



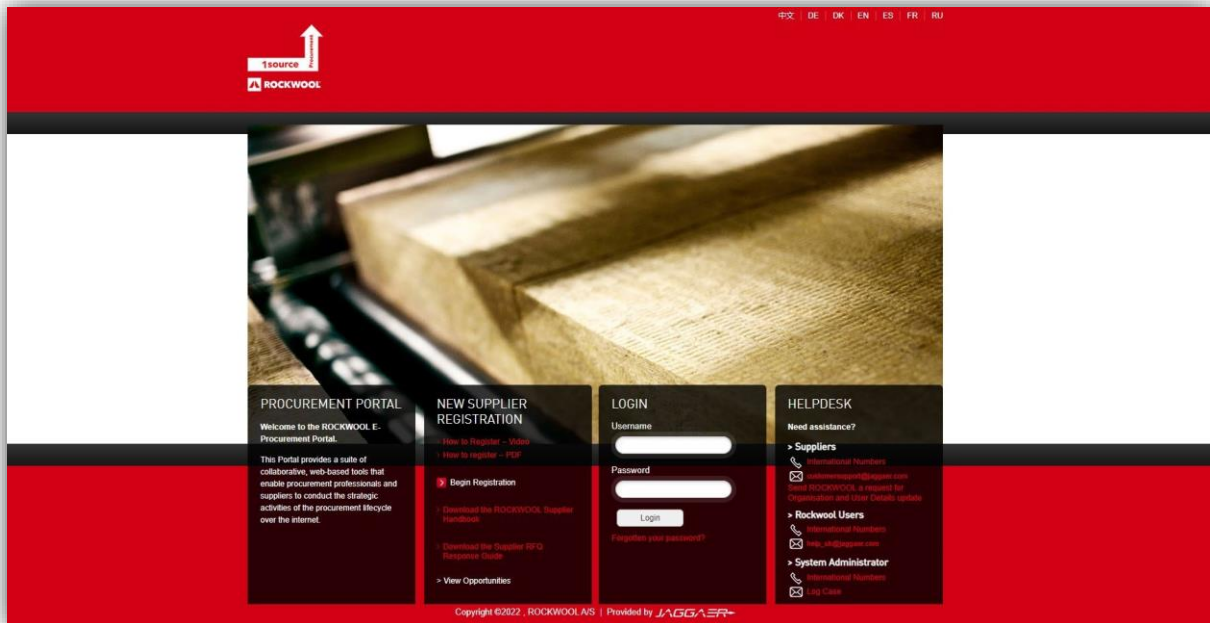
Supplier Registration User Guide



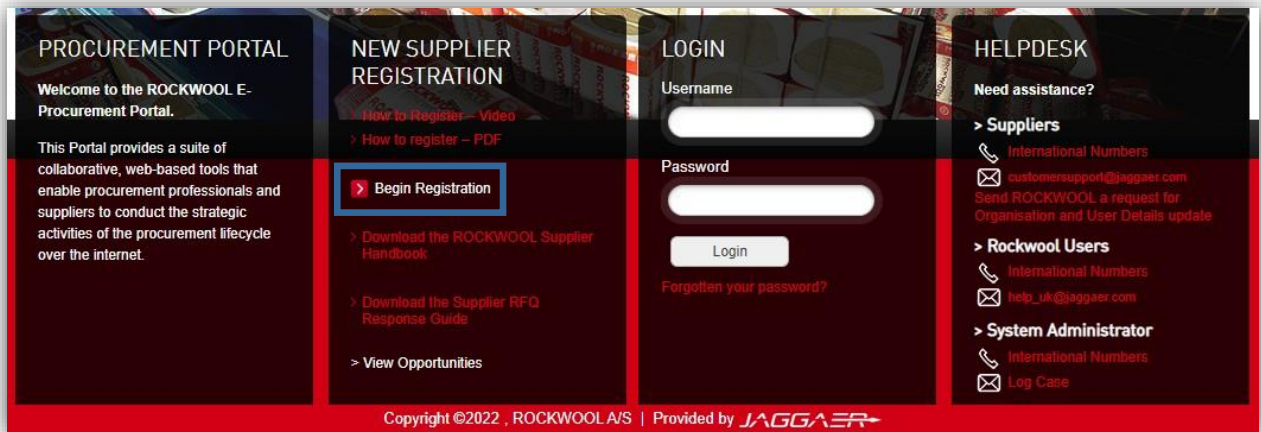
Creating a supplier account

Navigate to the ROCKWOOL 1Source Portal

Navigate to <https://1source.rockwool.com> 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.



Select language

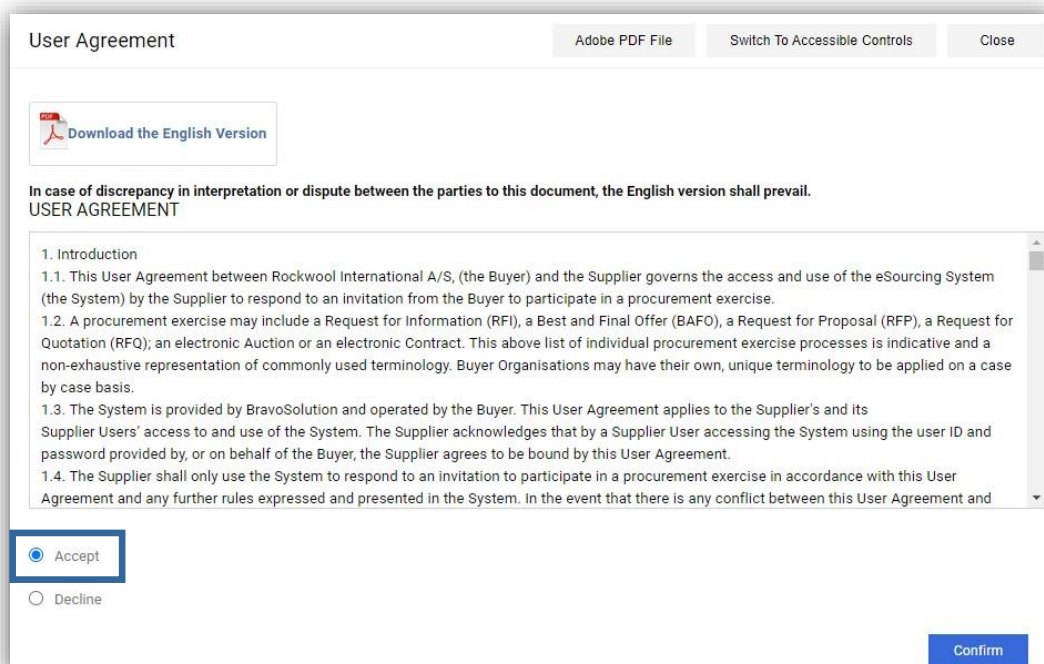
- Select your preferred language.



Accept User Agreement

Review the User Agreement.

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

The screenshot shows the 'Registration Data' form with the 'Organisation Details' section expanded. The form includes a sidebar with navigation options: 'Main Organisation Data', 'Registration Data' (selected), 'Onboarding Pages', 'My Category Selection', and 'Registration Confirmation'. The 'Organisation Details' section contains the following fields:

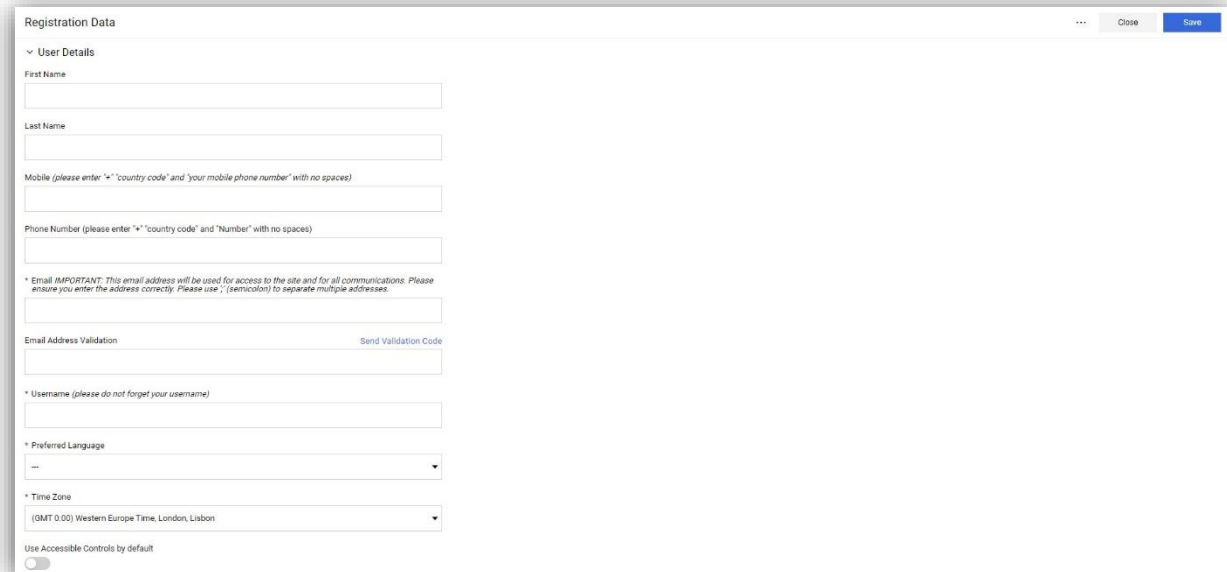
- * NEW Registration Number (i.e. VAT Number / Tax Code, including Country Prefix)
- * OLD Registration Number (i.e. VAT Number / Tax Code, including Country Prefix)
- D-U-N-S number
- * Organisation Name (Please complete in local language with use of Cyrillic, Kanji and diacritics if required)
- * Country (Dropdown menu showing 'UNITED KINGDOM')
- State/Country (Dropdown menu showing '-')
- * Address
- * City
- * Postal Code
- * Other Tax Code 1 (if Not Applicable, please insert 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 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)

The screenshot shows the 'Registration Data' form with a different section expanded. The sidebar is the same as in the previous screenshot. The expanded section contains the following fields:

- * Address
- * City
- * Postal Code
- * Other Tax Code 1 (if Not Applicable, please insert 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 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 language, 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

... Close Save

▼ 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 spaces)

* Email IMPORTANT: This email address will be used for access to the site and for all communications. Please ensure you enter the address correctly. Please use ; (semicolon) to separate multiple addresses.

Email Address Validation [Send Validation Code](#)

* Username (please do not forget your username)

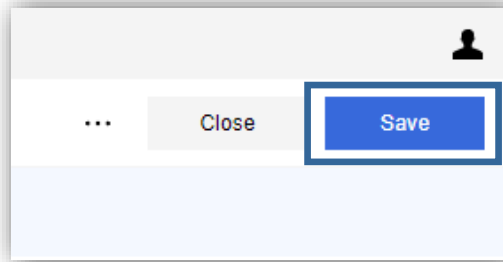
* Preferred Language

* Time Zone

Use Accessible Controls by default

Complete Registration Data

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



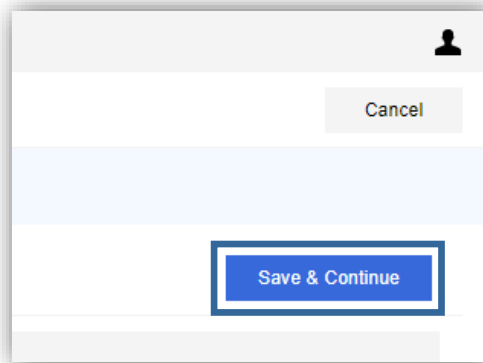
Your supplier account has now been created and is in a 'Registered' status and you will receive an email from the system confirming this and providing a temporary password to login. The profile is not yet complete, if you stop the process here your profile will not be visible on the buyer side of the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

Index →| Onboarding Compliance

- Main Organisation Data
 - Registration Data
- Onboarding Pages
 - Onboarding Compliance**
 - ISO Certification 2
 - Geography
- My Category Selection
 - Select Categories: 0
- Registration Confirmation
 - Status Summary

CODE OF CONDUCT
 You can view the full ROCKWOOL Supplier Code of Conduct here - <https://p-cdn.rockwool.com/sitesassets/rw-group/media/legal/code-of-conduct-for-suppliers-to-the-rockwool-group.pdf?f=20230811050353>

QUESTION	DESCRIPTION	RESPONSE	EDITABLE BY
1 Code of Conduct 1.2	* Do you comply with the United Nations Universal Declaration of Human Rights and the ten universal principles defined in the UN Global Compact relating to human rights, labour environment and anti-corruption?	<input type="text"/>	Supplier
2 Code of Conduct 2.2	* Do you comply with all international, national and local laws and conform to the ROCKWOOL Supplier Code of Conduct guidelines relating to employment, environment, health and safety, human rights and labour rights, anti-corruption, purchasing and manufacturing practices?	<input type="text"/>	Supplier
3 Code of Conduct 3.2	* Will you ensure the principles of the ROCKWOOL Supplier Code of Conduct are introduced and followed by your suppliers, sub-suppliers and /or -contractors-	<input type="text"/>	Supplier
4 Code of Conduct 4.2	* Do you comply with current laws regarding the living wages and acknowledge the employees' right to join association and unionisation and offer equal and fair opportunities for all employees.	<input type="text"/>	Supplier
5 Code of Conduct 5.2	* Will you allow on-site pre-agreed Sustainability audits related to the deliveries to ROCKWOOL, where practically possible? An audit can be performed by Rockwool or an independent third party upon request from the supplier.	<input type="text"/>	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 CAHBA list (https://www.cahba.com/CAHBA/)? Gold, tin, tungsten and tantalum are considered as conflict minerals. You can read about the EU regulation here:	<input type="text"/>	Supplier

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	EDITABLE BY
1	Conflict Minerals	<p>* Does your company engage in any shape or form with conflict minerals from countries listed on the CAHRA list (https://www.cahralist.net/cahras/)?</p> <p>Gold, tin, tungsten and tantalum are considered as conflict minerals. You can read about the EU regulation here: https://ec.europa.eu/trade/policy/in-focus/conflict-minerals-regulation/regulation-explained</p>	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, it 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 ECHA if the article 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://echa.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 CONCENTRATIONS ABOVE 0.1%				
SUBSTANCES OF VERY HIGH CONCERN (SVHC) IN CONCENTRATIONS ABOVE 0.1%				
	QUESTION	DESCRIPTION	RESPONSE	EDITABLE BY
1	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, formulation, article), parts of products or packaging supplied to ROCKWOOL by completing and uploading the attachment provided.	<input type="text" value="Drop File or Browse"/> ⓘ <input type="text" value="Download Template"/> ⬇	Supplier

If you answer 'Yes' on the 2nd 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
EUROPEAN ECONOMIC AREA				
SUPPLIERS OUTSIDE EU/EEA – DESIGNATION OF ONLY REPRESENTATIVE				
	QUESTION	DESCRIPTION	RESPONSE	EDITABLE BY
1	Are you located in the European Economic Area (EEA)?	* Are you located in the European Economic Area (EEA)?		Supplier

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

▼ SUPPLIERS OUTSIDE EU/EEA – DESIGNATION OF ONLY REPRESENTATIVE


QUESTION	DESCRIPTION	RESPONSE	EDITABLE BY	
1	Are you located in the European Economic Area (EEA)?	* Are you located in the European Economic Area (EEA)?	No	Supplier

▼ SUPPLIERS OUTSIDE EU/EEA – DESIGNATION OF ONLY REPRESENTATIVE

▼ SUPPLIERS OUTSIDE EU/EEA – DESIGNATION OF ONLY REPRESENTATIVE

QUESTION	DESCRIPTION	RESPONSE	EDITABLE BY	
1	Suppliers outside EU/EEA – designation of only representative	<p>* Due to REACH regulation (EC) No 1907/2006 manufactures and importers of chemical substances (>1t/y) established in EU/EEA are obliged to communicate properties, uses and assessment of hazards and risks of the substances to ECHA via the registration process</p> <p>A company established outside EU/EEA 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/EEA may by mutual agreement appoint a only representative (OR) established inside EU/EEA to fulfil the REACH obligations on importers/customers inside EU/EEA. ORs are appointed according to article 8 of the REACH Regulation</p> <p>Read more: Registration process - https://echa.europa.eu/regulations/reach/registration REACH article 8 - https://eur-lex.europa.eu/legal-content/EN/TXT/PDF/?uri=CELEX:32006R1907</p>	<p>Drop File or Browse</p> <p>Download Template</p>	Supplier

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



SVHC identifiers (name, CAS, EC)	Product name	Plan for substitution of SVHC (yes/no)

ISO

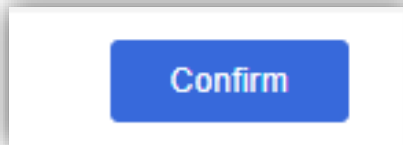
In this section you will be asked to select the ISO Certification you hold.

[Confirm](#)

ISO Certification 2

ISO CERTIFICATION				
QUESTION	DESCRIPTION	RESPONSE	EDITABLE BY	
1	ISO Certification	* Please select the ISO Certification that you hold	<input type="checkbox"/> ISO9001 - Quality Management <input type="checkbox"/> ISO14001 - Environmental Management <input type="checkbox"/> ISO50001 - Energy Management <input type="checkbox"/> ISO45001 Health & Safety Management <input type="checkbox"/> All of the above <input type="checkbox"/> None of the above	Supplier

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.

[Confirm](#)

Geography

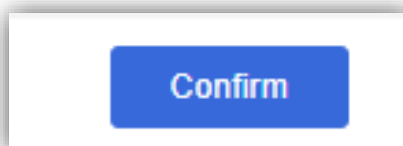
GEOGRAPHY				
	QUESTION	DESCRIPTION	RESPONSE	EDITABLE BY
1	Geography / Continent	* Please select the location of your productions sites and registered offices	<input type="checkbox"/> Asia <input type="checkbox"/> Africa <input type="checkbox"/> Australia <input type="checkbox"/> Europe <input type="checkbox"/> North America <input type="checkbox"/> 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, Eritrea, Georgia, Guinea, Guinea-Bissau, Haiti, Iraq, Kazakhstan, Kyrgyzstan, Lebanon, Libya, Mali, Moldova, Myanmar (Burma), Serbia and Montenegro, Somalia, South Sudan, Sudan and Darfur, Tunisia, Tajikistan, Turkey, Turkmenistan, Ukraine, United Arab Emirates, Uzbekistan or Zimbabwe.	<input type="checkbox"/> We DO have production sites and/or registered offices in those locations <input type="checkbox"/> We DO NOT have production sites and/or registered offices in those locations	Supplier

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

Geographic Coverage in Europe

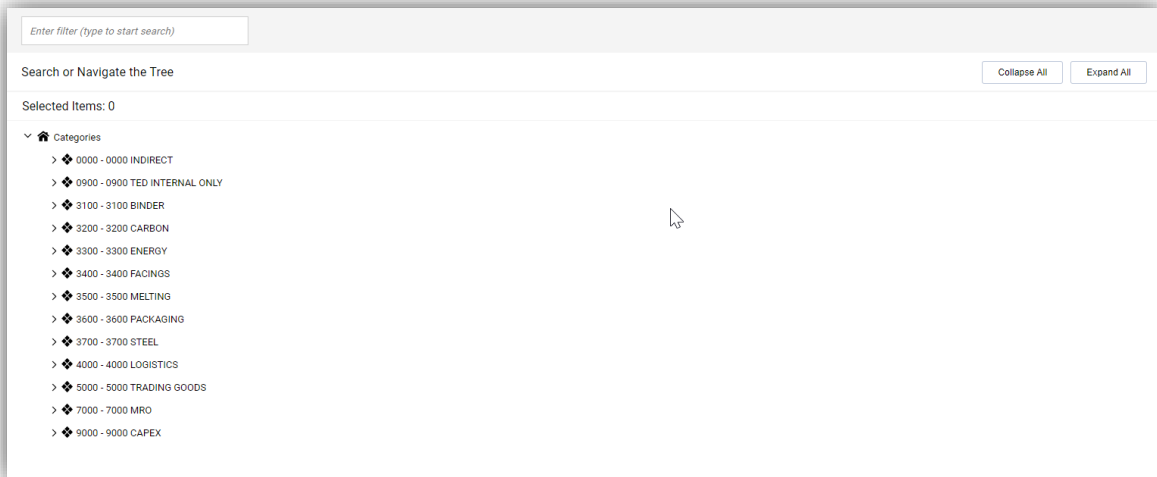
GEOGRAPHIC COVERAGE IN EUROPE				
	QUESTION	DESCRIPTION	RESPONSE	EDITABLE BY
1	Geographic Coverage in Europe	* Please select the location of your production sites in Europe.	Select Options (Multi selection possible)	Supplier

And click confirm

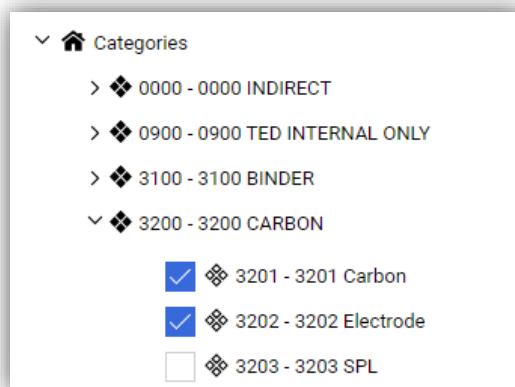


Complete Categories

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.

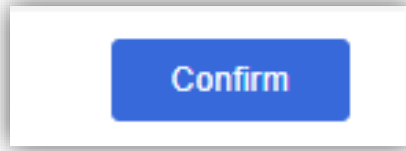


Select the category or multiple categories that your organisation trades in.



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-compliant 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.

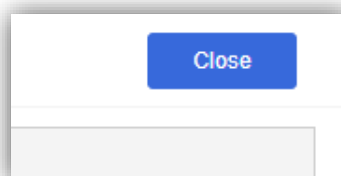
You can see it in summary at the end of the registration process.

Registration Summary	
	COMPLETION STATUS (MANDATORY QUESTIONS FOR REGISTRATION)
Registration Data	⚠ Missing Responses: <i>Optional 2</i>
Onboarding Compliance	✅ All data complete
ISO Certification 2	✅ All data complete
Geography	✅ All data complete
Geographic Coverage in Europe	✅ All data complete
Select Categories	✅ Categories selected <i>2</i>

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.

<p>✅ The Registration Process is complete. Your account has been activated and an email sent to confirm this.</p> <p>Log in with your Username and Password to access the platform.</p>

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



Accessing your account

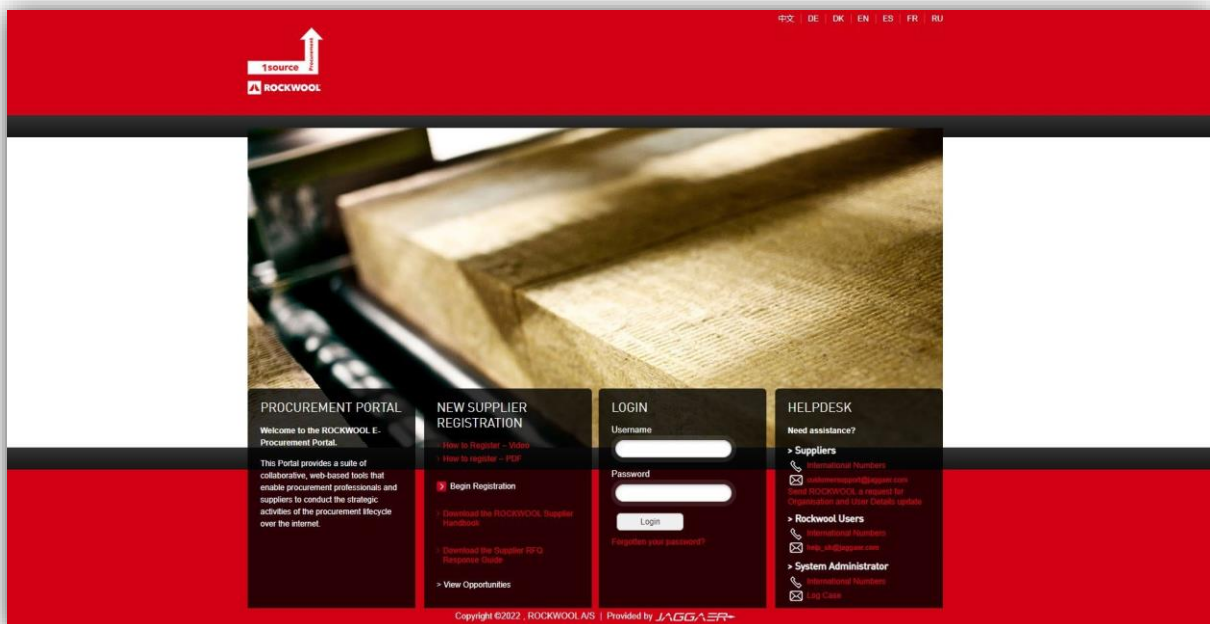
View Email

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

Login

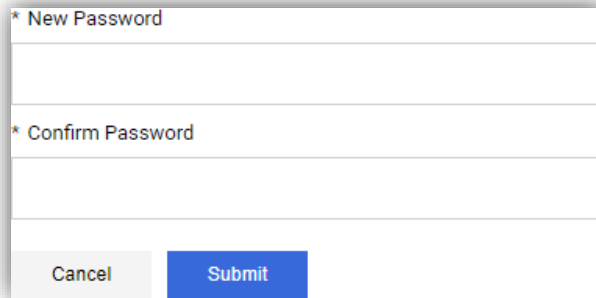
Click on the link in the email in the above step, this will take you to the ROCKWOOL 1Source Portal login page.

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



Change Password

You will now be prompted to change your temporary password.



A form for changing a password. It contains two input fields: the first is labeled '* New Password' and the second is labeled '* Confirm Password'. Below the input fields are two buttons: a grey 'Cancel' button and a blue 'Submit' button.

Supplier Landing Page

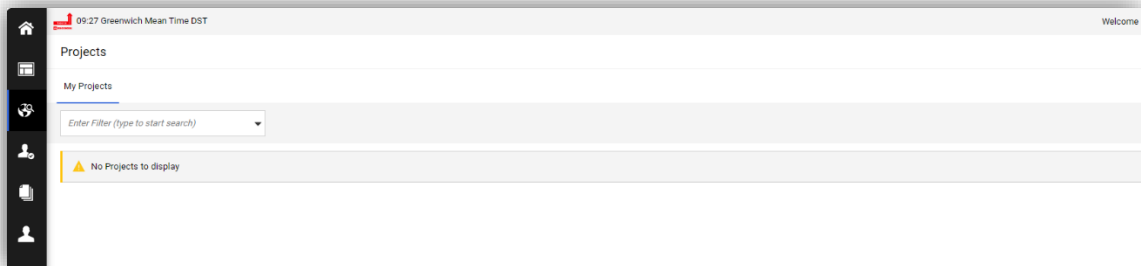
You will now see the supplier landing page. From here you can participate in RFP's, manage your profile add additional users to the account.



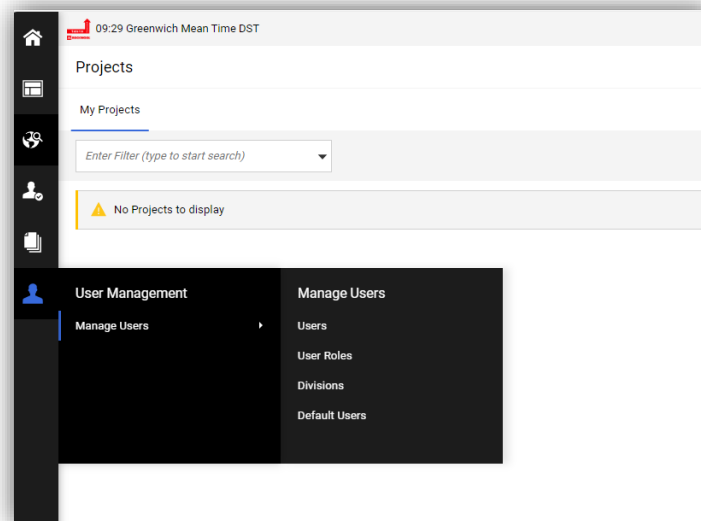
If you are required to action something within the system or are sent messages you will always receive an email from the system to notify you.

Adding additional users

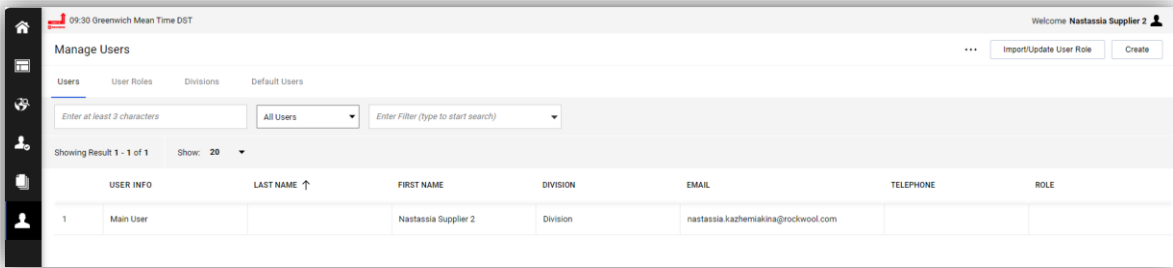
Now you will see the following screen.



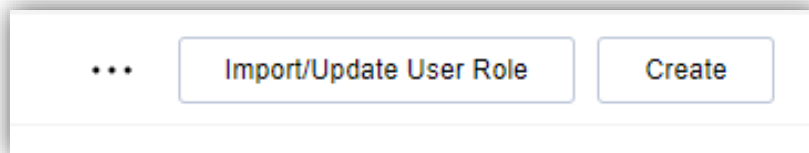
You can add multiple users from your organisation to the portal using the 'Manage Users' link on the landing page above, or the User Management option once in the system.



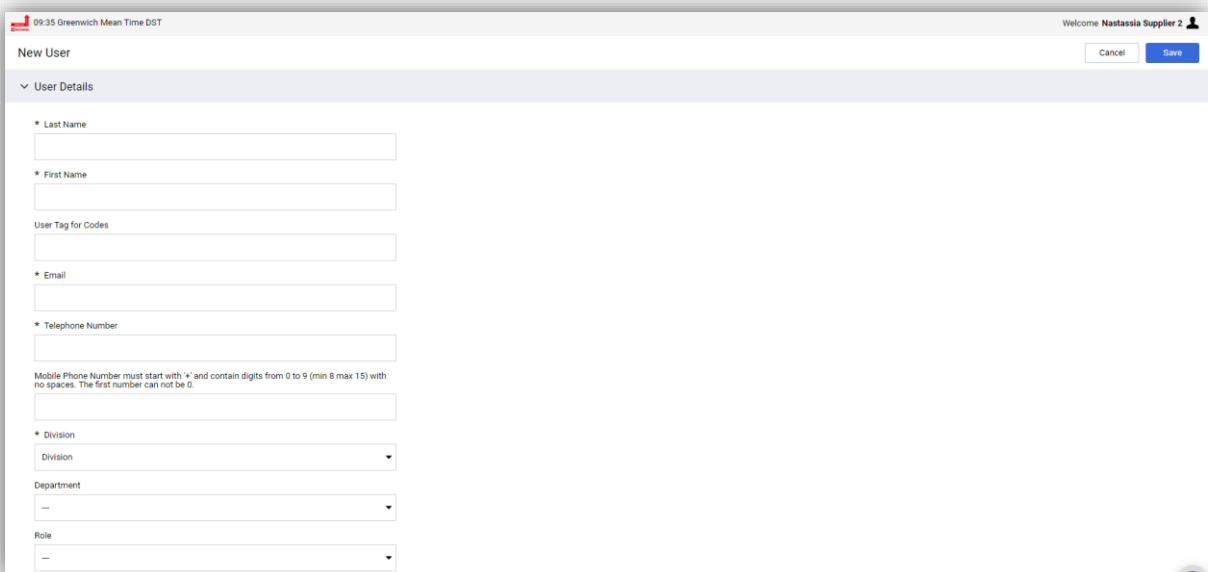
When you click 'Users' you will proceed to the following screen.



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



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



09:35 Greenwich Mean Time DST Welcome Nastassia Supplier 2

New User Cancel Save

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

Department

Role

Username

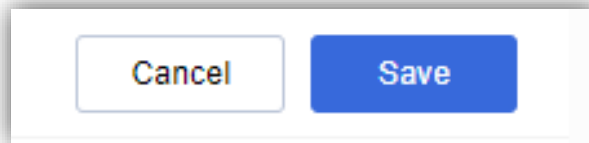
Preferred Language

Time Zone
BST/GMT - Greenwich Mean Time (Europe/London)

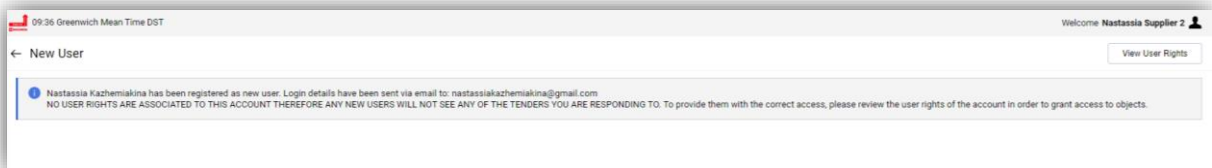
Use Accessible Controls by default
No

User External Code

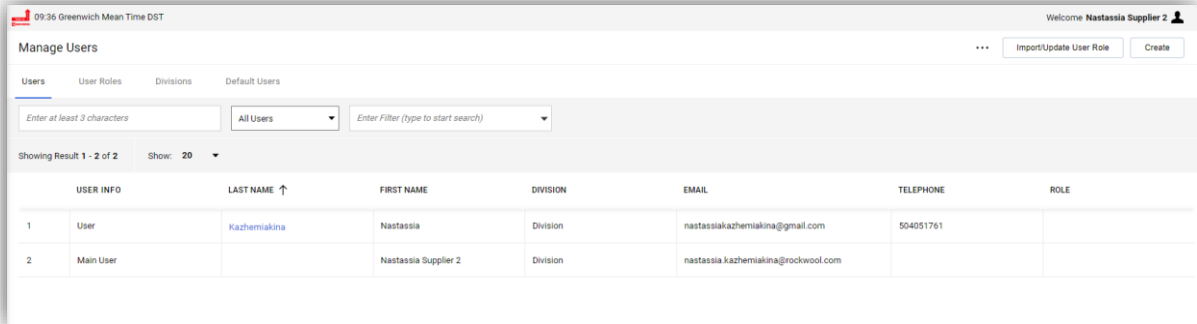
After you've finished, click on 'Save'.



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



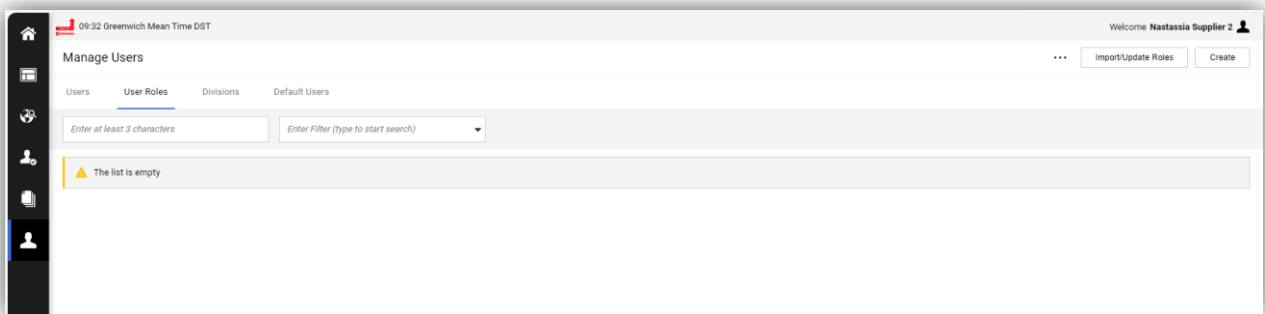
And now it can be seen at the page.



The screenshot shows the 'Manage Users' page with a table of users. The table has columns for USER INFO, LAST NAME, FIRST NAME, DIVISION, EMAIL, TELEPHONE, and ROLE. Two users are listed:

	USER INFO	LAST NAME ↑	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.