To REGISTER as a supplier in TECHINT INGENIERIA Y CONSTRUCCION, CLICK ON THIS LINK:
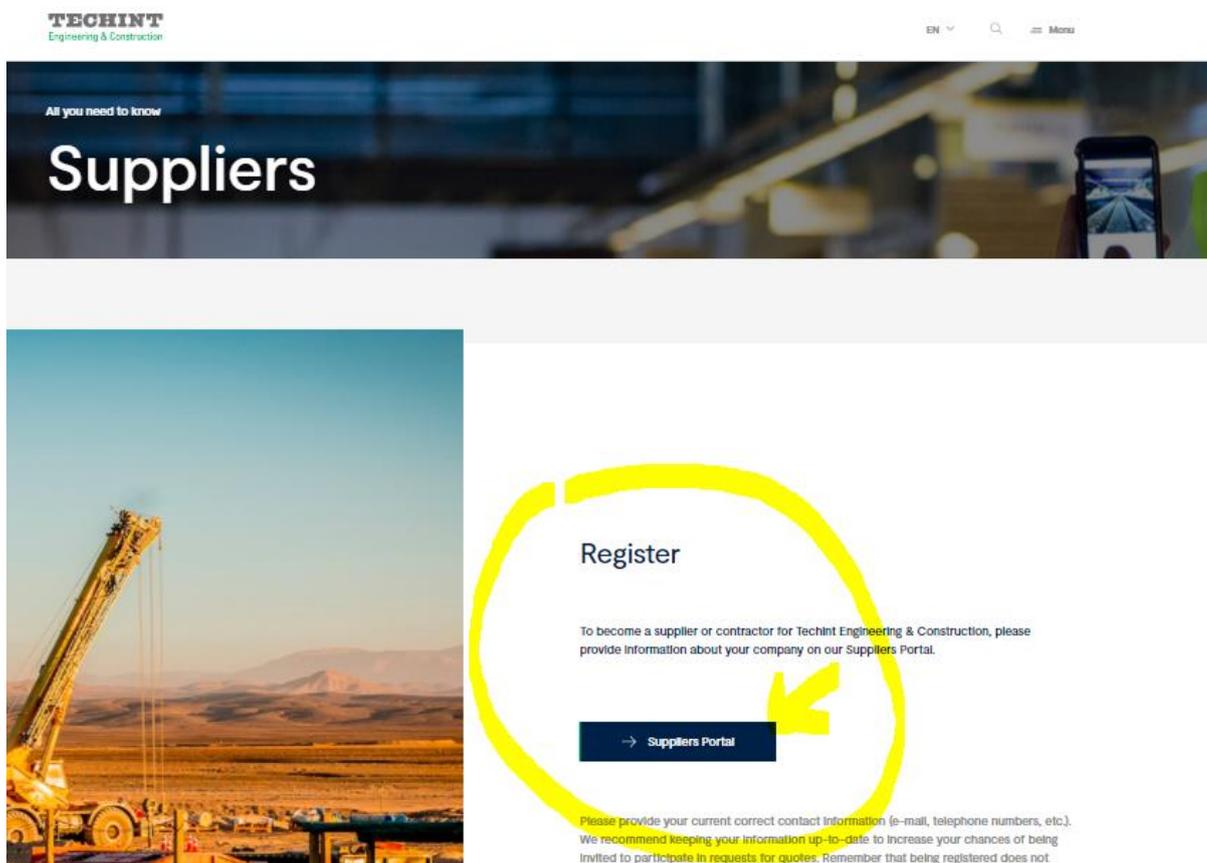
SELECT English https://www.techint.com/en
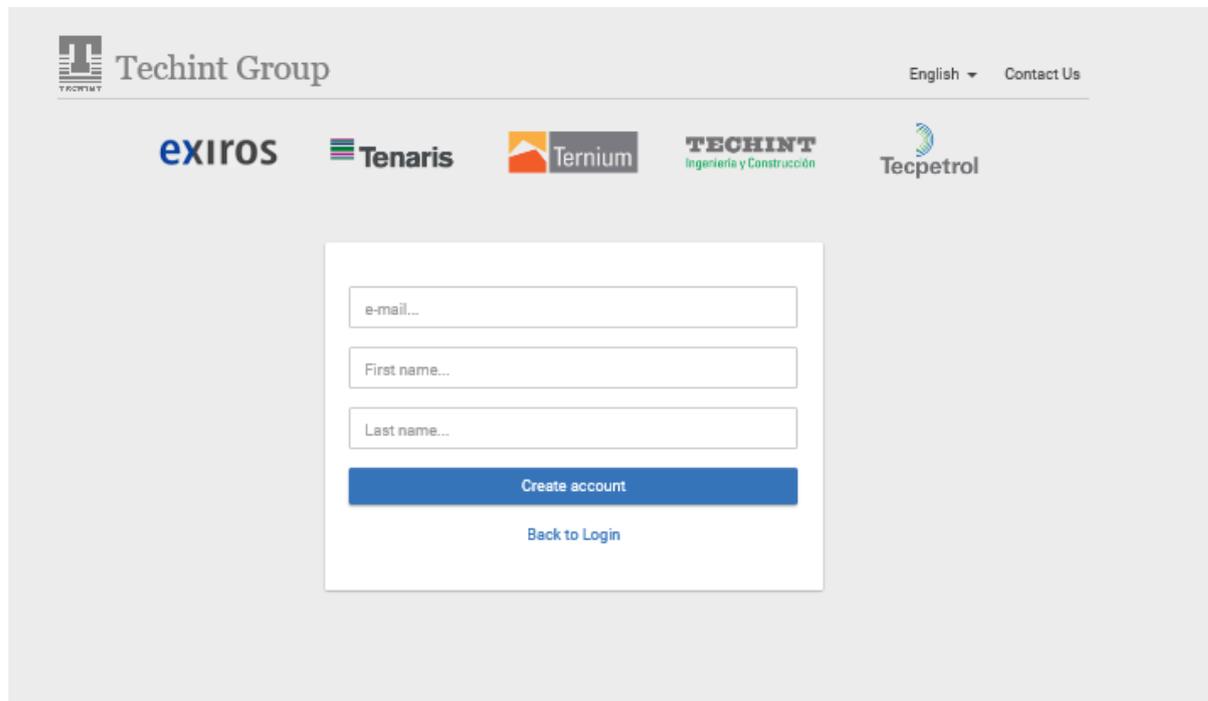
GO TO THE "MENU" OPTION

ONCE IN THE MENU, LOOK FOR THE "SUPPLIERS" OPTION

ONCE HERE, look for the REGISTER option, CLICK "SUPPLIERS PORTAL"

INSIDE "SUPPLIERS PORTAL" proceed with the upload.

https://accounts.exiros.com/Login/CreateAccount

Once logged in, follow the instructions and comply with the requirements set out in the procedure described below.

It is specified that the user to be used is the EMAIL ADDRESS with which he is registered (for example: jc@artx.com). Suppliers will be able to create multiple users, who in turn will perform, or will be able to fulfill, various functions (invoicing, quotation, administration, etc.). Each of these users will have their own independent password (admin@artx.com; quotes@artx.com; carlos@artx.com and so on). We remind you that only the ADMINISTRATOR user can perform all the functions of the portal, while the other users (responsible for tenders and billing managers) can only act in the context of these activities.

BEFORE going into the registration in itself we need to make clear some specific points:

This 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, VAT.).
- Tax exception certificates when applicable
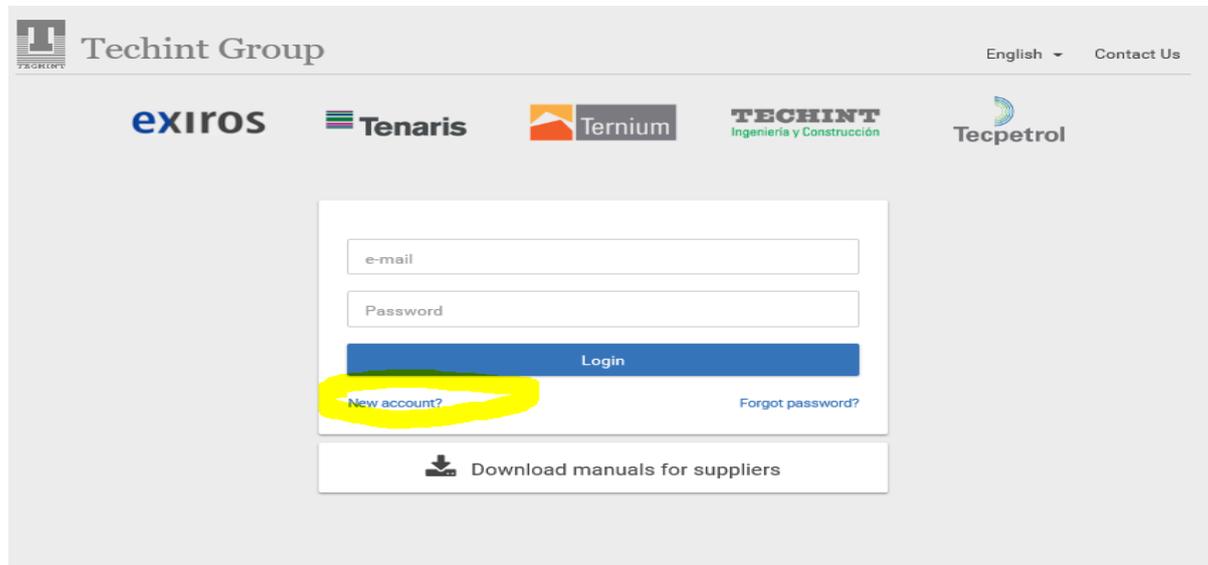- Relevant certifications pertaining to your industry when applicable (e.g.: ISO)

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

Now, we can say that the registration process is quite simple, please follow these instructions.
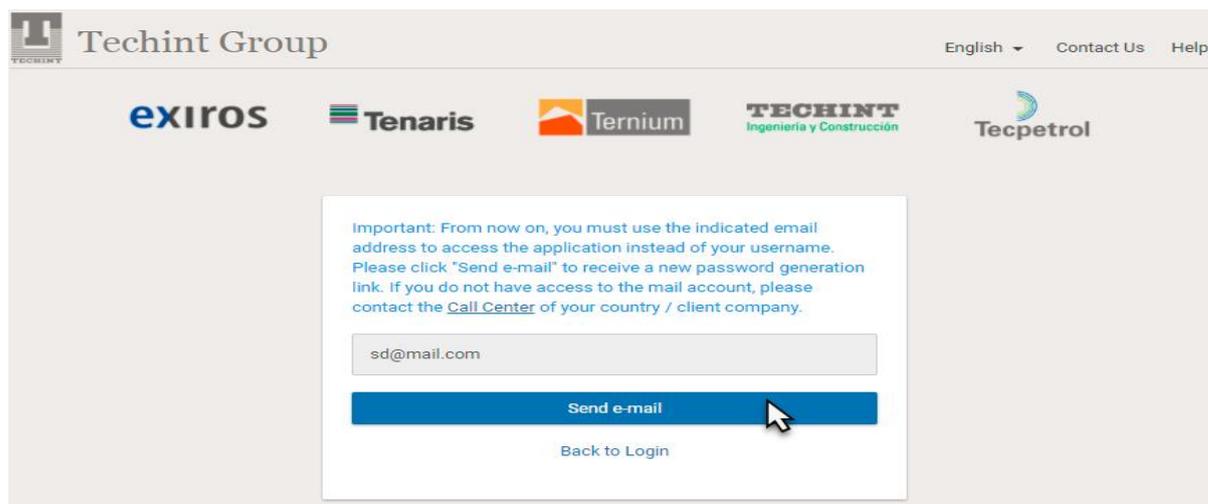
First, follow this path and go to:

https://accounts.exiros.com/Login/Index?returnURL=%2FSAML%2FSSOService&source=SAPTEI&culture=en-US&username

ACCESS TO THE SYSTEM. CLICK ON NEW ACCOUNT and fill up all the blanks.

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. Your 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.

Tenaris – Password Reset

AUT:no-reply@tenaris.com

To:

Monday, December 04, 2017 1:01 PM

Dear

To reset your password, please click here.
If you have any questions, do not hesitate to contact our Call Center.
Access the following url to see the contact numbers/ emails: https://accounts.exiros.com/Login/ContactUs

Sincerely,
Tenaris

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, as in "John2021"

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.

Then, you will see this screen ON THE NEXT PAGE

YOU HAVE TO MAKE CLICK ON THE COMMAND ENCIRCLED IN BLUE AND you will have to fill out all the required information (IMAGE IS SET AS EXAMPLE ONLY)


ONCE YOU COMPLETED ALL THE MANDATORY FIELDS (marked in RED) make click on the button placed on the bottom right corner START REGISTRATION PROCESS. Once you do this, you have to receive an email with a link, but in case you do not, just log in again, and you will arrive to this page below, and you will find a card with the name of your company. Click it to access to the registration module:
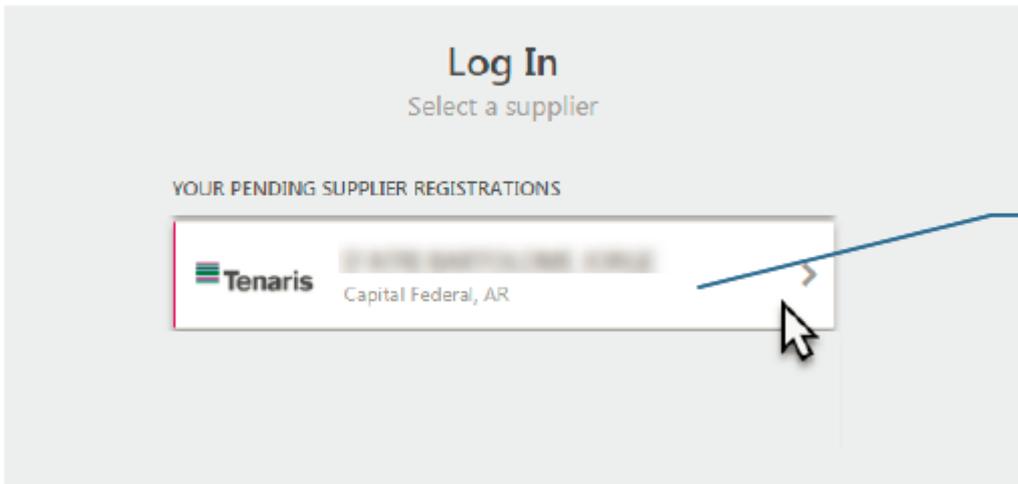
The logo in the card may vary depending on the company that invited you to register

(IN YOUR CASE, this card should read TECHINT INGENIERIA Y CONSTRUCCION).

Read and accept the Terms & Conditions to continue. Then click "Complete/update my Company Information" to access the registration form:
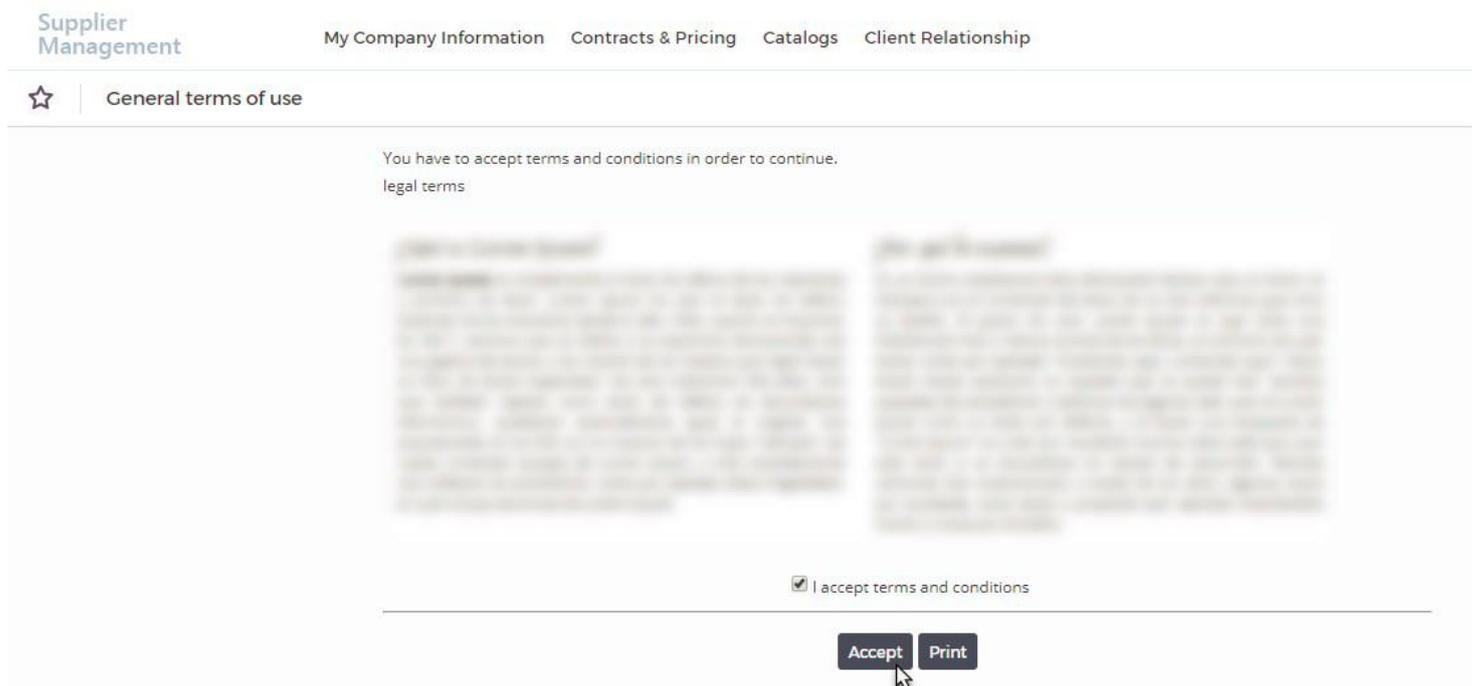
When you reach this point, please give the OK, by clicking ACCEPT and fill up the data required in the next page:
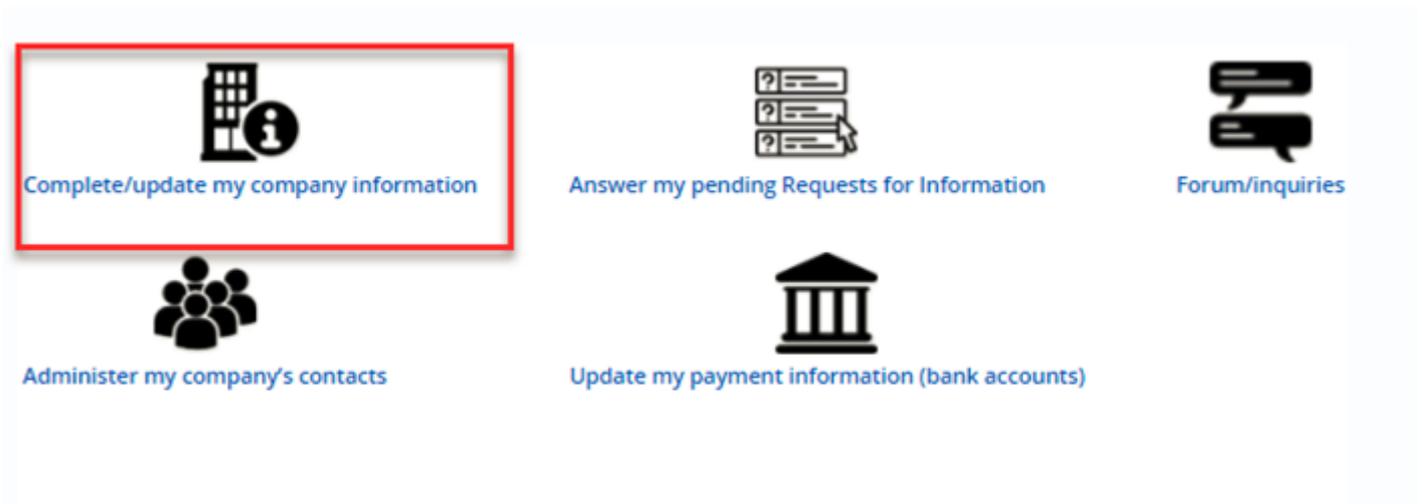
Click on each of the tabs displayed in the left of the screen and complete all the mandatory information (squared in green)

Please BEAR IN MIND that all tags are important, since they include MANDATORY FIELDS which, IF NOT COMPLETED PROPERLY, will trigger an alarm at the end of the process, stating that there is missing information, causing the process to stop until such requirement is fulfilled.

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.

If new warnings appear, read carefully to identify the section where the information is missing. TYPICAL EXAMPLES OF MISSING INFORMATION:

1) COMPANY PROFILE not completed
2) Tax and/or banking documents NOT UPLOADED.

THEN, IF EVERYTHING CHECKS OUT OK, you will receive the following welcome email:

"Dear {$ contact_firstname} {$ contact_lastname},

You have started the process of registering your company as a supplier to our company. To complete the second part of the process, log in * to https://accounts.exiros.com/Login with the email you just registered.

If you have any questions, do not hesitate to contact US.

This is an automatic email, please do not reply "

Important: attach the tax identification certificate (CUIT, RFC, RUC, RUT, CNPJ, W-9, TAX CODE, etc.). If you do not upload this document, it will not be possible to complete the registration and / or is a reason for refusal.

 In the "documents" section, click the "+" sign to upload your proof of tax identification. Attach the document and enter the expiration date (indicate a future date), then click "Save and Close".

After having filled in all the fields and uploaded the related documents, INCLUDING THE BANK DOCUMENT, it is necessary to click on "Finish registration".

Warnings: IT IS VERY IMPORTANT TO UPLOAD THE DATA in the COMPANY PROFILE section, and once all the fields have been completed, and verified that the TAX DOCUMENT has been uploaded, click on "Complete your registration"

Once clicked, the registration will be completed. COMMUNICATE immediately to the buyer from TECHINT. Now you have to wait for MESTRE OF SUPPLIERS FROM Techint to approve it.

As a last point, we suggest that, in case of problems, try to run the process with both Google CHROME and IEXPLORER as an alternative.

If you have any questions, please contact Bidding Point TECHINT: biddingpoint@techint.com

With a copy to my manager at rstifter@techint.com and myself at oferreyra@techint.com

THANK YOU VERY MUCH

Best regards,

Omar Ferreyra Luchetti

Maestro de Proveedores Corporativo

Suministros

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