

Material Disclosure Supplier Portal instructions

Hello!

It can be tricky navigating something for the first time. That's why we developed this set of instructions to help you get around our Material Disclosure Supplier Portal. As a reminder, please make sure to fill in all fields marked in bold and colored red.

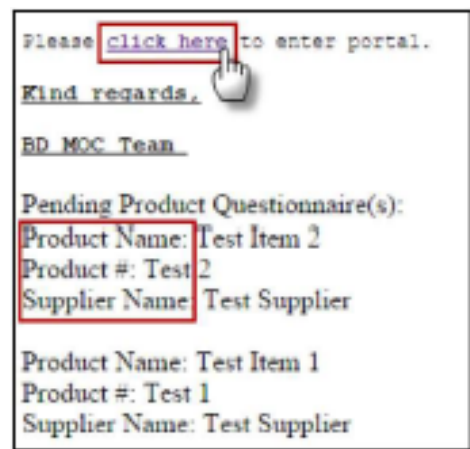
To begin with, you'll receive an email containing:

- › A link to the Material Disclosure Supplier Portal.
- › A list of pending product questionnaires.

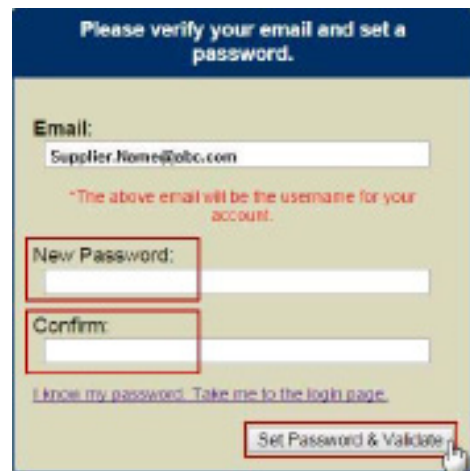
When logging in the first time, be sure to follow these steps:

1. Within the email message, you will see a list of pending product questionnaires by their product name, product number, and supplier name (your company or its subsidiaries).

To enter the supplier portal, tap "click here."



2. You will be asked to **verify your email address and set a password**. Please type a password and confirm it. Click "Set Password & Validate."



3. You will be directed to the Material Disclosure Supplier Portal **login page** where you will enter your email address and newly created password. Click "Sign In."



- Since this is the first time you're logging in, you will be asked to **verify your company information** by providing details such as company name, address, etc. Once you have completed it, click "Save & Verify."

- You will then be asked to **verify your contact information** by filling in the fields as shown on the screenshot below. Again, please make sure all headers marked in red are completed. You will also be asked to choose or confirm a role for a contact.

NOTE: If you are not the correct point of contact within your company, or if you want to add another contact, please provide appropriate contact details by clicking "Add a Responder." See the next section to check how to complete this.

To reset your password, click "Reset Password" and a link will be sent to your email. You will have two hours to reset your password before it expires. See the next section to check how to complete this. Once you have completed all of the information, click "Save & Verify."

- Once you are signed in to the Material Disclosure Supplier Portal, you will see a list of pending questionnaires. The color of the flag on the left reflects your questionnaire status:
 - Green:** Questionnaire has been completed and submitted.
 - Yellow:** Questionnaire is currently in progress and has not yet been completed and submitted.
 - Red:** Questionnaire has not been completed or submitted.

Status	Requested On	Completed On	Name
	29 Apr 2014		Item 1
	29 Apr 2014	29 Apr 2014	Item 2
	29 Apr 2014		Item 3

We hope the instructions are helpful. If you still have problems navigating the portal, please contact a member of our Environmental Health Safety and Sustainability team by emailing FWM_Material_Disclosure@fwmetals.com.