

Accelerating Essity's Digital Transformation

ARIBA SLP REGISTRATION OF NEW SUPPLIERS

(SLP - Supplier Lifecycle and Performance)



Audience: Essity Suppliers



SLP Registration of New Suppliers

Objectives

The aim of this training material is to:

- 1 Introduce SLP - Supplier Lifecycle and Performance process
- 2 Get familiar with terminology and Onboarding Process Flow
- 3 Learn how to complete Supplier Registration Questionnaire



SLP Registration of New Suppliers Topic

1 Introduction

Supplier Registration Questionnaire



SLP Registration of New Suppliers

Introduction

What is Supplier Life Performance (SLP) process?

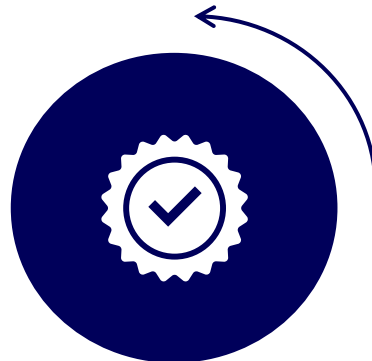


Supplier Lifecycle & Performance Process is a module within Ariba platform. It allows for a digital interaction between Essity and the supplier related to commercial aspects (e.g., Contract Management, Qualification, Sourcing Events). It includes tools to onboard, qualify, segment, and manage suppliers.

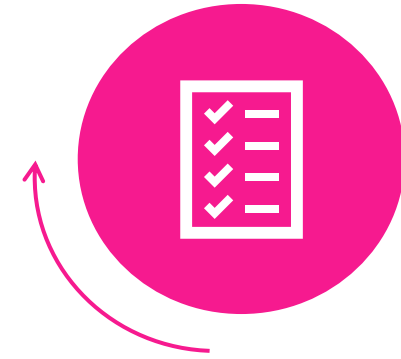
Why SLP registration?

By registering with **Supplier Lifecycle and Performance Process** you will enhance effectiveness across source-to-pay processes and improve your working relationship with Essity at virtually every touch point.

Supplier Lifecycle & Performance module allows for automated and streamlined supplier management as well as aligning closely with procurement on consistent supplier data.



What is expected from suppliers?

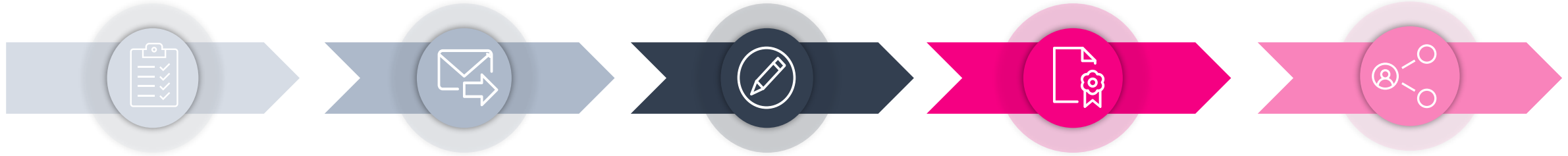


Assigned person will receive email invitation link with a request to complete **Supplier Registration Questionnaire**.

The content of this questionnaire contains 7 sections: General Information, Supply Information, Financial Data, Tax Information, Alternative Payee, Bank Information and Essity Compliance & Requirement. Section 5: **Alternative Payee** and section 6: **Bank Information** are mutually exclusive.

SLP Registration of New Suppliers

Process Flow



01

Internal Demand

Supplier Request form is raised internally by Essity.

02

Supplier Invitation

Email invitation is sent to supplier's Point of Contact.

*That assigned person receives the SLP invitation (from **ariba.com** domain) with a link in order to proceed further with registration process.*

That person is requested to provide the statements to the questionnaire content.

03

Supplier Registration Completion

Supplier submits the registration completion to Essity.

04

Registration approval

Data quality of the submission will be reviewed and approved by Essity.

Supplier can edit the submitted form but every change will trigger Essity call for approval.

05

Internal approval and record creation

Additional internal Essity approvals in place. After receiving all the required approvals Vendor record sync between internal Essity Master Data system and Ariba.

SLP Registration of New Suppliers Topic


Introduction

2 Supplier Registration Questionnaire



SLP Registration of New Suppliers

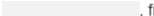

Supplier Registration Questionnaire (1/17)

Invitation: Register to become a supplier with Essity Hygiene & Health AB - TEST  **1**


Essity Hygiene & Health AB

Register as a supplier with Essity Hygiene & Health AB

Dear MediaPartner Produktion,

We are happy to welcome you as a supplier to Essity Hygiene & Health AB - , from our Supplier Management team, has invited you to register / re-onboard  to our new SAP Ariba Business Portal to become digital connected with Essity Hygiene & Health AB.


Why is it needed?

Essity Hygiene & Health AB  uses SAP Ariba Business Network to manage its sourcing and procurement activities and to collaborate with suppliers.


What is the required action from your side?

1. Start by creating an account with Ariba Network. Use the link below.

1. If you already have an Ariba account created for Essity business, please Log In with your username and password.
2. If you do not have an Ariba account, please use Sign Up option and create the Ariba account first.

2. **After signing up and/or logging in to your Ariba account**, please also fill out the **"Supplier Registration Questionnaire form"** and submit the answers to Essity. This is required for us to collect all the necessary information about  and for us to activate your account.

Without your completion of the **Supplier Registration Questionnaire form** we cannot proceed any further and any invoices received cannot be settled for payment.

Please note that you need to finish the registration within 14 business days for Essity Hygiene & Health AB  to be able to conduct business with you.

Please [Click Here](#) **2** to start the process

In the following steps you will learn **how** to respond to Supplier Registration Questionnaire invitation.

Hint: Please check spam folder in case no email received

- 1** Supplier receives automated email from **ariba.com** domain (*similar to the one included on this slide*) with the registration link to **Ariba Proposals and Questionnaires section**.
- 2** Click the hyperlink **"Click Here"** to start the process.

SLP Registration of New Suppliers

Supplier Registration Questionnaire (2/17)

3

SAP Ariba Proposals and Questionnaires

Welcome,

Have a question? [Click here to see a Quick Start guide.](#)

Sign up as a supplier with **Essity Health and Hygiene - TEST** on SAP Ariba.

Essity Health and Hygiene - TEST uses SAP Ariba to manage procurement activities.

Create an SAP Ariba supplier account and manage your response to procurement activities required by Essity Health and Hygiene - TEST. [Sign up](#)

Already have an account? [Log in](#)

About Ariba Network

The Ariba Network is your entryway to all your Ariba seller solutions. You now have a single location to manage all of your customer relationships and supplier activities regardless of which Ariba solution your customers are using. Once you have completed the registration, you will be able to:

- Respond more efficiently to your customer requests
- Work more quickly with your customers in all stages of workflow approval
- Strengthen your relationships with customers using an Ariba Network solution
- Review pending sourcing events for multiple buyers with one login
- Apply your Company Profile across Ariba Network, Ariba Discovery and Ariba Sourcing activities

Moving to the Ariba Network allows you to log into a single location to manage:

- All your Ariba customer relationships
- All your event actions, tasks and transactions
- Your profile information
- All your registration activities
- Your contact and user administrative tasks

3 You will be redirected to **Ariba Proposals and Questionnaires** page where you are requested to **log-in** with your credentials for existed Ariba Network account or **create a new** Ariba Network account.

If you already have Ariba Network account, please follow the steps on slides 9,10.

In case new account creation needed please follow the steps on slides 11,12.

SLP Registration of New Suppliers

Supplier Registration Questionnaire (3/17)

Existing Ariba Account (1/2)

Welcome,

Have a question? [Click here to see a Quick Start guide.](#)

Sign up as a supplier with **Essity Health and Hygiene - TEST** on SAP Ariba.

Essity Health and Hygiene - TEST uses SAP Ariba to manage procurement activities.

Create an SAP Ariba supplier account and manage your response to procurement activities required by Essity Health and Hygiene - TEST.

Already have an account? [Log in](#)

[Sign up](#)

About Ariba Network

The Ariba Network is your entryway to all your Ariba seller solutions. You now have a single location to manage all of your customer relationships and supplier activities regardless of which Ariba solution your customers are using. Once you have completed the registration, you will be able to:

- Respond more efficiently to your customer requests
- Work more quickly with your customers in all stages of workflow approval
- Strengthen your relationships with customers using an Ariba Network solution
- Review pending sourcing events for multiple buyers with one login
- Apply your Company Profile across Ariba Network, Ariba Discovery and Ariba Sourcing activities

Moving to the Ariba Network allows you to log into a single location to manage:

- All your Ariba customer relationships
- All your event actions, tasks and transactions
- Your profile information
- All your registration activities
- Your contact and user administrative tasks

4 If your organization is already registered with Ariba Network you can use the existing account for business with Essity. To proceed click “**Log in**” option and use your account credentials.

! You can also create a separate Ariba account just for business with Essity. To create a new Ariba account follow the steps on slides 11 and 12.

SLP Registration of New Suppliers

Supplier Registration Questionnaire (4/17)

Existing Ariba Account (2/2)

SAP Ariba Proposals and Questionnaires

Enter Your Account Information

* Indicates a required field

You are using an Ariba Sourcing test account to register on the Ariba Commerce Cloud. Enter your existing Ariba Commerce Cloud, Ariba Discovery or Ariba Network test account username and password. After you successfully log in, your existing Ariba Commerce Cloud test account profile will become your Ariba Sourcing supplier test account profile.

Username:*

Password:*

[Forgot Username](#)

[Forgot Password](#)

4.1 Insert Username and password of your **existing Ariba Network account**.

4.2 If you forgot Username or Password, use **“Forgot Username”** or **“Forgot Password”** options, respectively.

4.3 In order to proceed and log in, click the **“Continue”** button.

You will then be automatically redirected to **Supplier registration questionnaire**.

If at any point you exit the Registration form and want return to finish your submission at the later time, you can access the form directly from your Ariba profile (instruction on slide 13).

SLP Registration of New Suppliers

Supplier Registration Questionnaire (5/17)

New Ariba Account (1/2)

SAP Ariba Proposals and Questionnaires

Welcome,

Have a question? [Click here to see a Quick Start guide.](#)

Sign up as a supplier with **Essity Health and Hygiene - TEST** on SAP Ariba.

Essity Health and Hygiene - TEST uses SAP Ariba to manage procurement activities.

Create an SAP Ariba supplier account and manage your response to procurement activities required by Essity Health and Hygiene - TEST

Sign up 5

Already have an account? ~~Log in~~

About Ariba Network

The Ariba Network is your entryway to all your Ariba seller solutions. You now have a single location to manage all of your customer relationships and supplier activities regardless of which Ariba solution your customers are using. Once you have completed the registration, you will be able to:

- Respond more efficiently to your customer requests
- Work more quickly with your customers in all stages of workflow approval
- Strengthen your relationships with customers using an Ariba Network solution
- Review pending sourcing events for multiple buyers with one login
- Apply your Company Profile across Ariba Network, Ariba Discovery and Ariba Sourcing activities

Moving to the Ariba Network allows you to log into a single location to manage:

- All your Ariba customer relationships
- All your event actions, tasks and transactions
- Your profile information
- All your registration activities
- Your contact and user administrative tasks

5 If your organization is NOT yet registered with Ariba Network, **create** a new Ariba Network account using “**Sign-up**” button and follow the instruction described on the Slide 12.

SLP Registration of New Suppliers

Supplier Registration Questionnaire (6/17)

New Ariba Account (2/2)

5.1 Fill out all required fields containing information about your Company.

5.2 Agree for all required Terms & Conditions related to the registration process.

5.3 To finalize the registration process choose **“Create account and continue”** option. Once completed, you should receive the email with your credentials which will allow you to login to the questionnaire using original link.

If at any point you exit the Registration form and want to return to finish your submission at the later time, you can access the form directly from your Ariba profile (instruction on the following slide).

SLP Registration of New Suppliers

Supplier Registration Questionnaire (7/17)

The screenshot shows the SAP Ariba interface. At the top left, the 'SAP Ariba' logo is visible. Below it is a 'Supplier Login' form with fields for 'User Name' and 'Password', and a 'Login' button. A red box with a circled '6' highlights this login form. Below the login form is a navigation bar with 'Ariba Proposals and Questionnaires' highlighted by a red box with a circled '7'. Below the navigation bar, the page title is 'ESSITY HYGIENE & HEALTH AB - TEST'. The main content area includes a 'Home' button, an 'Events' section with a table showing 'No items', and a 'Registration Questionnaires' section with a table. The table has columns for 'Title', 'ID', 'End Time', and 'Status'. A red box with a circled '8' highlights the first row of the table, which is 'Supplier registration questionnaire' with ID 'Doc1420580418' and status 'Invited'.

Title	ID	End Time	Status
Supplier registration questionnaire	Doc1420580418	6/11/2023 5:24 PM	Invited

Follow these steps to access **Supplier registration questionnaire** directly from your Ariba profile .

6 First log in with your account credentials from Ariba Supplier Login page.

7 Make sure you are in **Ariba Proposals and Questionnaires** module

8 You will be able to view the form from the Registration Questionnaires list. Click on the form name and you will be redirected to the recent version of the draft.

NOTE Remember to manually save all changes – the form will not update automatically.

SLP Registration of New Suppliers

Supplier Registration Questionnaire (7/17)

Console Doc1596328542 - Supplier registration questionnaire

Time remaining 17 days 23:53:01

All Content

1 General Information

2 Supply Information

3 Financial Data

4 Tax Information

5 Alternative Payee In...

6 Bank Information

7 Esstly Compliance & ...

1.1 Company Legal Name

Note: If your Company Legal Name exceeds 35 characters, please use the below Company Legal Name Extension field to continue

1.2 Company Legal Name Extension

1.3 Supplier Address

1.4 Contact First Name

1.5 Contact Last Name

1.6 Contact Email Address

1.7 Telephone Number Country Code

1.8 Telephone number

Please DO NOT put the telephone country code in this field

1.9 Supply Stream

1.10 Region

1.11 Salesperson Name (if differ from contact Person)

1.12 Salesperson Telephone Number (if differ from contact Person)

1.13 DUNS Number

1.14 Language

Street: Test House Number: 22

Street 2:

Street 3:

District:

Postal Code: 123 45 City: Stockholm

PO Box:

PO Box Postal Code:

Country/Region: Sweden (SE) State/Province/Region: Stockholms Län (012)

PO Box Postal Code:

Unspecified

Non-strategic Goods

SWE

(EN)-English

After log-in either using credentials for a new created Ariba network account or the existing one, you will be redirected to **Supplier registration questionnaire** as a last step of the process.

9 The timeframe for filling out the form is 18 days (14 business days) from the day that email invite was sent. But please complete as soon as possible.

10 The form consists of 7 Sections.

The required information such as address and contact information in **Section 1: General Information** will be autofilled from information of the ANID account (either existing or newly created). The other fields need to be filled manually if applicable.

SLP Registration of New Suppliers

Supplier Registration Questionnaire (8/17)

2 Supply Information

2.1 Ordering Email Address *

2.2 Order Currency ⓘ * Unspecified ▾

2.3 Email for Payment Notification ⓘ *

2.4 Are you planning to supply to more than one Essity locations and/or have a different purchase order address than the one specified as your main company address? * Yes ▾ **11**

2.5 Please complete the attached template to provide PO address/Supplying locations. **12** [References](#) ▾ **13** *Attach a file

2.9 Is Incoterms applicable? * Yes ▾

2.10 Incoterm Part 1 * Unspecified ▾

2.11 Incoterm Part 2 *

Reference Documents

Additional Supplier Information Template.xlsx

essity

Company Affiliates

This form is used to capture the PO address details and/or identify supplying relationship between supplier and Essity legal entities.

Specify Essity Entity	Supplier PO Receiving Party				Supplying Condition			Additional Information			
	Company Legal Name	Company Legal Name Extension	VAT Registration Number	Supplier Address	Ordering Email Address	Incoterm Part 1	Incoterm Part 2	Payment Terms	Contact Person Name	Contact Email Address	Telephone Number
Essity Hygiene and Health AB Möndal, Sweden Möndals bro 2 PO BOX 405 05 431 31 Möndal Sweden											

2.4 Are you planning to supply to more than one Essity locations and/or have a different purchase order address than the one specified as your main company address? * No ▾ **!**

2.7 Payment Term D60

2.9 Is Incoterms applicable? * No ▾

In **Section 2: Supplier Information**, the form will display additional fields depending on the selected answers.

- 11** If you are planning to supply to more than one Essity location - you will need to download **Additional Supplier Information Template** excel file.
- 12** Update this file using the instructions stated in it. Specify Essity locations in column A. If you are using a different company name and address to receive PO, please specify in the file, column B-F.
- 13** After completing these steps **attach** the file.
- !** If you answer “No” to question **2.4**, the **Payment Terms** will automatically generate to your preset agreement with Essity.

SLP Registration of New Suppliers

Supplier Registration Questionnaire (9/17)

2 Supply Information

2.1 Ordering Email Address *

2.2 Order Currency ⓘ * Unspecified ▾

2.3 Email for Payment Notification ⓘ *

2.4 Are you planning to supply to more than one Essity locations and/or have a different purchase order address than the one specified as your main company address? * Yes ▾

2.5 Please complete the attached template to provide PO address/Supplying locations 📄 [References](#) ▾ * Attach a file

2.9 Is Incoterms applicable? * Yes ▾ **14**

2.10 Incoterm Part 1 * Unspecified ▾

2.11 Incoterm Part 2 *

2 Supply Information

2.1 Ordering Email Address *

2.2 Order Currency ⓘ * Unspecified ▾

2.3 Email for Payment Notification ⓘ *

2.4 Are you planning to supply to more than one Essity locations and/or have a different purchase order address than the one specified as your main company address? * No ▾

2.7 Payment Term * D60

2.9 Is Incoterms applicable? * No ▾ !

2.12 Comments

Next complete **Section 2: Supplier Information.**

In this section, the form will display additional fields depending on the selected answers.

14 If incoterm is applicable, you will be asked to specify the details in points 2.10 and 2.11.

! If you answer “No” in point **2.9** you won’t be required to specify details.

SLP Registration of New Suppliers

Supplier Registration Questionnaire (10/17)

The screenshot displays the 'Financial Data' section (3) and the 'Tax Information' section (4) of a supplier registration questionnaire. Section 3 includes fields for Tax Jurisdiction Office Number, Liability to Withholding tax, Stamp duty, and registration status. Section 4 shows a table for tax information with an 'Add Tax Information (0)' link. Callout 15 points to the 'YES' dropdown in field 3.4. Callout 16 points to the 'Add Tax Information (0)' link. Callout 17 points to the 'Add Tax Details' button in the tax information table.

▼ 3 Financial Data

3.1 Tax Jurisdiction Office Number
• Please fill out this field only if you are located in Canada or Mexico or US ⓘ

3.2 Liable to Withholding tax ⓘ No ▾

3.3 Liable to Stamp duty Unspecified ▾

3.4 Are you a tax registered company/organization? If YES, please answer Section 4: Tax Information. * YES ▾ 15

3.5 Are you a person, i.e. you are not an organization? Unspecified ▾

4 Tax Information

Add Tax Information (0) 16

Save Cancel

Clicking Save will only save your Repeatable Section answers. To submit your response, you will need to click Save and then click **Submit Entire Response** on the main screen.

All Content > 4 Tax Information

Tax Information (0)

Name 1

No items

Add Tax Details 17

(*) Indicates a required field

Next complete **Section 3: Financial Data.**

Fill out carefully all sections by selecting the answer from dropdown list or provide the information in adequate boxes.

- 15 Select "Yes" in field 3.4 to enable the Tax Information section.
- 16 Click the Add Tax Information link in **Section 4: Tax Information.**
- 17 On the resulting page, click the **Add Tax Details** button.

SLP Registration of New Suppliers

Supplier Registration Questionnaire (11/17)

Clicking Save will only save your Repeatable Section answers. To submit your response, you will need to click Save and then click **Submit Entire Response** on the main screen.

All Content > 4 Tax Information

Tax Information (1)

Name ↑

▼ Tax Details #1 Delete

TAX DETAILS INSTRUCTIONS:

Please fill out all tax fields for Europe countries

Country/Region: Finland (FI) *

Tax Name	Tax Type	Tax Number
Finland: ERS Invoice Numbering	Organization	<input type="text"/>
Finland: VAT Registration Number	Organization	<input type="text"/>
Finland: Business ID Number	Organization	<input type="text"/>

Add Tax Details

Add an additional Tax Details (*) indicates a required field

4 Tax Information Add Tax Information (1)

All Content > 4 Tax Information

Tax Information (1)

Name ↑

► Tax Details #1 Delete

Add an additional Tax Details (*) indicates a required field

18 Select the country from the dropdown menu. Then enter details in the field(s) applicable for the selected country.

19 Click Save to continue.

20 The Tax Information is now updated with your input and displays the number of tax details that have been added. By clicking on this field you can update/delete the existing tax details and Add an additional Tax Details if needed.

SLP Registration of New Suppliers

Supplier Registration Questionnaire (12/17)

The screenshot displays two instances of the 'Alternative Payee Information' section (Section 5) from a registration questionnaire. The top instance shows question 5.1 with a dropdown menu set to 'Yes', highlighted by a red box and callout 21. Below it is question 5.2 with an empty text input field, also highlighted by a red box and callout 21. The bottom instance shows question 5.1 with a dropdown menu set to 'No', highlighted by a red box and callout 22. Below it is question 6, 'Bank Information', with a button labeled 'Add Bank Information (0)' highlighted by a red box and callout 23. A grey informational banner is visible between the two sections.

Section 5: Alternative Payee Information.

- 21 If Alternative Payee Information is applicable pick **"Yes"** in field 5.1 and fill out and read the required information in fields 5.2 and 5.3.
- 22 If Alternative Payee Information is **not** applicable, pick **"No"** in field 5.1.
- 23 When you answer question 5.1 as **"No"**, **Section 6: Bank Information** will be visible.

SLP Registration of New Suppliers

Supplier Registration Questionnaire (13/17)

5 Alternative Payee Information

5.1 Do you have an alternative payee? * No

6 Bank Information

[Add Bank Information \(0\)](#)

All Content > 6 Bank Information

Bank Information (0)

Name ↑

No items

[Add Bank Account](#)

(*) indicates a required field

Bank Account #1 [Delete](#)

BANK INSTRUCTIONS

Sweden:
For Bankgiro number enter it in Account Number field and Input 9900 as a Bank Key/ABA Routing Number field

Denmark:
For FIK Account enter 0001 in Bank Key/ABA Routing Number field

Norway:
Input the first 4 digits of Bank Account Number in Bank Key/ABA Routing Number field

Required **bank certificate** must be a headed document which includes below information and preferably this document is issued by the bank. Screenshots are not accepted, and PDF is the preferred format.

- Bank Name
- Supplier name and address
- Supplier bank details
- Supplier VAT (if applicable)

If the bank certificate that you attach is encrypted, please send a separate email with the password to the person from our Supplier Management team who invited you to become a supplier of Essity. You can find this person's name in the invitation email you have received from us.

24 Click on **Add Bank Information** to populate needed details.

25 When redirected to Bank Information page click **Add Bank Account**.

Follow the instructions on the page.

SLP Registration of New Suppliers

Supplier Registration Questionnaire (14/17)

Clicking Save will only save your Repeatable Section answers. To submit your response, you will need to click Save and then click **Submit Entire Response** on the main screen.

Bank Details

Correspondent Account Number

Bank Certificate (See instruction above) ⓘ

Add an additional Bank Account

(*) indicates a required field

Bank Type: No Choice ▾

Country/Region: (no value) ▾

Bank Name:

Bank Branch:

Street:

City:

State/Province/Region:

Postal Code:

Account Holder Name:

SWIFT Code:

Bank Control Key: No Choice ▾

* Attach a file

- 26 Enter required information in the Bank Details fields.
- 27 Remember to attach a **Bank Certificate**. Screenshots are not accepted, and PDF is the preferred format.
- 28 Click the **Save** button to proceed.

SLP Registration of New Suppliers

Supplier Registration Questionnaire (15/17)

7 Essity Compliance & Requirement

7.1 GDPR Document Agreement * Unspecified

7.2 I have read and agree to the attached * Unspecified

7.3 Essity Global Supplier Standard

The Global Supplier Standard sets out the minimum requirements that we expect a supplier to Essity to fulfill in the areas of code of conduct, quality, environment and product safety. Essity regards compliance with the Global Supplier Standard of prime importance in decisions to enter into or continue contractual relationships with suppliers. Therefore, we require your commitment that, in doing business with Essity, you comply and will continue to comply with the requirements set forth in the Global Supplier Standard.

7.2 I have read and agree to the attached Essity Invoicing Procedure * Unspecified

7.3 Essity Global Supplier Standard

The Global Supplier Standard sets out the minimum requirements that we expect a supplier to Essity to fulfill in the areas of code of conduct, quality, environment and product safety. Essity regards compliance with the Global Supplier Standard of prime importance in decisions to enter into or continue contractual relationships with suppliers. Therefore, we require your commitment that, in doing business with Essity, you comply and will continue to comply with the requirements set forth in the Global Supplier Standard.

Please note that with respect to service suppliers, the following Chapters of the Global Supplier Standard are not de facto applicable: 3.Quality, 4.Product Safety, 5. Environment, 6. Chemicals, Annexes A1 and A2.

7.3.1 By saying YES, you confirm:

- You have read carefully and agree with Essity Global Supplier Standard (essity.com) in the name and on behalf of the company
- You have ensured that you are duly authorized to represent above company
- You explicitly confirm without any restrictions as regards content or region that if you are selected by ESSITY, your services will be carried out in accordance with all provisions of the Global Supplier Standard on quality, product safety and environment.

Note: The inability to comply may inhibit the continuation of the registration process, and progression to subsequent commercial relationship establishment.

7.4 Right for Essity to carry out an audit of an supplier.

Essity reserves the right to perform an assessment of the potential's supplier's compliance with the Essity Global Supplier Standard, and to evaluate the risk of supply. Such an assessment will typically take the form of a formal audit of the supplier production site, where the products bought by Essity would be produced. Please confirm your acceptance of such an audit.

Supplier shall pay the reasonable fees and expenses in case an external auditing company is used to perform such an audit, the estimated amount of which shall be communicated by Essity or the auditing company before the start of the audit.

Please note that with respect to service suppliers, question 7.4 can be neglected.

1.2 Supplier evaluation and compliance

Goods selection and supplier selection have distinct processes at Essity. Both goods and suppliers will be evaluated before supply to Essity will be authorized. Such an evaluation can take the form of a questionnaire, visit or an audit at supplier's premises. The evaluation can also take place again during the supply relationship at periodic intervals.

Upon at least thirty (30) days prior written notice, Essity personnel or an external auditing company selected by Essity shall have the right to assess supplier compliance with this GSS. Supplier shall provide access to its premises and all pertinent information. During the assessment the auditor may interview workers and their elected representatives. For any non-compliance identified, corrective actions will be agreed upon by Essity and supplier and executed to ensure that compliance is attained.

Section 7: Essity Compliance & Requirement

- 29** Click the References dropdown arrow in field 7.1 to view **GDPR Document Agreement**.
- 30** Click the References dropdown arrow 7.2 to view the **Essity's Invoicing Standard**.
- 31** The **Global Supplier Standard** (essity.com) can be downloaded from the hyperlink in field 7.3.1.
- 32** The Essity audit rights are included in Section 1.2 of Global Supplier Standard.

Fill out carefully all sections by selecting the answer from dropdown list or provide the information in adequate boxes.

SLP Registration of New Suppliers

Supplier Registration Questionnaire (16/17)

7.6 SEDEX registration
In order to live up to Essity's high ambitions in the CSR area, we are continuously working to evaluate and further improve our responsible sourcing practice. Therefore we are asking all of our suppliers to register on Sedex (Supplier Ethical Data Exchange) and complete the Sedex Self-Assessment Questionnaire. Please confirm your registration on Sedex.

7.9 Please explain your reasons for not wishing to register with SEDEX

7.6 SEDEX registration
In order to live up to Essity's high ambitions in the Sustainability area, we are continuously working to evaluate and further improve our responsible sourcing practice. Therefore we are asking all of our suppliers to register on Sedex (Supplier Ethical Data Exchange) and complete the Sedex Self-Assessment Questionnaire. Please confirm your registration on Sedex.

Please note that with respect to service suppliers, question 7.6 can be neglected.

7.8 Please provide a date by when you will register with SEDEX.

33 No - have no intention of registering

34 No - but will register

- 33 If you are already SEDEX registered, please provide your number in the form. If you do not have SEDEX and you don't wish to have it in the future, please provide the reason in the form.
- 34 If you plan to register in the future, please provide approx. date.

SLP Registration of New Suppliers

Supplier Registration Questionnaire (17/17)

7.6 SEDEX registration
In order to live up to Essity's high ambitions in the Sustainability area, we are continuously working to evaluate and further improve our responsible sourcing practice. Therefore we are asking all of our suppliers to register on Sedex (Supplier Ethical Data Exchange) and complete the Sedex Self-Assessment Questionnaire. Please confirm your registration on Sedex.

Please note that with respect to service suppliers, question 7.6 can be neglected.
7.10 Please share your company's performance by uploading pdf of your full EcoVadis scorecard here. (Preferred format is PDF)

(*) indicates a required field

Submit Entire Response | Save draft | Compose Message | Excel Import

No SEDEX registration - we are assessed by EcoVadis

Attach a file

Submit this response?
Click OK to submit.
OK | Cancel

Doc1117886692 - Supplier registration questionnaire

✓ Your response has been submitted. Thank you for participating in the event.

Callout 35 points to the dropdown menu. Callout 36 points to the 'Submit Entire Response' button. Callout 37 points to the green confirmation message.

35 If you do not have SEDEX, but you are assessed by Ecovadis, please provide the document in the pdf form.

36 Once all data is reviewed and updated choose “**Submit Entire Response**” option and click „OK” to submit.

37 Once submitted, the following message will be displayed: „Your response has been submitted. Thank you for participating in the event”.

Congratulations! Your Onboarding process is completed!

Accelerating Essity's Digital Transformation

Questions

Please contact
SupplierInfo@essity.com

Thank you for your participation. Join us in shaping our future!



