fill-in all mandatory fields, after pressing Inviare button, an error message will appear on the screen.

For successful self-registration it is required to resolve the errors and then retry sending the questionnaire by pressing Inviare button.

Note: *the questionnaire will be sent to a purchasing agent in charge who after its processing will take a decision on accepting or rejecting your registration. Information on the decision will be sent by e-mail to the address of contact person specified by you in the questionnaire.*

If you get an error message, indicated at Fig. 6, it means that your data are already in the accounting system of the company. In order to get your login and password from the personal account in SRM, you are required to address the responsible procurement manager and inform him of your intention to cooperate with NLMK VERONA, giving your contact details (full name, phone, e-mail). After approval of your request by the line manager of NLMK VERONA, registration data to enter the system will be sent to your e-mail.

4.2. Log-in for registered suppliers

In case of registration acceptance 2 massages with registration information will be sent to the e-mail of the contact person specified in the questionnaire. The first message will contain a temporary login and URL-link to the personal account of the supplier (Fig. 5), the second message will provide a temporary password for the personal account.

After clicking on the specified hyperlink login a window will open (Fig. 6). The “User” field will contain an ID number received with the first message, in “Password” field you will need to enter the password received with a separate message. Then press the “Login” button. For the purpose to avoid the errors it is recommended to copy the password from the received letter and paste it into the correspondent field of the login dialog window. Use the hotkey combination <Ctrl+C>/<Ctrl+V> to copy/paste.

Fig. 6. User login

Should an error message on unsafe content blocking appear, select “Display all content”.

After the login you need to enter the username, password for the administrator profile and specify the settings (Fig. 7).

Note: *Pay special attention when filling-in the “Time zone” field, it should be specified correctly for your region, otherwise the timing for procurement procedures can be displayed wrongly.*

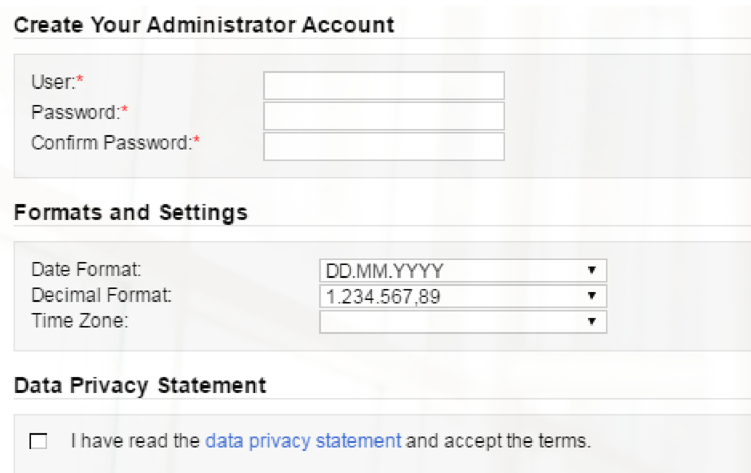


Fig. 7. Information input for creation of administrator profile

Upon accepting the conditions of **Confidentiality agreement**, you need to press the Создать button.

The system will then automatically create a user (Fig. 8).

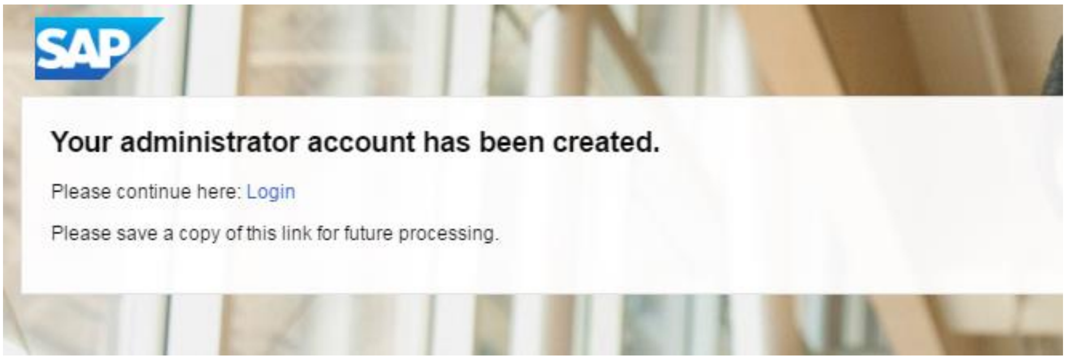


Fig. 9. Information message on creation of a profile

After clicking on the "Login" hyperlink you will enter the Supplier's personal account (Fig. 12).

The control menu of the first created supplier's account features extended list of items and provides for administration of all the Supplier's (contact person's) profiles.

For the next logins please use actual user name and the password, specified by you. You can login using hyperlink: https://srm.NLMK Verona.ru/irj/portal.

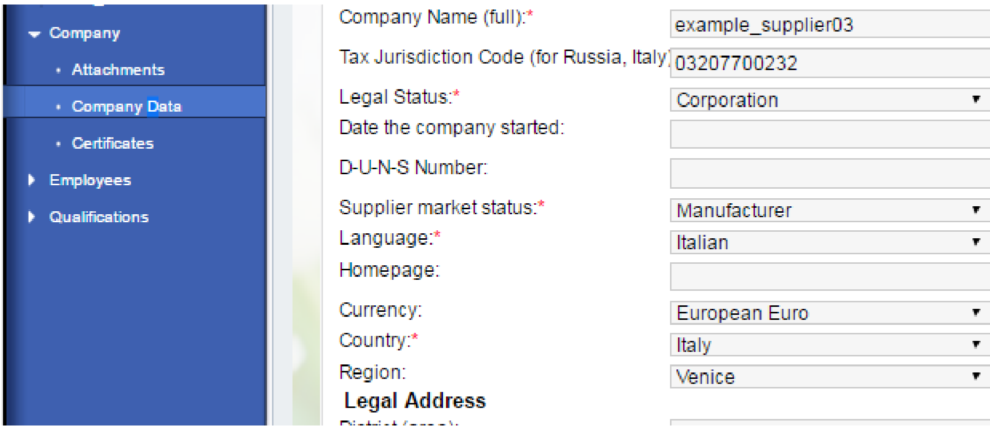


Fig. 10. Interface of the supplier's personal page

4.3. Supplier's data management

In the supplier's personal account you can enter the following information on the suppliers:

– information on the supplier's employees (contact persons);
– information on the supplier's company.

For this reason personal account includes "Company" and "Employees" sections.

You can modify the following data:

1. Attach new documents (enclosures);
2. Modify information about the company (name, legal address and actual address and etc.)
3. Download certificates;
4. Create new contact persons;

5. Modify data related to a contact person, including their own data.

If you already have any contractual relations with NLMK VERONA, request for modification of the supplier's data will be sent to the address of an employee in charge of accounting and reference information, for further approval.

Note: *modifications become effective only after approval by the person in charge.*

5.3.1. Attachment of new documents

For attachment of new documents the following procedure should be followed:

1. Pass to section Company → Attachments (Fig. 11).
2. Add description of the file to be attached.
3. Press the "Review..." button, specify required document in the dialog window for file selection and downloading, and press the "Open" button. Full file path will then appear in the "File name" line.
4. Press the "Add attachment" button. After downloading the file in the list of attached files information on the added document will appear.

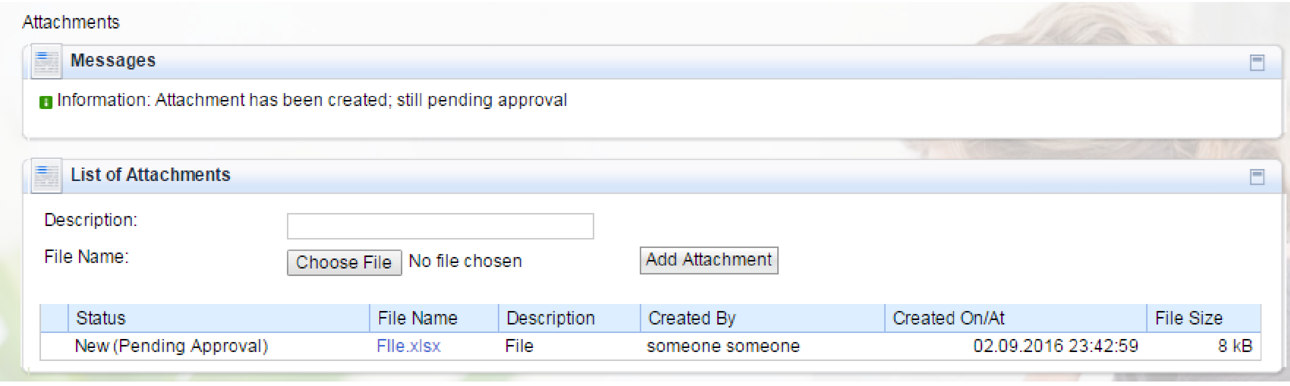


Fig. 11. Adding attachments

5.3.2. Modifying information about the company

For changing the information about the company the following procedure should be followed:

1. Pass to the Company → Information about the company section (Fig. 12).
2. Press the "Processing" button.
3. Enter additions/ modification into the data set. To return to the review mode without saving the entered data press the "Review" button.
4. Press the "Save" button 
.
5. After saving the system gives out an information message on inhibiting any further modifications without prior approval by the persons in charge. By pressing «Review modifications» button you can see the list of entered adjustments which are under approval.

If the company data are required to be modified please note that company name, TIN, KPP shall be correspondent with the data in the Certificates of State Registration of Legal Entity and Registration of Legal Entity with Tax Authority. There are 4 fields foreseen for the company name.

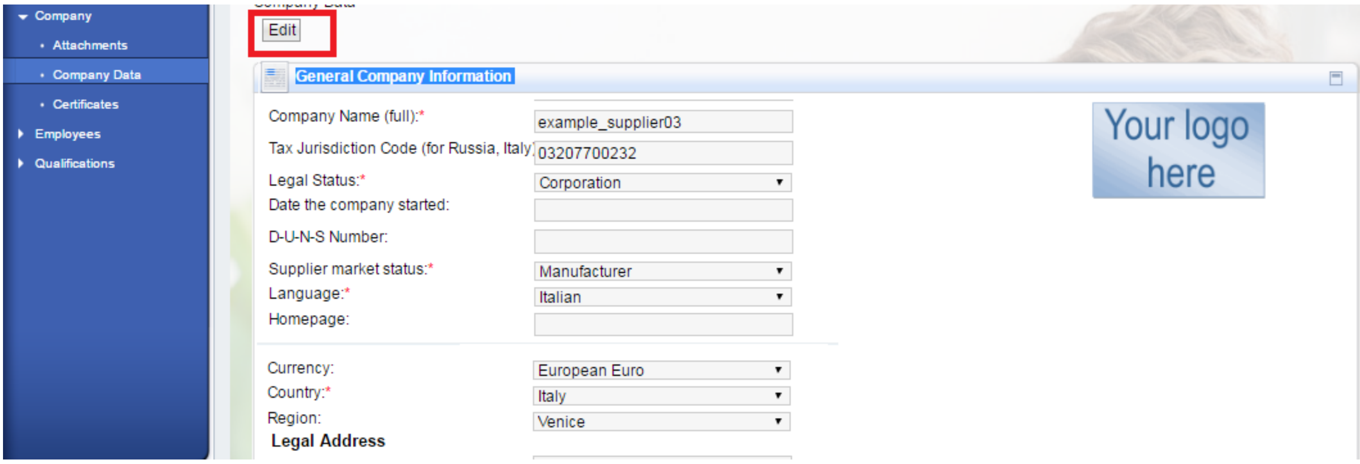


Fig. 12. Modifying information about the company

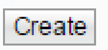
5.3.3. Adding certificates

To add a certificate you need to perform the following:

1. Pass to the Company → Certificates section.
2. Press "Add" button.
3. Fill-in mandatory fields and select the file required for downloading.
4. Press "Download certificate" button.
5. After successful downloading, the certificate will be available for review.

5.3.4. Creating new contact person

For creating a new contact person the following procedure should be followed:

1. Pass to section Employees → Create a user.
2. Fill-in mandatory fields, specify the language.
3. Familiarize with and accept conditions of confidentiality agreement.
4. Create an employee by pressing «Create» 

 button.

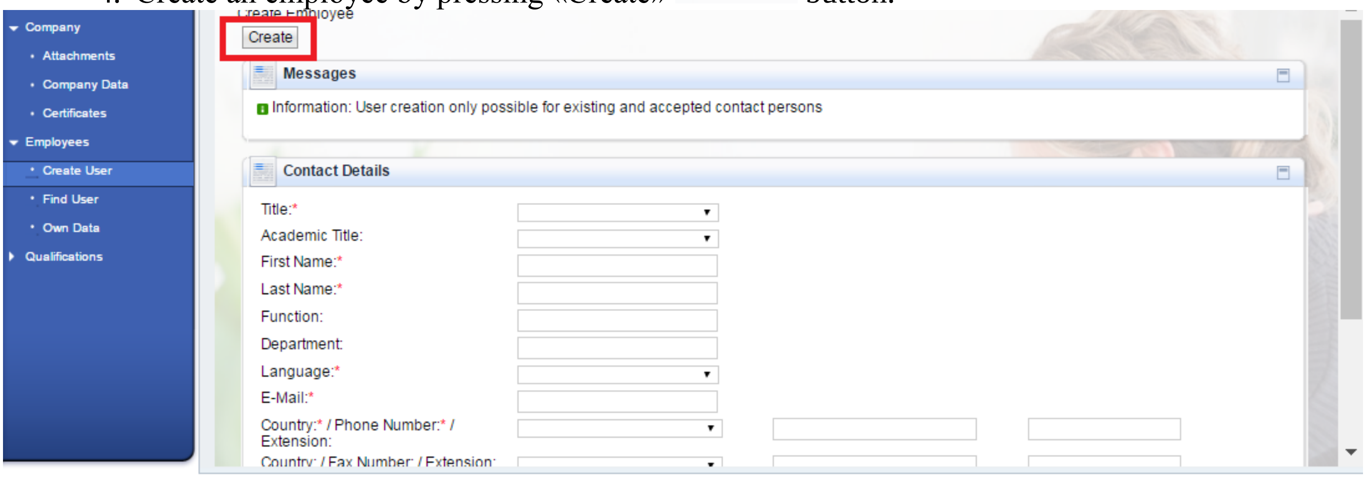


Fig. 5. Creating new contact person

5. A new record with "Not yet confirmed" status will appear in the list of contact persons in section Employees → Search for a user .
6. Wait for approval of a new contact person by NLMK VERONA person in charge. After positive decision on the approval the record status will be changed to “Updated”.
7. After this a user account for a contact person should be created, specifying its login, password and required authorities. For this reason you need to enter the employee’s data by clicking the hyperlink with the name and pressing «Processing» button.
8. Enter required data (Fig. 14) and save entered changes. To exit without saving press «Review» button. After saving, the employee’s record will have “Released” status.

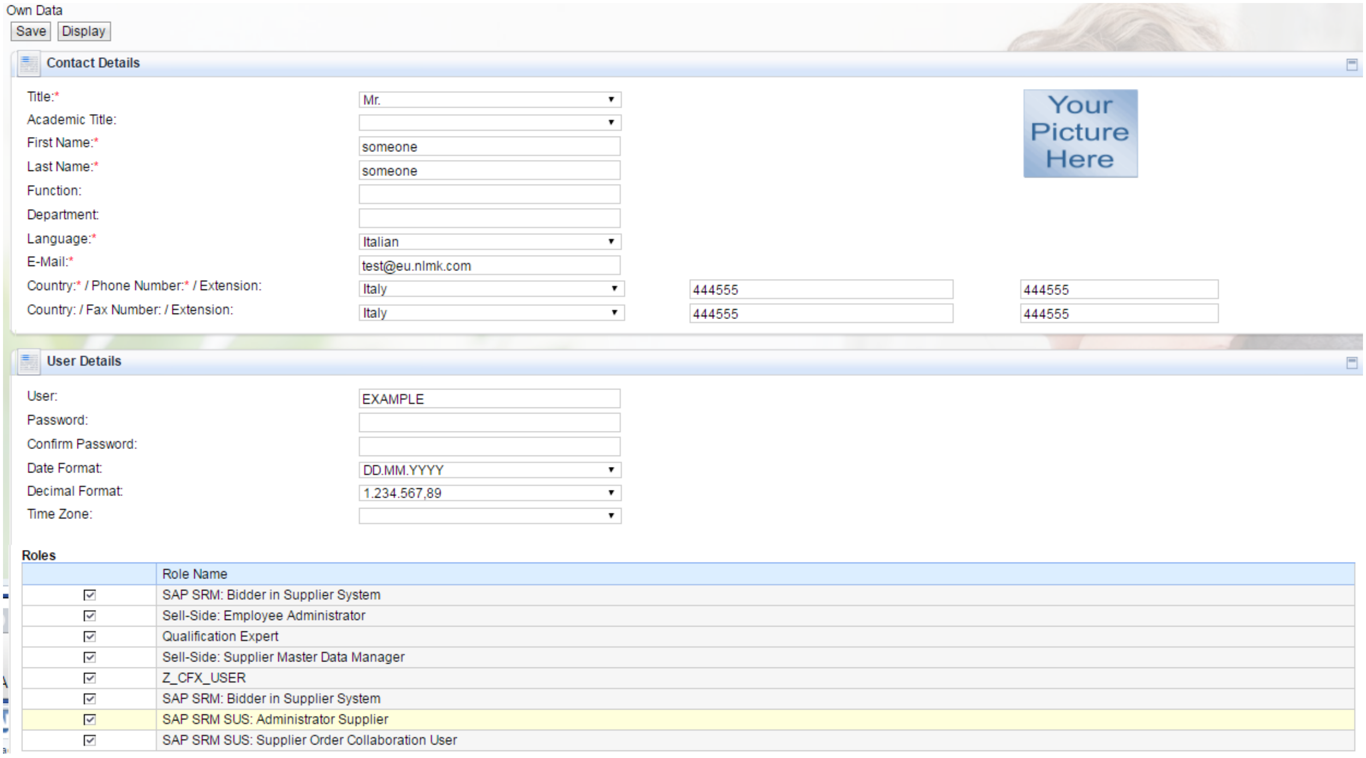


Fig. 14. Creation of user account for a contact person

***Note**: upon the first log-in the contact person should change the originally issued password.*

5.3.5. Changing personal data

For changing personal data the following procedure should be performed:

1. Pass to the Employees → Personal data section (Fig. 15).
2. Change required information.
3. Save changes Save. To exit without saving pass to the review mode Display.

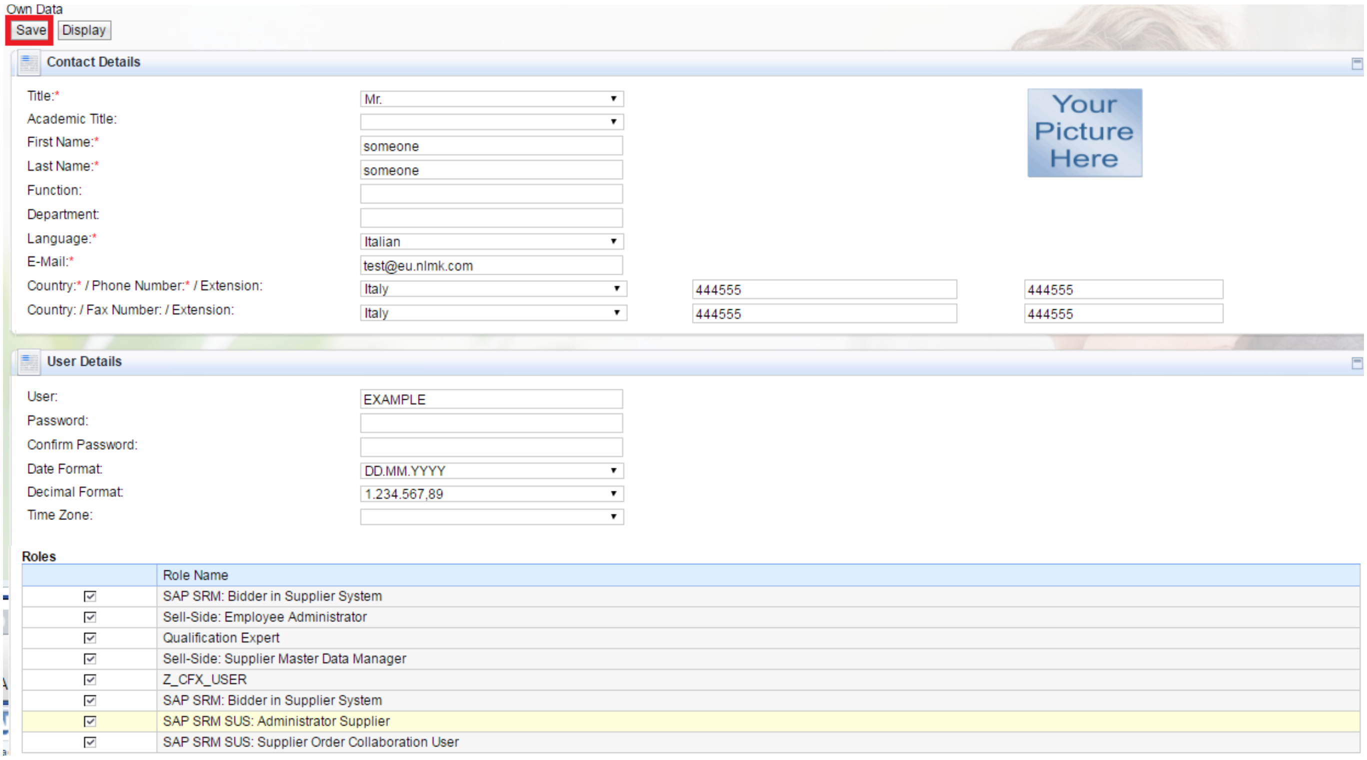


Fig. 15. Updating personal data

Users with administrator’s permission will have access to extended mode of personal data editing (Fig. 16). For personal data editing the following is required:

1. Pass to the Administration → Personal data section.
2. Activate editing mode, by pressing "Processing" Display button.
3. Enter/ change required information.
   Attention! If you plan to work in the Supplier self-service system SRM-SUS: confirm purchase orders, create shipping notification and generate proforma invoices – to ensure the possibility of receiving e-mail-notifications respective sections of personal data «E-Mail Alert» should be ticked (Fig. 22).
4. Save changes Save. Should it be required to exit the editing mode without saving press "Abort” Cancel button.

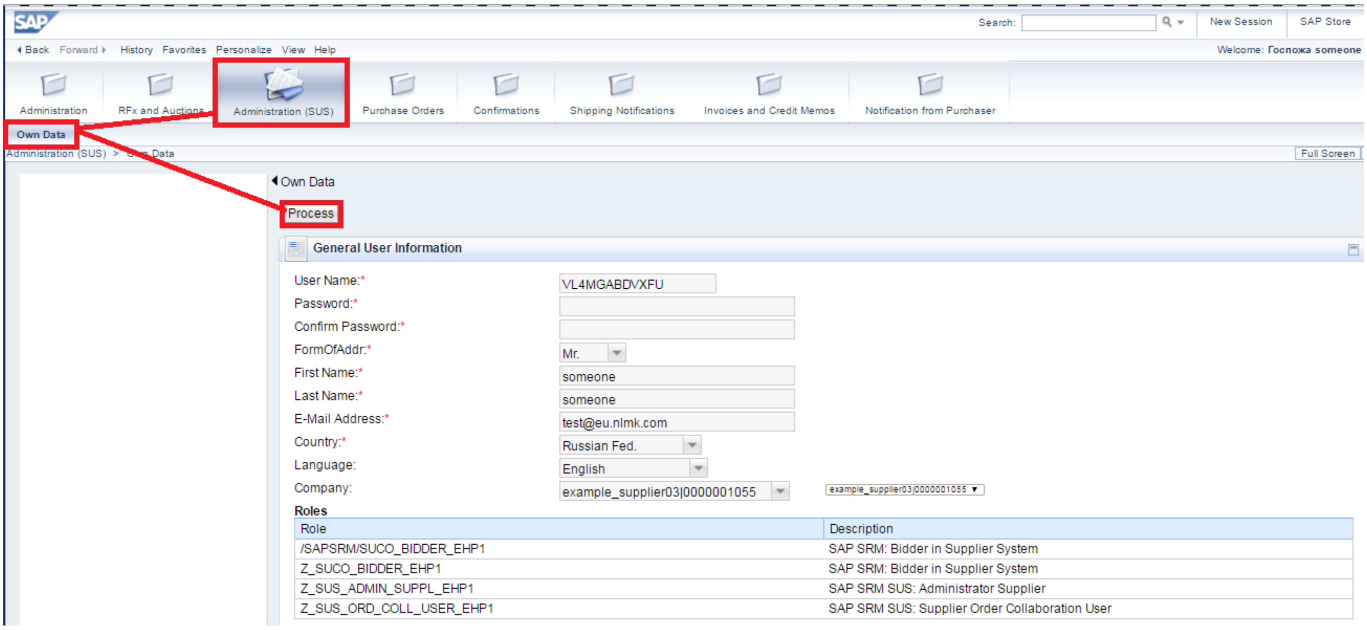


Fig. 16. Extended mode of personal data updating

5. Qualification of suppliers

5.1. Obtaining an invitation to qualification

After taking positive decision on registration of a potential supplier an enquiry for qualification under selected purchasing categories should be received. The letter should contain URL-link to the respective questionnaire (Fig. 17).

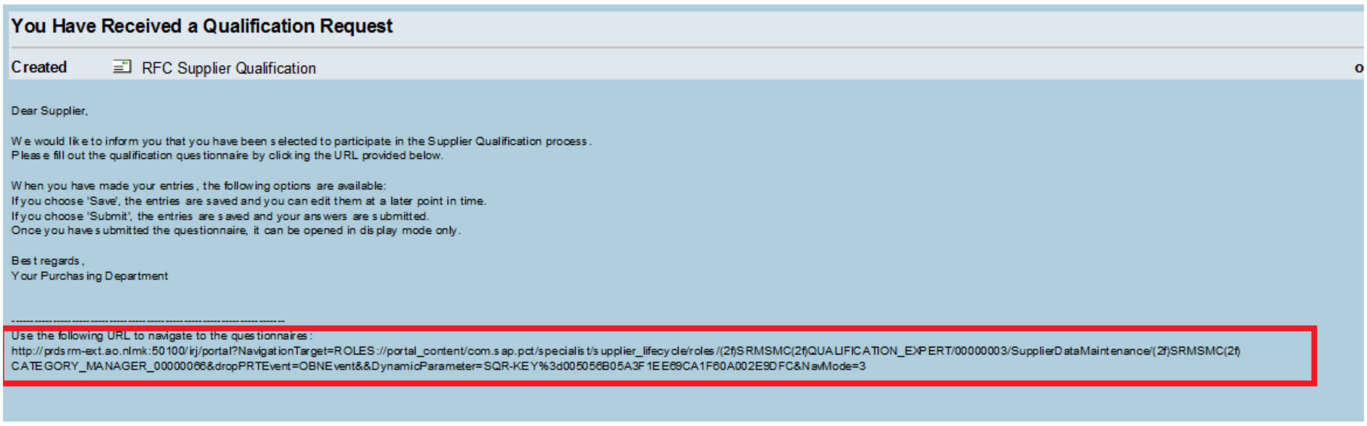


Fig. 17. Invitation to qualification

For filling-in the qualification questionnaire you can use URL-link specified in the letter, or via supplier's personal account in the Qualification → New section select qualification questionnaire by clicking hyperlink with the name (Fig. 18).

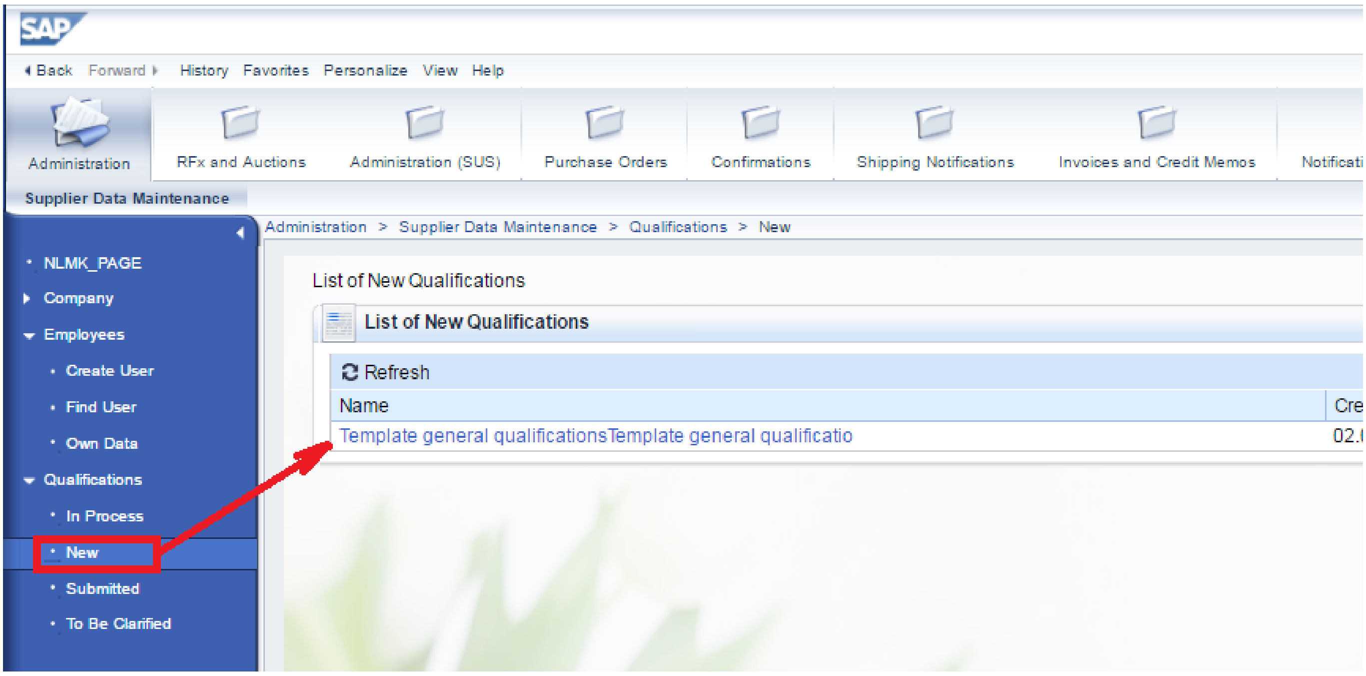


Fig. 18. Notification on qualification

5.2. Filling-in and sending qualification questionnaire

Filling-in qualification questionnaire includes three stages: review of introduction, actual giving answers to the questions, review of confidentiality conditions and sending the questionnaire to the respective employee of NLMK VERONA.

For passing to the following step you can click the link with the name of the respective step or use navigation button "Forward" ("Backward") (Fig. 19).

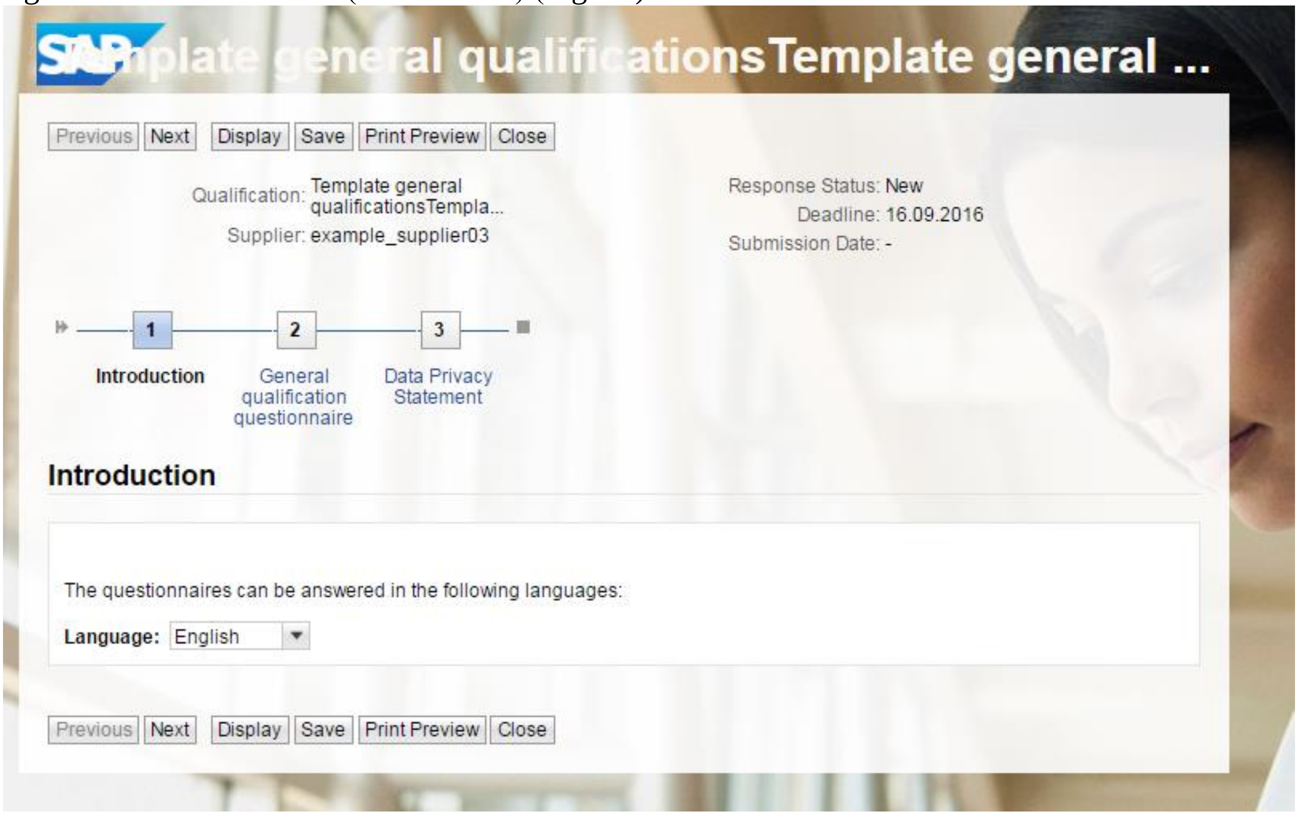


Fig. 19. Review of qualification questionnaire – stage 1

<u>Stage 2. Filling-in the questionnaire</u>.

Questions, mandatory for answering, are marked with *. If a mandatory question stays without an answer, qualification shall not be sent to NLMK VERONA.

For some of the questions it can be specified that mandatory condition is downloading of a required file: Имя файла * . If you fail to download the required attachment, you won't be able to send the answer to NLMK VERONA either.

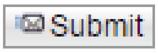
The questionnaire may include the questions of five different types, as given in Table 1.

Table 1. Type of questions in qualification questionnaire

Type of questions	Actions for giving a reply
Certificate	If the certificate is available you should answer "yes", specify the certificate validity, issuing organization, and download the certificate itself Optionally, you can leave your comments.
(yes/no)	One of the two answers should be selected.
Simple selection	

Type of questions	**Actions for giving a reply**
	One of the alternative answers from the given list should be selected.
Polyvalent answers	You should select one or several correct answers.
Arbitrary text	You should answer the question in a free form.

Step 3. Statement on data safety and sending the questionnaire.

After reading and accepting the conditions of confidentiality agreement, you can pass to sending of filled-in questionnaire 

. If you want to continue working with the questionnaire in the future, you can temporarily save the questionnaire. It will not be sent to the purchasing agent then.

If you finished working with the questionnaire and pressed "Send" button, you have to confirm your action by pressing "Yes". (Fig. 20).

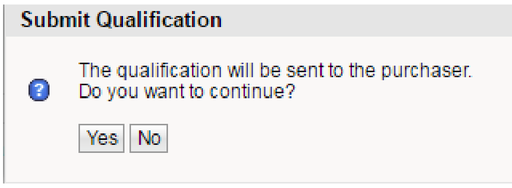


Fig. 20. Request for confirmation of qualification sending

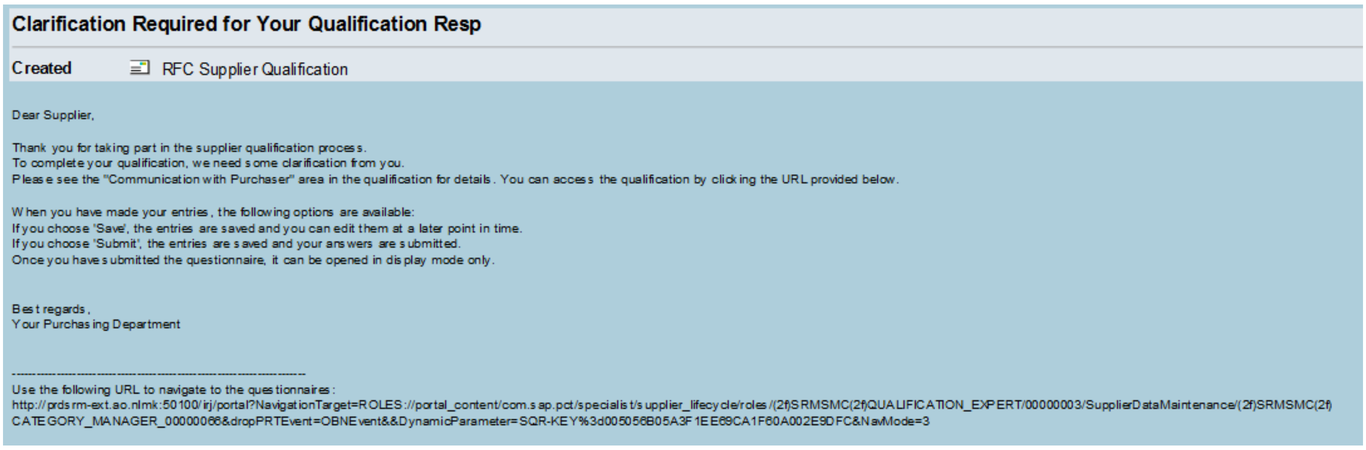
The questionnaire shall be saved and sent to the purchasing agent in charge.

After sending the questionnaire you can close the window. The questionnaire will be stored in the Qualification → Sent section in the personal account.

5.3. Clarification of data in the qualification questionnaire

Should the purchasing agent have any questions with regard to the data specified in the qualification questionnaire, he can request for clarifications for each individual section of the qualification questionnaire, as well as leave a message for you.

In this case an information message with a request to supplement the questionnaire will come to the e-mail address of the contact person (Fig. 21).


Clarification Required for Your Qualification Resp

Created RFC Supplier Qualification

Dear Supplier,

Thank you for taking part in the supplier qualification process.
To complete your qualification, we need some clarification from you.
Please see the "Communication with Purchaser" area in the qualification for details. You can access the qualification by clicking the URL provided below.

When you have made your entries, the following options are available:
If you choose 'Save', the entries are saved and you can edit them at a later point in time.
If you choose 'Submit', the entries are saved and your answers are submitted.
Once you have submitted the questionnaire, it can be opened in display mode only.

Best regards,
Your Purchasing Department

Use the following URL to navigate to the questionnaires:
http://prdsrm-ext.ao.nlmk:50100/irj/portal?NavigationTarget=ROLES://portal_content/com.sap.pct/specialist/supplier_lifecycle/roles/(2f)SRMSMC(2f)QUALIFICATION_EXPERT/00000003/SupplierDataMaintenance/(2f)SRMSMC(2f)CATEGORY_MANAGER_00000066&dropPRTEvent=OBNEvent&&DynamicParameter=SQR-KEY%3d005056B05A3F1EE69CA1F60A002E9DFC&NavMode=3

Fig. 21. Request for additional information for qualification questionnaire

The questionnaire can be found in the personal account in the Qualification → section for clarification.

Questions, requiring clarification are marked with “Clarification requested for this question" text. All other questions are locked for modifications. For clarification purpose a file can be attached to the reply message and sent to the purchasing agent (Fig. 28), besides you can adjust the reply alternative.

After providing the requested clarifications the questionnaire has to be returned to the purchasing manager for doublecheck. Actions correspond to step 3 of the qualification questionnaire filling-in (please see cl. 5.2.).

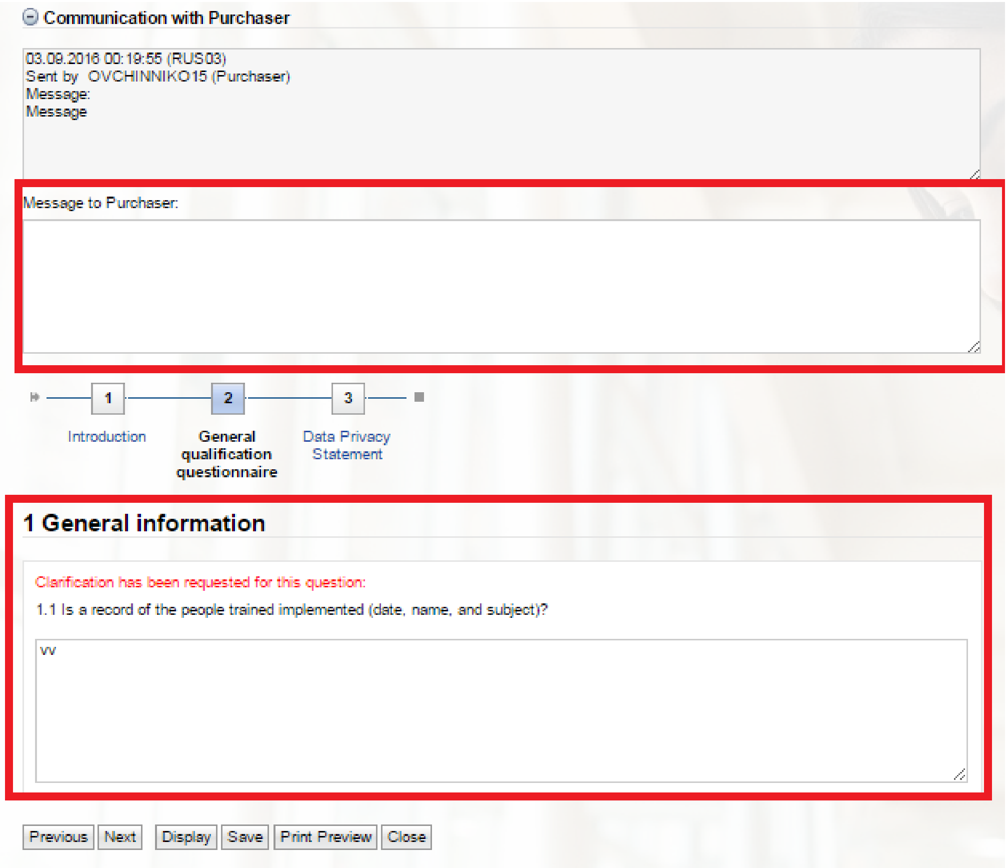


Fig. 22. Questionnaire with a request for clarification and a message from the purchasing agent.

5.4. Approval of the supplier based on the general qualification questionnaire

If the qualification questionnaire is approved by the responsible category manager, a correspondent notification is sent to the e-mail of the supplier's contact person.

After approval of the qualification questionnaire the supplier is to be sequentially approved by the following divisions of NLMK VERONA: NLMK VERONA Security Division, Division for Internal Control and Risk Management, Line Vice-President. After each approval stage a notification on approval/rejection is sent to the e-mail of the supplier's contact person.

After receipt of the notification on rejection of the supplier you can inquire about the reasons for the rejection from the responsible category manager of NLMK VERONA.

In most cases the reason for the rejection is the lack of documents required for the check. After approval of the questionnaires by the responsible category manager the further updating of the questionnaire and insert of the documents are prohibited, therefore the required information can be added in the personal account in the Company → Attachments section (cl. 5.3.1.).

If the information you added is in full conformance with the requirements of the auditing subdivision, the category manager will approve of the insert of the documents and will repeatedly send you for approval to the division that previously rejected your company. Further information on approval/rejection will also be sent to the e-mail of your contact person.