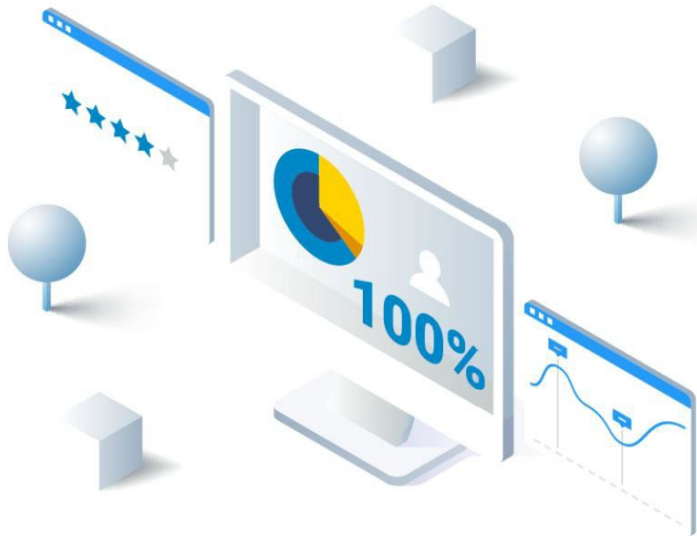




# Vendor User Guide

This brief manual will guide you in step-by-step process to access and use the SupplHi platform as a Vendor User



## Login

In case you already registered on SupplHi, use **your existing SupplHi credentials** to log in.

At SupplHi, **cyber-security** is one of our top priorities, to enable a safe sharing of information and documents among Vendors and Customers. That is why we have introduced the **Multi-Factor Authentication (MFA)**. It requires you to provide two verification factors to gain access to the application: username & password together with the use of a third-party authenticator APP (Google Authenticator, FreeOTP, ...).






*3 minutes*



*Download an authenticating app on your mobile phone*

# LOGIN & MFA SETUP

1 On <https://vendor.supplhi.com/> with a supported Browser:

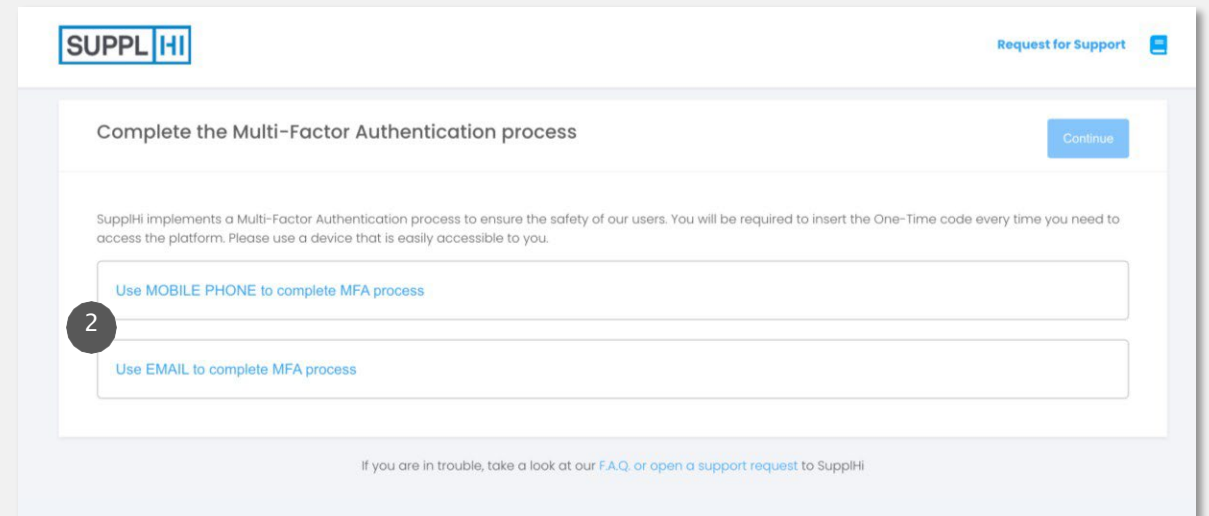
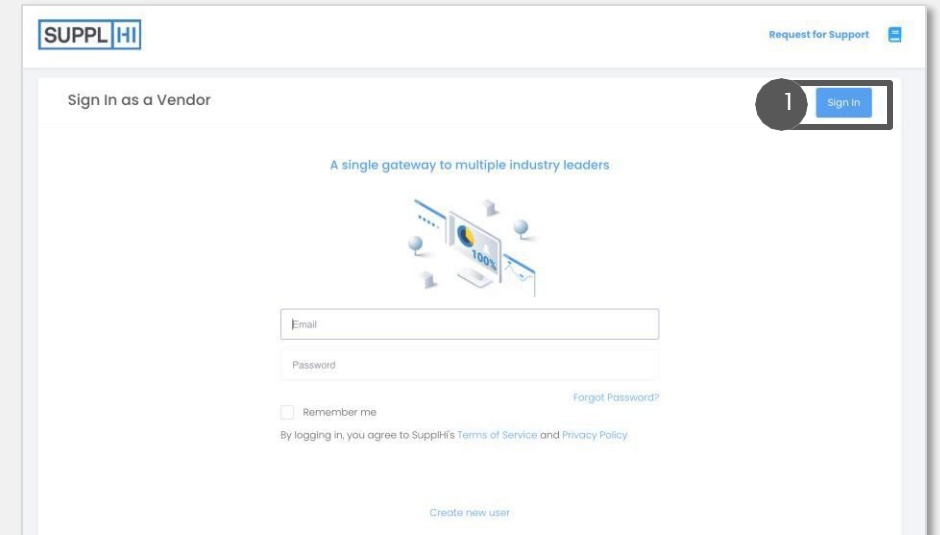
-  Google Chrome
-  Microsoft Edge
-  Mozilla Firefox
-  Brave

Insert the email and the password used during the registration phase and click "Sign In".

2 **On your first login or when resetting the OTP**, choose your preferred method for receiving the One-Time Code necessary to access the platform

 NOTE

You can change the preferred method by resetting the OTP for your account at any time.



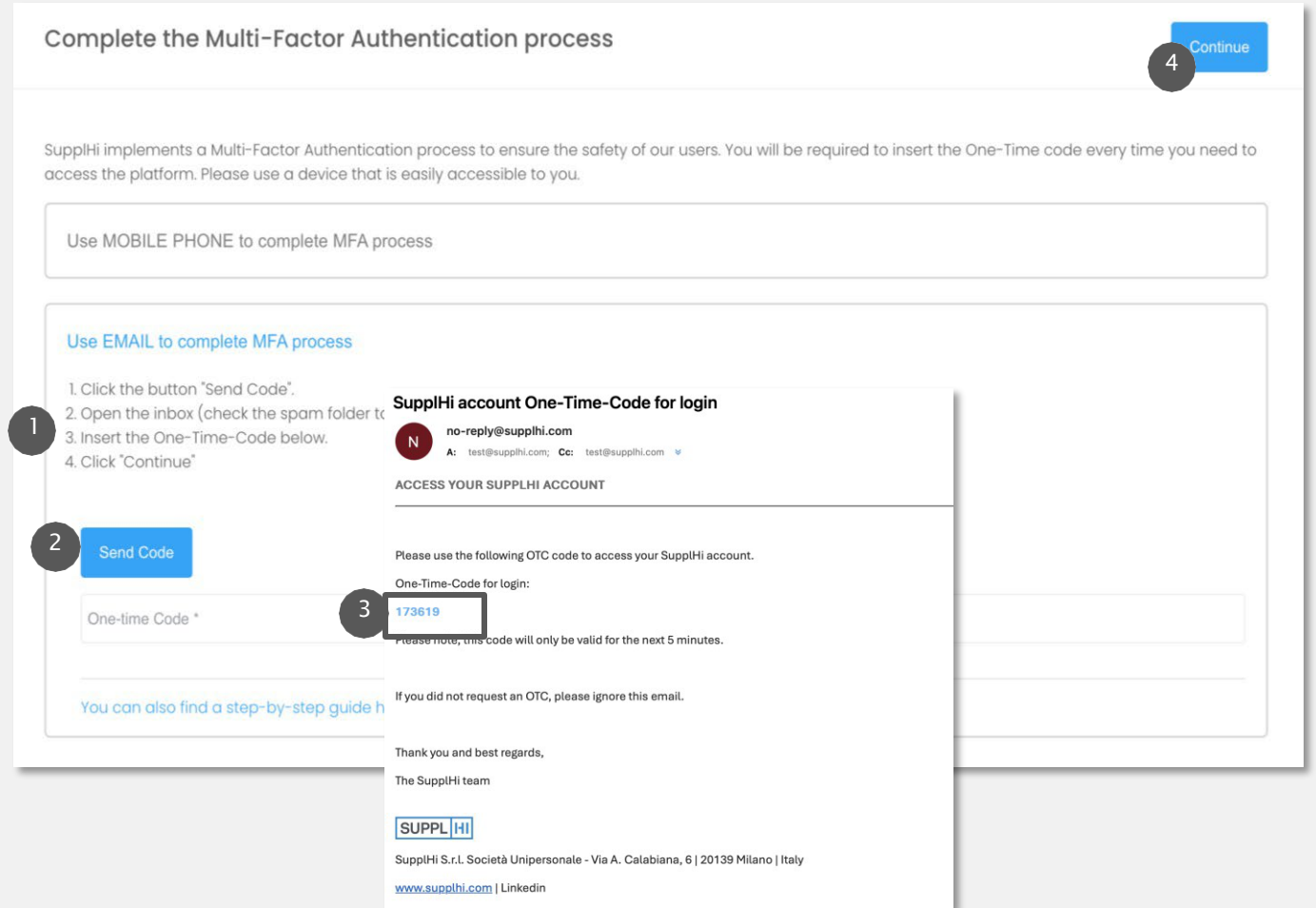
## Setting up: One-time-code via EMAIL

- 1 To receive the One-Time-Code at your email address, open the box "Use EMAIL to complete MFA Process".
- 2 Click "Send Code".
- 3 Insert the One-Time Code sent to the email address you used to log in. The code is valid for 5 minutes.
- 4 Click "Continue" to access the platform.

### HINTS

If you did not receive the email with the code, click "Send Code" as soon as it is available

Be sure to check your SPAM folder as well!



Complete the Multi-Factor Authentication process 4 Continue

SupplHi implements a Multi-Factor Authentication process to ensure the safety of our users. You will be required to insert the One-Time code every time you need to access the platform. Please use a device that is easily accessible to you.

Use MOBILE PHONE to complete MFA process

Use EMAIL to complete MFA process

- 1 Click the button "Send Code".
- 2 Open the inbox (check the spam folder too).
- 3 Insert the One-Time-Code below.
- 4 Click "Continue".

**SupplHi account One-Time-Code for login**

**no-reply@supplhi.com**  
A: test@supplhi.com; Cc: test@supplhi.com

ACCESS YOUR SUPPLHI ACCOUNT

Please use the following OTC code to access your SupplHi account.

One-Time-Code for login: **173619**

Please note, this code will only be valid for the next 5 minutes.

If you did not request an OTC, please ignore this email.

Thank you and best regards,  
The SupplHi team

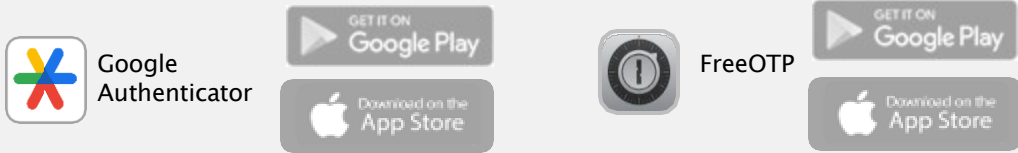
**SUPPL HI**  
SupplHi S.r.l. Società Unipersonale - Via A. Calabiana, 6 | 20139 Milano | Italy  
[www.supplhi.com](http://www.supplhi.com) | LinkedIn

# Setting up: One-Time-Code via MOBILE PHONE

☞ "DATE & TIME" settings on your computer and phone must be set to AUTOMATIC.

1 To receive the One-Time-Code on an Authenticating App on your mobile phone, open the box "Use MOBILE PHONE to complete MFA Process".

2 On your mobile phone, select or download an authentication apps – see recommended:



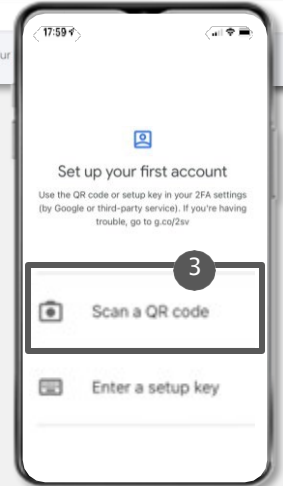
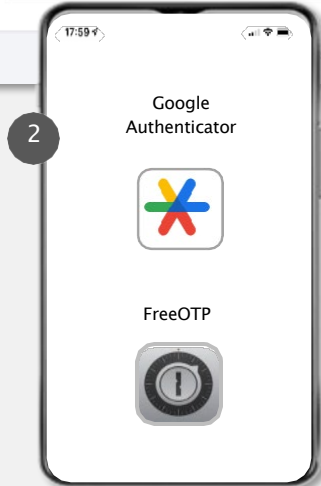
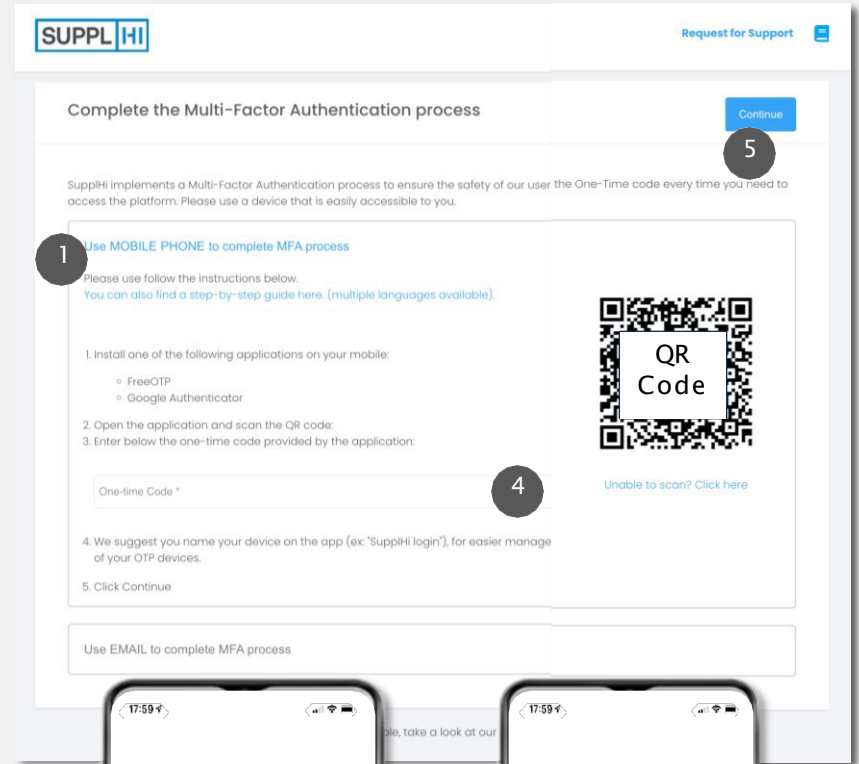
3 Open the app, click "Add" and scan the QR code

4 Type in the One-Time code that appears in the app

5 Click "Continue"

If you cannot use a mobile phone, it is also possible to download an authentication app on your computer, for example [WinAuth](#).

To do so, click on "Unable to Scan? Click Here" under the QR Code and insert the the code that will be shown in the page within the App.



## LOGIN

- 1 If you chose the "One Time Code via EMAIL", the code is automatically sent to you after inserting your credentials. If necessary, click "Send Code" to receive another email.
- 2 Insert the Code sent to your email address and click "Sign In"

The screenshot shows the 'Insert your One-Time Code' page for email verification. At the top right, there is a 'Sign In' button with a '2' in a circle next to it. The page features a header 'A single gateway to multiple industry leaders' and an illustration of a laptop displaying a 100% progress bar. Below this, the text reads 'Receive One-Time-Code via EMAIL'. It states: 'A One-Time-Code has been sent to your inbox and will be valid for the next 5 minutes. Open your inbox (check the spam folder too) and copy the One-Time-Code. Paste it below and click "Sign In"'. There is a link for a step-by-step guide and a note that the code expires in 22 seconds. A 'Send Code' button is visible. At the bottom, there is a text input field labeled 'One-time Code' with a '1' in a circle next to it, and a 'Reset OTP Configuration' link.

- 1 If you chose the "One Time Code from Authentication App", open the APP on your phone.
- 2 Insert the Code shown for your SupplHi connection and click "Sign In"

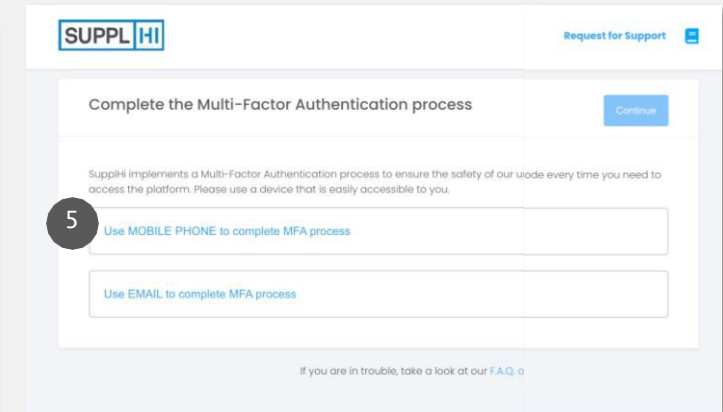
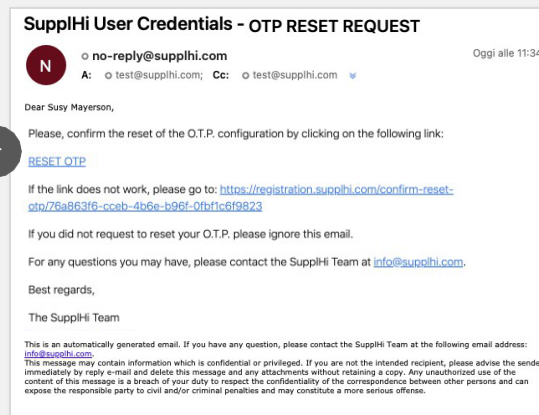
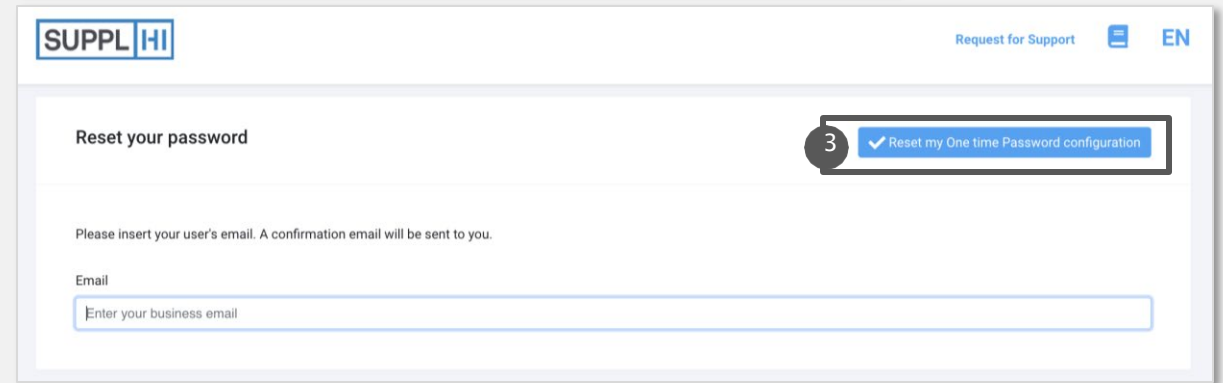
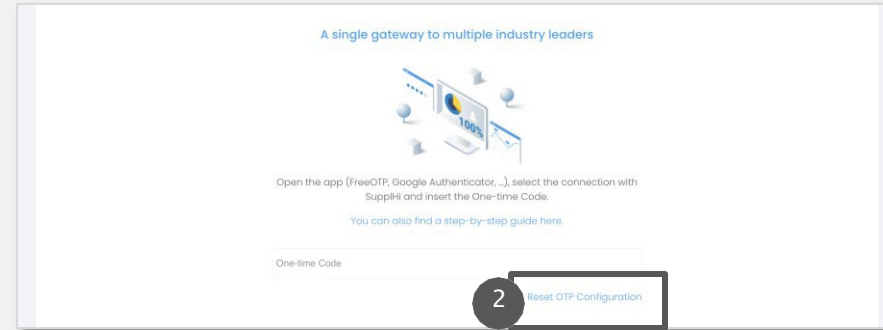
The screenshot shows the 'Insert your One-Time Code' page for authentication app verification. At the top right, there is a 'Sign In' button with a '2' in a circle next to it. The page features a header 'A single gateway to multiple industry leaders' and an illustration of a laptop displaying a 100% progress bar. Below this, the text reads 'Insert One-Time-Code from Authentication App on MOBILE PHONE'. It states: 'Open the app (FreeOTP, Google Authenticator, ...), select the connection with SupplHi and insert the One-time Code. You can also find a step-by-step guide here (multiple languages available)'. There is a text input field labeled 'One-time Code' with a '1' in a circle next to it, and a 'Reset OTP Configuration' link. At the bottom, there is a footer: 'If you are in trouble, take a look at our F.A.Q. or open a support request to SupplHi'.

# RESET OTP CONFIGURATION

## COMPULSORY

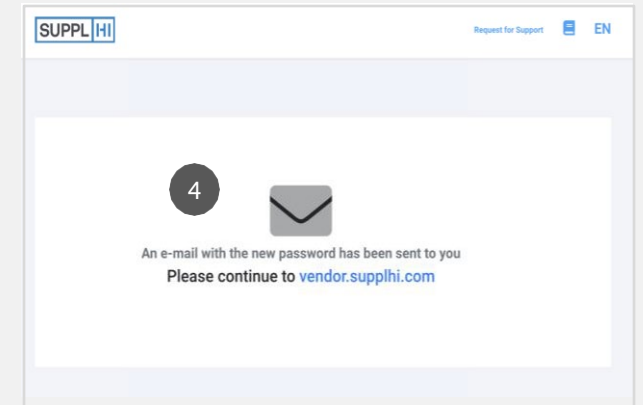
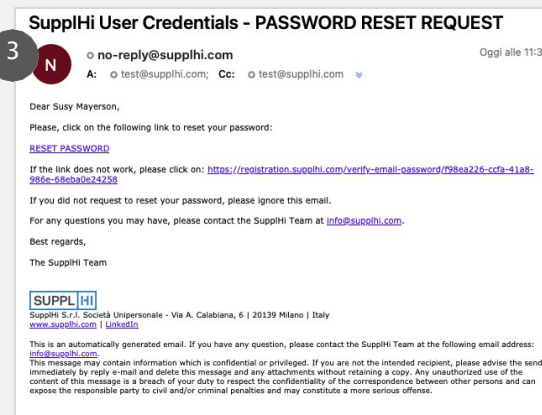
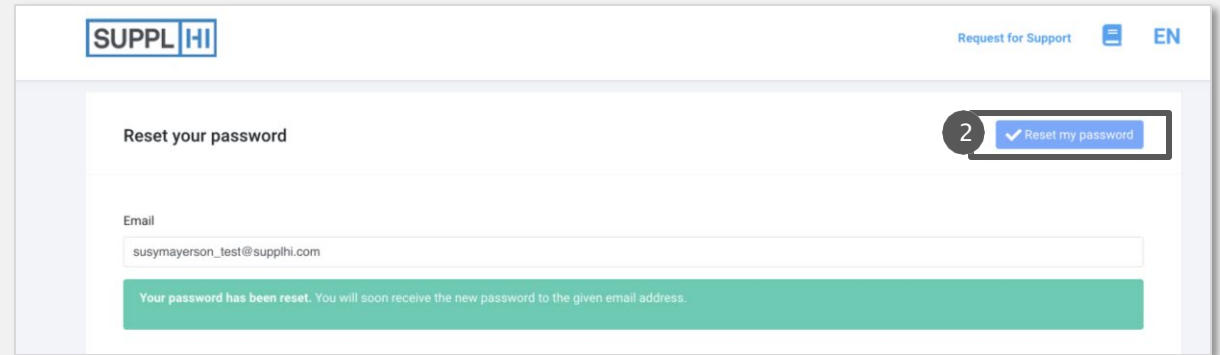
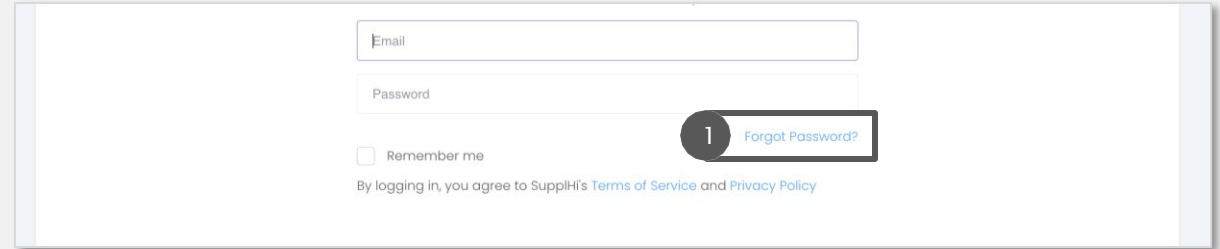
Before resetting the OTP configuration, delete the previous connection from the Authenticating App on your phone

- 1 To reset the Multi-Factor Authentication connection with a personal phone, go to <https://vendor.supplhi.com> and insert your credentials
- 2 In the page requesting the One-Time Code, click on “Reset OTP Configuration”
- 3 Insert the email address used to register on SupplHi and click on “Reset my One Time Password Configuration”
- 4 Open your inbox and click “RESET OTP” in the email you received
- 5 A browser page will confirm the reset. Go to <https://vendor.supplhi.com/> and insert your credentials
- 5 Select your preferred method to receive the One-Time-Code, email or Authenticating App and follow the instructions from the previous pages



# FORGOTTEN PASSWORD

- 1 Go to <https://vendor.supplhi.com> and click "Forgot Password?"
- 2 Insert the email address used for registration and click "Reset my Password". A message will confirm your request
- 3 Open your inbox and click the link "RESET PASSWORD" in the email you received
- 4 In the browser, a page will confirm the update and you will receive an email containing the new password. Copy it.
- 5 Login on <https://vendor.supplhi.com> using your email and the new password



**HINT**

You can update your password at any time from your account by clicking on "My Profile".

If you have lost the email address, [open a ticket to SupplHi](#) using the email address you want to register with.

## TROUBLESHOOTING

### OTP via Mobile Phone – Common troubles

Make sure to verify:

1. “Date and Time” settings on your devices (PC and cell phone) must be set to "Automatic"
2. Choose only one OTP App (Google Authenticator OR FreeOTP)
3. Use a modern and secure browser (Google Chrome, Edge, Mozilla or Brave)
4. The OTP CODE does NOT include spaces and it usually expires within 30 seconds
5. The OTP Code you are inputting is for SupplHi → We recommend renaming the connection on your app as "SupplHi" for easier access
6. Only one device is allowed per User account. Each user must complete the authentication process separately to access their profile.





## Industry Profile

Provide information related to your organization (Corporation or Natural Person), details on your Corporate Structure, on the Standard Categories of supply, references and other key information to **understand more about your organization.**



*5' - 10', based on the number of categories of supply*






# INDUSTRY PROFILE

- 1 Once you are signed into SupplHI, you need to complete:
  - 1. Company Basic Data
  - 2. Company Structure
  - 3. Industry Profile

2

2

INDUSTRY NETWORK PROFILE

	My Colleagues	<input checked="" type="checkbox"/>
	Company Basic Data	<input checked="" type="checkbox"/>
	Company Structure	<input checked="" type="checkbox"/>
	Industry Profile	<input checked="" type="checkbox"/>
	Company Actions	<input type="checkbox"/>

3

## COMPANY STRUCTURE

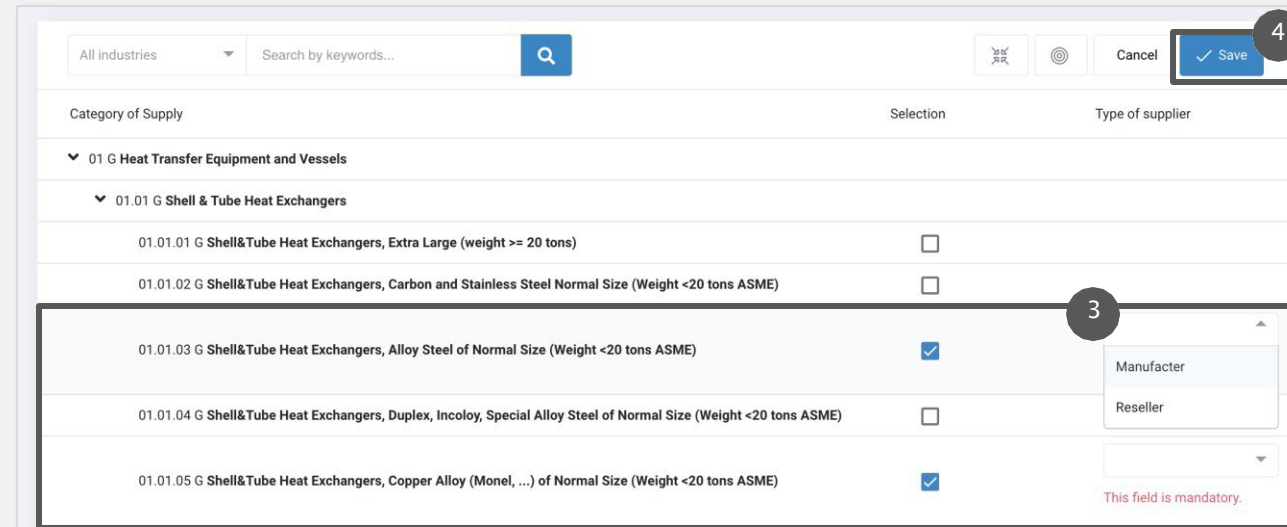
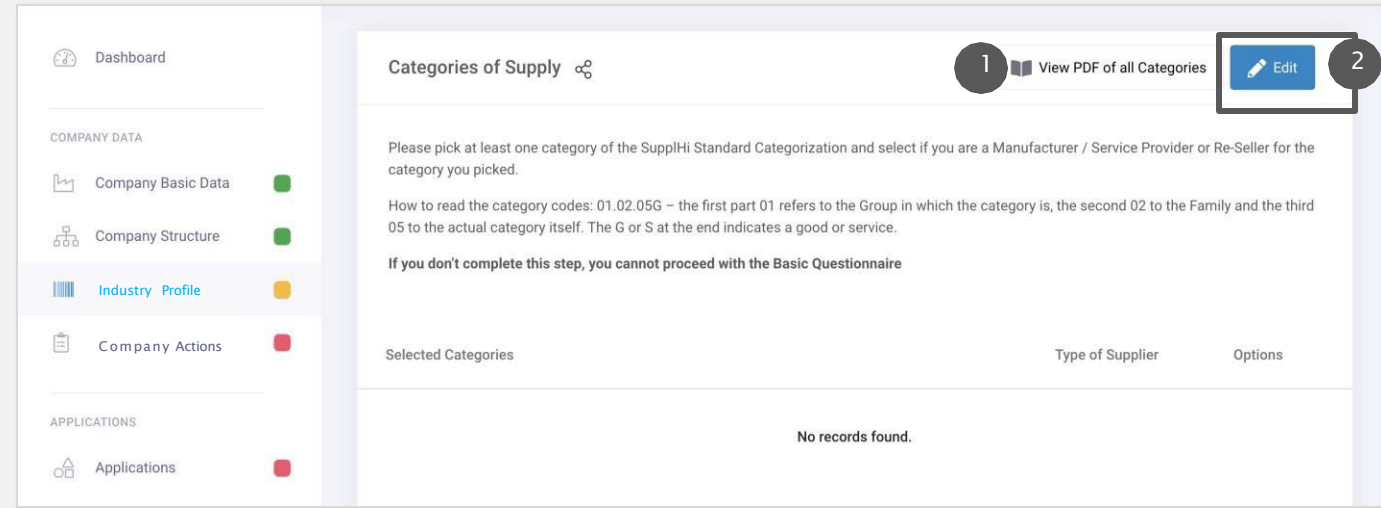
- 1 The initial status you will see is “Waiting for response”: click “Edit”. You can request changes to your company structure at any time
- 2 If necessary, click:
  - “Present” and add a parent company
  - “Add” and add a controlled company
 in both cases, you can search the database using identification data or SupplHi ID, but you can also request the creation of a new company
  - otherwise, click “Not Present” and confirm that you do not have parent companies flagging the checkbox in the pop-up that will appear
- 3 Click “Save” to submit your Vendor Company Structure, even if no changes were made. After submitting these data, SupplHi will provide quality assurance to the updates. Until the changes are approved, the Organization Structure status will be “Under Review”.

The screenshot shows the 'Related Companies' section in the SupplHi application. The left sidebar contains navigation options: Dashboard, My Colleagues, Company Basic Data, Company Structure (highlighted), Industry Profile, and Company Actions. The main content area displays a table with columns: Relation, Company, Address, and Status. The table shows 'Ultimate Parent Company' and 'Immediate Parent Company' both with a status of 'Waiting for response'. Below this, a specific company entry is shown: 'Company' (Test 28 Marzo S.R.L.) with address 'Italy, Udine' and a status of 'For check'. A 'Controlled Companies' section below also shows 'Waiting for response'. An 'Edit' button is visible in the top right corner of the main content area.

This screenshot shows the 'Related Companies' page with a modal overlay for editing. The modal has a 'Cancel' button and a 'Save' button (highlighted with a circled '3'). The table below shows the same data as the previous screenshot, but with 'Actions' columns for each row. For 'Ultimate Parent Company' and 'Immediate Parent Company', there are 'Not Present' and 'Present' buttons. For the 'Company' entry (Test 28 Marzo S.R.L.), there is a 'For check' button. For 'Controlled Companies', there are 'Not Present' and 'Add' buttons.

# STANDARD CATEGORIES

- 1 Categories of supply are based on the **SupplHi Standard Categorization Tree**. Click on “View PDF of all Categories” to access it. In fact, SupplHi has created a unique standard categorization of supplies that is at the base of the several functionalities of the platform
- 2 To select your categories of supply, click “Edit”
- 3 Select your categories of supply and indicate whether you are a Manufacturer, Reseller or Service Provider
- 4 Click “Save”



**HINT**

It is important to include the categories of supply that best represent the company's core business. You can enter a maximum of 100.

If you are a sales/service department of a manufacturing company abroad, you are considered a reseller and not a manufacturer.

## LOCATIONS, REFERENCES, FINANCE

1 After completing the categories of supply, head to the section in the bottom of the page and complete the three data fields: Locations, References, Finance.

- For each **Location**, remember to indicate the Status and the category(ies) of supply
- For each category of supply, you are required to indicate at least one **Reference**, although SupplHi recommends 5 references per each category to really stand out. *In the "End User" field you need to enter the name of your client/customer: if you can't find it from the list, click the "Not found" link on the right side of the "End User"/"Contractor" field and complete mandatory data (highlighted with a \*).*
- In **Finance** section, the Split of Revenues must equal to 100%. You can flag the dedicated checkbox if your revenues also rely on minor categories.

2 When all sections are completed, click "Save".

Industry Profile

Locations

1 References

Finance

### References

\* References by category of supply

At least 1 reference is required for each selected Category of supply. However, with at least 5 references you increase the visibility towards Customers. A reference is a supply delivered for a Customer. Always insert a Project Name, if you do not know the exact name, please complete with a synthetic Scope of Work. If your End User of Contractor is not present, add it by clicking "Not Found".

> 24.01.01S - Dry Towing Transportation by Self-Propelled Semi-Submersible Vessel (Service Provider)	References: 5
> 42.01.11S - Full Truckload (FTL) Transport of Goods by Road (Service Provider)	References: 5
> 42.01.21S - Project Cargo by Sea (Service Provider)	References: 5
> 42.01.25S - Heavy Load Road Transport (Service Provider)	References: 5
> 42.01.28S - Heavy Load Erection (Reseller)	References: 2

Save 2

# APPLICATION

1 Within the application tab, find Fincantieri Group

2 Click "View".

SUPPL HI		Industry-network		EN
	DEMO	-	Not Candidate	Apply
	EcoRodovias Infrastruttura e Logistica	-	Not Candidate	Apply
	Ermenegildo Zegna Group	-	Not Candidate	Apply
	Fincantieri Group	20 days	Information required	View
	I.M.E.S.A. Siamo un'azienda produttrice di Quadri elettrici di Potenza e di soluzioni digitali di alta qualità e il nostro obiettivo è - creare un'energia sicura, affidabile e sostenibile.	-	Not Candidate	Apply
	ISS Palumbo	-	Not Candidate	Apply

# APPLICATION

Within the “Terms and Conditions” tab you will need to Accept to documents related to the use of the portal application. These documents are:

- 1) GDPR Policy
- 2) General Conditions for the use of the e-NGAGE system

The screenshot shows the 'Terms & Conditions' page in the SUPPL HI application. The left sidebar contains navigation options: 'RESOURCES' (Multimedia and Training), 'PROFILE' (Terms & Conditions, Contacts, Bank Accounts, Categories), and 'QUESTIONNAIRE' (Basic Questionnaire, Category Questionnaire, Declarations, Sustainability Questionnaire, Carbon Tracker). The main content area is titled 'Terms & Conditions' and features two tables. The first table, 'Documents for acceptance', lists two documents: 'GDPR Policy' and 'General Conditions for the use of the e-NGAGE system (Italian and English)'. The second table, 'Documents for reference', lists 'e-NGAGE Categories of supplies of Fincantieri Group' and 'Declaration of relationships with the Public Administration for Natural Persons'. Each document entry includes a 'Download' button.

Document Acceptance	Acceptance	Version	Action
✓ GDPR Policy	Accepted by info@pecol.it on Oct 7, 2022 5:43 AM (UTC)	3	<a href="#">Download</a>
✓ General Conditions for the use of the e-NGAGE system (Italian and English)	Accepted by info@pecol.it on Oct 7, 2022 5:43 AM (UTC)	1	<a href="#">Download</a>

Document	Version	Action
e-NGAGE Categories of supplies of Fincantieri Group	1	<a href="#">Download</a>
Declaration of relationships with the Public Administration for Natural Persons	1	<a href="#">Download</a>

2

2

1

# APPLICATION

**RESOURCES**

- Multimedia and Training

**PROFILE**

- Terms & Conditions
- Contacts
- Bank Accounts
- Categories

**QUESTIONNAIRE**

- Basic Questionnaire: 94%
- Category Questionnaire: 93%
- Declarations: 80%
- Sustainability Questionnaire: 58%
- Carbon Tracker: 5%
- Cybersecurity Questionnaire: 1%
- Missing Information

**Categories of supply for the Application** 1 [+ Add Category](#)

The selection of the category will trigger the association with a specific questionnaire. You can add or modify at any time the relevant categories of supply.

Category ID	Category Description ↑	Location	Type of Vendor	Action
060.020.060G	Anti Heeling System	Genova, Italy (L100013259)	Reseller	
060.020.060G	Anti Heeling System	Genova, Italy (L100013259)	Manufacturer	
090.010.160G	Cold Rooms	Genova, Italy (L100013259)	Reseller	
090.010.160G	Cold Rooms	Genova, Italy (L100013259)	Manufacturer	
100.010.060G	Compressor Blades for Gas Turbines	Genova, Italy (L100013259)	Reseller	
100.010.060G	Compressor Blades for Gas Turbines	Genova, Italy (L100013259)	Manufacturer	

1 Within the “Category” tab you will need to select “Add Category.”

2 From here fill in the requested information.

2

**Add Categories** ✕ Cancel ➤ Next

**Select Context**

Select Categories

Review

Type of Supplier  
Please select a type of supplier. In case more than one type applies, you can perform this addition of new categories multiple times.

Locations

2

# APPLICATION

Within this screen, select the “Bank Account” tab and fill in the requested information.

The screenshot displays the SUPPL HI application interface. At the top, there is a yellow header with the SUPPL HI logo, 'Industry-network', and navigation icons. Below the header, a white box contains a message: 'Please complete the tasks marked in red in the list below'. To the right of this message, company details are listed: SupplHi ID: 100012764, Pec VENDOR 100012764 S.R.L., Genova (Genova, Italy, Via G. Adamoli 239 B / C), VAT number: IT01000250108, and Fiscal code: 01000250108. A 'pec.i' logo and a link to 'Update your Company Basic Data' are also present.

The main content area is divided into sections. On the left, there is a sidebar with 'RESOURCES' (Multimedia and Training), 'PROFILE' (Terms & Conditions, Contacts, Bank Accounts, Categories), and 'QUESTIONNAIRE' (Basic Questionnaire, 0.4%). The 'Bank Accounts' section is active, showing a 'Hide Deactivated' toggle and an 'Add a Bank Account' button. A text box explains that the provided information is for the specific customer and can be updated. Below this, a list of bank account details is shown, including 'Internal Bank Account ID: VBA2022000628' and an 'Active' status indicator.

2

2

# APPLICATION

After you fill in the Bank Details, select “Declarations” tab.

From here you will need to complete two sections:

- 1) Statement on Conflicts of Interest. The link to the form is: [Conflict of Interest](#)
- 2) Bank Account Declaration Type. Please indicate the Bank account you would like Vard Marine Inc. to pay for your service or product.

2

**\* Statement on Conflicts of Interest**

see download <https://www.fincantieri.com/en/suppliers/e-procurement/>

Customer Specific

Declaration File ↑	Identity Document ↑	
041-102-all-3_rev_2-dich-resp.ta-fornitore_ita_20211022_no-intest.pdf	C.I. AntonioColombara Scad.27.09.32.pdf	
confidenziale.pdf	conferma fornitore.pdf	

+ Add Element

**Bank Account Destination/Type**

Customer Specific

Bank Account ↑	Bank Type ↑	Company Destination ↑	Related document ↑	
IT65A0200801404000004080013 UNICREDIT BANCA SPA	Preferential	Fincantieri Group (e-NGAGE)	Dichiarazione_Sostitutiva_TracciabilitA_Flussi_Finanziari.pdf	

+ Add Element

2



SuplHi is an unconventional approach to a very traditional and recurring problem

High impact by **raising the bar of the B2B supply chain**, while **saving time and money to all**

**We Share Trust.**

Two Seals of Excellence



Grant for R&D



**SupplHi S.r.l.** Società Unipersonale

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*Technology Centre:* Parco Scientifico e Tecnologico di Udine "Luigi Danieli" | Via J. Linussio, 51 | 33100 Udine | Italy

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