

Supplier Registration User Guide



Creating a supplier account

Navigate to the ROCKWOOL 1Source Portal

Navigate to <u>https://1source.rockwool.com</u> in your browser (recommended browsers: GoogleChrome or Mozilla Firefox). You should now see this page.



• Click on 'Begin Registration' in the New Supplier Registration section of the login page.

PROCUREMENT PORTAL Welcome to the ROCKWOOL E- Procurement Portal.	NEW SUPPLIER REGISTRATION	LOGIN Username	HELPDESK Need assistance?
This Portal provides a suite of collaborative, web-based tools that enable procurement professionals and suppliers to conduct the strategic activities of the procurement lifecycle over the internet.	 How to register – PDF Degin Registration Download the ROCKWOOL Supplier Handbook Download the Supplier RFQ Response Guide View Opportunities 	Password Login Forgotten your password?	 Supports International Numbers austomersupport@isggaes.com Send ROCKWOOL a request for Organisation and User Details update Rockwool Users International Numbers International Numbers System Administrator International Numbers Log Case
	Copyright ©2022, ROCKWOOL A/S	S Provided by J∧GG∧==++	

Select language

• Select your preferred language.

	Se	elect your langu	age	
English	中文	Hrvatski	Čeština	Dansk
Français	Deutsch	Magyar	Nederlands	Norsk
\bigcirc				
Polski	Русский	Español		
		close		

Accept User Agreement

Review the User Agreement.

- Then scroll down to select 'Accept'.
- Then click 'Confirm'.

User Agreement	Adobe PDF File	Switch To Accessible Controls	Close
Download the English Version			
In case of discrepancy in interpretation or dispute between the partie USER AGREEMENT	es to this document, the English ver	sion shall prevail.	
 Introduction This User Agreement between Rockwool International A/S, (ti (the System) by the Supplier to respond to an invitation from the B 1.2. A procurement exercise may include a Request for Informatic Quotation (RFQ); an electronic Auction or an electronic Contract non-exhaustive representation of commonly used terminology. Bu by case basis. The System is provided by BravoSolution and operated by the Supplier Users' access to and use of the System. The Supplier agre 1.4. The Supplier shall only use the System to respond to an invita Agreement and any further rules expressed and presented in the standards. 	he Buyer) and the Supplier governs Buyer to participate in a procureme on (RFI), a Best and Final Offer (BAF This above list of individual procure yer Organisations may have their o Buyer. This User Agreement applie knowledges that by a Supplier User es to be bound by this User Agreem ation to participate in a procuremer System. In the event that there is a	the access and use of the eSourcing nt exercise. FO), a Request for Proposal (RFP), a f ement exercise processes is indication own, unique terminology to be applied es to the Supplier's and its accessing the System using the use ment. In exercise in accordance with this Us ny conflict between this User Agreem	g System Request for ve and a d on a case er ID and ser nent and v
Accept Decline			
			Confirm

Registration Data

Complete all the mandatory fields (denoted by *) in the Registration Data section. Note that registration number is unique and must not contain any spaces or special characters.

09:46 Central European Time DST		Ŧ
Registration Data		··· Close Save
Index	→ ✓ Organisation Details	
✓ Main Organisation Data		
8 Registration Data	* NEW Registration Number (i.e. VAT Number / Tax Code, including Country Prefix) * OLD Registration Number (i.e. VAT Number / Tax Code, including Country Prefix)	/ Tax Code,
Onboarding Pages		
My Category Selection		
Registration Confirmation	D-U-N-S number * Organisation Name (Please complete in loc with use of Cyrillis, Kanii and diacritica if rec	al language
	* Country State/County	
	UNITED KINGDOM -	-
	* Address * City	
	* Postal Code * Other Tax Code 1 (If Not Applicable, please in the code and the cod	nsert N/A)
	* Other Tax Code 2 (if Not Applicable, please insert N/A) * Other Tax Code 3 (if Not Applicable, please	insert N/A)
	* International Ornanisation Name (Please complete + International Address includion City (Please	complete
	using Latin alphabet and no diacritics if reganisation name' is in local language, otherwise IV(A) name' is in local language, otherwise IV(A)	anisation

09:46 Central European Time DST					1	•
Registration Data				··· Close	Save	
ndex	\rightarrow	* Address	* City			
 Main Organisation Data 						
Registration Data		* Postal Code	* Other Tax Code 1 (if Not Applicable, please insert N/A)			
Onboarding Pages						
My Category Selection						
Registration Confirmation		* Other Tax Code 2 (if Not Applicable, please insert N/A)	* Other Tax Code 3 (if Not Applicable, please insert N/A)			
		 International Organisation Name (Please complete using Latin alphabet and no diacritics if 'organisation name' is in local language, otherwise N/A) 	 International Address including City (Please complete using Latin alphabet and no diacritics if organisation name" is in local language, otherwise N/A) 			
		 International Postal Code (Please complete using Latin alphabet and no diacritics if 'organisation name' is in local anguage, otherwise N/A) 	* Organisation Sales Contact email address			

Scroll down and complete all the mandatory fields (denoted by *) in the User Details section. Note down your username as you will require it to log in.

Note: The Email validation code may take a few minutes to come through to your email inbox.

Registration Data	
✓ User Details	
First Name	
Last Name	
Mobile (please enter '+' 'country code' and 'your mobile phone number'	with no spaces)
Phone Number (please enter "+" "country code" and "Number" with no sp	aces)
* Email IMPORTANT: This email address will be used for access to the s	ite and for all communications. Please
ensure you enter the address correctly. Please use ;" (semicolon) to se	oarate multiple addresses.
Email Address Validation	Send Validation Cod
* Username (please do not forget your username)	
* Onderred Language	
- Preferred Canguage	
	•
* Time Zone	
(GMT 0.00) Western Europe Time, London, Lisbon	•
Use Accessible Controls by default	
9	

Complete Registration Data

• Once all the Organisation Details and User Details have been entered click 'Save' on the top right of the screen.



Your supplier account has now been created and is in a 'Registered' status and you will receive an email from the system confirming this and providing a temporary password to login. The profile is not yet complete, if you stop the process here your profile will not be visible on the buyer side of the system.

Basic Profile and Category Tree

Complete Basic Profile pages

You will now be required to complete seven (depending on your answers there may be more pages) Basic Profile pages. These are:

- 1. Code of Conduct
- 2. Conflict Minerals
- 3. REACH Obligation
- 4. ISO Certification
- 5. Geography
- 6. Geographic Coverage
- 7. Categories
- On each page complete all the mandatory fields (denoted by *) in each section then click 'Save & Continue' to move to the next page.



Note: throughout the registration process there are fields that would result in an account being blocked. These would be the supplier not agreeing to the Code of Conduct fields, engaging with Conflict Minerals and having Production Sites in blacklisted countries.

Code of Conduct

On this page you will need to complete the Code of Conduct, Conflict Minerals and REACH.

Answering 'No' to any of the Code of Conduct questions will result in a blocked account.

Begin Vendor Registration						C
ndex	\rightarrow	Onboarding) Compliance			
 Main Organisation Data 						
Registration Data		~	CODE OF CONDUCT			
 Onboarding Pages 			You can view the full ROCKWOOL Supplier (f=20230811050353	Code of Conduct here - https://p-cdn.rockwool.com/syssiteassets/rw-group/	'media/legal/code-of-conduct-for-sup	oliers-to-the-rockwool-group.pdf?
Onboarding Compliance			QUESTION	DESCRIPTION	RESPONSE	EDITABLE BY
O ISO Certification 2						
O Geography		1	ubbe of Conduct 1.2	 Do you compry with the United Nations Universal Declaration of Human Rights and the ten universal 		 Supplier
 My Category Selection 				human rights, labour environment and anti-corruption?		
Select Categories: 0		2	Code of Conduct 2.2	* Do you comply with all international, national and local laws		 Supplier
Pagistration Confirmation				guidelines relating to employment, environment, health and		
Status Summary				purchasing and manufacturing practices?		
• • • • • • • • • • • • • • • • • • • •		3	Code of Conduct 3.2	* Will you ensure the principles of the ROCKWOOL Supplier		✓ Supplier
				Code of Conduct are introduced and followed by your suppliers, sub-suppliers and /or -contractors.		
		4	Code of Conduct 4.2	* Do you comply with current laws regarding the living wages		✓ Supplier
				and acknowledge the employees' right to join association and unionisation and offer equal and fair opportunities for		
				all employees.		
		5	Code of Conduct 5.2	 Will you allow on-site pre-agreed Sustainability audits related to the deliveries to ROCKWOOL, where practically 		 Supplier
				possible? An audit can be performed by Rockwool or an independent third party upon request from the supplier.		
		~	CONFLICT MINERALS			
			QUESTION	DESCRIPTION	RESPONSE	EDITABLE BY
		1	Conflict Minerals	 Does your company engage in any shape or form with conflict minerals from countries listed on the CAHRA list (https://www.cahraslist.net/cahras)? 		✓ Supplier
				Gold, tin, tungsten and tantalum are considered as conflict minerals. You can read about the FU regulation here:		

Conflict Minerals

You will be asked to confirm whether you engage in conflict minerals, if you select 'Yes' this will result in your account being blocked. Guidance on Conflict Minerals can be found by following the link provided in the system

✓ CONFLICT MINERALS			
QUESTION	DESCRIPTION	RESPONSE	EDITABLE BY
1 Conflict Minerals	 Does your company engage in any shape or form with conflict minerals from countries listed on the CAHRA list (https://www.cahralslitt.et/cahras)? Gold, tin, tungsten and tantalum are considered as conflict minerals. You can read about the EU regulation here. https://ec.europa.eu/rade/policy/infcocus/conflict- minerals-regulation/regulation-explained 	•	Supplier

REACH Obligation

Here you have to answer questions in terms of REACH Regulation.

~	REACH			
	QUESTION	DESCRIPTION	RESPONSE	EDITABLE BY
1	Are there any substances of very high concern (SVHC), in concentrations above 0.1% w/w, in the products, parts of products or packaging that you are supplying to ROCKWOOL?	Due to REACH regulation (EC) No 1907/2006, substances with certain hazard properties may be identified as SVHCs. Once a substance is identified as a SVHC is included in the Candidate List. The inclusion in the Candidate List brings immediate obligations for EU/EEA suppliers of the substance, such as: > supplying a safety data sheet > communicating on safe use (CSR) > notifying ECHAI fith anticle they produce contains an SVHC in quantities above one tonne per producer/importer per year and if the substance is present in those articles above a concentration of 0.1% (w/w). Read more here: https://cha.europa.eu/substances-of- very-high-concern-identification-explained	•	Supplier
2	Are you supplying to ROCKWOOL locations in the European Economic Area (EEA)?	 If you are supplying materials to the EU then you will be subject to REACH Regulation and are required to provide additional information. 		Supplier

If your answer 'Yes' on the 1st question, you will then proceed to the following question.

	SUBSTANCES OF VERY HIGH CONCERN (SVHC) IN CONCENT	TRATIONS ABOVE 0.1%		
Ŭ,				
	QUESTION	DESCRIPTION	RESPONSE	EDITABLE BY
	Substances of very high concern (SVHC) in concentrations above 0.1%	 Please indicate if any SVHC(s) in concentrations above 0.1% w/w contained in the products (substance,mixture, for a straight or a	Drop File or Browse	Supplier
		formulation, article), parts of products of packaging supplied to ROCKWOOL by completing and uploading the attachment provided.	↓ Download Template	

If you answer 'Yes' on the 2^{nd} question, you will now see the next question.

2	Are you supplying to ROCKWOOL locations in the European Economic Area (EEA)?	 If you are supplying materials to the EU then you will be subject to REACH Regulation and are required to provide additional information. 	Yes	✓ Supplier
 ✓ EU 	ROPEAN ECONOMIC AREA			
×	SUPPLIERS OUTSIDE FU/FAA - DESIGNATION OF ONLY REF	PRESENTATIVE		
~	SUPPLIERS OUTSIDE EU/EAA - DESIGNATION OF ONLY RE	PRESENTATIVE	RESPONSE	EDITABLE BY

If you answer on the 2nd question 'No', you will be prompted to answer the next question.

	QUESTION	DESCRIPTION	RESPONSE	EDITABLE BY
	Are you located in the European Economic Area (EEA)?	* Are you located in the European Economic Area (EEA)?	No	Supplier
su	PPLIERS OUTSIDE EU/EAA – DESIGNATION OF ONL	YREPRESENTATIVE		
~ :	SUPPLIERS OUTSIDE EU/EAA - DESIGNATION OF ONLY RE	PRESENTATIVE	RESPONSE	EDITABLE BY
	Suppliers outside EU/EAA – designation of only representative	Due to REACH regulation (EC) No 1907/2006 manufactures and importers of chemical substances (>TUY) established in EU/EAA are obliged to communicate properties, uses and assessment of hazards and risks of the substances to ECHA via the registration process A company established outside EU/EAA who manufactures a chemical substance on its own, in preparations or in articles, formulates a preparation or produces an article that is imported into EU/EAA may by mutual agreement appoint a only representative (OR) established inside EU/EAA to fulfil the FEACH obligations on importery/customers inside EU/EAA. ORs are appointed according to article 8 of the REACH Regulation Read more: Resistration process.	Drop File or Browse Download Template	Supplier

Here you will have a place to attach your file or download a template.

L.L.			
·T.	SVHC identifiers (name, CAS, EC)	Product name	Plan for substitution of SVHC (yes/no)
_			

ISO

In this section you will be asked to select the ISO Certification you hold.

ver unice	ation 2			
~ 1	SO CERTIFICATION			
	QUESTION	DESCRIPTION	RESPONSE	EDITABLE BY
1	ISO Certification	* Please select the ISO Certification that you hold	ISO9001 - Quality Management ISO14001 - Environmental	Supplier
			Management ISO50001 - Energy Management	
			ISO45001 Health & Safety	

Then you click confirm



Geography

In this section you will be asked to select the locations of your production sites and registered offices.

The monitored locations question relates to certain countries that are part of our screening process, if you confirm you have production sites or registered offices at one of the listed countries it will be reviewed by ROCKWOOL.

~ (BEOGRAPHY			
	QUESTION	DESCRIPTION	RESPONSE	EDITABLE BY
1	Geography / Continent	* Please select the location of your productions sites and registered offices	Asia Africa Australia Europe North America South America	Supplier
2	Monitored Locations	* To enable sanction screening, please select whether you have productions sites and/or registered offices based at any of these locations? Afghanistan, Armenia, Azerbaijan, Bosnia and Herzegovina, Burundi, China, Central African Republic, Congo, Cuba, Egypt, Ertrea, Georgia, Guinea, Guinea-Bissau, Hail, Iraq, Kazakhstan, Krygryzstan, Lebanon, Libya, Mali, Moldova, Myamai (Gurma), Serbia and Montenergo; Somala, South Sudan, Sudan and Darfur, Tunisia, Tajlistan, Turkey, Turkmenistan, Ukraine, Untel Arab Emirates, Uzbekistan or Sudan, Sudan and Darfur, Tunisia, Tajlistan, Turkey,	We DO have production sites and/or registered offices in those We DO NOT have production sites and/or registered offices in	Supplier e locations those locations

Then you will have to select the exact location within the selected continents

	QUESTION	DESCRIPTION	RESPONSE	EDITABLE BY
1	Geographic Coverage in Europe	* Please select the location of your production sites in Furnne	Select Options (Multi selection possible)	Supplier
		Europe.		

And click confirm



Complete Categories

After all your basic profile forms have been completed you will then be taken to the Categories page. Here you can select your organisations categories via the search bar.



Select the category or multiple categories that your organisation trades in.



Or by clicking on the category names to expand the list and drill down to more granular categories.

And click 'Confirm'.



Registration Process Complete

If you did not fill all the fields or there are non-compliable answers you will see a notification that registration is not complete yet, so you will have to come back and check what is wrong with your data.

You can see it in summary at the end of the registration process.

The Registration Process is complete. Your account has been activated and an email sent t Log in with your Username and Password to access the platform.	o confirm this.
Registration Summary	
	COMPLETION STATUS (MANDATORY QUESTIONS FOR REGISTRATION)
Registration Data	Missing Responses: Optional 2
Onboarding Compliance	🤣 Ali data complete
ISO Certification 2	All data complete
Geography	🤣 Ali data complete
Geographic Coverage in Europe	All data complete
Select Categories	Categories selected 2

When everything is filled in correctly you will get a message that the registration process is complete. You will receive a second email confirmation message that your registration is now complete, and your account is activated.

•	The Registration Process is complete. Your account has been activated and an email sent to confirm this. Log in with your Username and Password to access the platform.	
-		J

• Click on 'Close' to exit the registration process and return to the login page.



Accessing your account

View Email

Check your email inbox for an email with the subject "Registration on Rockwool" from <u>1source-alert@rockwool.com</u>. It will contain the link to the ROCKWOOL 1Source Portal and a temporary password.

Login

Click on the link in the email in the above step, this will take you to the ROCKWOOL 1Source Portal login page.

Login using the Username you created and the temporary password from the email.



Change Password

* New Password		
* Confirm Passv	vord	
Cancel	Submit	

You will now be prompted to change your temporary password.

Supplier Landing Page

You will now see the supplier landing page. From here you can participate in RFP's, manage your profile add additional users to the account.

Isource Rockwool SUPPLIER RESERVED AREA		
PROJECTS Projects Projects Auctions	USER PROFILE A Manage Your Profile Manage Vour Profile Manage Users Manage Users Manage Users Song Oko CVMOCL ar equest for Organisation and User Details Manage Massistance Manage Management Manage	
Copyright 0 2016 J 시급G 사프큐+		

If you are required to action something within the system or are sent messages you will always receive an email from the system to notify you.

Adding additional users

Now you will see the following screen.

R I 09:27 Greenwich Mean Time DST	Welcome
Projects	
My Projects	
Enter Filter (Type to start search)	
▲ No Projects to display	
1	

You can add multiple users from your organisation to the portal using the 'Manage Users' link on the landing page above, or the User Management option once in the system.

â	09:29 Greenwich Mean Time DST	
	Projects	
	My Projects	
3 9	Enter Filter (type to start search)	•
2.	🛕 No Projects to display	
1	User Management	Manage Users
	Manage Users	Users
		User Roles
		Divisions
		Default Users

When you click 'Users' you will proceed to the following screen.

Mana	ge Users						Import/Update User Role Cre
Users	User Roles Divisions	Default Users					
Enter a	at least 3 characters	All Users 👻	Enter Filter (type to start search)	•			
Showing	Result 1 - 1 of 1 Show: 20	•					
	USER INFO	LAST NAME 1	FIRST NAME	DIVISION	EMAIL	TELEPHONE	ROLE
1	Main User		Nastassia Supplier 2	Division	nastassia.kazhemiakina@rockwool.com		

Here you add additional users clicking on 'Create' at the right upper corner of the page.

••	Import/Update User Role	Create
----	-------------------------	--------

Now you are able to enter all the information about your additional user.

09:35 Greenwich Mean Time DST	Welcome Nastassia Supp
ew User	Cancel
User Details	
* Last Name	
* Eiret Nama	
- risi name	
User Tag for Codes	
* Email	
* Telephone Number	
Mobile Phone Number must start with '4' and contain digits from 0 to 9 (min 8 max 15) with no spaces. The first number can not be 0.	
* Division	
Division	
Department	
- •	
Role	
-	

W User Core Mobile Phone must start with '' and contain digits from 0 to 9 (min 8 max 19) with Mobile Phone must start with '' and contain digits from 0 to 9 (min 8 max 19) with Mobile Phone must start with '' and contain digits from 0 to 9 (min 8 max 19) with Mobile Phone must start with '' and contain digits from 0 to 9 (min 8 max 19) with Phone must start with '' and contain digits from 0 to 9 (min 8 max 19) with Phone must start with '' and contain digits from 0 to 9 (min 8 max 19) with Phone must start with '' and contain digits from 0 to 9 (min 8 max 19) with Phone must start with '' and contain digits from 0 to 9 (min 8 max 19) with Phone must start with '' and contain digits from 0 to 9 (min 8 max 19) with Phone must start with '' and contain digits from 0 to 9 (min 8 max 19) with Phone must start with '' and contain digits from 0 to 9 (min 8 max 19) with Phone must start with '' and contain digits from 0 to 9 (min 8 max 19) with Phone must start with '' and contain digits from 0 to 9 (min 8 max 19) with the first start with '' and contain digits from 0 to 9 (min 8 max 19) with the first start with '' and contain digits from 0 to 9 (min 8 max 19) with the first start with '' and contain digits from 0 to 9 (min 8 max 19) with the first start with '' and contain digits from 0 to 9 (min 8 max 19) with the first start with the first st	09:35 Greenwich Mean Time DST	Welcome Nastassia Sup
Weble Phone Number can not be 3. I whisin I whisin Division Cogentmet -	w User	Cancel
* Winina Twistina Dipartment	Mobile Phone Number must start with '+' and contain digits from 0 to 9 (min 8 max 15) with no spaces. The first number can not be 0.	
Division • Division • Division • Division • Division • Robert • * Userame • * Userame • * Userame • * Tim Zone • # Tim Zone • # StrOutf - GvennichMan Time (Europe London) • Lus Accessible Controls by default • No • Distacessible Controls by default •	* Division	
Department - • tabe • - • * Username * • * • * Tendernal Language * Tendernal Langu	Division -	
	Department	
Role - Constant of the second	-	
- Caracteria Caracteri	Role	
* UserPathe * Prefered Language * TreeZense BSTOMT - Greensich Mean Time (Europe/London) * bst-Accessible Controls by default No total Code		
Perferred Language Perferred Language Tom 20ne BST/OMT - Greenwich Mean Time (Europe/London) Ote Accessible Controls by default No User External Code User External Code	* Username	
 Time Zone * Time Zone BST/GMT - Greenwich Mean Time (Europe/London) * Use Accessible Controls by default No User External Code 	* Preferred Language	
* Time Zone BST/GMT - Greenwich Mean Time (Europe/London) * Use Accessible Controls by default No * User External Code	-	·
BST/GMT - Greenwich Mean Time (Europe/London) Use Accessible Controls by default No Use External Code	* Time Zone	
Use Accessible Controls by default No User External Code	BST/GMT - Greenwich Mean Time (Europe/London)	
No User External Code	Use Accessible Controls by default	
User External Code	No	,
	User External Code	

After you've finished, click on 'Save'.

Cancel	Save

Then you'll receive the following communication confirming that your additional user has been added.

20936 Greenwich Mean Time DST	Welcome Nastassia Supplier 2 💄
← New User	View User Rights
Nastassia Kasheniakina has been registered as new user. Login details have been sent via email to nastassiakathemiakina@gmail.com No USER RIGHTS ARE ASSOCIATED TO THIS ACCOUNT THEREFORE ANY NEW USERS WILL NOT SEE ANY OF THE TENDERS YOU ARE RESPONDING TO. To provide them with the correct access, please review the user rights of No USER RIGHTS ARE ASSOCIATED TO THIS ACCOUNT THEREFORE ANY NEW USERS WILL NOT SEE ANY OF THE TENDERS YOU ARE RESPONDING TO. To provide them with the correct access, please review the user rights of	of the account in order to grant access to objects.

And now it can be seen at the page.

📫 09:36 Gr	2 09:36 Greenwich Mean Time DST Welcome Nastassia Supplier 2 ,								
Manage	Users						· · Import/Update User Role Create		
Users	User Roles Divisions	Default Users							
Enter at lea	ast 3 characters	All Users Enter	er Filter (type to start search)	•					
Showing Res	sult 1 - 2 of 2 Show: 20 -								
	USER INFO	LAST NAME 1	FIRST NAME	DIVISION	EMAIL	TELEPHONE	ROLE		
1	User	Kazhemiakina	Nastassia	Division	nastassiakazhemiakina@gmail.com	504051761			
2	Main User		Nastassia Supplier 2	Division	nastassia.kazhemiakina@rockwool.com				

Once created the users will receive an email with login details. You can also create different user roles such as below, granting user rights for different areas of the system based on their responsibilities within the organization.



There is an online help function, if you select the 3 Dot icon, you can click on 'Help for Suppliers' to access the online help mode.