Registration
Step by step guide for suppliers

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To be granted access to the Supplier Portal the supplier needs to register (1) and then be internally authorized (2).

1. Registration on Supplier Portal
Supplier will provide relevant information of the Company such as tax identification and bank details, along with relevant documents to justify that information. It will also appoint the contact to manage relations between Gestamp and the Supplier.

- Company information
- Bank information and attachment required for registration
- Gestamp Buyer email that will authorize your registration.
- Company products & services
- User information
- Acceptance of data protection policy and submission of registration

2. Internal Authorization
Internal Authorization process is launched automatically with the information provided on the registration step.

Supplier Portal
Once the registration is completed and the supplier internally authorized new suppliers will receive login data to the Supplier Portal. The Portal is used for all day to day activities in Purchasing and Supplier Quality.

- **Purchasing:** Gestamp buyers publish RFQs on the supplier portal where suppliers can submit their offers.
- **Quality:** All supplier quality relevant communication takes place on the Supplier Portal i.e. submitting and accepting non conformities, action plans, PPAP request submission etc.
2 Registration “Step by Step”

Suppliers that are not already registered are invited to register by following the steps explained on the next slides.

Click on the link to start the registration: https://www.gestamp.com/Suppliers
2 Registration “Step by Step”

Suppliers need to accept the following documents to proceed. They must be downloaded to activate the accept button.

- Portal conditions of use
- Legal notice
- Requirements regarding Social Responsibility
- General Purchasing & Contracting Conditions

To proceed with the sign up process, the following contract must be read and accepted.

VERY IMPORTANT, READ CAREFULLY!

PURCHASING PORTAL CONDITIONS OF USE

Subscription as a SUPPLIER in the GESTAMP AUTOMOCIÓN Purchasing Portal is subject to prior reading and acceptance of the following clauses. You cannot register without giving your consent. Whenever you access and use the Portal, it is assumed that you expressly and fully agree, with no reservations whatsoever, to the full contents of these Conditions and to the Legal Notice and

PORTAL CONDITIONS OF USE

CLICK HER TO OPEN EACH INDIVIDUAL DOCUMENT

In order to supply products/services to any company of the Gestamp Automoción Group, it is mandatory to accept the General Purchase and contracting conditions and the GESTAMP AUTOMOCIÓN requirements regarding social responsibility towards its suppliers.

To continue with the registration process you must open the following files and then click “Yes, I Accept”:
- Legal notice
- General purchase and contracting conditions
- Requirements regarding social responsibility

If you click on "No, I refuse", the process will not continue and your company will not become a GESTAMP AUTOMOCIÓN supplier.

If you wish to print out the contract, you may do so by clicking on the following button.

CLICK HER TO ACCEPT AND PROCEED.
2 Registration “Step by Step”

STEP 1: Fill in all mandatory fields (marked with *) regarding your company information.

**Supplier registration: Company (Step 1 of 4)**

This registration form is the first step of your authorization process in this Portal. After the 4 steps of the registration form are completed, you will receive an email to confirm receipt of your registration request. When your access to the Portal is authorized, you will receive a second notification email, and then will be able to login with the credentials you selected.

To register the company, fill in the details requested below and click on 'Next'. This process requires you to assign a code, that you pick, for your company. You and all registered users with your company will then use this company ID code to access the portal.

* Fields marked with an asterisk are mandatory.

- **Company code (***):**
  - 145689
- **Company name (***):**
  - bla bla car
- **Street (***):**
  - bla bla street
- **Post/Zip code (***):**
  - 58555
- **City (***):**
  - göttingen
- **Country (***):**
  - Saudi Arabia
- **State / County (***):**
  - Saudi Arabia
- **Currency (***):**
  - Euro
- **Tax Code (***):**
  - 48712569
- **Annual revenues:**
  - 12345678 (x 1000 EURO)
- **Gestamp references:**
- **Certifications:**
- **Company URL:**
- **Remarks (***):**
  - (Indicate the Gestamp contact person who has asked you to complete the registration process on the portal)

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**Introduce your Tax Identification Number (VAT No, TVA, UST, INN) preceded by Country Code (GB, FR, DE, RU...) without spaces or hyphens between.**

**Use your Tax ID Code as your company code. See Tax ID field below. This will be part of your Login.**

**Introduce the email address of the Gestamp person that invited you to register.**
STEP 2: Choose the company **products and services** that your Company provides. Available options correspond with Gestamp’s internal categories of purchasing material. If you are not sure which ones to choose please ask your Gestamp contact for help. Multiple selection is possible.

**Supplier registration: Company products/services (Step 2 of 4)**

You must now specify your company activities.

Use the tree to select the activities.

When you have finished selecting the activities, click on 'Next'.

**Activity Selection:** (Scroll down the activities list to the 4th level to select your company’s activities.)

- Level 1
  - GENERAL SUPPLIES
  - COMPUTER SCIENCE
  - HARDWARE

- Level 2
  - HARDWARE/STORAGE CABINS
  - HARDWARE/NETWORK ELECTRONIC EQUIPMENT
  - HARDWARE/BACKUP SYSTEMS
  - HARDWARE/WORKSTATIONS
  - HARDWARE/PRINTING SYSTEMS

- Level 3
  - HARDWARE/ELECTRONIC NETWORK MAINTENANCE
  - HARDWARE/PRINTING SYSTEMS MAINTENANCE
  - HARDWARE/SERVER AND CABIN MAINTENANCE
  - HARDWARE/OTHER HARDWARE MAINTENANCE

- Level 4

Products and Services must be chosen on level 4.
STEP 3: Fill in all necessary fields to set up the first user which will be the main user. Only the main user can add more users once the supplier has access to the Supplier Portal. Write down your User and Password to login later. The user and password must contain at least six characters.

Supplier registration: Details of the main user (Step 3 of 4)

Please enter your user's information below: pick a user code and password and complete your contact information. Once your access is authorized as main user for the Portal, you will be able to create additional users under your company's account and assign another user as main user if necessary. Click next when all mandatory fields are completed.

* Fields marked with an asterisk are mandatory. For security reasons, the user and password must be at least six characters long.

This will be part of your LOGIN.
STEP 4: Accept the Data Protection Policy for suppliers and submit the registration form. You can download the policy by clicking on the link.

**Supplier registration: Confirm registration (step 4 of 4)**

Press the 'Send' button to complete your registration.

You have completed the information required to request authorization in the Portal.

Once your information is reviewed, we will authorize your access and you will receive a second notification email. Then you will be able to login to the private area of the Portal.

☐ I have read and accept the Data protection policy provided through the following link.
Shortly after registration (less than 1 Minute) you should receive a confirmation email from noreplyFS@gestamp.com to confirm that your registration process was finished successfully and will initiate the internal authorization process. Check your spam folder should you not see it on your main inbox.
Once received, automatic authorization process is launched.

Gestamp Buyer
- Checks supplier information
- Checks material structure

Vendors (Supplier Portal)
- Checks if registration is compliant with established procedures

Corporate Commodity Buyer
- Checks if supplier is aligned with strategy

SAP set up
- Checks double entries
- Checks bank information
2 Registration “Step by Step”

Once the supplier is authorized he will receive an email from noreplyFS@gestamp.com with the company code and user ID.
The Supplier Portal can be accessed on the following link: https://www.gestamp.com/Suppliers
On the Supplier Portal you can participate in those negotiations where you are invited to offer.
The same Portal is also used for Supplier Quality issues.
4 Adding a new contact

Initially only the main user has access to the Supplier Portal. But more contacts can be added by the main user once logged in onto the Portal. Each new user will receive an Email by noreplyFS@gestamp.com to set up their password.
5 Changing the main user

There are three options to change the main user of the Portal.

1. Option “change main user” (ONLY AVAILABLE TO THE MAIN USER)
2. Selecting the main user and assigning a new one (ONLY AVAILABLE TO THE MAIN USER)
3. Sending an email to suppliersarea@gestamp.com.

OPTION 1:

Change main user

The main user is presently: 123456 123456
Select the user who will now be the main user from the drop-down list.
Once selected, press Accept for the change to be processed.
5 Changing the main user

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2. Selecting the main user and assigning a new one (ONLY AVAILABLE TO THE MAIN USER)
3. Sending an email to suppliersarea@gestamp.com.

OPTION 2:

Select user
Select the user you wish to modify or delete from the drop-down list or click on New user to create a new one.

Modify user details
Once the changes have been made, click on save changes for the new details to be registered. If you wish to delete the user selected, click on Delete user.

* Fields marked with an asterisk are mandatory.
Apart from the Tax number you can modify any information provided during the registration on the sections “Your Details” and “Your Company”.

For any further clarifications, please call us at +34 917 291 218 or send an email to suppliersarea@gestamp.com
On the initial page of the Supplier Portal the supplier finds a variety of information and manuals that help him further navigate through the portal. Among other things:

- Manual on how to submit offers through the Supplier Portal
- Technical Requirements for a smooth functioning of the page
- Supplier Quality Manual
If you need help with the registration, need to reset your password, have further technical questions or need support when uploading an offer you can get in touch with our support team via phone or email. Keep in mind that the support is only provided in Spanish and English during CET Opening Time.

**Support / Help**

**Phone service to suppliers**

910 07 7729  
From Spain

+34 917 291 218  
From outside Spain

Hours: [*] Monday to Thursday from 8:30 a.m. to 9:00 p.m. Friday from 8:00 to 7:00 p.m.

**Email**

suppliersarea@gestamp.com

[*] Central European Time (CET) -
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