Supplier Registration User Guide
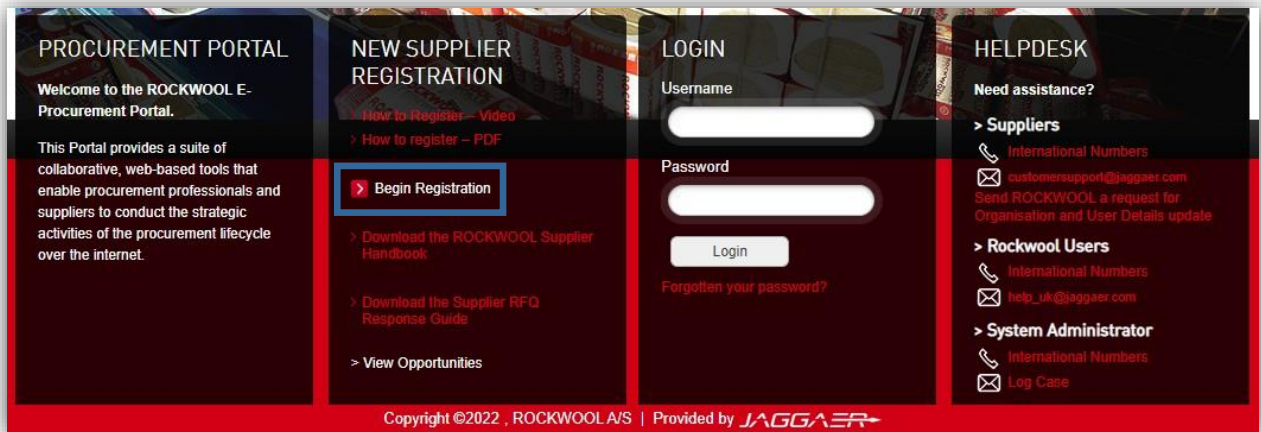
Creating a supplier account

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.
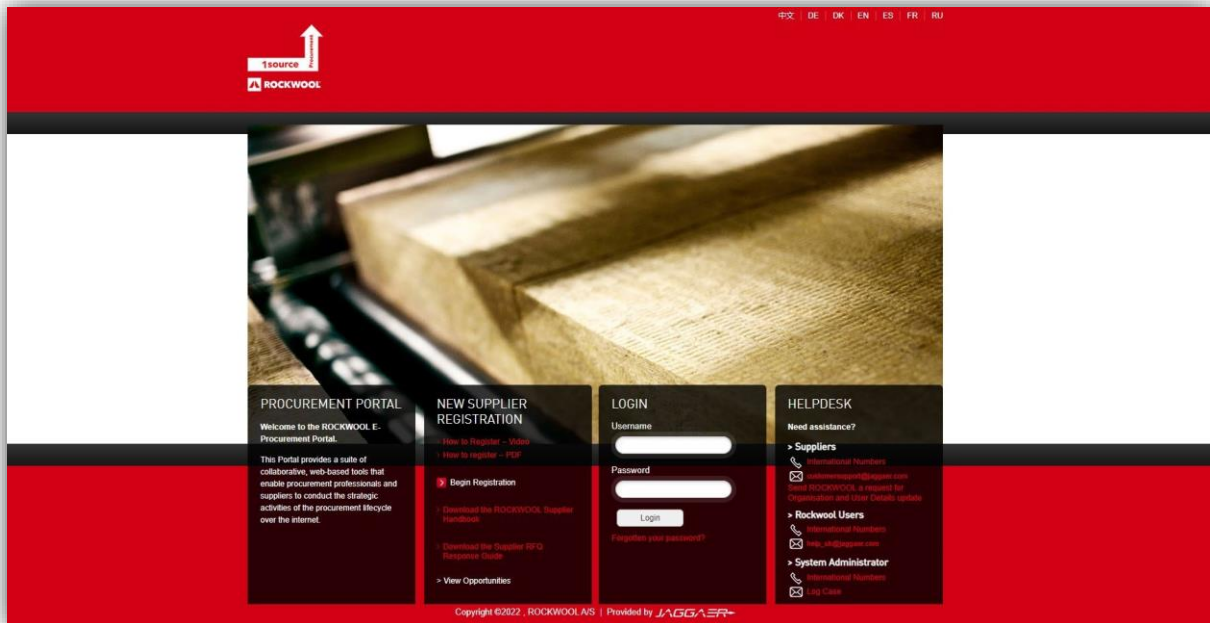
- Click on 'Begin Registration' in the New Supplier Registration section of the login page.
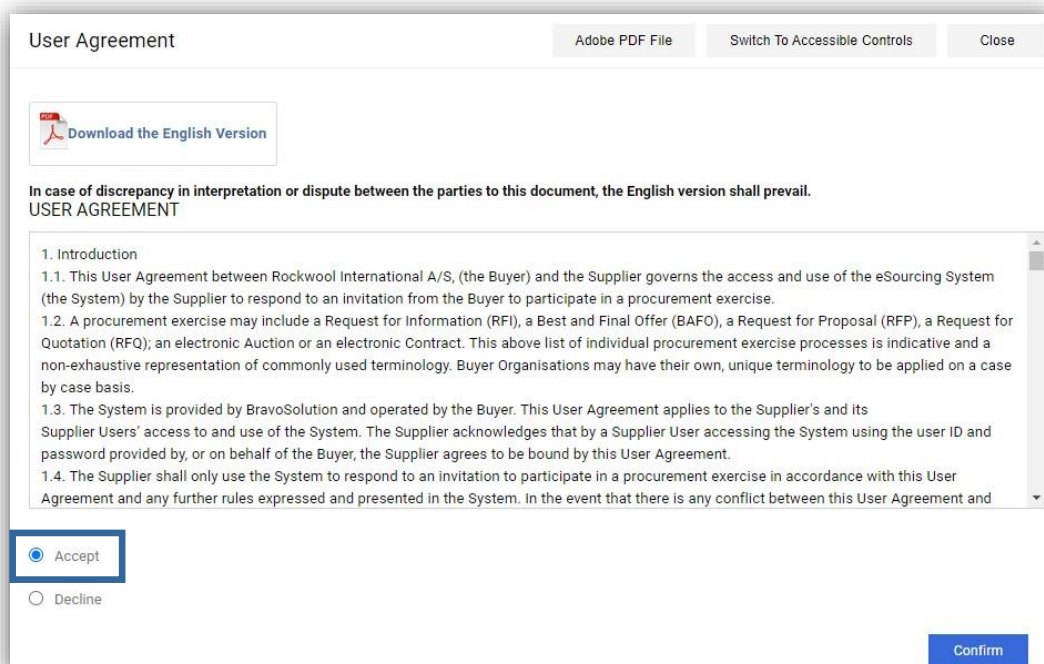
Select language

- 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.

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.

Complete Registration Data

- Once all the Organisation Details and User Details have been entered click 'Save' on the top right of the screen.
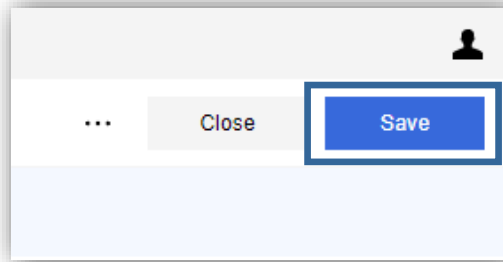
Your supplier account has now been created and is in a 'Registered' status and you will receive an email from the system confirming this and providing a temporary password to login. The profile is not yet complete, if you stop the process here your profile will not be visible on the buyer side of the 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.
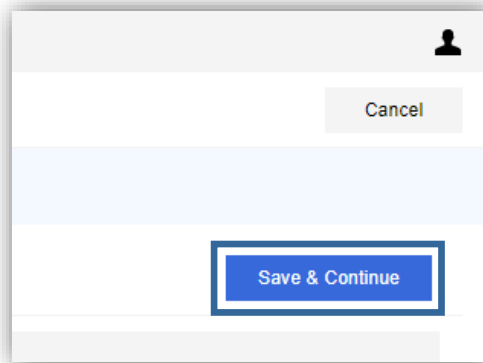
Note: throughout the registration process there are fields that would result in an account being blocked. These would be the supplier not agreeing to the Code of Conduct fields, engaging with Conflict Minerals and having Production Sites in blacklisted countries.

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.

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

	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)? 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		Supplier

REACH Obligation

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

	QUESTION	DESCRIPTION	RESPONSE	EDITABLE BY
∨ REACH				
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.

	QUESTION	DESCRIPTION	RESPONSE	EDITABLE BY
∨ SUBSTANCES OF VERY HIGH CONCERN (SVHC) IN CONCENTRATIONS ABOVE 0.1%				
∨ SUBSTANCES OF VERY HIGH CONCERN (SVHC) IN CONCENTRATIONS ABOVE 0.1%				
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.	⬛ Drop File or Browse ℹ ⬇ Download Template	Supplier

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

	QUESTION	DESCRIPTION	RESPONSE	EDITABLE BY
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/EAA – DESIGNATION OF ONLY REPRESENTATIVE				
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.

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

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	☐ ISO9001 - Quality Management ☐ ISO14001 - Environmental Management ☐ ISO50001 - Energy Management ☐ ISO45001 Health & Safety Management ☐ All of the above ☐ None of the above	Supplier

Then you click confirm
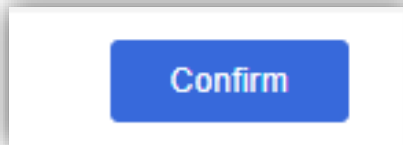
Confirm

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.
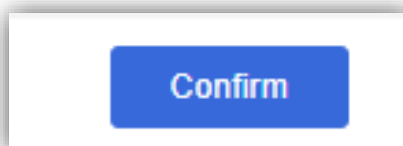

Then you will have to select the exact location within the selected continents

And click confirm

Complete Categories

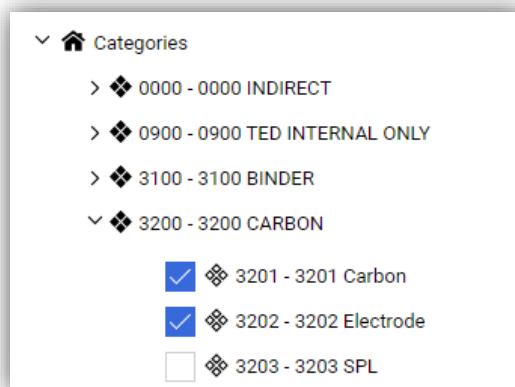After all your basic profile forms have been completed you will then be taken to the Categories page. Here you can select your organisations categories via the search bar.
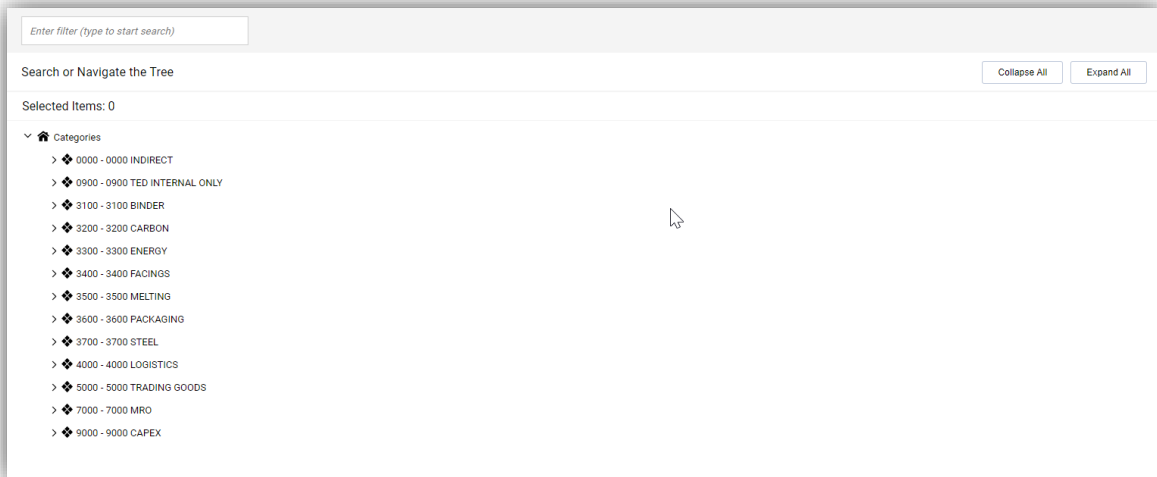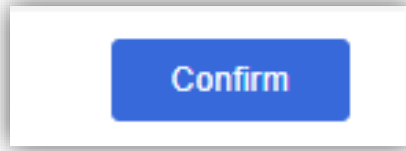

Select the category or multiple categories that your organisation trades in.

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.

	COMPLETION STATUS (MANDATORY QUESTIONS FOR REGISTRATION)
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.	
Registration Summary	
Registration Data	Missing Responses: Optional 2
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 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.

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

Close
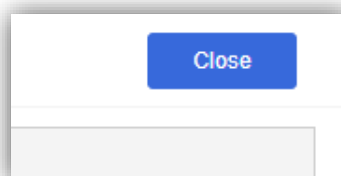
Accessing your account

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.
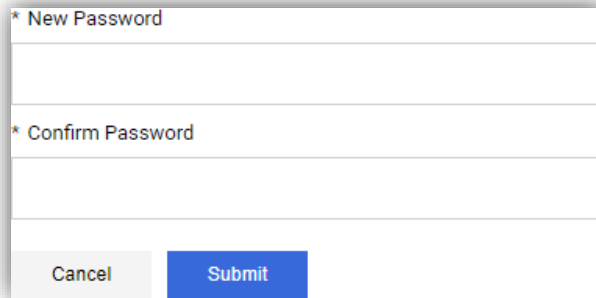
Login

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.
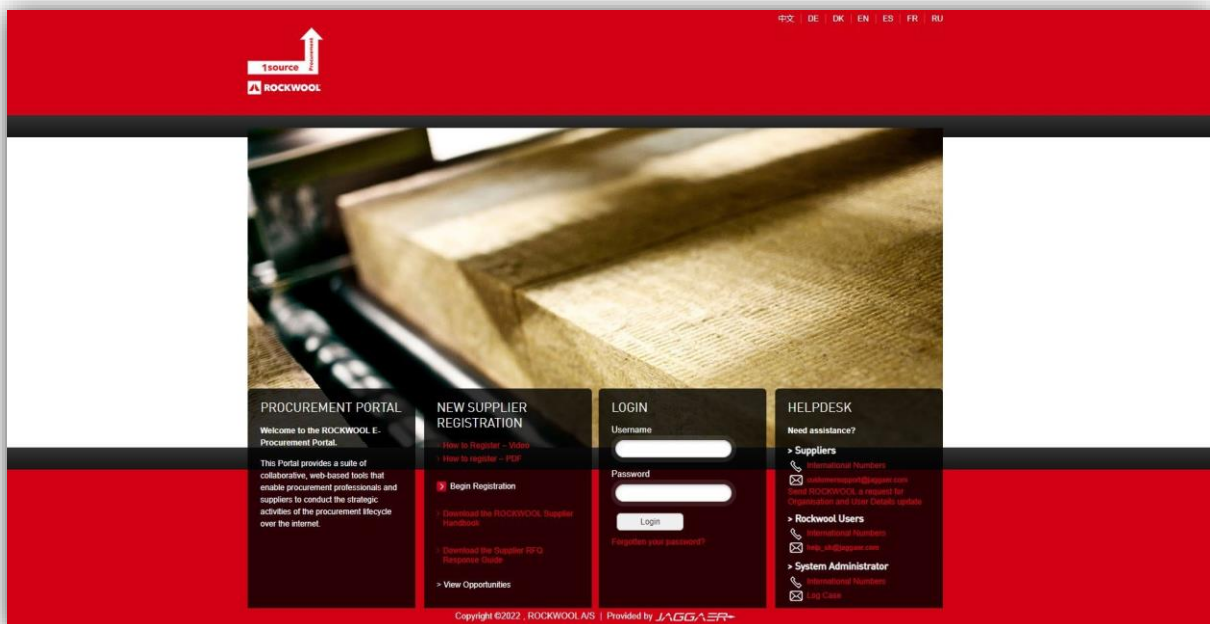
Change Password

You will now be prompted to change your temporary password.
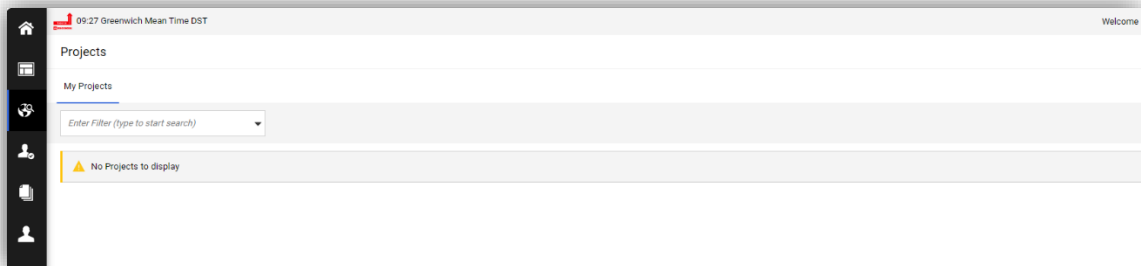
Supplier Landing Page

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 alwaysreceive an email from the system to notify you.
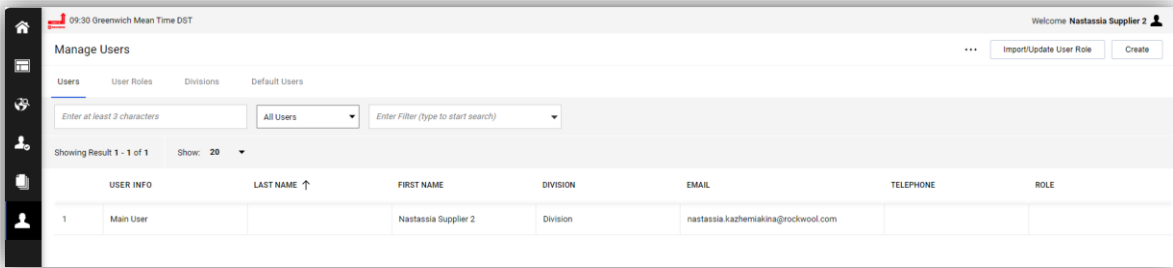
Adding additional users

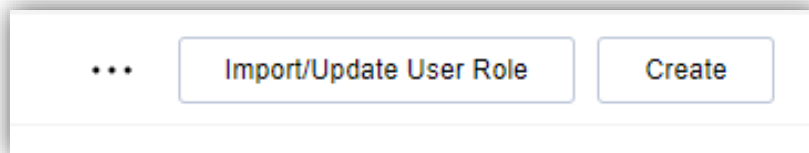Now you will see the following screen.

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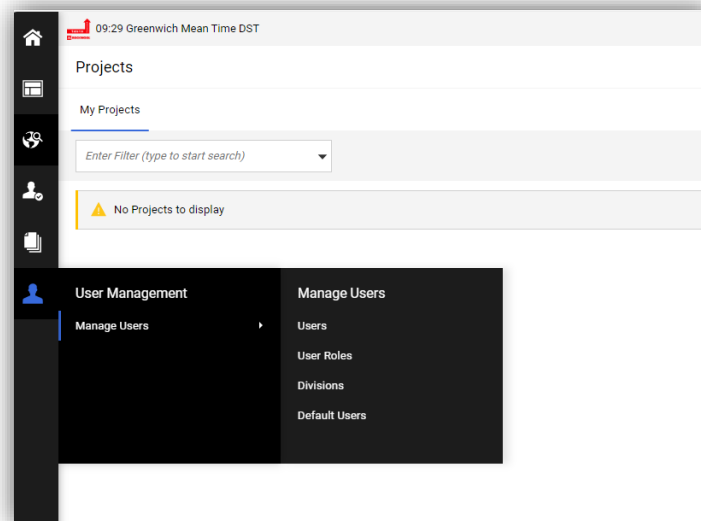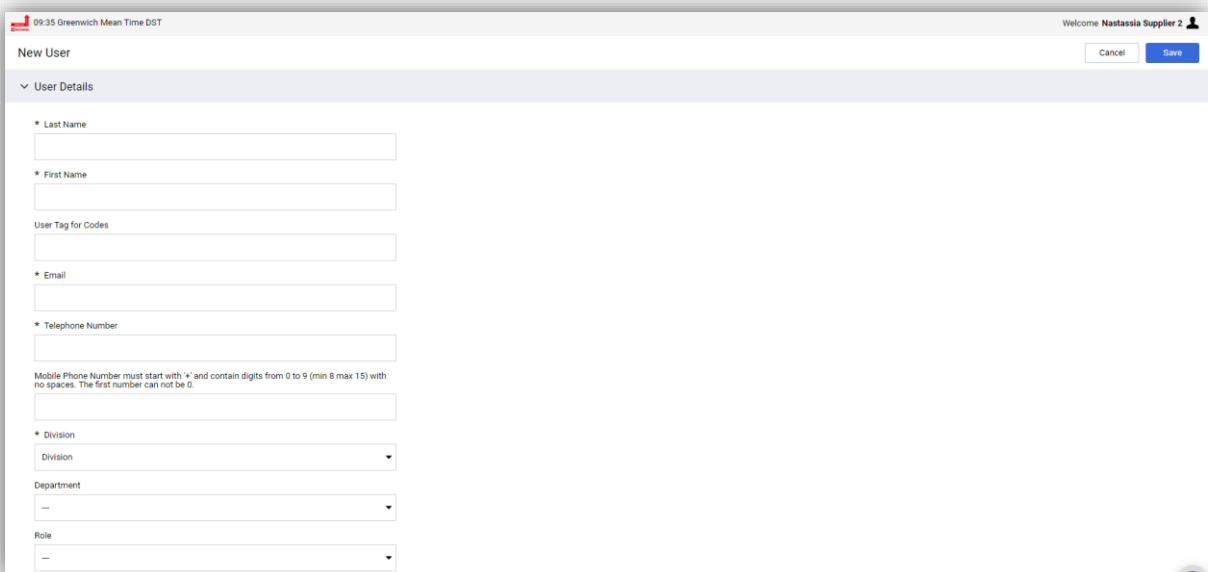
When you click 'Users' you will proceed to the following screen.

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.
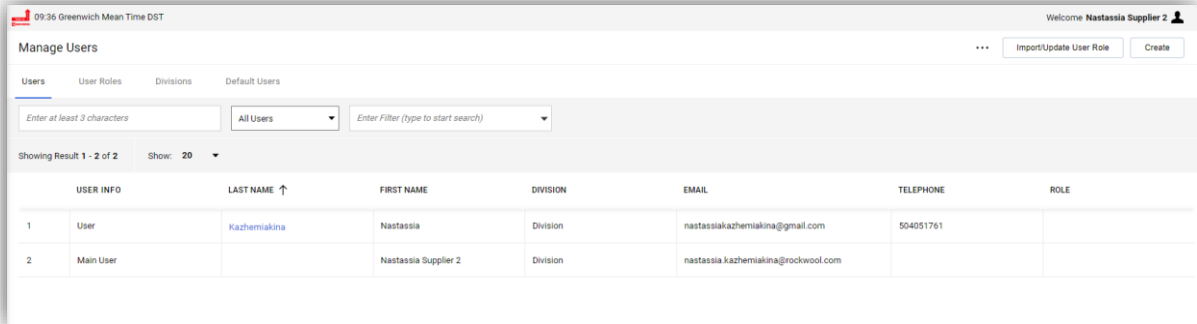
After you've finished, click on 'Save'.
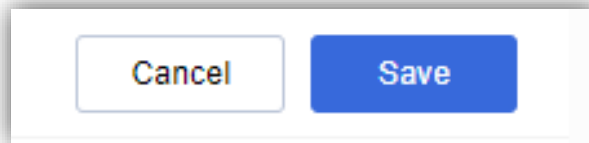
Then you'll receive the following communication confirming that your additional user has been added.
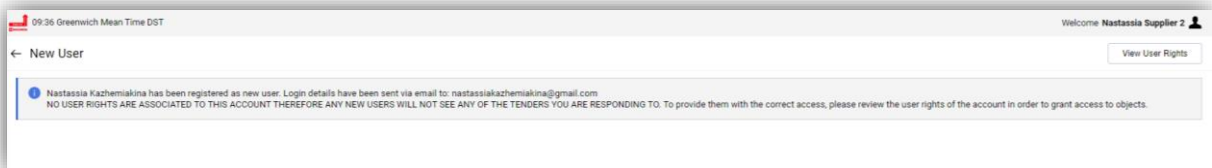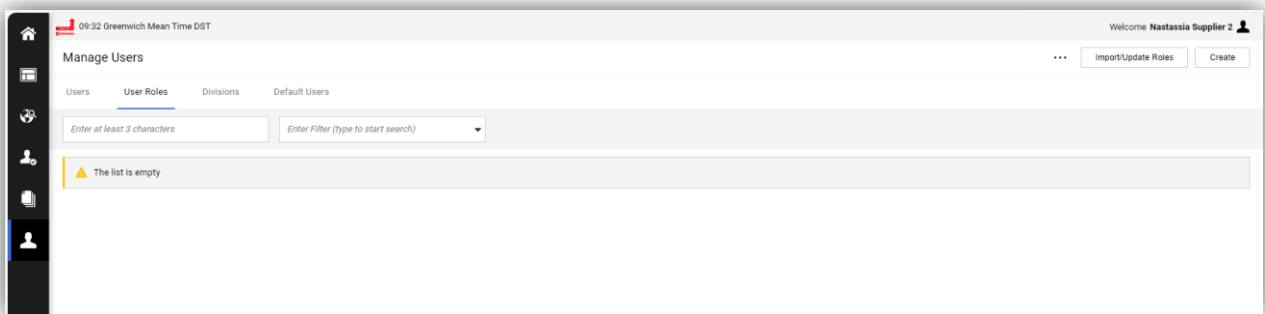
And now it can be seen at the page.

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.