

Nokian Tyres – Supplier registration

Instructions for suppliers

Table of Contents

1 Scope	3
2 Registering process	3
3 Register supplier	4
3.1 What information needs to be filled	4
3.1.1 Company Details	4
3.1.2 Additional Information	5
3.1.3 Your Contact Information	6
3.1.4 Contacts	6
3.1.5 Addresses	7
3.1.6 Business Certifications	8
3.1.7 Products and Services Categories	8
3.1.8 Questionnaire	8
3.1.9 Review	8
4 What happens next?	9

1 Scope

This instruction is for all external goods and service providers, who are proposing themselves to become a supplier for Nokian Tyres. This instruction is describing how the proposal can be done.

2 Registering process



3 Register supplier

3.1 What information needs to be filled

- Mandatory fields are marked with * + one contact details needs to be added and one address + Response on the 6 Questionnaire section.
- If you would like to continue the registration later, you can click Save for Later and you will receive email, in which is a link to continue the registration. You may do this at any point of registration.

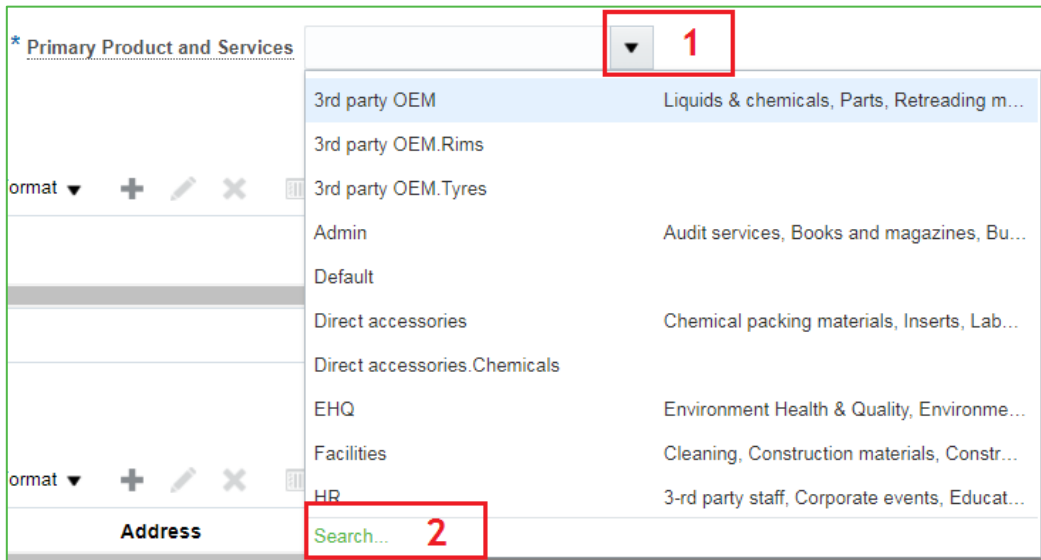
The screenshot shows the 'Register Supplier: Company Details' form. At the top, there is a progress bar with seven steps: 1. Company Details (highlighted), 2. Contacts, 3. Addresses, 4. Business Certifications, 5. Products and Services, 6. Questionnaire, and 7. Review. The form includes several input fields and dropdown menus, some marked with an asterisk (*). The fields are: Company Legal Name, Tax Organization Type, Supplier Type, Corporate Web Site, Attachments (None), D-U-N-S Number, Tax Country, Taxpayer ID, Description of Products and Services, Primary Product and Services, Company Alternate Name, First Name, Last Name, Email, and Confirm Email. There are also buttons for Back, Next, Save for Later, Register, and Cancel.

3.1.1 Company Details

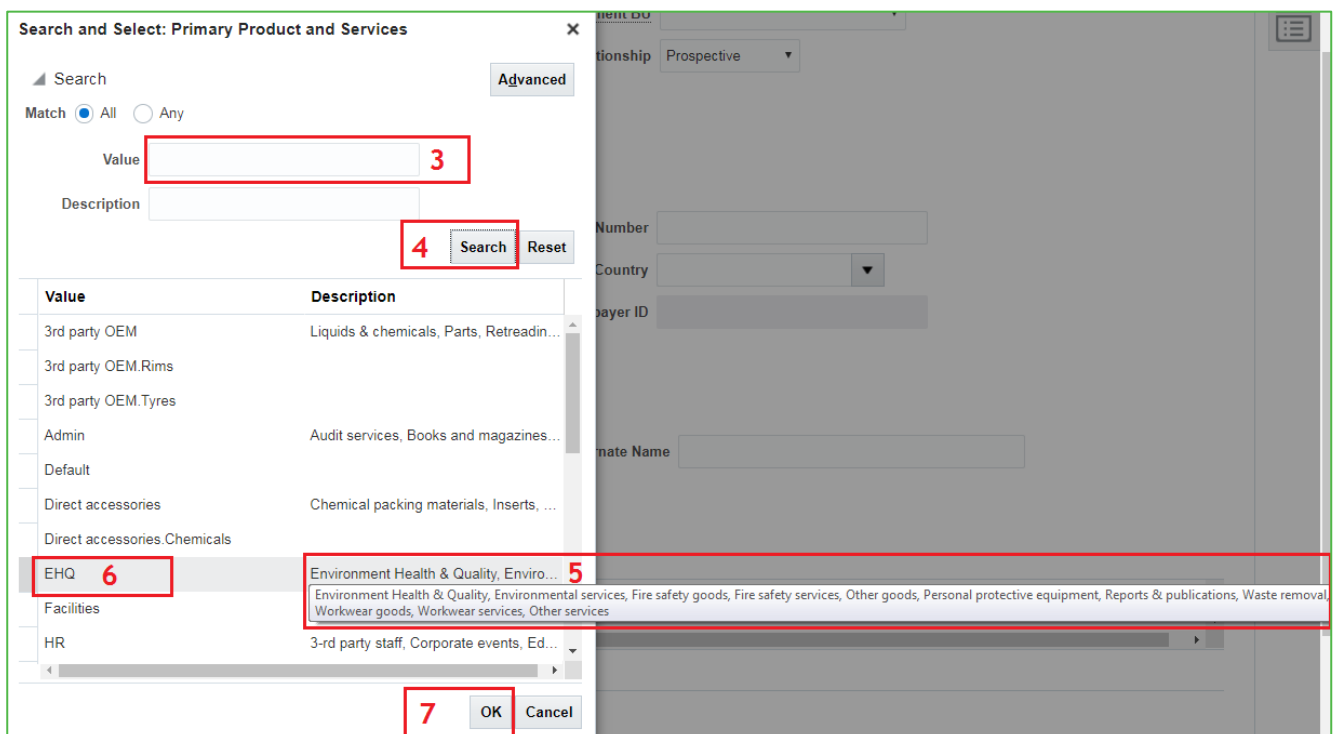
- **Company Legal Name:** Please fill in your company legal name in latin letters
- **Tax Organization Type:** Please always select “Corporation”
- **Supplier Type:** The only option is “Supplier”, please select that.
- **DUNS Number:** Please fill in your company’s DUNS number.
- **Tax Country:** Please fill in your company’s Tax Country.
- **Taxpayer ID:** Please fill in your company’s local VAT number.
- **Description of Products and Services:** Please describe in this field what kind of products and/or services your company is willing to supply to Nokian Tyres.
- **Corporate Web Site:** Please fill in your company’s web site address is available.

3.1.2 Additional Information

- Please select the Primary Product and Services category that your company would mainly supply to Nokian Tyres
- To make the selection easier, you can first click the arrow down (1) and then click Search.. (2)



- You can leave the Value field empty (3) and click Search (4) to get the whole list of categories
- Move your mouse cursor on top of the Description text to get the full description (5)
- Select correct category (6) and click OK (7)



3.1.3 Your Contact Information

- Add First name, Last name and Email and Confirm email
- -> Click Next

3.1.4 Contacts

- This is read only view, which shows how your contact details will be generated as a contact line in our system. Also, it shows that you are the Administrative Contact for your company and that the User Account will be requested for you with this registration proposal.
- If registration proposal is approved, the User Account will be generated, and you will receive a Welcome email, in which is a link where you can reset your password.
- -> Click Next

3.1.5 Addresses

- One address is mandatory to continue the registration
- Please click **Create**

The screenshot shows the 'Register Supplier: Addresses' progress bar with steps 1 through 7. Step 3, 'Addresses', is currently active. Below the progress bar, there are buttons for 'Back', 'Next', 'Save for Later', 'Register', and 'Cancel'. A table with columns 'Address Name', 'Address', 'Phone', 'Address Purpose', 'Edit', and 'Delete' is visible, with a 'Columns Hidden: 3' indicator.

The 'Create Address' form includes several sections:

- Address Name (1):** A text input field for the address name.
- Country (2):** A dropdown menu currently set to 'Finland'.
- Street Address (3):** A group of text input fields for 'Address Line 2', 'Address Line 3', 'Postal Code', and 'City'.
- Address Purpose (4):** Radio button options for 'Ordering', 'Remit to', and 'RFQ or Bidding'.
- Bank Information:** Multiple input fields for bank details, including 'Bank Name, Bank Country, BIC/SWIFT, ABA', 'Bank Account/IBAN Number, Payment Currency', and 'Bank Account Holder, Additional Information'.
- Address Contacts (5):** A section with a list icon button for selecting contacts associated with the address.

- **Address Name (1):** Use the City of address as Address name. Limitations:
 - Maximum 11 characters is allowed and NO special characters like ä,ö,å,ü,ê,ó
- **Select Country (2)**
 - According to country selection the fields below come mandatory
 - Please always fill in as much information as you have
- **Fill in at least all the mandatory fields (3)**
- **Select Address Purpose (4)**
 - Please tick **all three** Ordering, Remit to and RFQ or Bidding at this point
- **Address Contacts (5):** Please click the list button (5), Select the user account line and Click OK to close the window
- Now all the mandatory information related to Address is filled in, please scroll the window to right and click OK (6)

3.1.6 Business Certifications

- Click the + button and one Certification line will appear

Business Certifications									
Actions ▾ View ▾ Format ▾ + × Freeze Detach Wrap									
* Classification	Subclassification	Certifying Agency	Other Certifying Agency	Certificate	Start Date	* Expiration Date	* Attachment	Notes	
ISO 9001 Certificat 2		3 Other ▾	DNV 4	ISO 9001:2015 5	9/19/19 6	9/19/21 7	None +8		

- **Classification:** Select the certification type (2)
- **Certifying Agency:** Select Other (3)
- **Other Certifying Agency:** Write here the certifying agency name (4)
- **Certificate:** You can add more detailed information about the certification type (5)
- **Start date:** When the certificate was issued (6)
- **Expiration Date:** When the certification will expire (7)
- **Attachment:** You may add the copy of certification here (8)

3.1.7 Products and Services Categories

- In this sheet you may add what other products and services your company could supply to Nokian Tyres in addition to primary category selected in the first page
- This is not mandatory selection and you may skip this by clicking Next

3.1.8 Questionnaire

- Please review the questionnaire and respond.
- Please read through the attachments materials and respond
- It is highly recommended that you Agree on the Supplier Code of Conduct
- Click Next

3.1.9 Review

- You can review your inputted information here.
- Click Register to submit your registration request

4 What happens next?

- Nokian Tyres category manager will review the registration proposal and decide whether there is a need for the proposed supplier.
- He/she will also check the background of the proposed supplier.
- If there is a need for the proposed supplier and background check is OK, the registration request will be Approved and you will receive email about the approval
 - You will also receive Welcome email, in which is a link to reset your password