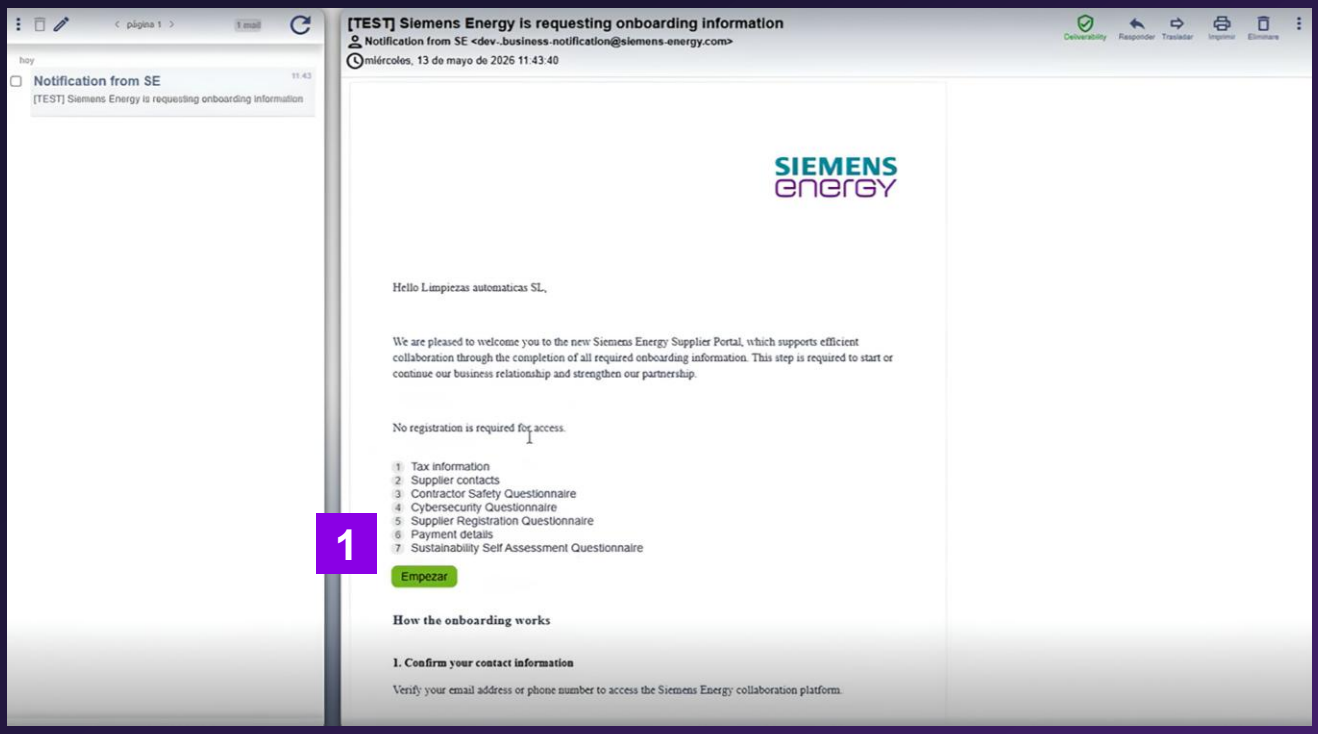
SIEMENS energy

ORO Supplier Portal Quick Guide

Step-by-step instructions to access the ORO Supplier Portal, submit required onboarding information and manage data maintenance

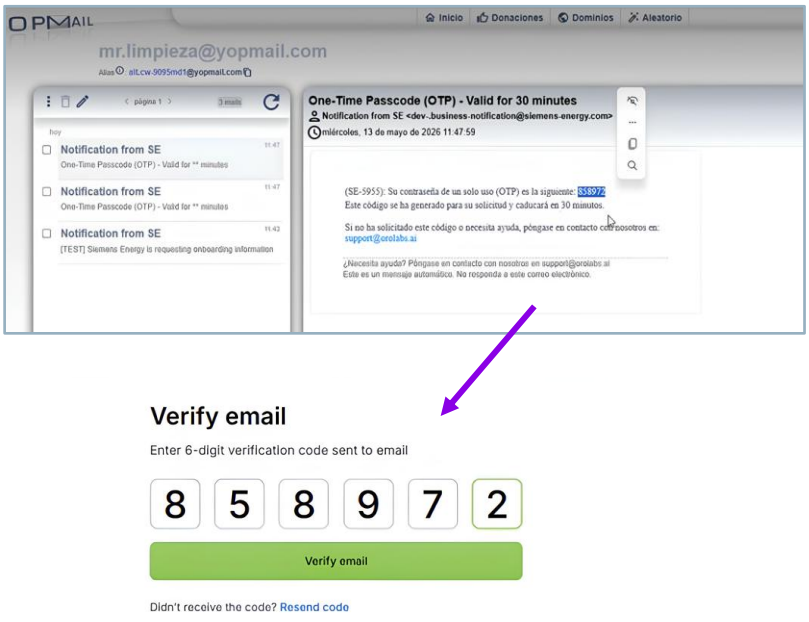


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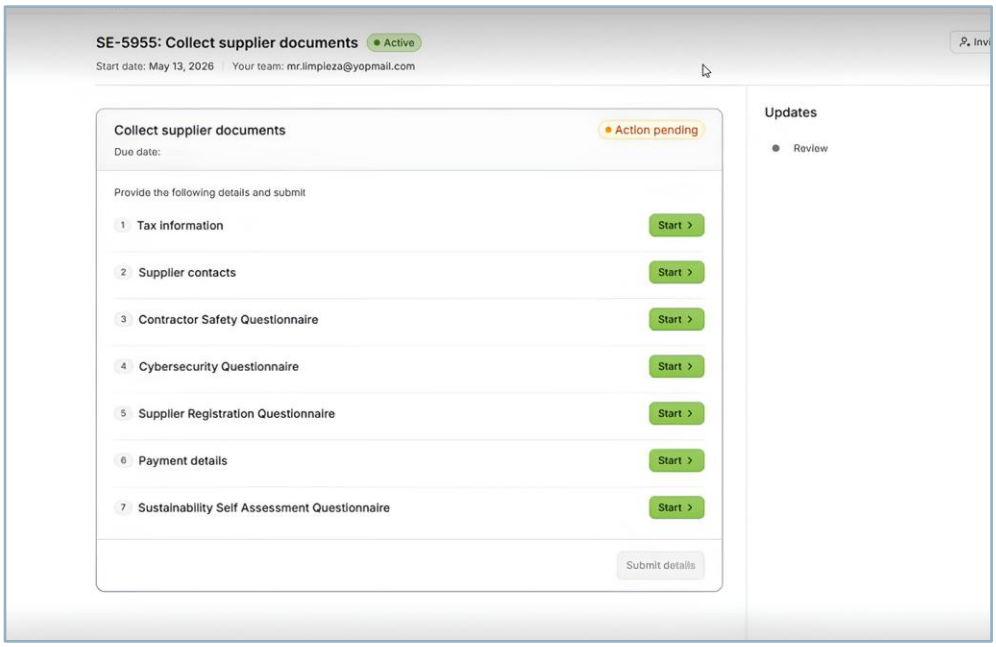


1 As a supplier, you receive an **email notification** from Siemens Energy containing a link to the ORO supplier portal. This email provides an overview of the required information to be completed.

2 To access the portal, log in using a **one-time password** sent via email. Enter the verification code to securely access the onboarding process.



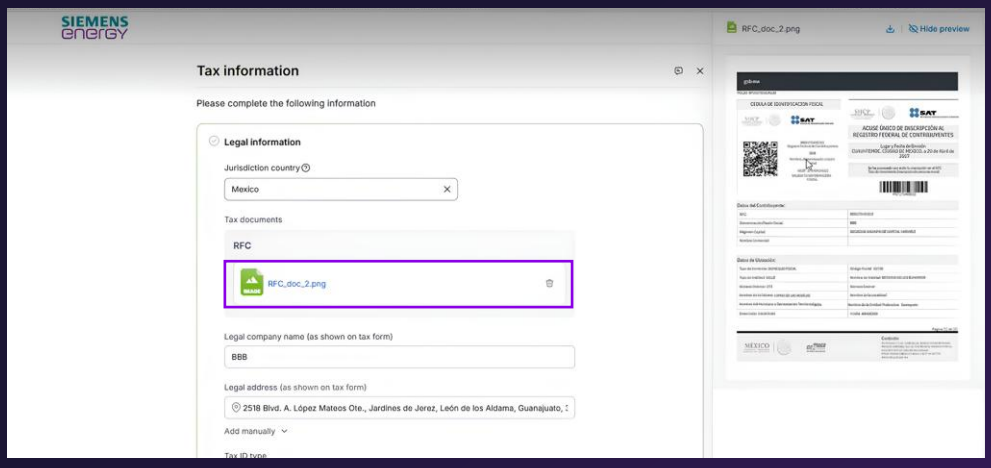
Onboarding dashboard



3

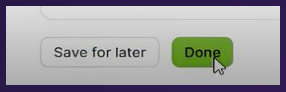
Once logged in, you are guided to the onboarding dashboard.
Please **complete each required section** by selecting 'Start' and providing the requested information.
Please note: The dashboard may show different sections for you, based on the type of business and necessary data.

Complete Tax Information



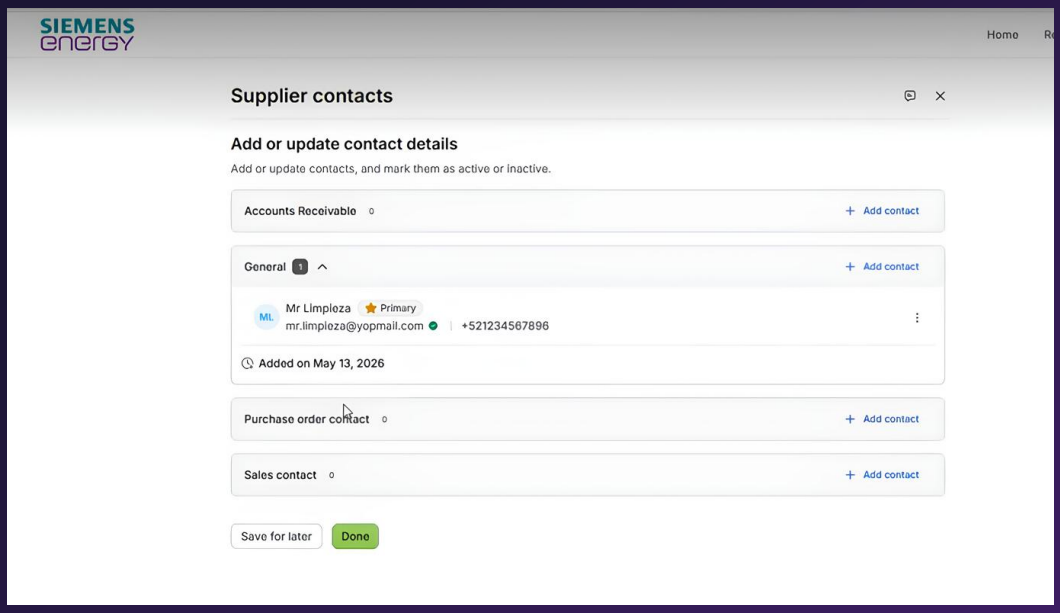
4

In first step, please provide the required tax information. Select the appropriate jurisdiction country and upload the required tax document using the upload field. Once the document is uploaded, the **system will automatically extract and pre-fill** relevant information such as company name, address, and tax identification number. Review the populated fields carefully and complete any missing information as needed. After verifying that all required details are correct, confirm the entry by clicking 'Done'.



Complete Supplier contacts



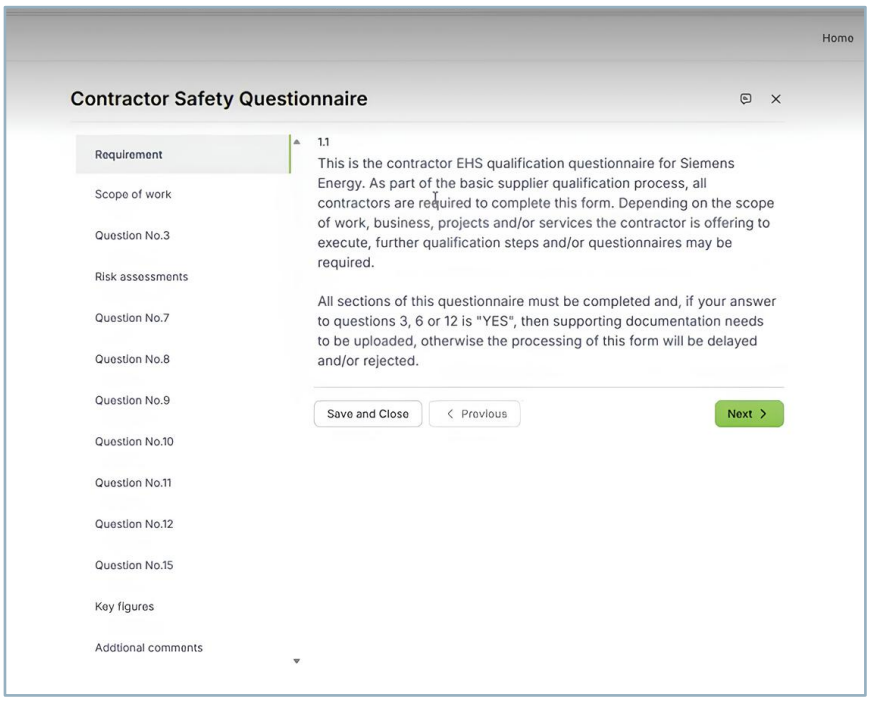


5

In this step, you are asked to **provide and manage contact information**. Different types of contacts can be added, such as general contacts, accounts receivable, etc. Add or update the required contacts as needed and ensure that at least one primary contact is defined. Once the information is complete, confirm the section by clicking ‘Done’.

Complete Safety Questionnaire (if required)



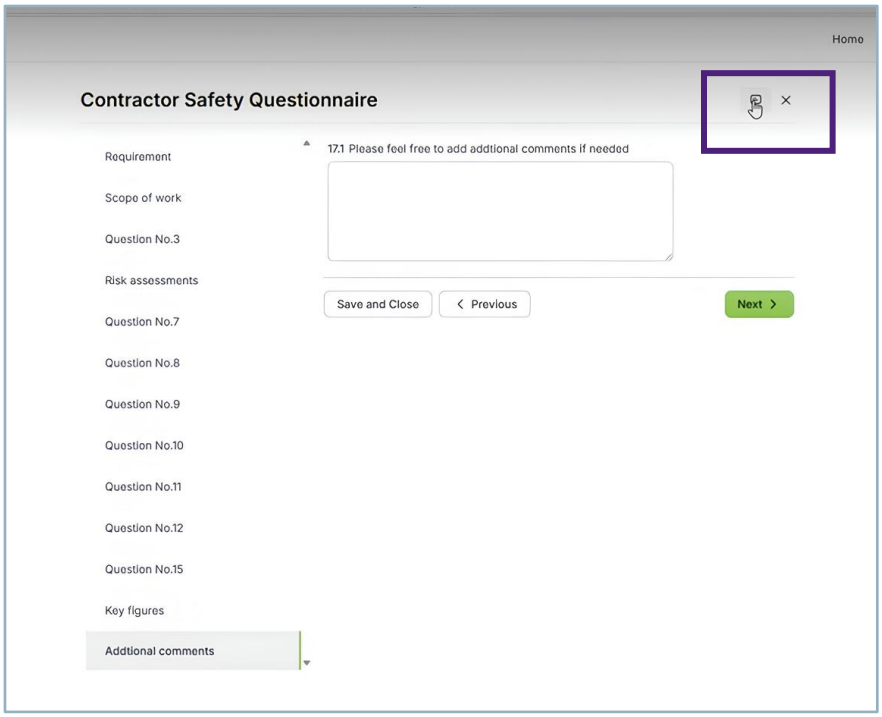


6

In the contractor safety questionnaire, you are required to provide information related to safety, risk assessments, and scope of work. Navigate through the questionnaire step-by-step using the ‘Next’ and ‘Previous’ buttons.
All required questions must be completed before the questionnaire can be finalized.

You can **save your progress at any time and return** later if needed.

Request assistance

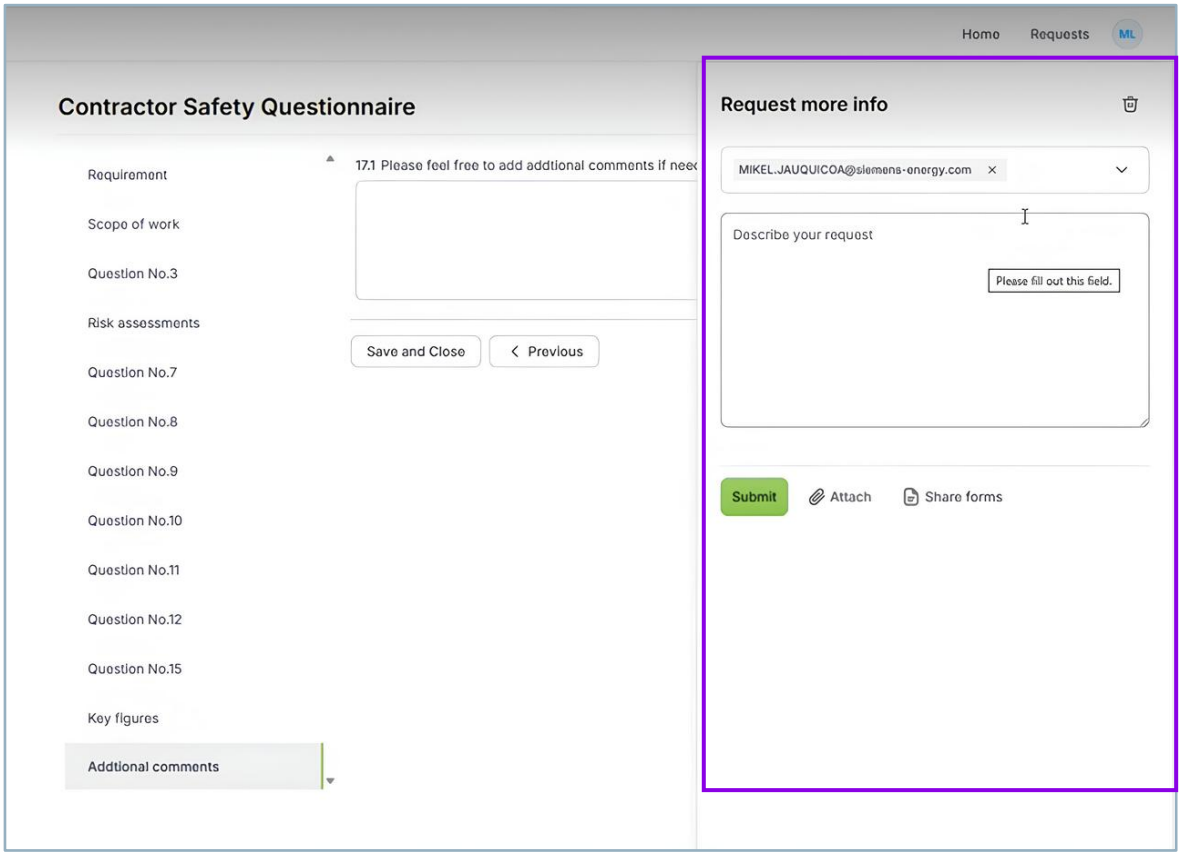


7

If assistance is required at any point during the onboarding process, you can request support directly within the system.

Use the "**Request more information"** or communication option to contact your Siemens Energy contact person, describe your request, and submit your message.

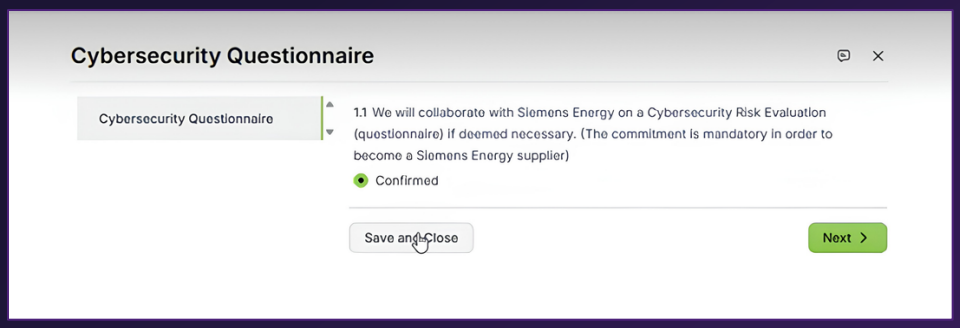
This allows direct communication with the onboarding team to resolve any issues or clarify requirements.



Complete Cybersecurity Questionnaire (if required)



8

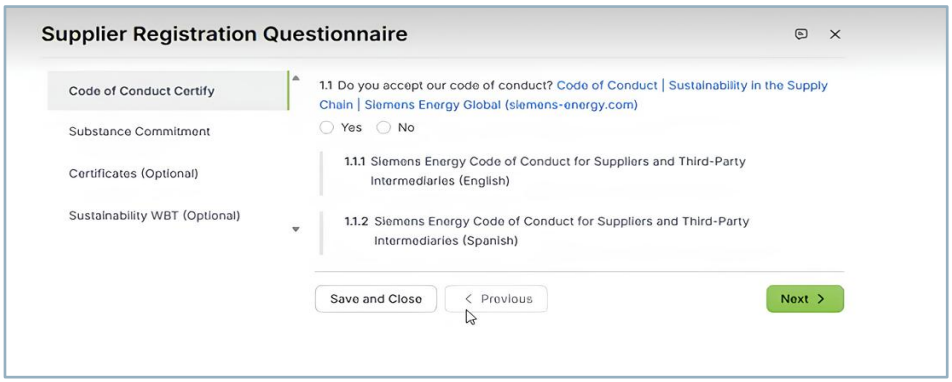


After completing the contractor safety questionnaire, return to the onboarding dashboard. To continue, click 'Start' next to the **cybersecurity questionnaire**. In this section, you are required to confirm compliance with cybersecurity requirements defined by Siemens Energy. Review the statement carefully and confirm the required selection.

Supplier registration Questionnaire



9



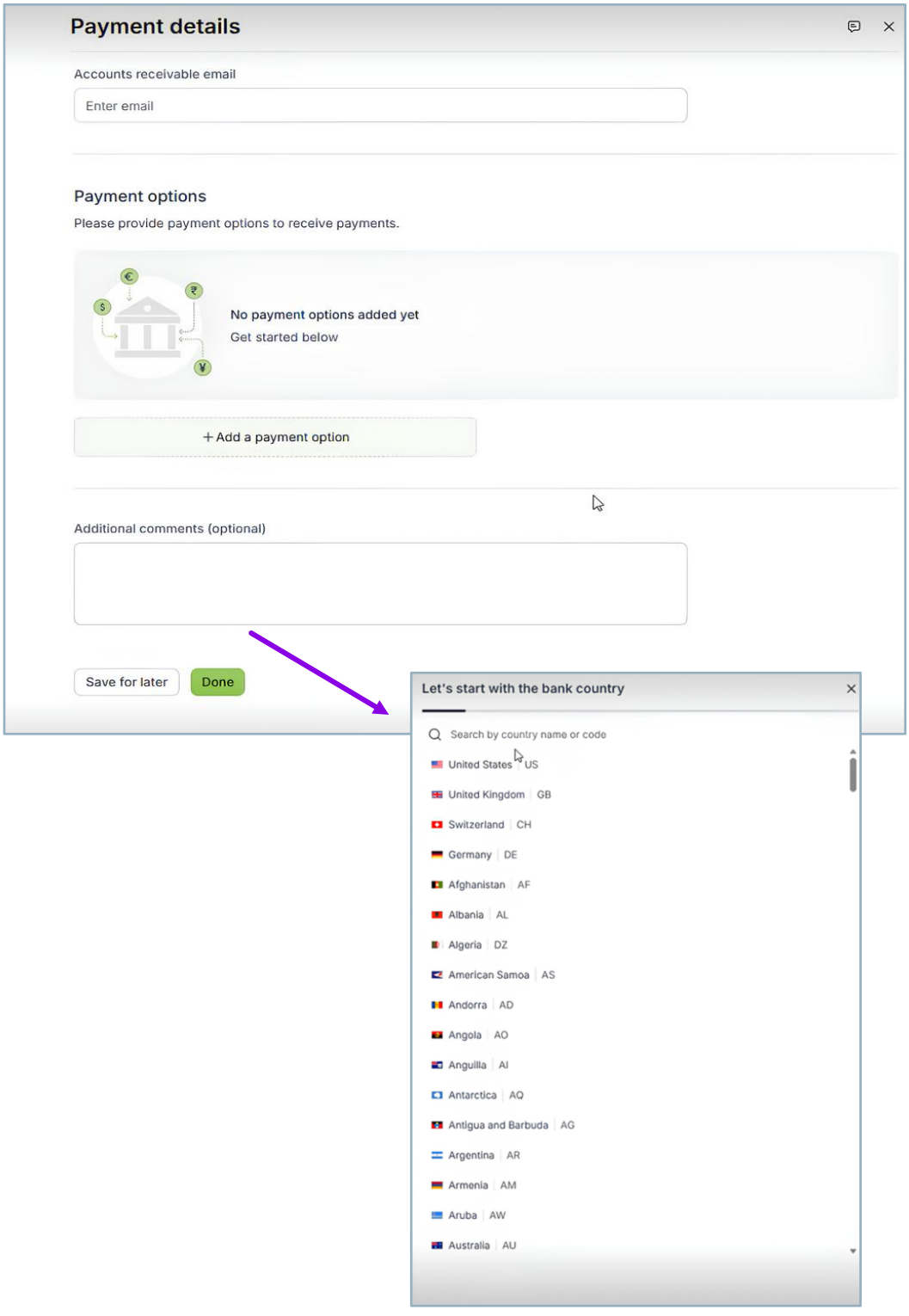
Next, open the supplier registration questionnaire by clicking 'Start' from the dashboard. In this section, you are required to review and accept **key compliance documents**, such as the Code of Conduct and other regulatory requirements. Confirm the required declarations and review any provided documents before proceeding.

Complete Payment details



10

After completing the required questionnaires, return to the onboarding dashboard and open the Payment details section by clicking ‘Start’.



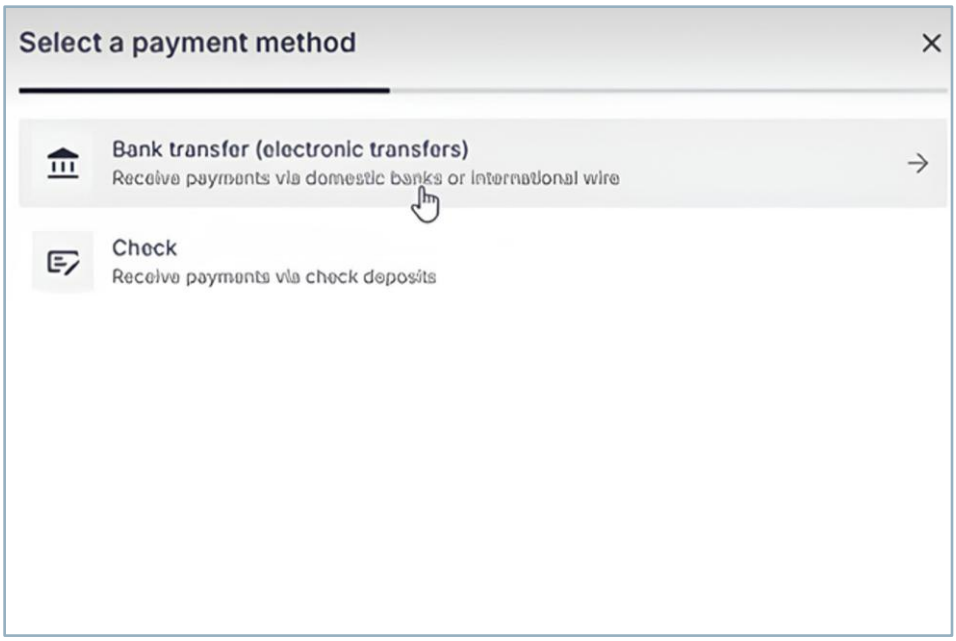
First, provide the accounts receivable contact email.

To define payment methods, click ‘Add a payment option’.

You will first be prompted to select the **bank country.** Use the search function or scroll through the list to find and choose the correct country.

Payment Details

Complete Payment details

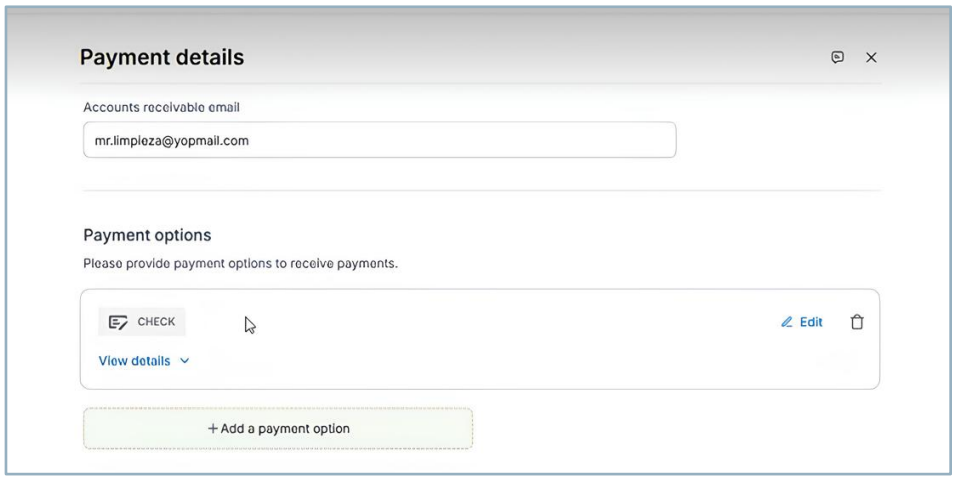


11

Based on the selected country, available payment options will be displayed, **such as bank transfer or check.**

Depending on the selected payment method, additional fields may be required, such as bank account details or supporting documents.

Provide all required information to ensure correct payment processing.



You **can add multiple payment methods** if required.

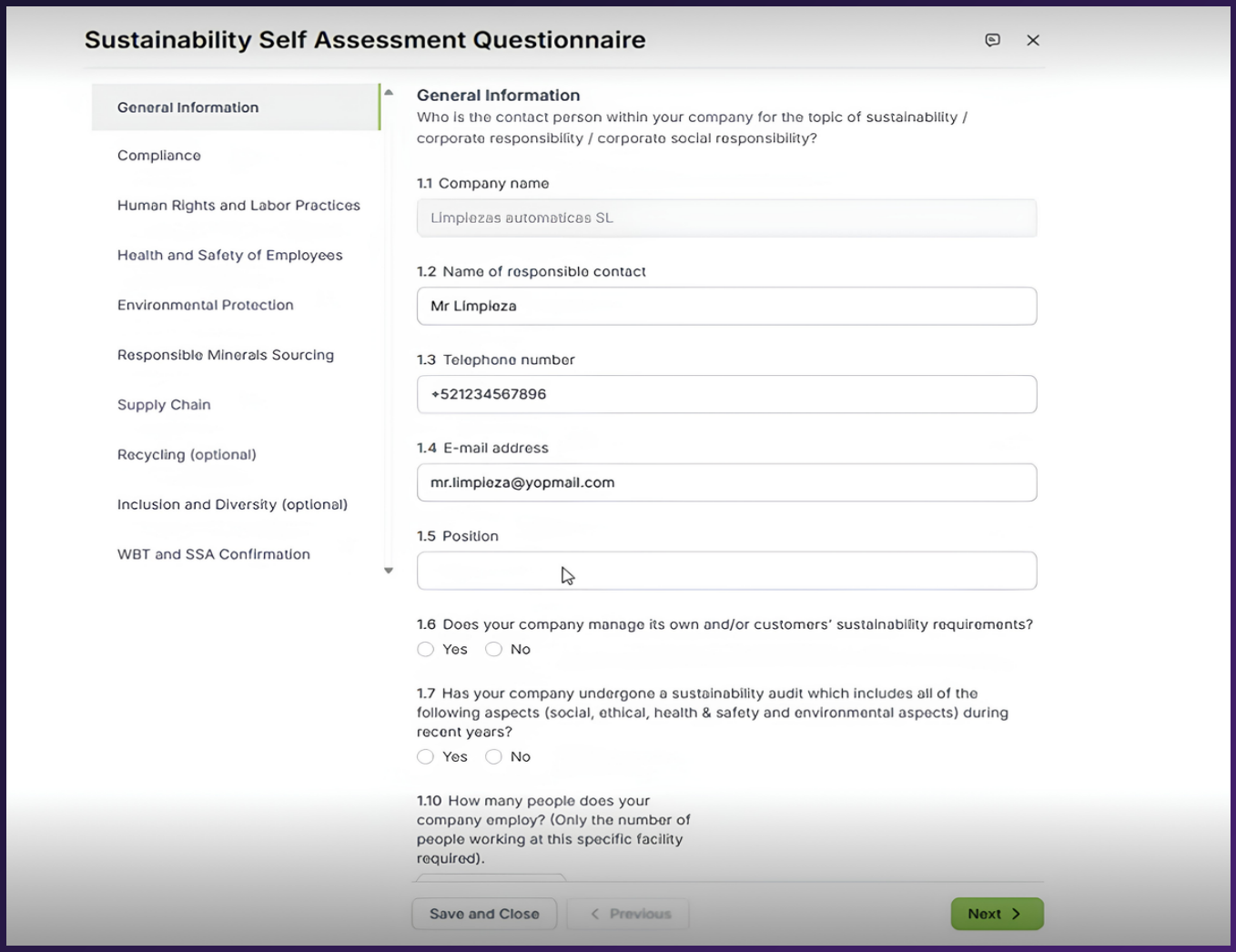
Existing payment options can be reviewed, edited, or removed at any time within this section.

Note: available payment options depend on the selected country

Complete Sustainability Self Assessment (if required)



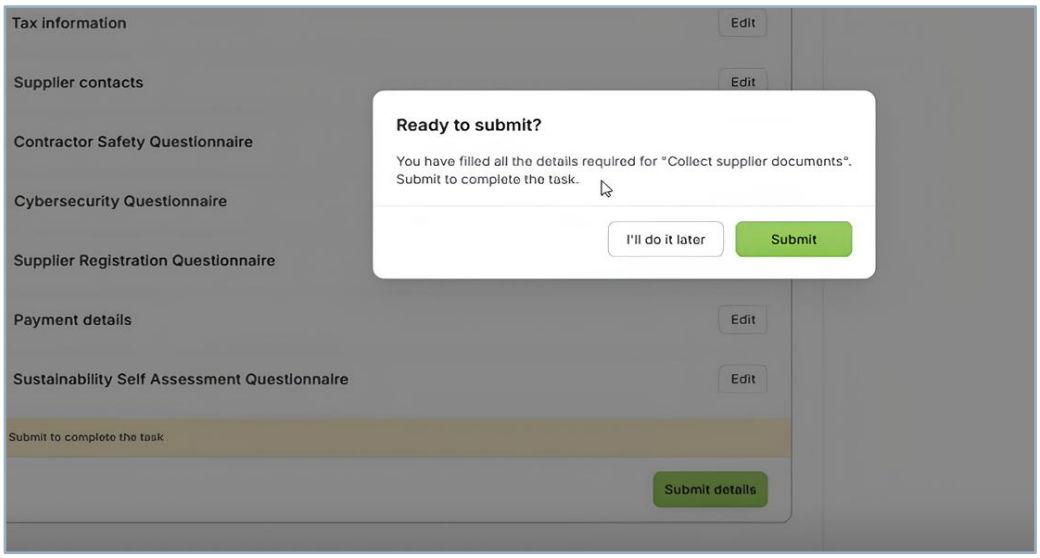
12



12

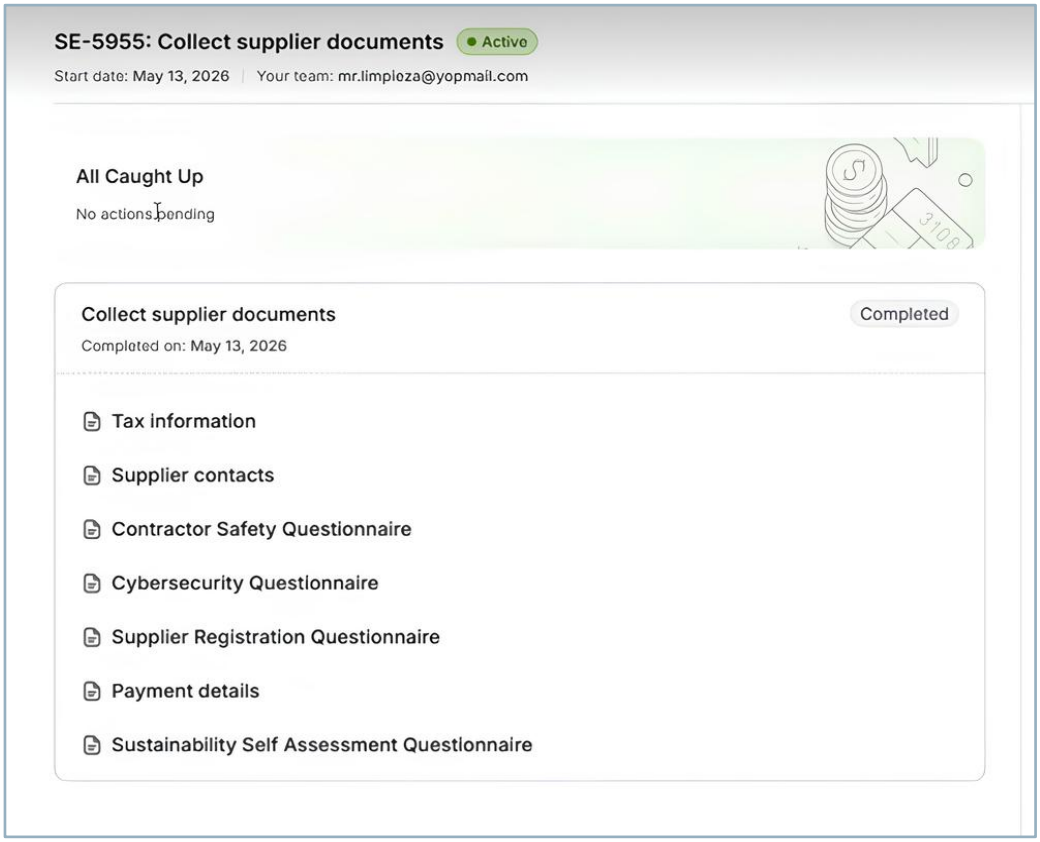
For the Sustainability Self-Assessment questionnaire, you are required to provide information related to **sustainability practices,** such as company responsibilities, environmental impact, and compliance with social and corporate standards.
Complete the required fields and navigate through the questionnaire using the 'Next' and 'Previous' buttons.
Once all mandatory information is provided, save and close the section.

Complete the dashboard



13

Once all mandatory sections are completed, click ‘Submit details’ to finalize the onboarding process. A confirmation window will appear to verify that all required information has been entered. Confirm the submission to complete the process.



Once all required sections have been completed and submitted, the onboarding request is finalized.

A **confirmation message** will appear on the onboarding dashboard, showing that all assigned tasks have been completed and that no further action is required (your view may differ from the screenshot).

Update your data at any time via the following link: ORO Portal Link