Nokian Tyres – Supplier registration

Instructions for suppliers

Nokian Renkaat Oyj
Nokian Tyres plc

Pirkkalaistie 7, P.O. Box 20
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Business ID 068006-8 Nokia
VAT number FI06800068 Nokia

www.nokiantyres.com

Table of Contents

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

Supplier   NT Category manager

Registration request → **Registration request evaluation** → **Approval / Rejection**

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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.


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.

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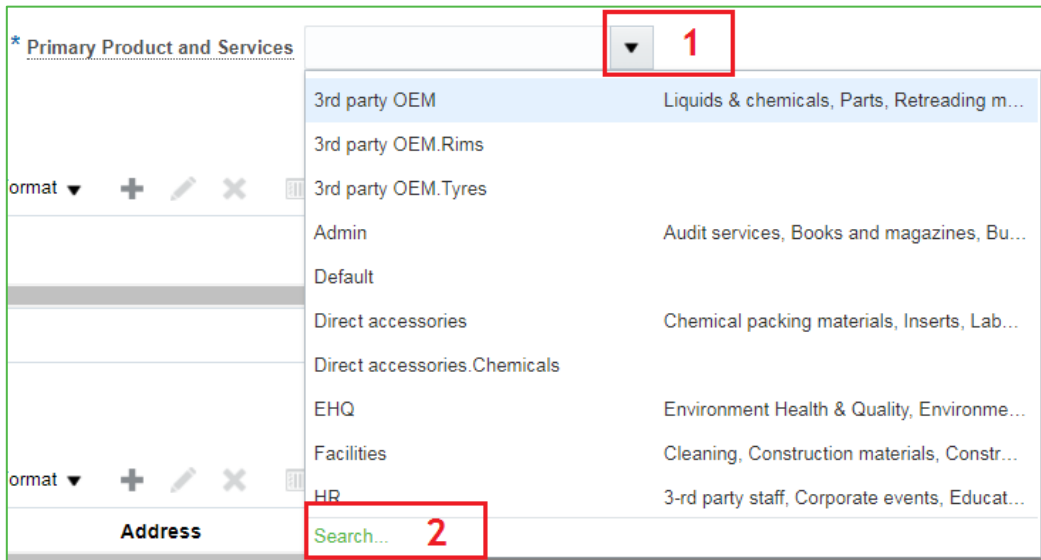
- You can leave the Value field empty (3) and click Search (4) to get the whole list of categories
- Move your mouse cursor on top of the Description text to get the full description (5)
- Select correct category (6) and click OK (7)
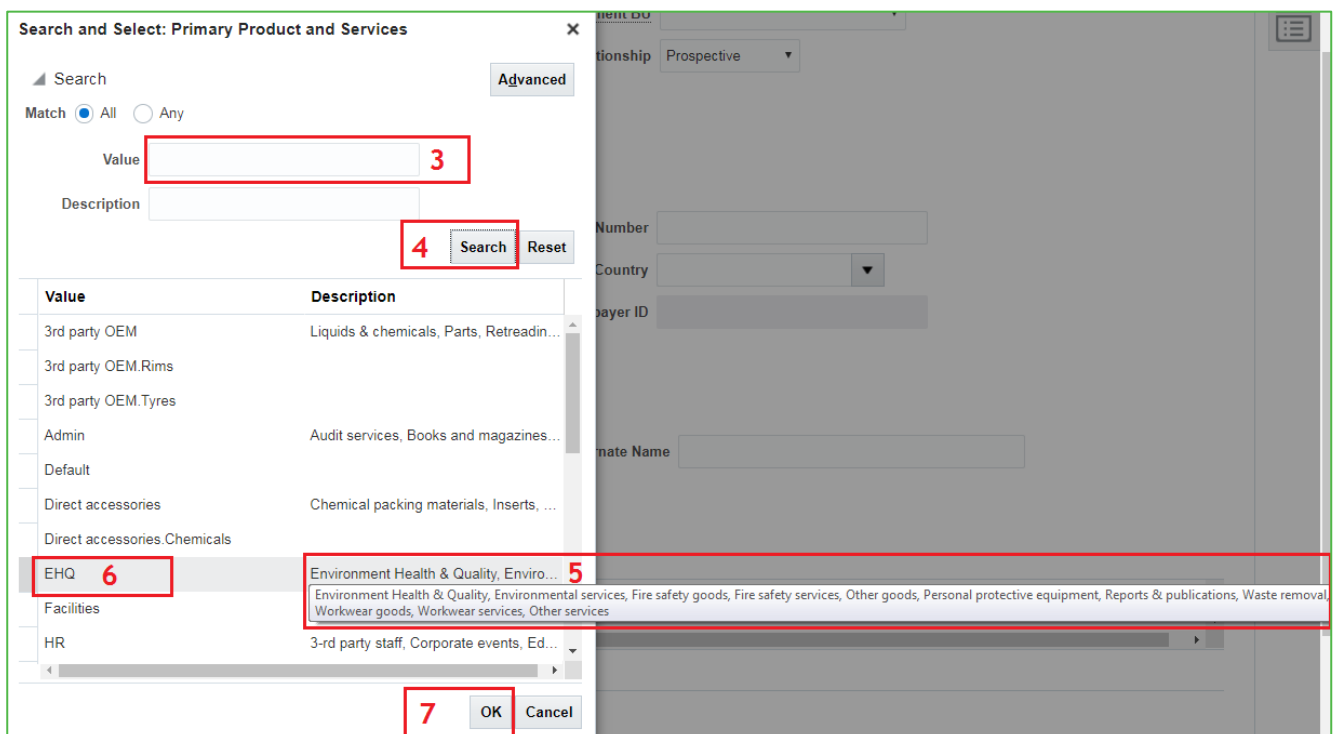
3.1.3 Your Contact Information

- 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

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3.1.5 Addresses

- One address is mandatory to continue the registration

- Please click **Create**

- **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 <u>all three</u> 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)

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3.1.6 Business Certifications

- Click the + button and one Certification line will appear

- **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

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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

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