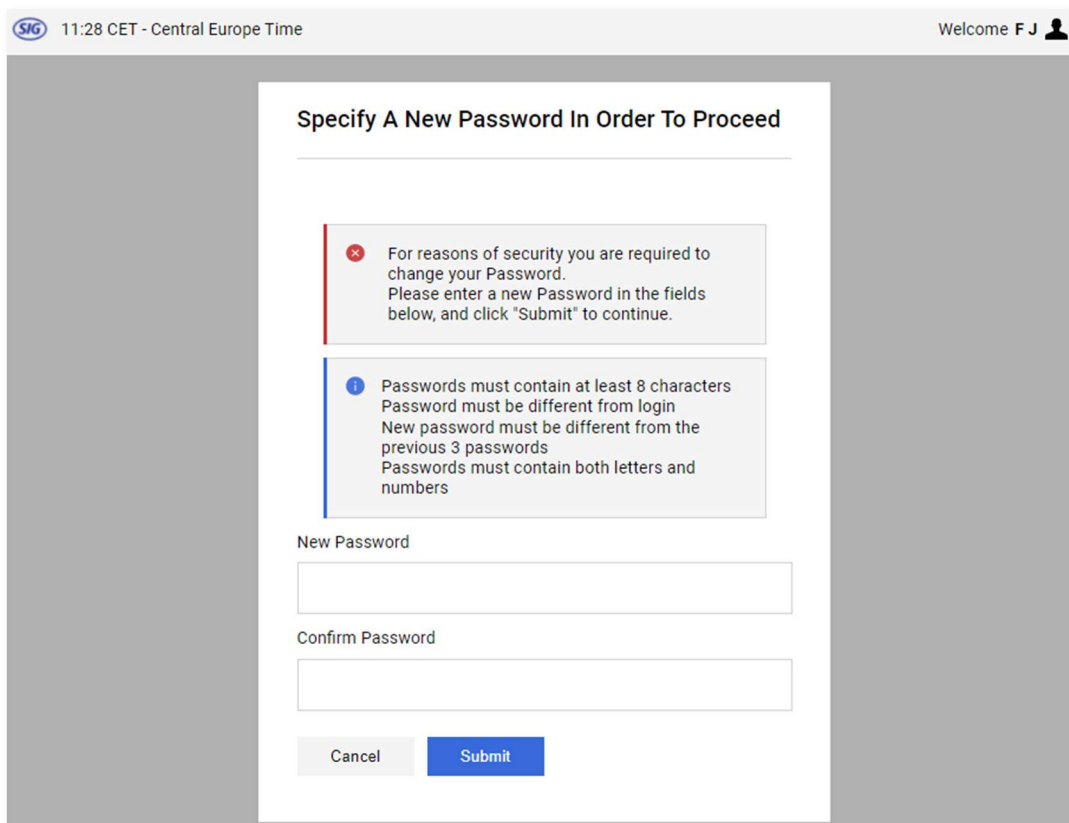


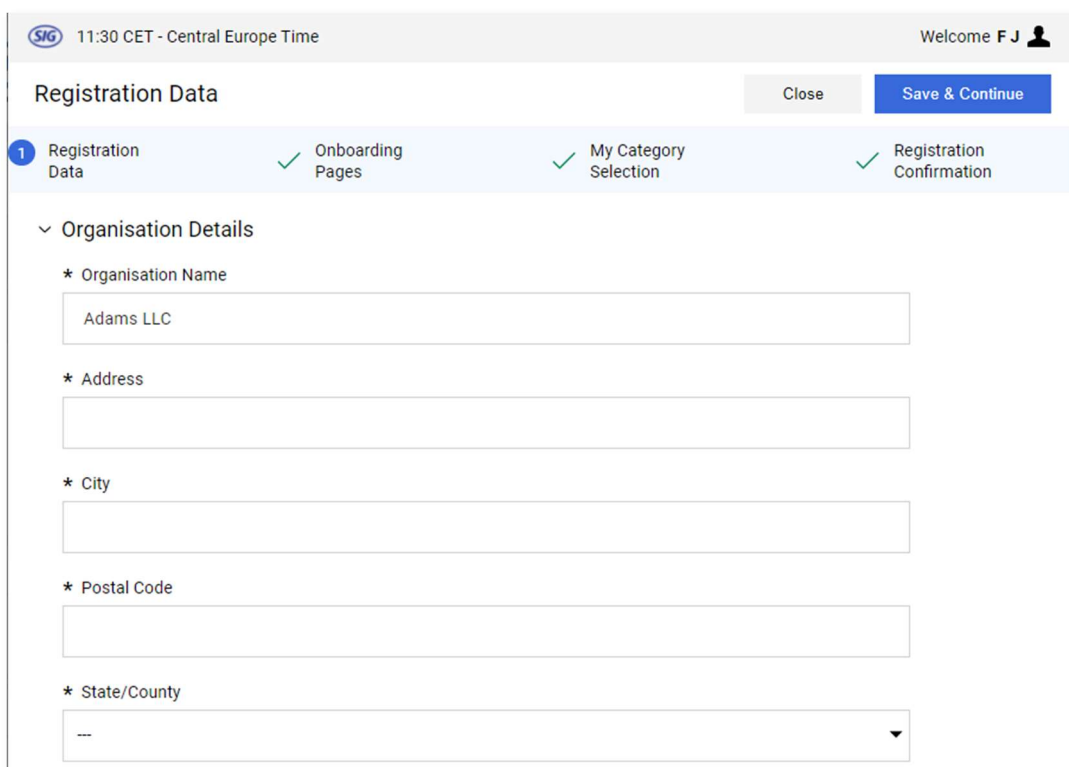
Supplier Registration – Quick Guide

Upon first login a new password needs to be set:



The screenshot shows a web application interface with a header bar containing the 'SIG' logo, the time '11:28 CET - Central Europe Time', and a user greeting 'Welcome F J' with a profile icon. The main content area is a modal window titled 'Specify A New Password In Order To Proceed'. It contains two informational boxes: a red one with an error icon stating that a password change is required for security, and a blue one with an info icon listing password requirements: at least 8 characters, different from the login password, different from the previous 3 passwords, and containing both letters and numbers. Below these are two text input fields labeled 'New Password' and 'Confirm Password'. At the bottom are 'Cancel' and 'Submit' buttons.

This is followed by the completion of the data in your profile:

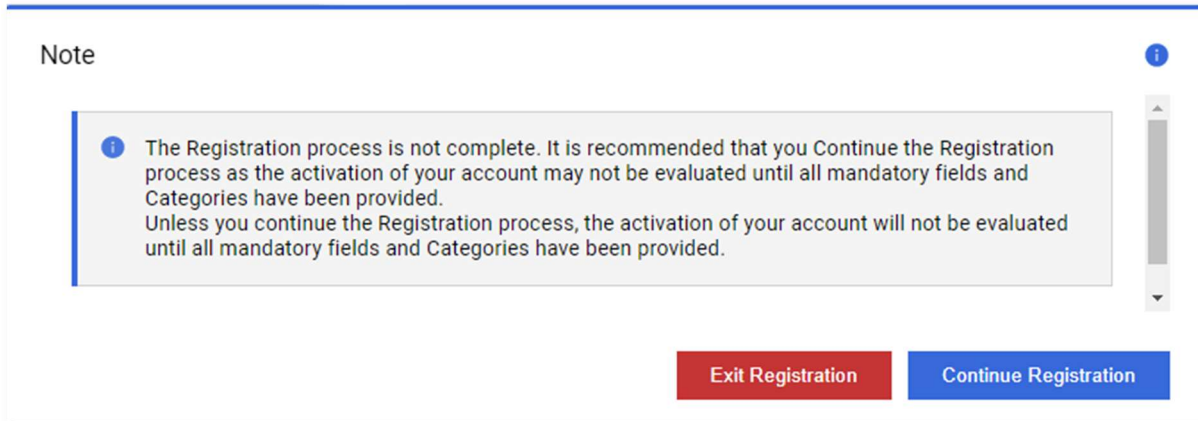


The screenshot shows a 'Registration Data' form in a web application. The header bar includes the 'SIG' logo, the time '11:30 CET - Central Europe Time', and the user greeting 'Welcome F J' with a profile icon. The form has a title 'Registration Data' and two buttons: 'Close' and 'Save & Continue'. A progress bar at the top shows four steps: '1 Registration Data' (active), 'Onboarding Pages' (checked), 'My Category Selection' (checked), and 'Registration Confirmation' (checked). The 'Organisation Details' section is expanded and contains five fields: 'Organisation Name' (text input with 'Adams LLC'), 'Address' (text input), 'City' (text input), 'Postal Code' (text input), and 'State/County' (dropdown menu with '---' selected).

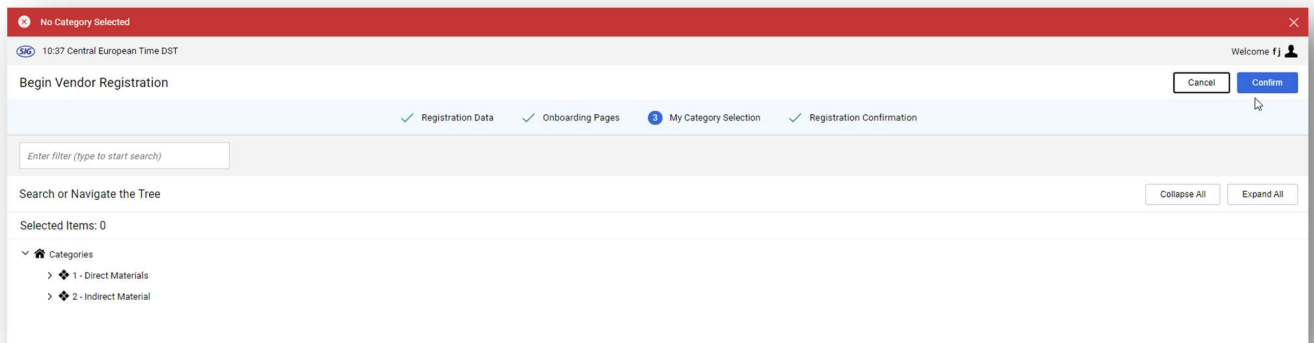
Please complete or update the data and click [Save & Continue](#).

Fields marked with * are mandatory fields, if these are not answered, the registration cannot be completed.

The registration can be interrupted and continued later:



If the buyer didn't pre-select a category for you, you cannot proceed in the registration process:



If you encounter this error, please contact your SIG Combibloc procurement contact or send an e-mail to procurement-support@sig.biz. Then continue in the registration process once a category has been assigned.

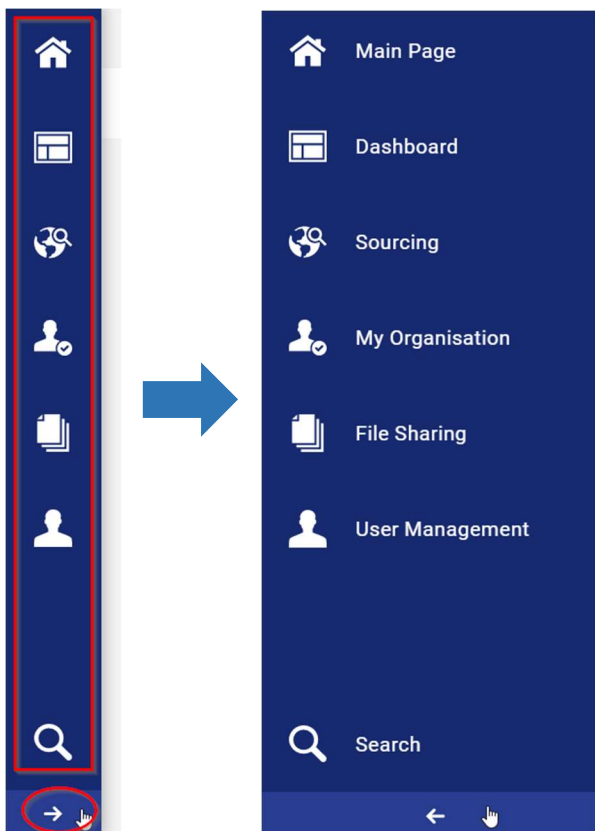
The number of forms to be answered depends on the category selection (some categories do not have category specific questions to answer).

SIG Combibloc will only be notified once your account has been activated.

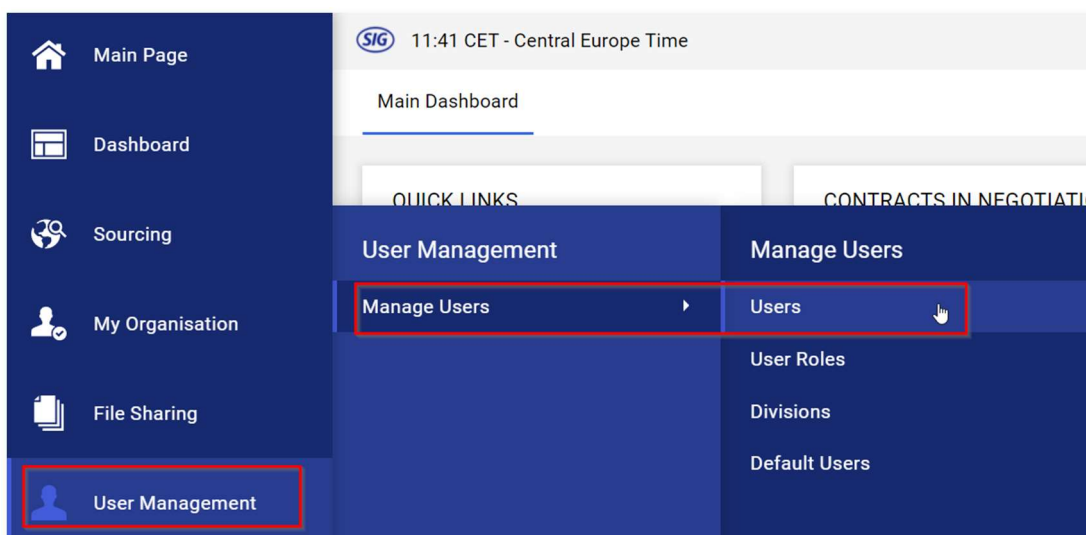
If you have any questions during the registration process, please contact your SIG Combibloc procurement contact or send an e-mail to procurement-support@sig.biz.

Navigation

After activating your account, you can navigate between the modules on the left side of the page. With the arrow at the bottom you can show/hide the module names:



Additional users can be created in the user management:



You can also create different user roles according to your needs.

Furthermore, different users (if created) can be defined for different modules:

11:43 CET - Central Europe Time

Manage Users

Users User Roles Divisions **Default Users**

Select a Default User for Auctions

Last Name

1	<input checked="" type="radio"/>	---
2	<input type="radio"/>	J

Select a Default User for RFIs/RFQs

Last Name

1	<input checked="" type="radio"/>	---
2	<input type="radio"/>	J

Select a Default User for Contracts

Last Name

1	<input checked="" type="radio"/>	---
2	<input type="radio"/>	J

Select a Default User for Scorecard Surveys

Last Name

1	<input checked="" type="radio"/>	---
2	<input type="radio"/>	J

In File Sharing you will find even more useful information (only accessible once account is activated):

11:45 CET - Central Europe Time

Main Dashboard

QUICK LINKS

STANDARD LINKS

- [My Auctions](#)
- [My Contracts](#)

File Sharing	File Sharing	Directories
User Management	Directories	List of Directories
		Search

Directories

List Of Directories Search

Enter Filter (type to start search)

Showing Result 1 - 1 of 1 Show: 50

	DIRECTORY TITLE
1	User Manuals for SUPPLIERS (8)