

Self-Registration as a New Supplier to Orkla



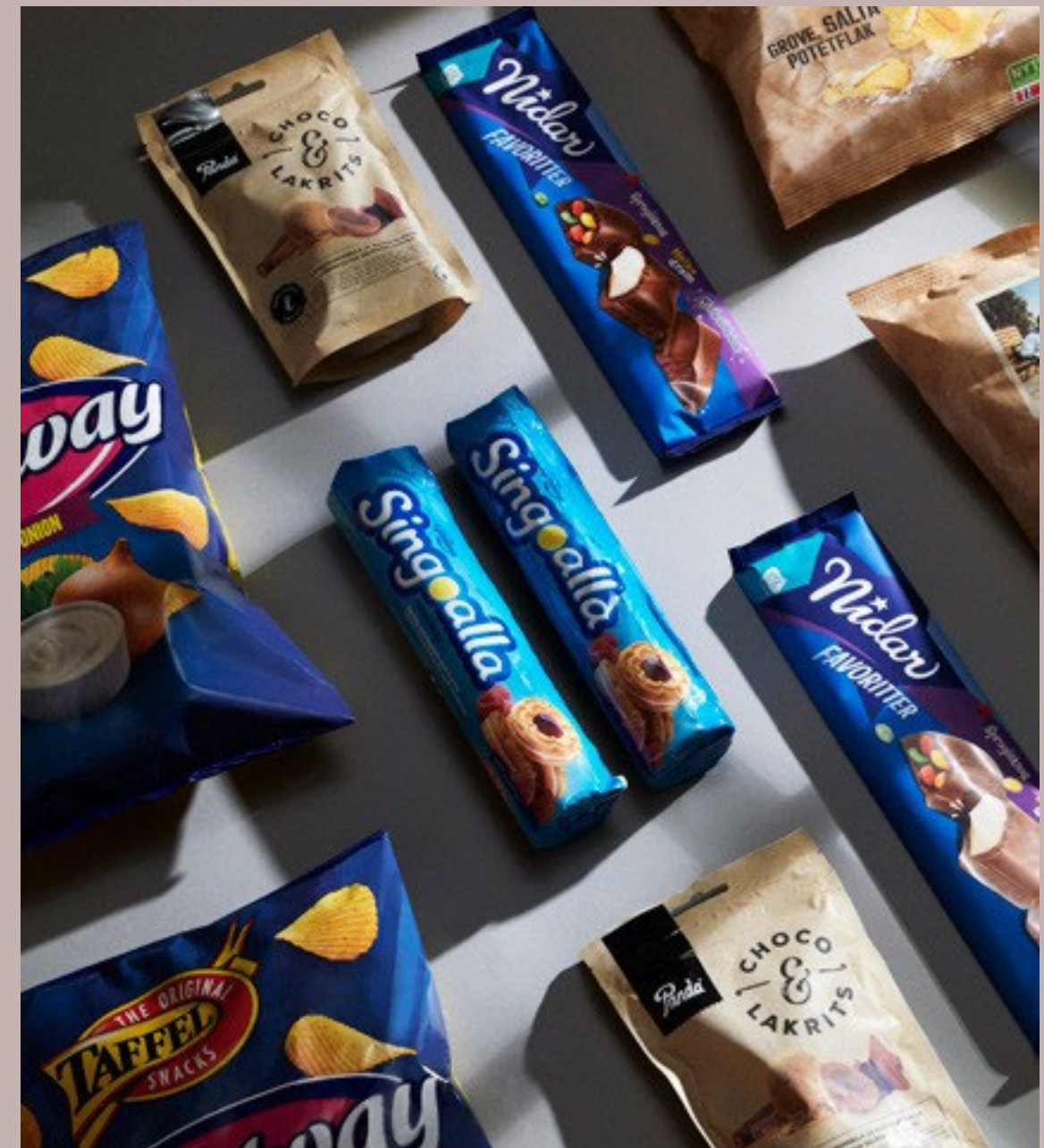
A leading supplier of strong branded products

Orkla is a leading branded goods company with strong market positions based on local consumer insight and a sustainable business model.

Our strategic goal is to strengthen our position as a leading branded goods company in the Nordics, Baltics, Central Europe, India and other selected markets. We will maintain our strong local presence and competitiveness, while achieving long-term value creation and profitable growth in the group. Our ambition is to become a sustainability leader in our home markets, and sustainable innovations grounded in our unique local customer and consumer insight is one of our primary growth drivers. Growth in plant-based products is a key objective of our focus on sustainability.

At Orkla we work systematically to ensure a more sustainable value chain in order to develop healthier, more sustainable products that promote public health and have a smaller environmental footprint.

Orkla ASA is listed on the Oslo Stock Exchange and its headquarters is in Oslo.



Introduction

Welcome as a Supplier to Orkla! You have received an invitation to work with Orkla as one of our employees have requested your services.

When completing the registration, you will need.
(1) Legal Name and Address(es)
(2) Tax and business registration numbers
(3) Bank details

Note that it is a requirement to complete the full registration process prior to commencing any work to ensure that our business partners act in accordance with sustainable and legal business practices.

Questions: Please contact your contact at Orkla.

Orkla's Process for Onboarding New Suppliers



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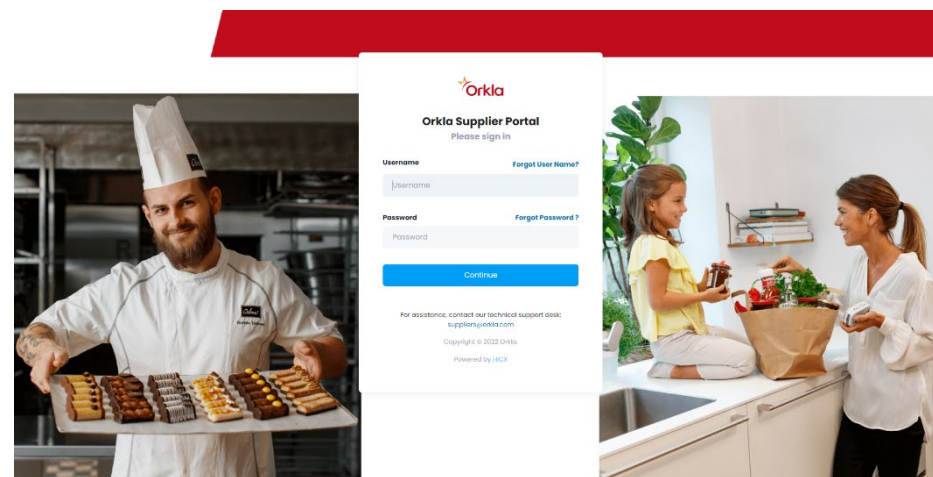
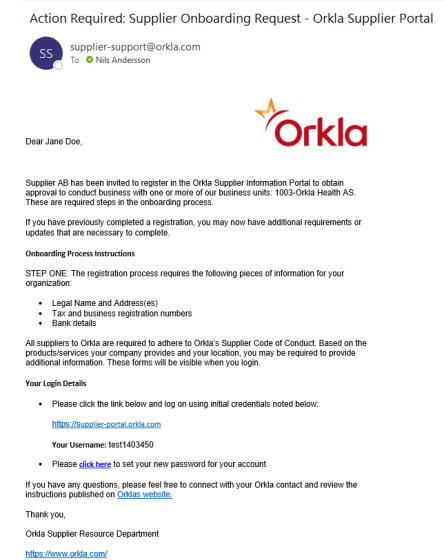
1. Logging in the first time

The Invitation E-mail

You should already have received an email to login. The email (see example to the right) contains your username and a link to set your password. If you have not received an email, please,

- 1) Check your spam filter
- 2) Please contact your Orkla contact

The first time you login you will need to set your password.



Login Page

The login page to the portal can be accessed here;

<https://orkla.hicx.net/>

If you forget login details they can be retrieved here.

Terms & Conditions

When accessing the portal, the first time you will need to accept the portals general terms & conditions of using the portal.

If you have any questions, please contact your Orkla contact.

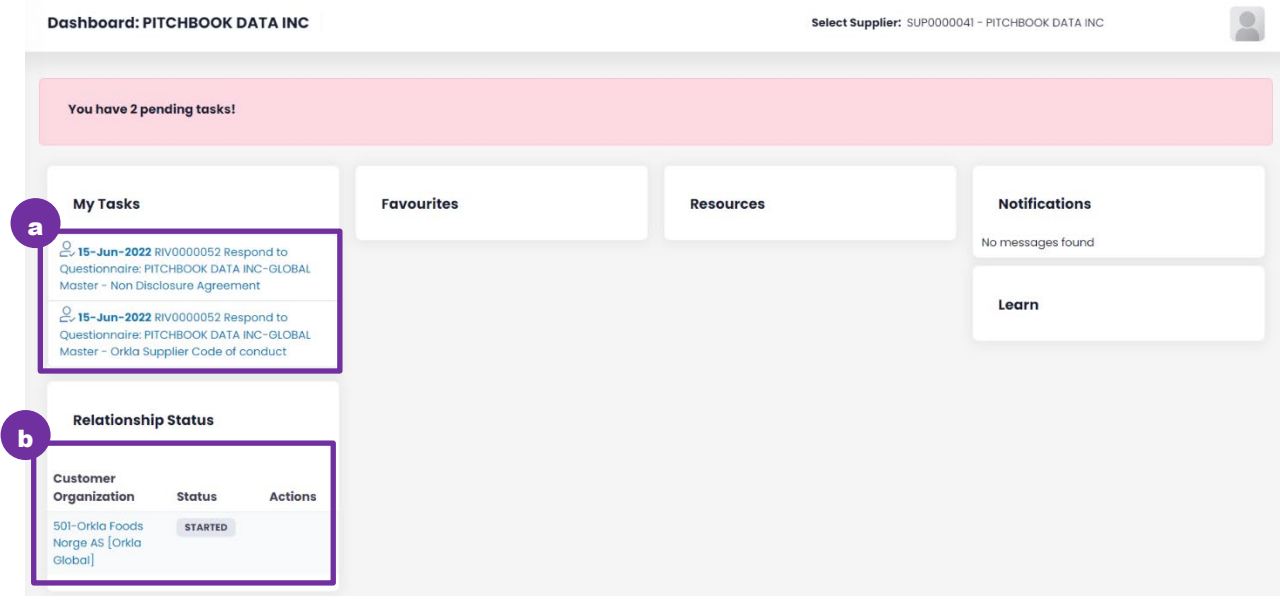
2. The Dashboard

The dashboard is your starting point as a supplier here you will be able to find guides and tasks that require your attention

(a) Here you view the tasks you need to complete. The task title should be read as;

- a. <Orkla Request ID> e.g. RIV0000052 (please provide this number if you have any questions to your Orkla contact)
- b. <Required Action> e.g. Respond to Questionnaire
- c. <Your Company Name> e.g. Pitchbook Data Inc.
- d. <The Orkla Business Unit Requesting Data> e.g. Global Master (if required for all companies) or Orkla C&S Norge if only for one business unit
- e. <Form to be Filled in> e.g. Orkla Supplier Code of Conduct

(b) The list of Orkla's business units that you are working with, have been working with or are requesting to start working with you.



3. Mandatory Forms

All suppliers will be requested to complete the following two forms.

3.1. Supplier Registration Form

 In the request form you will be requested to complete the provide information in the following sections described below. If you have questions on the specific questions, please hover your mouse over the icon next to the field to find out more. Any mandatory fields are marked with *.

The Orkla employee requesting you to be a supplier will verify the information and reach out if there's any questions.

- 1) **Overview -**
Contains information about your company name, website and email

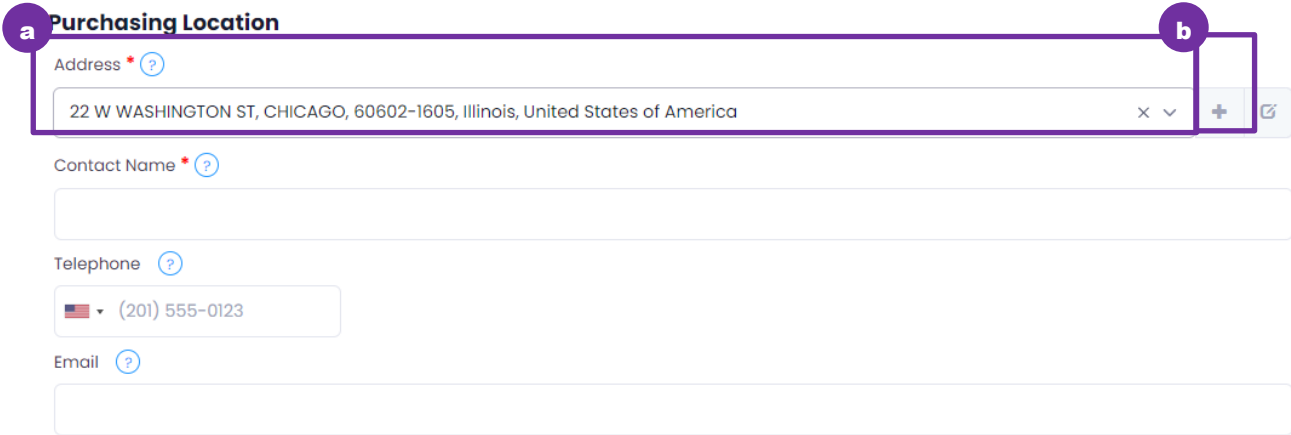
- 2) **Company Information**
Contains information about what type of company you are, your business registration number, and more.

Note that for company type – most companies which are registered in the Nordics the type “C Corporation” should be selected.

- 3) **Sustainability**
If you are a member of Sedex or Ecovadis please indicate by entering your membership number. If you are not a member leave blank.

- 4) **Primary Contact**
Your name and email will already be filled in. In addition, you should add your role at the company, title, and phone number.

- 5) **Purchasing Locations**
The purchasing location represents the ordering contact and address for you company for the business unit requesting to collaborate with you. The address(es) that has already been provided can be found in the dropdown (a) and by clicking on the “+” button (b) you are able to add a new address.



The screenshot shows a form titled "Purchasing Location". The first field is "Address" with a red asterisk and a help icon. A dropdown menu is open, showing a list of addresses, with the first one selected: "22 W WASHINGTON ST, CHICAGO, 60602-1605, Illinois, United States of America". A callout 'a' points to the dropdown arrow. To the right of the dropdown is a callout 'b' pointing to a "+" button. Below the address field are three more fields: "Contact Name" with a red asterisk and help icon, "Telephone" with a help icon, and "Email" with a help icon. The telephone field has a country code dropdown set to "US" and a number "(201) 555-0123".

3. Mandatory Forms

3.1. Supplier Registration Form (continued)

6) Payment Location

The payment location represents the contact and address for you company that manages questions regarding invoicing for the business unit requesting to collaborate with you. It can either be the same as for the “Purchasing Location” above or you can create a new one.

You indicate that by pressing the “Yes/No” button (marked with a below).

The address(es) that has already been provided can be found in the dropdown (b) and by clicking on the “+” button (c) you are able to add a new address.

The screenshot shows the 'Payment Location' form. Callout 'a' points to the question 'Are you using the location above for payment?' with radio buttons for 'Yes' and 'No'. Callout 'b' points to the 'Address' dropdown menu which contains the text '22 W WASHINGTON ST, CHICAGO, 60602-1605, Illinois, United States of America'. Callout 'c' points to the '+' button used to add a new address.

7) Banking Information

Contains all the information that is required to pay any subsequent invoices. After the submission of bank details there will be subsequent validations to ensure the accuracy and authenticity of the details.

Note that it's important to first the bank country and account currency (see the box “a” in the image to the right). The proof document (b) should be a bank statement indicating who the owner of the account is and/or a past invoices that documents the ownership of the bank account.

The screenshot shows the 'Banking Information' form. Callout 'a' points to the 'Bank Country' dropdown menu (set to 'Sweden') and the 'Account Currency' dropdown menu (set to 'SEK'). Callout 'b' points to the 'Proof Document' field, which has a file upload button and the text 'Please let us know who is your invoice approval contact.'

3. Mandatory Forms

3.2. Orkla Supplier Code of Conduct

Orkla requires all suppliers to accept and adhere to our Supplier Code of Conduct (hereafter called CoC). This CoC is based on the Universal Declaration of Human Rights, the ETI Base code, and UN Global Compact's 10 principles for sustainable development, to which Orkla is committed.

To download and review Orkla's Supplier Code of Conduct click the link marked with "b" in the image below and to submit press the button marked with "a".

If you do not accept the CoC please select no (on question "c.") and provide a reason for why you are unable to accept it. If you have an alternative Code of Conduct that is enforced in your company, please upload it and it will be reviewed for Orkla to understand if it is sufficient based on our requirements.

The screenshot shows a web-based questionnaire titled "RIV000052 Respond to Questionnaire: PITCHBOOK DATA INC-GLOBAL Master - Orkla Supplier Code of conduct". At the top left, a purple circle labeled 'a' highlights the "Submit" button. Below the title bar are buttons for "Submit", "Cancel", and "Save Draft". The main content area is divided into two columns. The left column contains the questionnaire questions, and the right column contains a "Comments" field and a sidebar with "Task Information", "Description", and "Supporting Documents".

1) Code of conduct
1.) The Orkla Group strives to conduct business in a responsible manner, based on the duty to respect human rights, labour rights, protect health, safety and the environment, prevent corruption and in general, apply sound business practices.
In order to make Orkla's position clear to our suppliers, we have set up this Code of Conduct (hereinafter referred to as "CoC"). This CoC is based on the Universal Declaration of Human Rights, the ETI Base code, and UN Global Compact's 10 principles for sustainable development, to which Orkla is committed.
Orkla will, when selecting suppliers, in addition to other quality elements and commercial aspects, consider compliance with this CoC. The CoC outlines a minimum standard of conduct. We expect that our suppliers always try to exercise good judgement, care and consideration by following both the requirements and the intentions of the CoC. Furthermore, we expect our suppliers to be transparent and have an open dialogue with us about challenges which they encounter as part of their operations.
When this CoC has been communicated to a specific supplier, it shall be regarded as a contract document and as an integral part of any contract entered into between the Orkla company and the supplier in question.
In addition to adherence to this CoC, Orkla expects all suppliers to comply with applicable national and international laws and standards.
Orkla will primarily use the latest version of SMETA as the auditing standard when assessing compliance with this CoC.

2) Confirmation and signature
2.) Has this code of conduct already been signed by your Global entity? *
 Yes
 No

3) We (as a supplier to Orkla) confirm that we understand and will comply with this Supplier Code of Conduct. *
 Yes
 No

Comments:

Task Information
RIV000052 Respond to Questionnaire: PITCHBOOK DATA INC-GLOBAL Master-Orkla Supplier Code of conduct - Pending
Choose Save to save your work and return later, or Submit to submit the task for approval.
ted Complete response for Initiative: Orkla Supplier Code of conduct v3

Description
Supplier Code of Conduct

Supporting Documents
• Orkla Supplier Code of Conduct.pdf

A purple circle labeled 'b' highlights the "Supporting Documents" section, and a purple circle labeled 'c' highlights the question "We (as a supplier to Orkla) confirm that we understand and will comply with this Supplier Code of Conduct. *".

4. Other Forms

Based on the products/services your company provides and your location, you may be required to provide additional information. The below details the different requirements that may be applicable. Please note that the requirements are in place due the high standards that our customers and partners expect from us – and in extension from you as a supplier to Orkla.

If you are in scope for the extra requirements, you will receive an email requesting you to fill in the form and on the overview dashboard when logging in they will be shown under “My Tasks”.

Below you will find brief descriptions of each assessment, however more detailed information will be sent out when relevant.

Initiative/Form	Description of Form
IT Security Assessment	If during your collaboration with Orkla will be having access to our systems, it's a requirement that you undergo a IT security assessment.
GDPR/Privacy Assessment	If you will process personal data on behalf of Orkla you will be undergoing a data privacy assessment. You may also be required to sign a separate data processing agreement (DPA).
Legal Compliance IDD and Enhanced Legal Compliance IDD	Based on a screening of risk of corruption and sanctions you may be asked to provide information related to among other things the company ownership and internal anti-bribery practices. The screening is based among other things on the TRACE Bribery risk – a global indicator which assess the bribery risk in 194 countries.
Sustainability Requirements	Orkla has several specific policies to ensure that the products that is sourced are sourced sustainably. If you are selected to respond to one of the policies, it's due to the nature of the products that you are supplying. An example is the Orkla Animal Welfare Policy which is applicable for our suppliers of Animal Products such as Dairy.