

You have been invited to become part of our database of potential suppliers.

The registration process requires you to complete an application form in our system and submitting it to the inviting company for approval.

**DOCUMENTATION.** To facilitate your registration process, you need to have the following documents at hand:

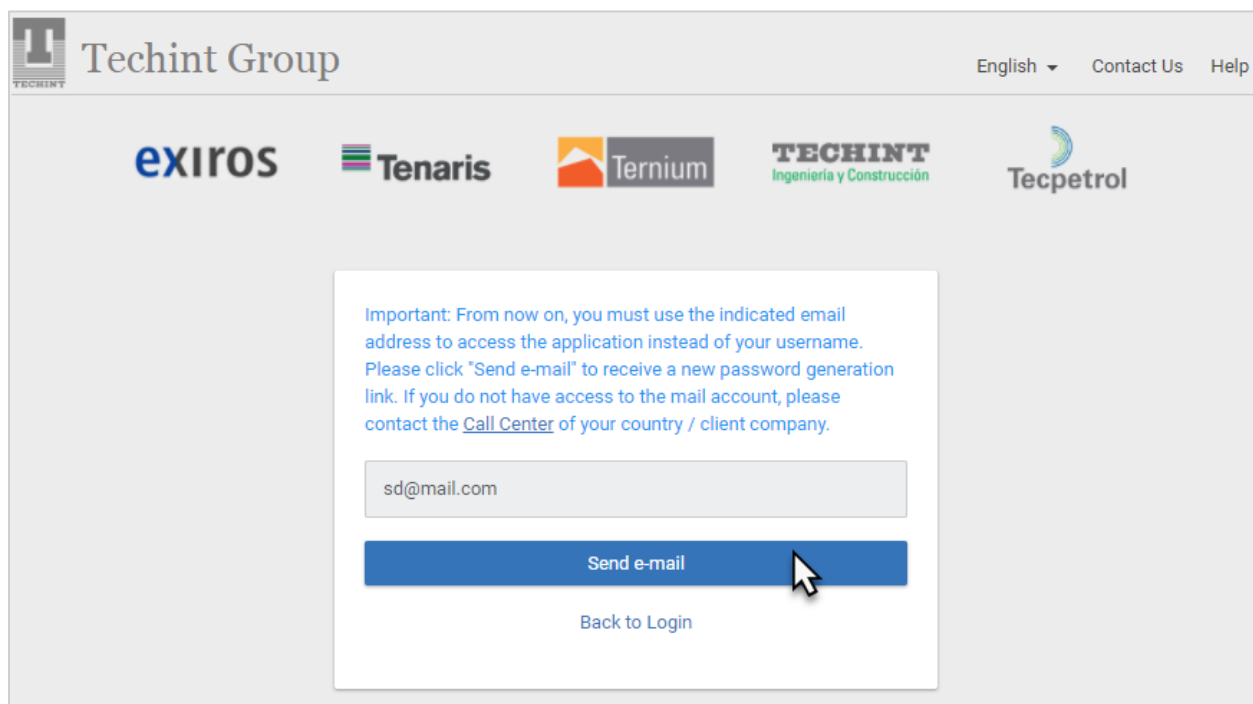
- Current tax certificate valid for your country (e.g.: W9, GST Number, Partita IVA, RFC, CUIT, etc.)
- Tax exception certificates when applicable
- Relevant certifications pertaining to your industry when applicable (e.g.: ISO)
- Bank account details plus one of these three acceptable documents to verify it, i.e.:
  - A letter with supplier letterhead addressed to the corresponding company (where you are registering) informing the account's details, signed by your company's representative
  - A void check with bank account details
  - The bank account number previously printed in an original invoice or true copy having legal value



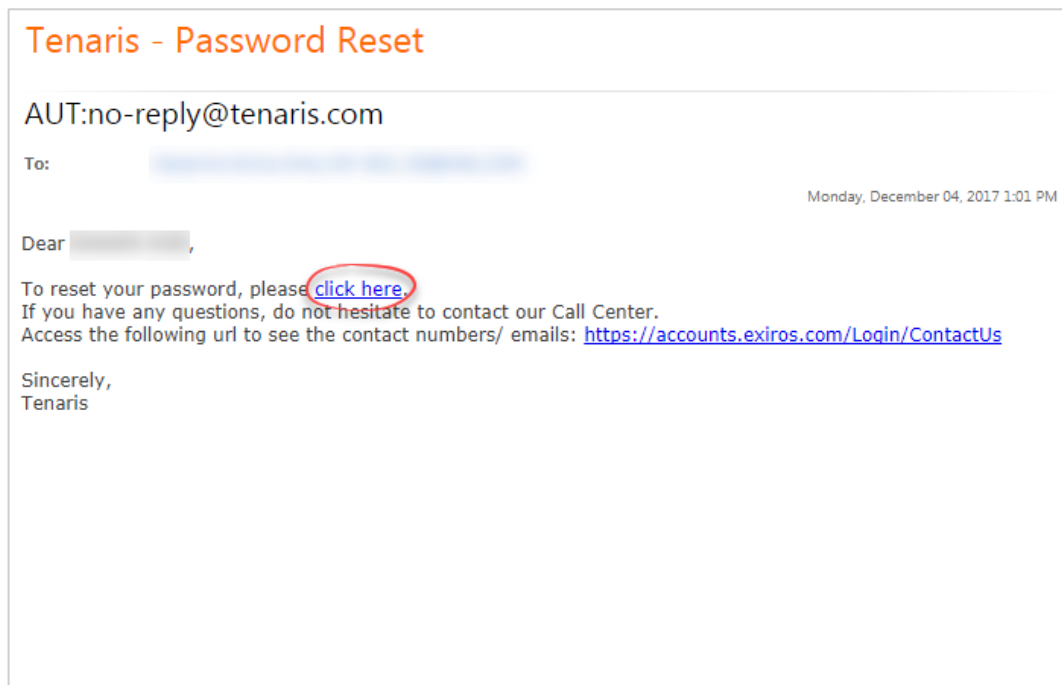
*The type of document to be attached must be a non-editable format such as PDF, JPG, PNG, GIF or other of this type. Editable types will not be accepted*

**ACCESS TO THE SYSTEM.** To complete the process, you need to set a password to access your information.

1. Access to the link you received in the confirmation e-mail and click "Send e-mail":

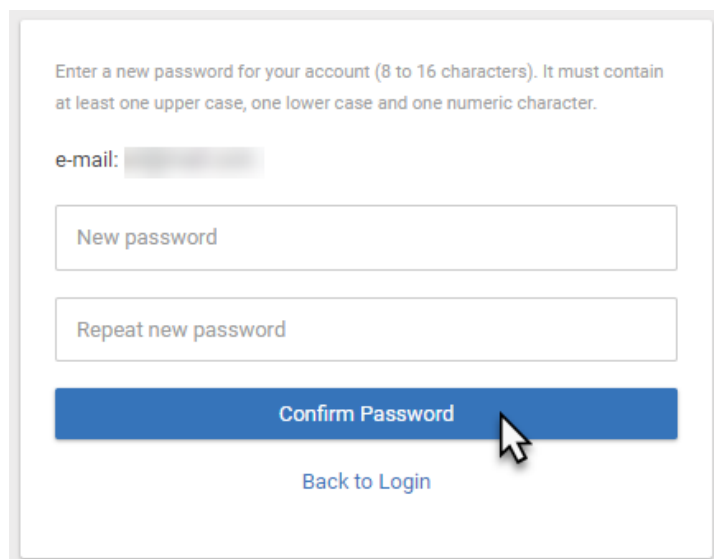


2. You will receive a message with a link to validate your email account and generate your password.  
**Please check your spam folder in case you do not find it in your inbox!**

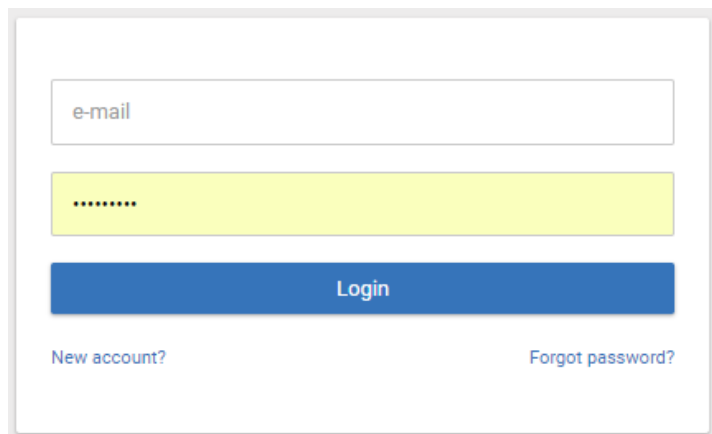


3. Click the link included in the message. It will take you to the following screen.

Type your password twice and click "Confirm Password". The password must contain between 8 and 16 characters, including at least one capital letter, one lowercase letter and one number



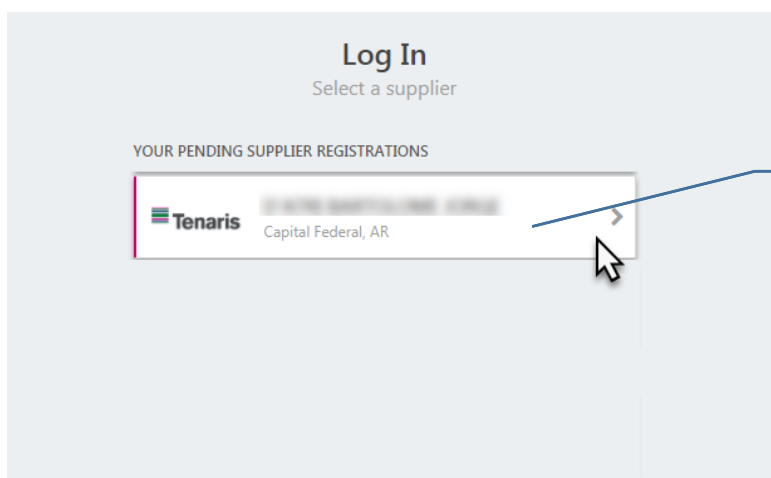
4. Once you do it, this confirmation message will pop-up. Click "Back to Login" to access the application. Now you are ready to access the Suppliers' Workplace: enter your e-mail and password to access.



The login form contains the following elements:

- An input field labeled "e-mail".
- A password input field represented by a yellow bar with dots.
- A blue button labeled "Login".
- A link labeled "New account?" at the bottom left.
- A link labeled "Forgot password?" at the bottom right.

5. You will find a card with the name of your company. Click it to access to the registration module:



The logo in the card may vary depending on the company that invited you to register

- Read and accept the Terms & Conditions to continue. Then click "Complete/update my Company Information" to access the registration form:

Supplier Management


My Company Information Contracts & Pricing Catalogs Client Relationship

☆ General terms of use


You have to accept terms and conditions in order to continue.  
legal terms

☒ I accept terms and conditions


Accept Print




Complete/update my company information




Answer my pending Requests for Information



Forum/inquiries



Administer my company's contacts



Update my payment information (bank accounts)

- Click on each of the tabs displayed in the left of the screen and complete all the mandatory information (squared in green)

- Once all the tabs are reviewed and the information filled in, click the **green button "Validate and Save"**

- If no information is missing, a new **green button "Finish registration"** will appear. Click it to complete the process. You will be notified via e-mail once your application is processed.

The screenshot displays the 'Supplier Management' interface for 'Supplier AMARIS IS S.R.L.'. The interface includes a sidebar with navigation options: Company Information, Company Profile, Contacts, Documents, Request for Information, and Forum / Inquiries. The main content area is titled 'IMPORTANT INFORMATION' and contains a message: 'Go through all tabs to complete the mandatory fields -marked in red- and upload the required documents and certificates. Then click the green button to submit your application.' Below this, there is a section for 'Alerts (0)'. The main form is divided into two columns. The left column is titled 'COMPANY AND TAX INFORMATION' and contains fields for: Company name (AMARIS IS S.R.L.), Commercial name (manager), Fiscal Code (11042960010), VAT Condition (11042960010), European Union tax number (IT11042960010), Core Business Description (Exiros), Organization registered for (Exiros), MR (Original supplier ID), and Main contact (Arce Amador Alexandra Estefania). The right column is titled 'GOODS & SERVICES | REGIONS' and contains a list of goods and services (COR005 - IT Manpower, COR006 - Softwares maintenance, COR007 - PC support - UPS - Servers - Printers, COR008 - IT equipments rental, COR009 - National & inter. Telco/GPS/Cellphone, COR010 - IT development & counseling) and a list of regions served (Continent - Africa, Continent - Asia, Continent - Europe). At the bottom of the form, there is a 'Finish registration' button and a 'Save' button. A green box with the text 'Finish registration' is overlaid on the image, pointing to the button.

- If when trying to "Validate and Save" new alerts appear, read them carefully to identify the section where information is missing and complete it.