

Self-Registration as a New Supplier to Orkla



Introduction

Process for becoming a Supplier to Orkla

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
- (4) Production plants - If you are delivering products used in Orklas production you'll be request to enter information about the productions plants delivering the goods.

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 or our support supplier-support@orkla.com.

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Supplier Registration Form

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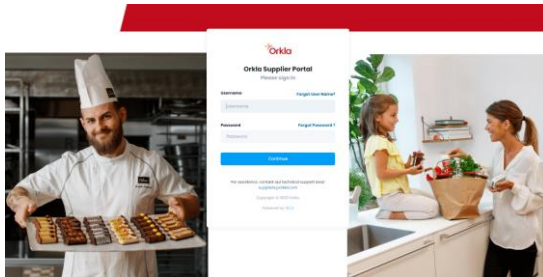
1. Logging in the first time

(a) The Invitation E-mail

You will receive 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

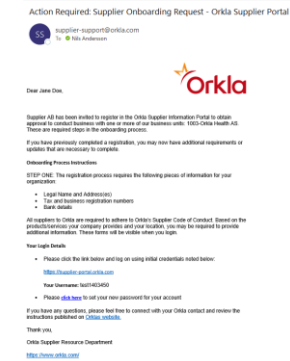
The first time you login you will need to set your password.



(c) Terms & Conditions and Privacy Policy

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.



(b) 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 on the same page.

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;

- <Orkla Request ID> e.g. RIV0000052 (please provide this number if you have any questions to your Orkla contact)
- <Required Action> e.g. Respond to Questionnaire
- <Your Company Name> e.g. Pitchbook Data Inc.
- <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
- <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.

Dashboard: PITCHBOOK DATA INC Select Supplier: SUP0000041 - PITCHBOOK DATA INC

You have 2 pending tasks!

a My Tasks

- 15-Jun-2022 RIV0000052 Respond to Questionnaire: PITCHBOOK DATA INC-GLOBAL Master - Non Disclosure Agreement
- 15-Jun-2022 RIV0000052 Respond to Questionnaire: PITCHBOOK DATA INC-GLOBAL Master - Orkla Supplier Code of conduct

b Relationship Status

Customer Organization	Status	Actions
501-Orkla Foods Norge AS [Orkla Global]	STARTED	

Notifications: No messages found

Learn

3. Mandatory Forms – Supplier Information

All suppliers will be requested to complete the following two forms. The first one is the supplier registration form where you will need to enter contact information and the companies bank details. After submitting the forms, the Orkla employee requesting your services will reach out if any questions.

5) Purchasing Location

The screenshot shows a web form titled "Purchasing Location". It contains several input fields: "Address" (with a dropdown arrow), "Contact Name", "Telephone" (with a country code dropdown), and "Email". A red arrow points from the text on the right to the form. Two callouts, 'a' and 'b', are present: 'a' is a purple circle with a white 'a' next to the address field, and 'b' is a purple circle with a white 'b' next to the address field's dropdown arrow.

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 *.

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.

3. Mandatory Forms – Supplier Information

All suppliers will be requested to complete the following two forms. The first one is the supplier registration form where you will need to enter contact information and the companies bank details. After submitting the forms, the Orkla employee requesting your services will reach out if any questions.

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 a form titled "Payment Location". It contains the following elements:

- a**: A question "Are you using the location above for payment?" with radio buttons for "Yes" and "No". The "No" option is selected.
- b**: A dropdown menu for "Address" containing the text "22 W WASHINGTON ST, CHICAGO, 60602-1605, Illinois, United States of America".
- c**: A button with a "+" sign and a document icon, used to add a new address.
- Below the address dropdown is a field for "Contact Name".

7) Bank details

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. This will be conducted over phone.

Note that it's important to first select the bank country and account currency. **The proof document** that is required should be any of the following alternatives;

- (1) screenshot from internet banking
- (2) photocopy of the top of a bank statement,
- (3) a printed and signed a verification of account slip from the bank
- (4) a past invoices

The following details should be included in the proof document;

- (1) Bank account number – including SWIFT/BIC number and IBAN
- (2) The bank name
- (3) Who is the bank account holder

3. Mandatory Forms – Supplier Information

! Information on producing plants is only required if you deliver direct materials to Orkla such as raw materials for production, primary packaging or traded goods for resale.

7) Plants – Plant Grid

In accordance with both internal and external standards for Food Safety - Orkla needs information on all the producing plants that deliver raw material or primary packaging to Orkla production as well as traded goods. Press Add (a) and a new window will open where information about the producing plant should be filled in. Complete the form as described to the right and press submit to save the plant information.

If you deliver products from several plants, add them one by one by pressing Add (a).

If you need to edit any plant information for one of the plants, double click the row for the specific plant (b).

If you need to delete a plant, mark the row for the specific plant (b) and then press Delete (c).

8) Owner details

In the screen that opens up when adding a new plant indicate if your company is the legal owner of the plant by pressing Yes/ No. If another legal entity than your company owns the plant, you will have to add information about the legal owner of the plant under Plant Owner Information (name and address information)

9) Location details (address and contact details)

Complete the location details information for the producing plant.

10) Plant details (plant name/ product definition/ Sedex information)

Complete the plant details information for the specific producing plant. If you have difficulties with finding your products in the dropdown lists, reach out to your Orkla contact person.

11) Plant certificates

Please indicate what kind of product category(-ies) you produce at this specific plant and add any relevant certificates. Relevant certificates will facilitate the Orkla Quality Approval Process for this plant.

Plants

Plants Grid ?

a Add **c** Delete

Location Name	Address	Location Purpose (Select all that apply)	Location Contact
Plant B		Manufacturing	PITCHBOOK DATA CONTACT PERSON
Plant A b		Manufacturing	PITCHBOOK DATA CONTACT PERSON

Double click row to edit it

3. Mandatory Forms – Orkla Supplier Code of Conduct

All suppliers will be requested to complete the two forms. The second one is the Orkla Supplier Code of Conduct.

The screenshot shows a web form titled "RIV000052 Respond to Questionnaire: PITCHBOOK DATA INC-GLOBAL Master - Orkla Supplier Code of conduct". At the top left, a purple circle with the letter '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 text, with a purple circle 'c' highlighting the question: "2.4) We (as a supplier to Orkla) confirm that we understand and will comply with this Supplier Code of Conduct". Below this question are radio buttons for "Yes" and "No". The right column contains a "Comments:" text area and three blue information boxes. A purple circle 'b' highlights the "Supporting Documents" box, which lists "Orkla Supplier Code of Conduct.pdf".

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.