

UPM – Supplier self-service portal guide for suppliers

Version 1.1

Welcome to use UPM Supplier self-service portal

We are pleased to welcome you as UPM's valued supplier to use Stibo Systems' Supplier Self-Service Portal. To streamline our collaboration and ensure accurate, up-to-date information about your company, we are inviting you to complete your onboarding.

WHAT

is Self-service portal?



It is a digital platform designed to streamline and automate the supplier onboarding. It is part of UPM's Master Data Management (MDM) solutions.

Suppliers directly provide their own company data, improving data accuracy and quality.

HOW

Can I enter the portal?



Please use this instruction material to follow our guided and secured onboarding process.

WHO

Can I contact for support?



For technical issues, kindly contact our team

upm.vendor.data@upm.com

Before you start setting up your supplier self-service account



**1) Make sure you can
access your email**



**2) Keep your mobile
phone nearby**



**3) Follow the
instructions**

UPM – Provide required company information email

ACTION 1

Click the link in
the email that you
received

Screenshot 1: email received from Supplier self-service portal

From: **STEP MDM** <noreply@cloudmail.stibo.com>

Date: Thu, Mar 27, 2025 at 4:01 PM

Subject: UPM – Provide Required Company Information

Dear Supplier,

We kindly invite you to provide your company's primary information using our Stibo platform.

Please select forget password option and use your email id as both username and email id for r

Please use this [link](#) to go directly to the Supplier Self Portal.



In case of any questions, please contact us (support email upm.vendor.data@upm.com).

Supporting material available in upm.com.

Sincerely,

UPM

This message has been autogenerated, do not reply to it.

Change your password

ACTION 2

Select forgot STEP
password

Screenshot 2: Supplier self-service portal login screen

STEP managed user login

Enter username and password

Username

Password

[Forgot STEP password](#)



Login

IDP managed user login

UPM AD Authentication

Change your password

ACTION 3

Use your email address for both username and email.
Click “Reset Password”.

After this you will receive second email. Kindly check your Inbox.

Screenshot 3: Supplier self-service portal forgot password screen

Forgot password?

Enter the username and email address for your account. A link will be sent to your registered email address to reset your password.

Contact your admin for help if you do not receive the email with the link.

Username

Email

Reset password



Reset your Stibo Systems account password email

ACTION 4

You will receive second email. Click Complete password recovery.

This link is valid only 30 minutes, if expired then use again “Forgot password” button and start again.

Screenshot 4: Email coming from noreply@cloudmail.stibo.com

Hello!

The account associated with this email recently initiated a password reset. If this

If the password reset process was initiated by you, please follow this link to the [Complete password recovery](#).



Please keep in mind this link is active for 30 minutes. After that, you will need to

Thank you!

Enter your new password

ACTION 5

Enter your new password and click
Save new password.
Then click button
back to login.

Screenshot 5 & 6: Supplier self-service portal entering new password, notification screen.



Enter your new password.

Save new password.



Enter new password

 Password has been changed



Back to login

Log in to supplier self-service portal

ACTION 6

Provide your email address as username and new password and click “Login”.

Screenshot 7: Supplier self-service portal login screen

STEP managed user login

Enter username and password

Username

Password

[Forgot STEP password](#)

Login



IDP managed user login

[UPM AD Authentication](#)

Mobile authentication required

ACTION 7

Make sure your mobile phone has one mobile authentication app, we recommend Microsoft Authenticator.

When this is available for use, click Next.

Screenshot 8: Mobile authentication

Mobile Authentication

Configure mobile authentication to log in using your account. You can skip this step if you already have a mobile authenticator app set up on your mobile device.

It is recommended to use the Microsoft Authenticator app, but other authenticator apps such as Google Authenticator are also supported. Install the Microsoft Authenticator app on your mobile device by scanning the QR code:

iPhone & iPad

Android



Next



Fill in company information – basic details

ACTION 9

Add data and fill in
basic details

Screenshot 11: Basic details tab (1/2)

SKT Self Service Portal FINAL STPC ORGANISATION • ID: ORG_11576000
MDM BP Number: BP_0000907549 • Customer Number: • Vendor Number: 0001503074 • Customer SAP BP Number: • Vendor SAP BP Number:

Basic Details Vendor Bank Account Details Data in two different sheets

▼ Registration & Tax ID Number

Tax Information FI15000062  Delete data

[Add](#) Add data

▼ Name & Address

Full Name SKT Self Service Portal FINAL STPC 

* Name Line 1 SKT Self Service Portal FINAL STPC 

Name Line 2 

Name Line 3 

Name Line 4 

D&B Name

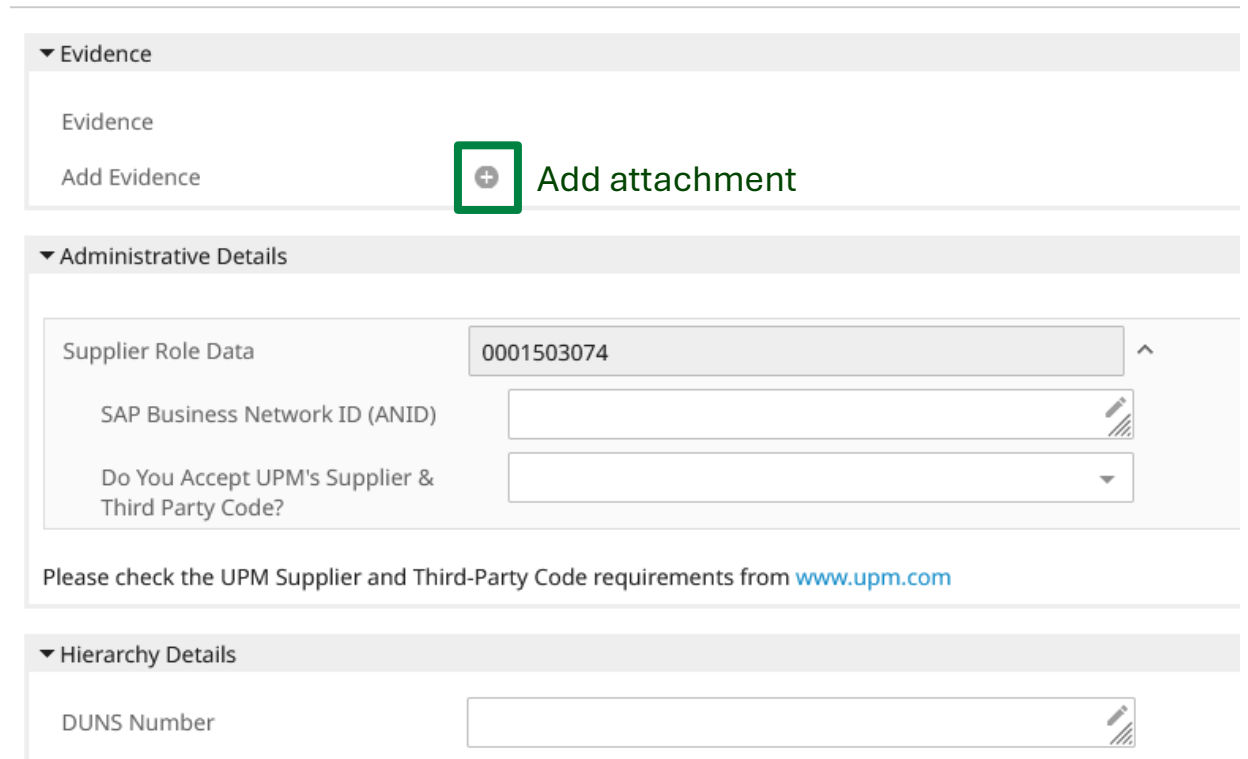
Main Address Sammonaukio 4,48600 Kotka Finland  Open more data

Fill in company information – basic details (continued)

ACTION 10

Add evidence
documents and
other data

Screenshot 12: Basic details tab (2/2)



▼ Evidence

Evidence

Add Evidence  Add attachment

▼ Administrative Details

Supplier Role Data 0001503074 ^

SAP Business Network ID (ANID) 

Do You Accept UPM's Supplier & Third Party Code? 

Please check the UPM Supplier and Third-Party Code requirements from www.upm.com

▼ Hierarchy Details

DUNS Number 

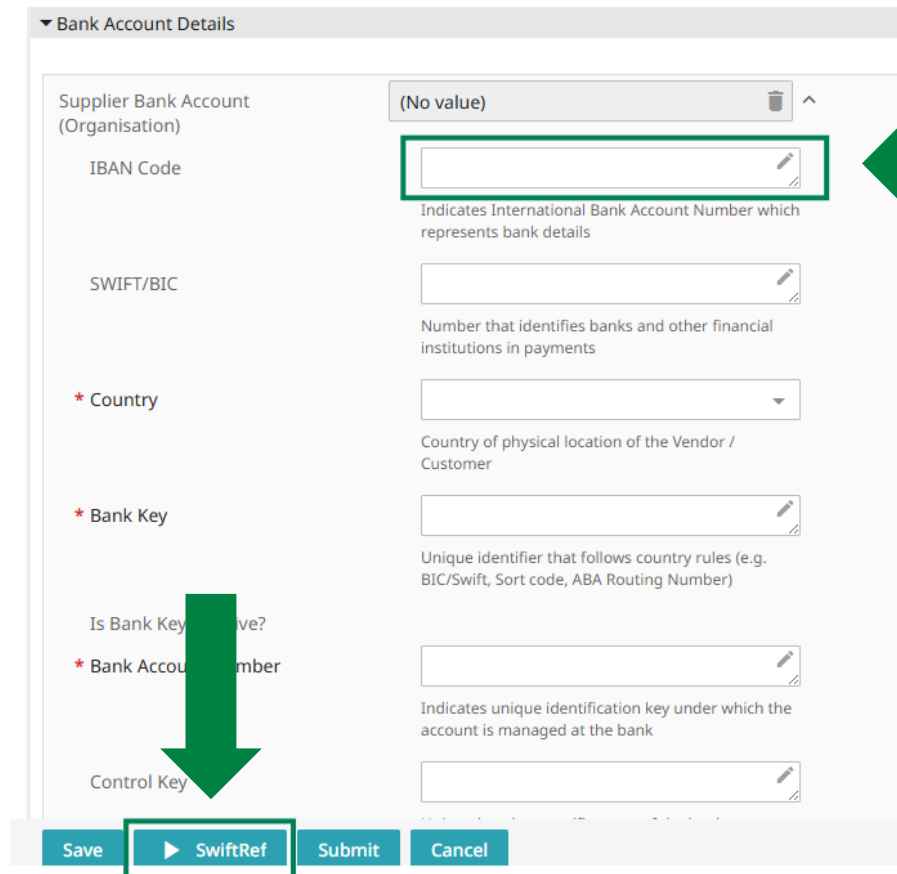
Review, add and validate data

ACTION 11

Bank Account Details;
quickest way to provide
bank details for IBAN
countries is to add IBAN
Code and then click
SwiftRef button.

Next choose Currency and
Save.

Screenshot 13: Bank account details tab



Bank Account Details

Supplier Bank Account (Organisation) (No value)

IBAN Code

Indicates International Bank Account Number which represents bank details

SWIFT/BIC

Number that identifies banks and other financial institutions in payments

* Country

Country of physical location of the Vendor / Customer

* Bank Key

Unique identifier that follows country rules (e.g. BIC/Swift, Sort code, ABA Routing Number)

Is Bank Key Active?

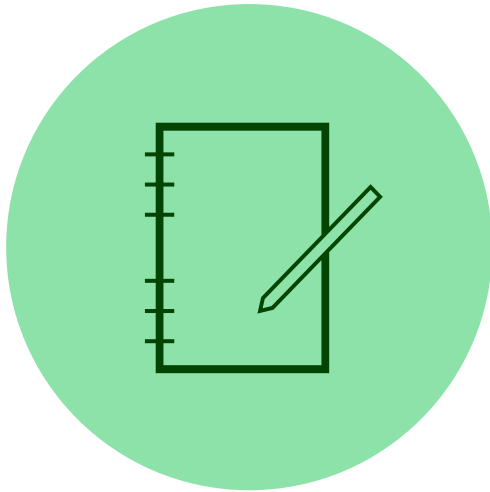
* Bank Account Number

Indicates unique identification key under which the account is managed at the bank

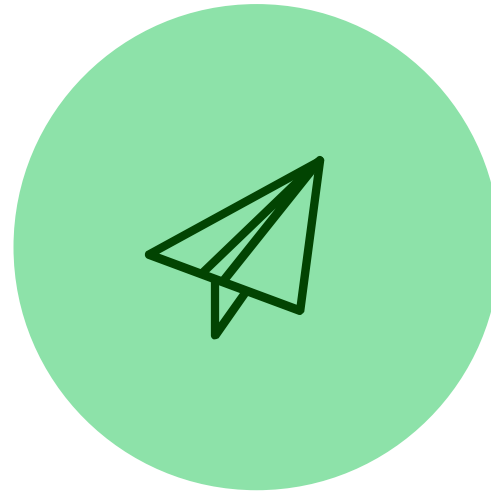
Control Key

Save SwiftRef Submit Cancel

Final step - save and submit your work



You can save your work and login again using the same username and new password and authentication app. Link can be found from original email.



Once you are ready kindly save and submit. After submit you cannot update any company information anymore via this portal.



In case of any questions, please contact our support upm.vendor.data@upm.com



UPM