User guide for Supplier registration

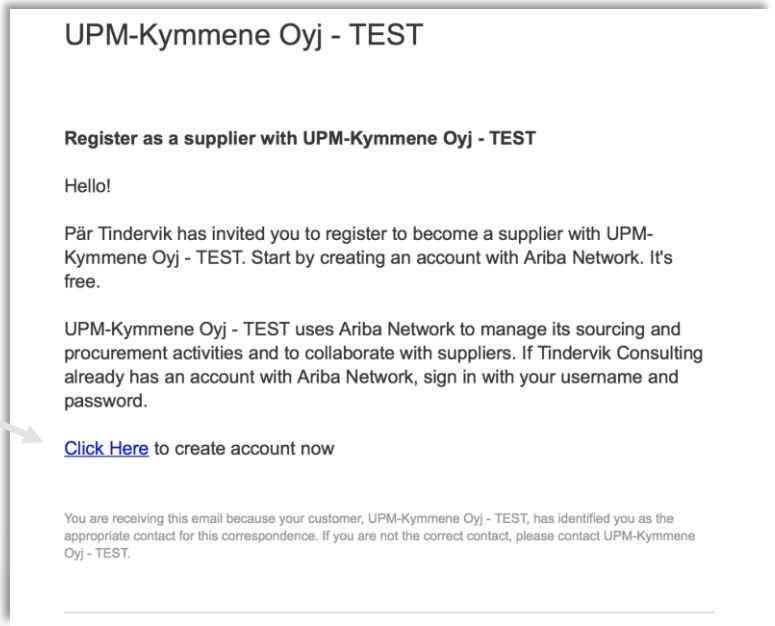
Table of content

- Receiving the invitation to register
- Accessing the Ariba Network
- Registering on Ariba Network
  - As a suppliers with an existing Ariba network account
  - As a suppliers new to Ariba network
- Registering with UPM
- Approval process
- Support

Receiving the invitation

1. You will receive an invitation to your e-mail as seen on the right

2. Click on the link to initiate the registration process



UPM-Kymmene Oyj - TEST

Register as a supplier with UPM-Kymmene Oyj - TEST

Hello!

Pär Tindervik has invited you to register to become a supplier with UPM-Kymmene Oyj - TEST. Start by creating an account with Ariba Network. It's free.

UPM-Kymmene Oyj - TEST uses Ariba Network to manage its sourcing and procurement activities and to collaborate with suppliers. If Tindervik Consulting already has an account with Ariba Network, sign in with your username and password.

Click Here to create account now

You are receiving this email because your customer, UPM-Kymmene Oyj - TEST, has identified you as the appropriate contact for this correspondence. If you are not the correct contact, please contact UPM-Kymmene Oyj - TEST.

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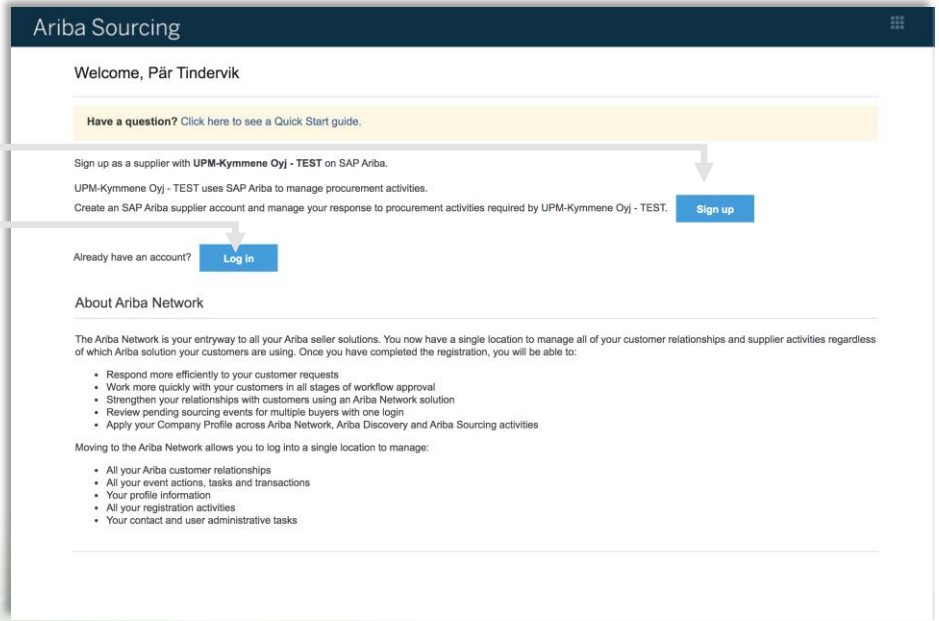
Creating an Ariba account or using an existing account

1. If you are new to Ariba, please click on the sign-up link.

2. If your company already has an existing Ariba Network account please klick on the login button

It is important that you register using this page and this page only. If you for some reason gets directed to another Ariba page, please contact registration Support



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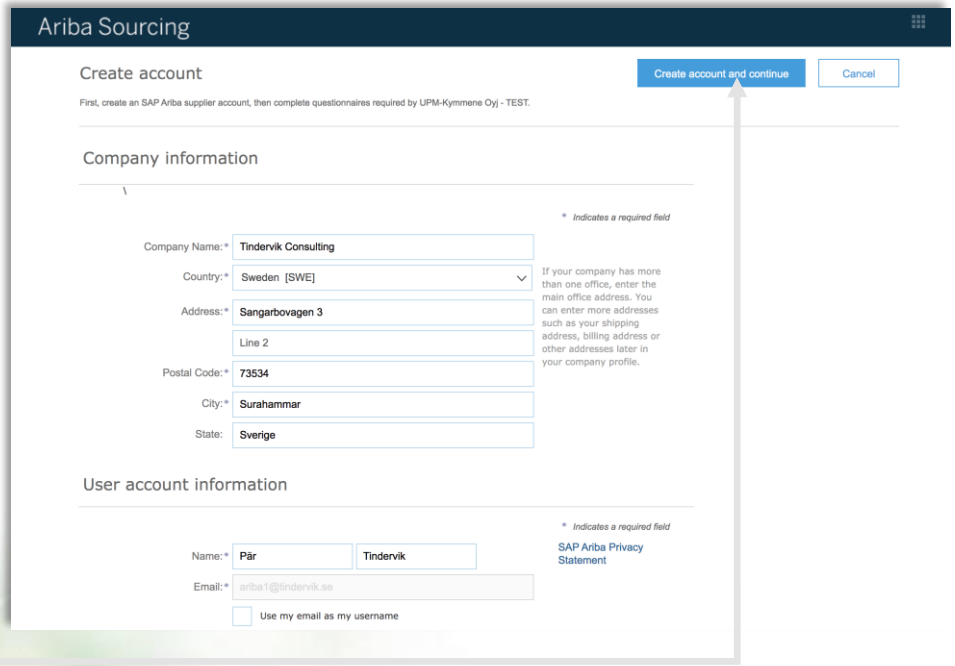
Creating your Ariba Network account

1. Please add and review your information.

2. Refrain from using the option ”Use my email as my account” even if you choose to use your email as your username.

3. When all the mandatory information has been added, please verify that all information is correct.

4. Next step will be to click “Create account and continue”. Doing so will render Ariba to create your account and you will be redirected to UPM registration form.



Using your existing Ariba account

1. Please login using your Ariba credentials for the account you will be using in your engagement with UPM.

2. Clicking “Continue” will send you directly to the UPM registration page.

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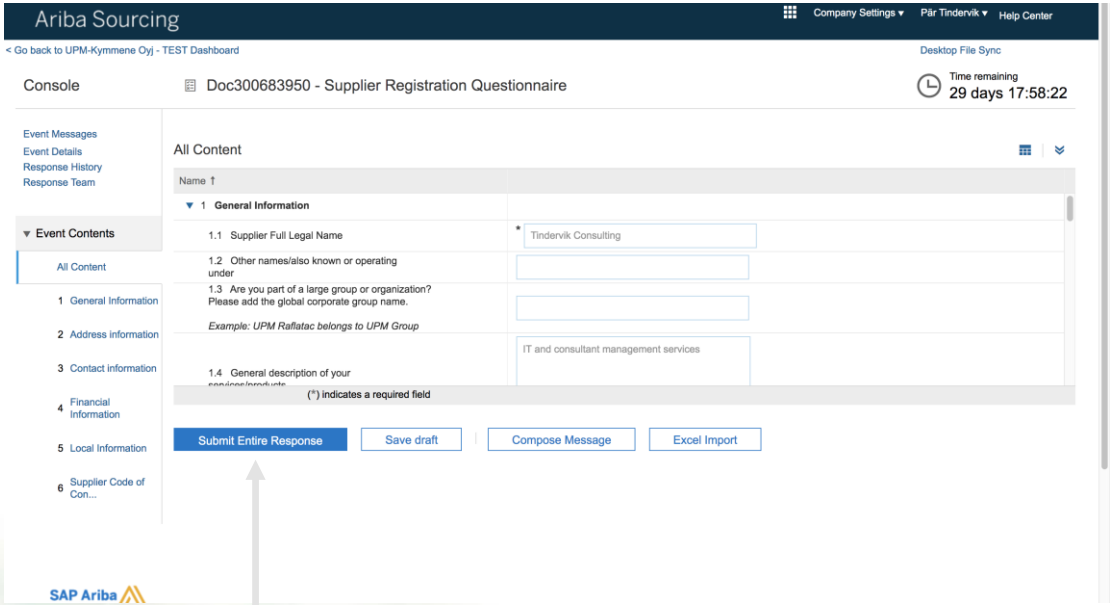
Registering with UPM and accepting UPM Supplier and Third Party Code

1. Fill in the requested information, some information will have to be repeated from the previous step when registering on the network.
2. If you have any questions about which categories/commodities to select, don't hesitate to contact UPM supplier registration support at join.ariba@upm.com
3. In part 6 – UPM Supplier and Third Party Code, it is important that you read and understand the attached document. If you are unable to comply with UPM Supplier and Third Party Code, please attach documentation explaining your reasons for the non-compliance. UPM will review your response and approve or decline it. If your response is being declined, we will be in contact with you.
4. When all mandatory information has been added please click "Submit Entire Response". If everything is in order, "Your response has been submitted" will be displayed, and an email will be sent to you to confirm your registration with UPM on Ariba.



Approval process

1. Your request has now been sent to UPM for review and approval.

2. The approval process may differ in time depending on the information you have provided but will normally take 5-10 business days. If there are any questions that need further information, UPM registration support will contact you by phone, email or requesting additional information through Ariba.

3. You will receive an email from Ariba when UPM has approved your request.

Remember to always keep your Company information updated in the UPM portal. You can access it directly at: https://service.ariba.com/

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UPM registration support

join.ariba@upm.com

Thank you for your cooperation

UPM BIOFORE
BEYOND FOSSILS