

Material Disclosure Supplier Portal instructions

Hello!

It can be tricky navigating something for the first time. That's why we developed this set of instructions to help you get around our Material Disclosure Supplier Portal. As a reminder, please make sure to fill in all fields marked in bold and colored red.

To begin with, you'll receive an email containing:

- > A link to the Material Disclosure Supplier Portal.
- > A list of pending product questionnaires.

When logging in the first time, be sure to follow these steps:

 Within the email message, you will see a list of pending product questionnaires by their product name, product number, and supplier name (your company or its subsidiaries).
To enter the supplier portal, tap "click here."

2.	You will be asked to verify your email address and set a
	password. Please type a password and confirm it.
	Click "Set Password & Validate."

 You will be directed to the Material Disclosure Supplier Portal login page where you will enter your email address and newly created password. Click "Sign In."



Pending Product Questionnaire(s): Product Name: Test Item 2 Product #: Test 2 Supplier Name: Test Supplier

Product Name: Test Item 1 Product #: Test 1 Supplier Name: Test Supplier

Please verif	y your email and set a password.
Email:	
Supplier.Nome@ob	c.com
"The above email	will be the username for your account.
New Password:	
Confirm:	
Eknow my password. 7	Take me to the login page.
	Set Password & Validate

	📃 remember my email
Email:	Supplier.Name@abc.com
Password:	

4. Since this is the first time you're logging in, you will be asked to verify your company information by providing details such as company name, address, etc. Once you have completed it, click "Save & Verify."

5. You will then be asked to **verify your contact information** by filling in the fields as shown on the screenshot below. Again, please make sure all headers marked in red are completed. You will also be asked to choose or confirm a role for a contact.

NOTE: If you are not the correct point of contact within your company, or if you want to add another contact, please provide appropriate contact details by clicking "Add a Responder." See the next section to check how to complete this.

To reset your password, click "Reset Password" and a link will be sent to your email. You will have two hours to reset your password before it expires. See the next section to check how to complete this. Once you have completed all of the information, click "Save & Verify."

 Once you are signed in to the Material Disclosure Supplier Portal, you will see a list of pending questionnaires. The color of the flag on the left reflects your questionnaire status: Green: Questionnaire has been completed and submitted. Yellow: Questionnaire is currently in progress and has not yet been completed and submitted.

Red: Questionnaire has not been completed or submitted.

DUNS:		
Company Name:	Test Supplier	
Address 1:	Street 1	
Address 2:		
aty:	City	
State:	Stace	
Zp/Postal Code:	60-000	
Country:	Select from the dropdown	~

Contact Info				
Contact Info				
Title:				
First name:	Name			
Last name:	Last name			
Email:	Supplier.Name@albc.com			
Function:				
Phone:	Country code Y Phone number			
Fax:				
Cell Phone:	Country code 💌 Cell Phone number			
Address 1:				
Address 2:				
City:				
State:				
Zip/Postal code:				
Country:	Select from the dropdown			
If you are not th	e correct point of contact, please click here to add a			
Add a Responder.				
(
My Roles:	Role			
	Primary(r)			
	СМ			
	Rohs			
	MOC			
	CEM OEM			
	U			
	Save & Venty Reset pwd			
	ů ů			

My Requests

"Instructions: Please double click each record in the toble below to answer the

Sheet	Requested On a	Completed Dr	Name	
9	29 Apr 2014		tier 1	
9	28 Apr 2014	29 Apr 2014	tiert 2	
91	29 Apr 2014		ten 3	

We hope the instructions are helpful. If you still have problems navigating the portal, please contact a member of our Environmental Health Safety and Sustainability team by emailing **FWM_Material_Disclosure@fwmetals.com**.