# Supplier procedure

Update August 2025



# **Summary**

09

Self-registration

02

SRM invitation from Eramet

03

Information to be verified / Documents to be download in SRM

03.1

Bank details deposit and modification

03.2

CSR documents deposit (Code of Conduct & Carbon Questionnaire)

03.3

Provigis documents deposit

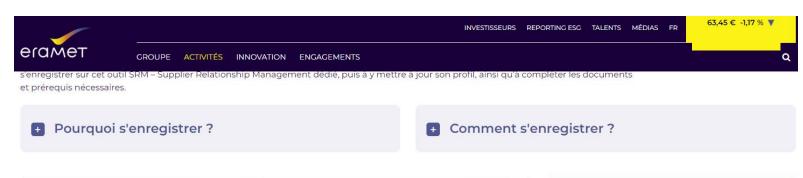
04

Password forgotten



# **Option 1: self-registration**









Click on "Access the SRM portal": Suppliers - Eramet









# UNREGISTERED SUPPLIER : MAKE YOURSELF KNOWN

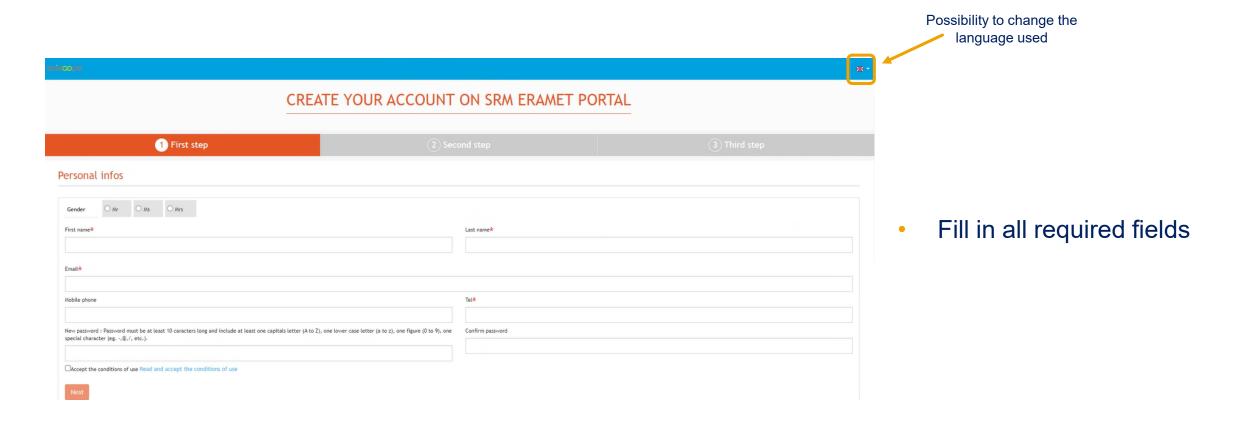


Complete your online registration form and provide information about your company and your activity.

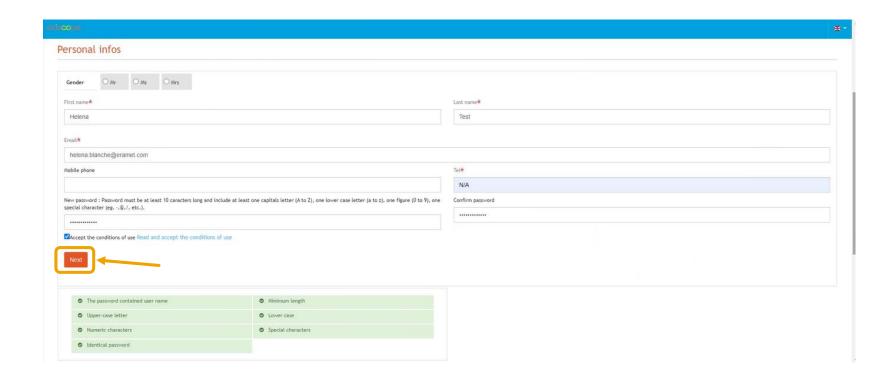


Click on "Sign in"



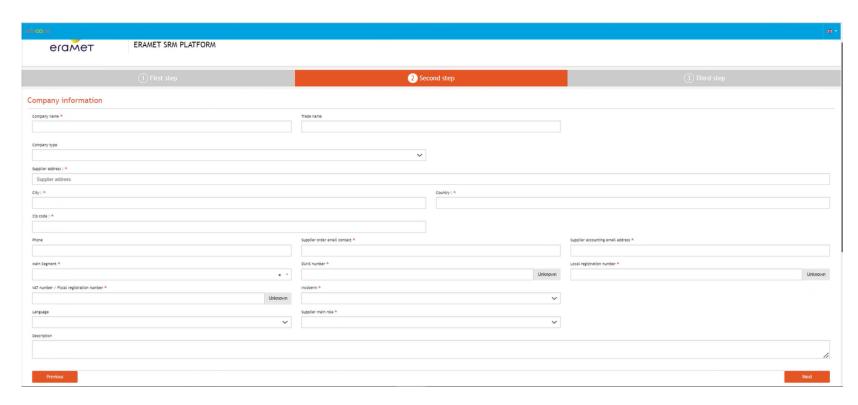






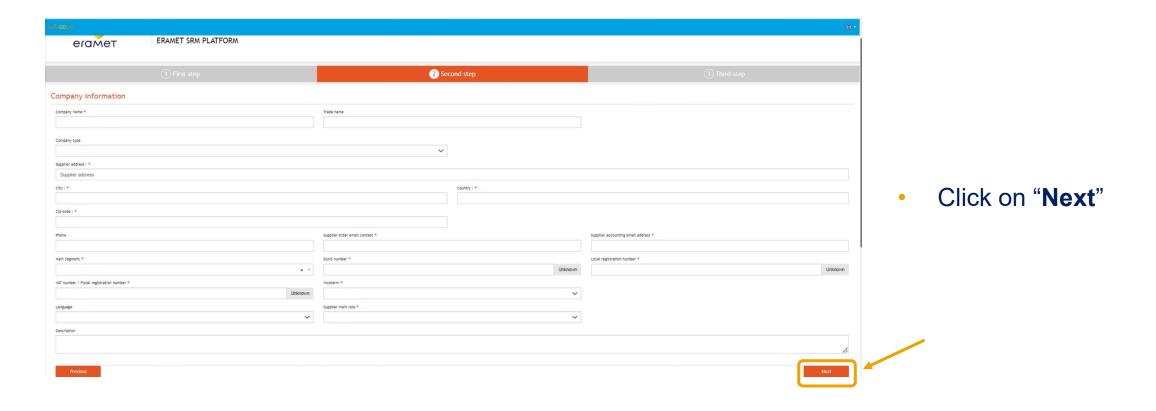
- Accept the conditions of use
- Click on "Next"



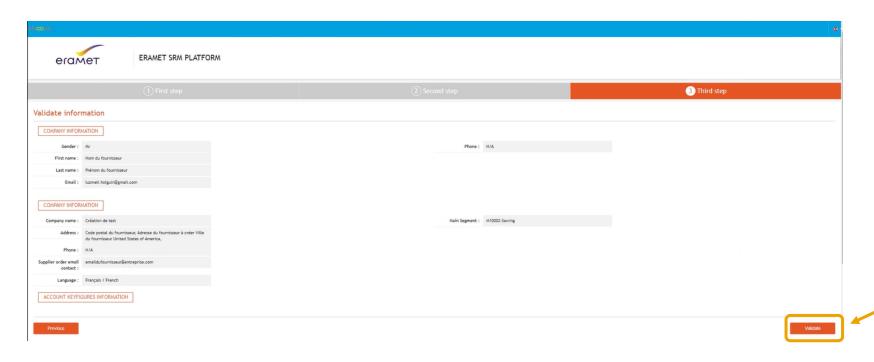


- Fill in all the fields.
- Language = English or French (Communications received by SRM will be in the selected language)



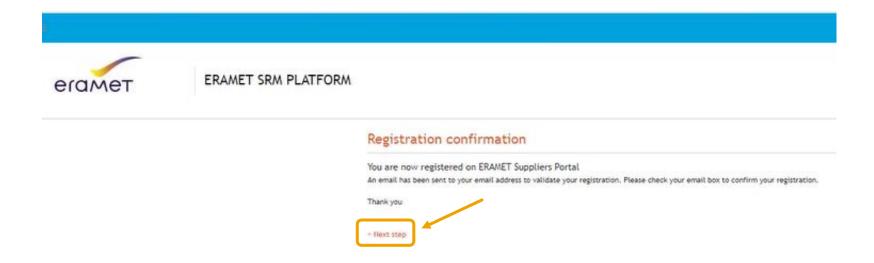






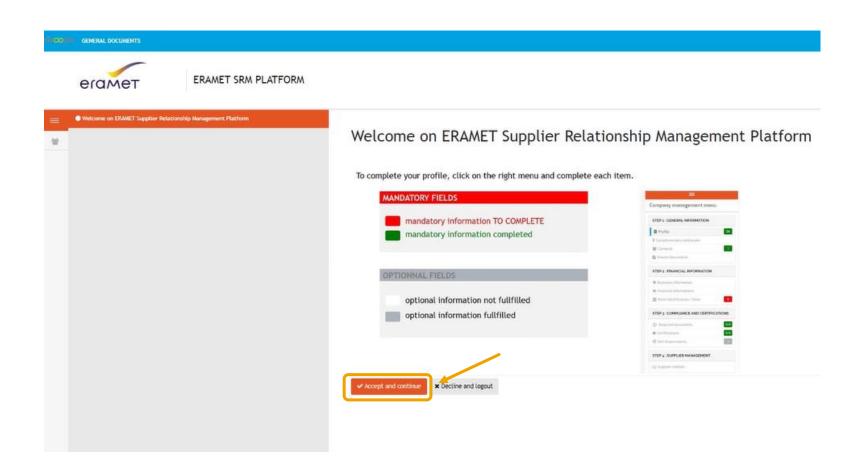
- Summary of your inputs
- If you are aligned with the summary, click on "Validate"





- An email will be sent to you
- Click on "Next step"





Click on "Accept and continue"



# **Option 2: SRM invitation from Eramet**



#### SRM INVITATION COMING FROM BUYER



Cher(e) comptabilité contact

Un compte fournisseur a été créé pour

sur la plateforme de gestion fournisseur (= SRM) du groupe Eramet.

Pour accéder à ce compte fournisseur et mettre à jour les informations demandées, merci de bien vouloir valider vos accès personnels en cliquant sur le lien d'activation suivant: Cliquez pour activer votre compte

Si le lien ne fonctionne pas, merci de recopier l'adresse suivante dans votre navigateur Internet : https://srm.eramet.com/auth/activation/nextaction/

Une fois connecté, veuillez noter que toutes les rubriques marquées par un carré rouge sont à complétées/mettre à jour.





Vous remerciant pour votre collaboration,

L'équipe SRM, Eramet Group

- The e-mail will come from the following address: noreply@srm.eramet.com
  - Remember to check your spam
- Mail title: SRM ERAMET Welcome
- E-mail model on your left

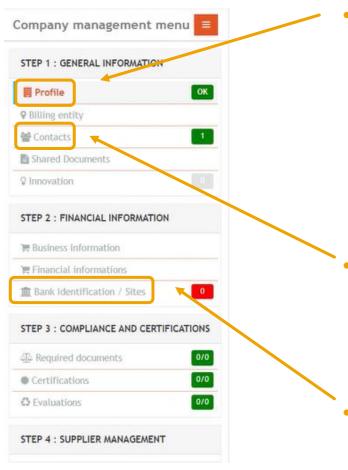


# Information to be checked / Documents to be included in SRM



#### INFORMATION TO CHECK

On the left of the page, there's a menu:



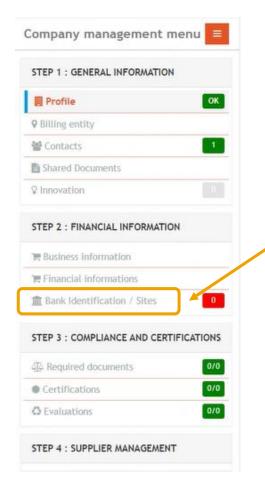
- Click on "Profile"
  - Check that the following information are correct:
    - Company name,
    - Address,
  - Language,
  - Order email address (receipt of PO\*),
  - Accounting email address (contact if there are questions about invoices)
- Click on "Contacts"
  - Check that the contact is the right one (it will be the person who will have to include the bank details in the SRM, will have to provide the legal documents via the Provigis platform or will receive the CSR assessment requests if necessary)
- Click on "Bank identification / Sites"
  - Details in the next slide



# Bank details deposit and modification

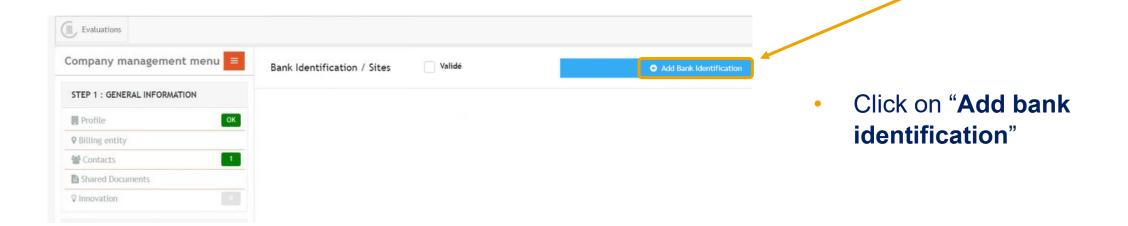


On the left of the page, there's a menu:



Click on "Bank identification / Sites"









- Type of payment:
  - SEPA = Europe
  - Bank transfer = Outside Europe
  - Direct debit
- Fill in the required fields (red asterisk)





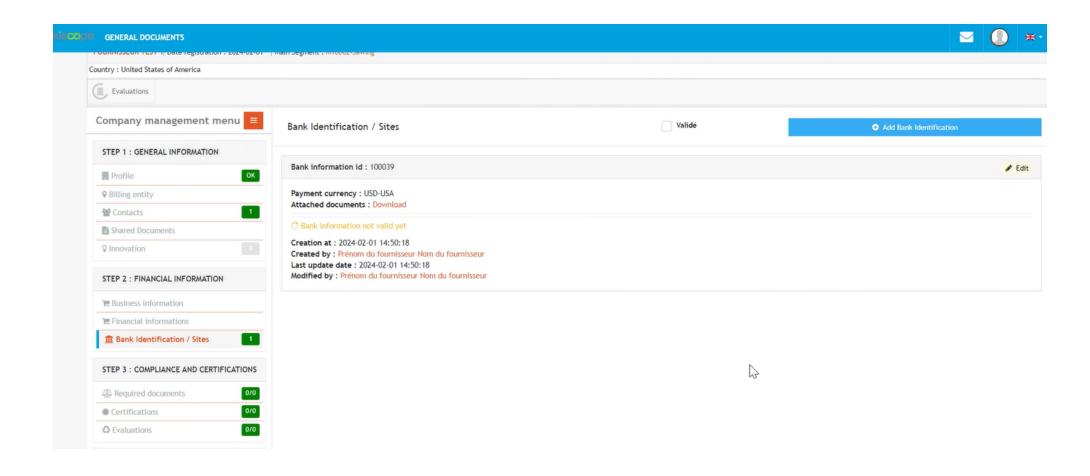
- Click on "Choose a file"
- Insert the company's bank details (mandatory bank document).



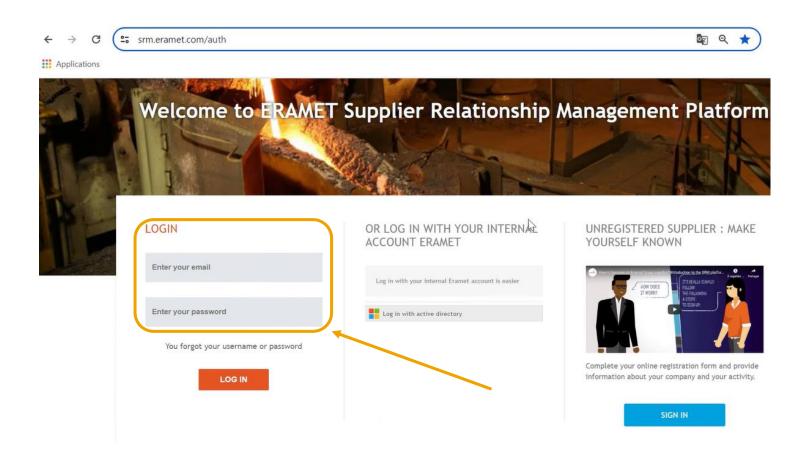


Click on "Add"





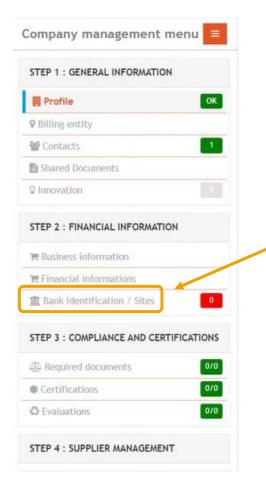




Connect to the SRM

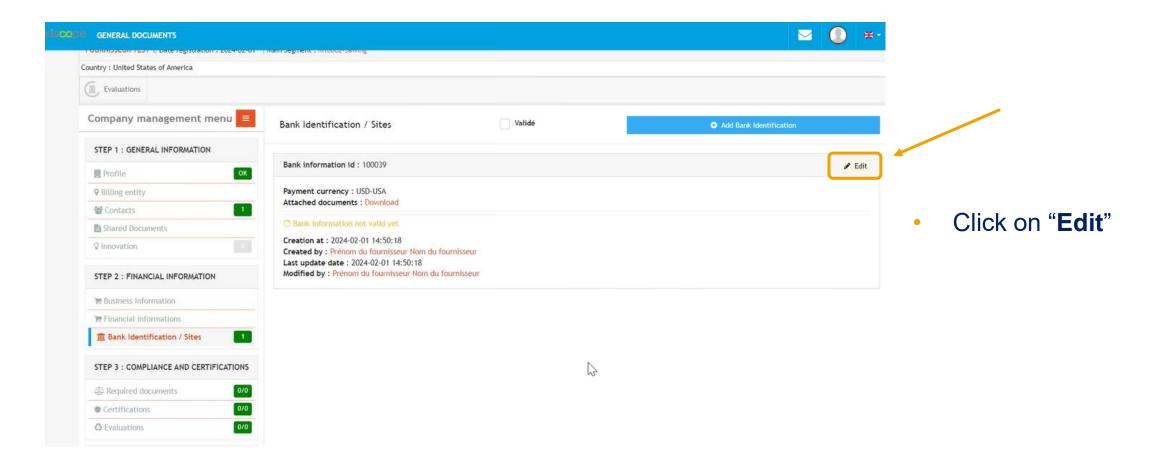


On the left of the page, there is a menu:

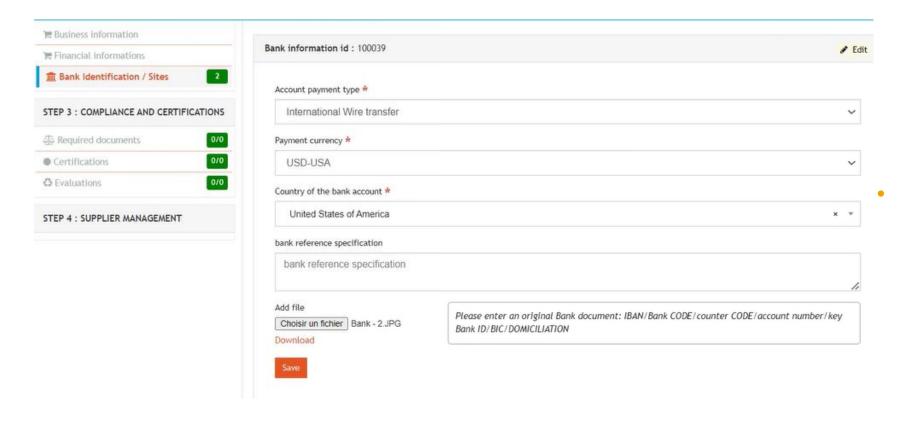


- Click on "Bank identification / Sites"
  - Detail in the next slide



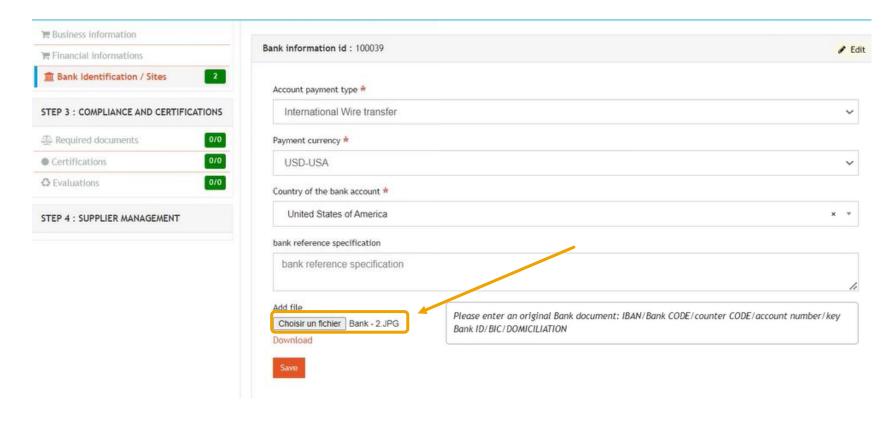






Fill in the required fields (red asterisk)





- Click on "Choose a file"
- Insert the company's bank details (mandatory bank document)







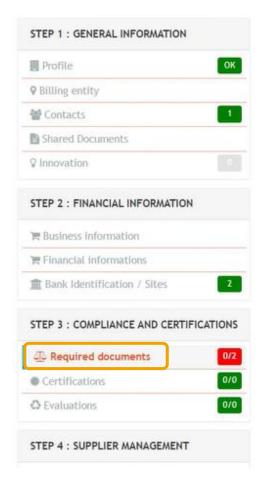
# **CSR** documents deposit

(Code of Conduct and Carbon Questionnaire)



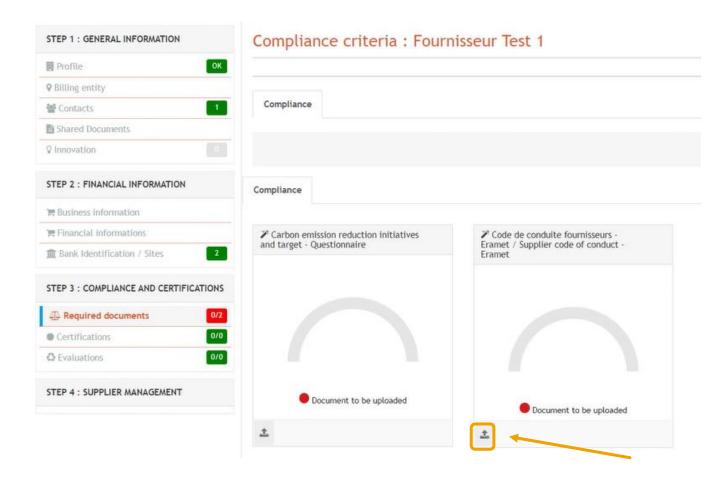


On the left of the page, there is a menu:



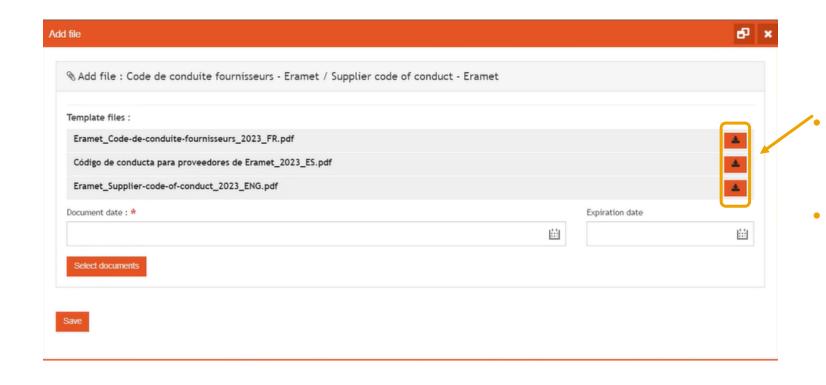
- If the "Required documents" sticker is red, this means that documents must be submitted by the company
- Click on "Required documents"





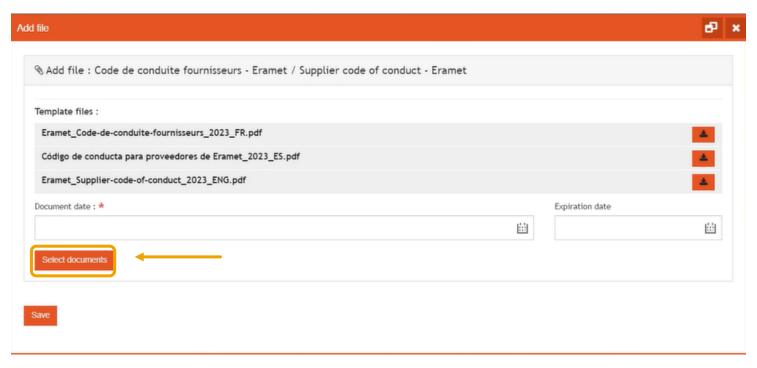
Click on the download arrow





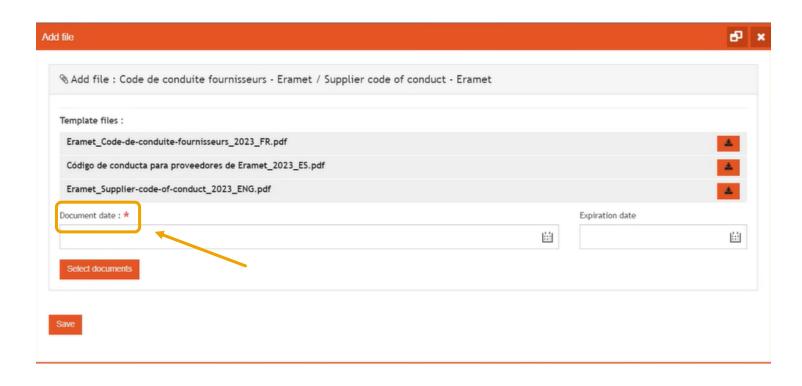
- Click on the download arrow choose English, French or Spanish version
- The buyer can also provide the blank code of conduct if required





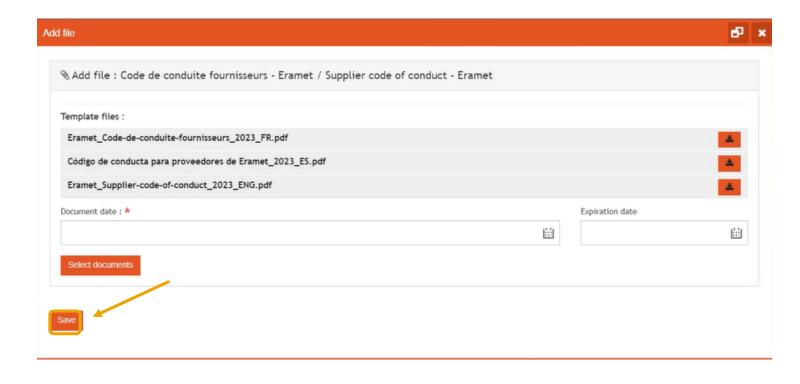
- Sign the document, scan it and insert it by clicking on "Select documents"
- Ensure that the company name entered in the supplier record in the SRM is the same than the one on the code of conduct





Select today's date

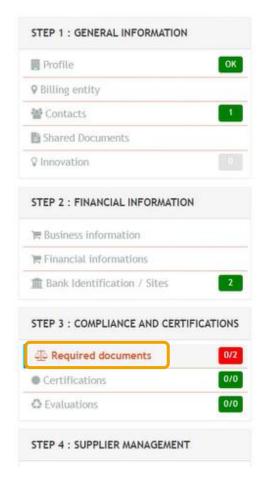




Click on "Save"

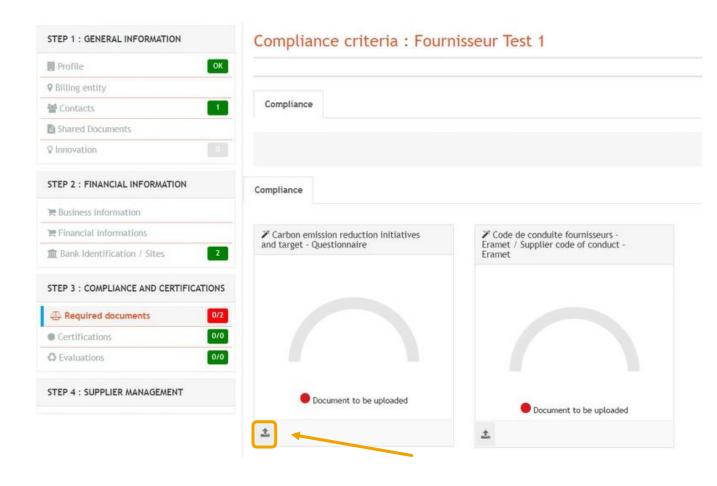


On the left of the page, there is a menu:



- If the "Required documents" sticker is red, this means that documents must be submitted by the company
- Click on "Required documents"





Click on the download arrow





- Click on the download arrow
- The buyer can also supply a blank carbon questionnaire if required





 Complete the document and insert it by clicking on "Select documents"





Select today's date





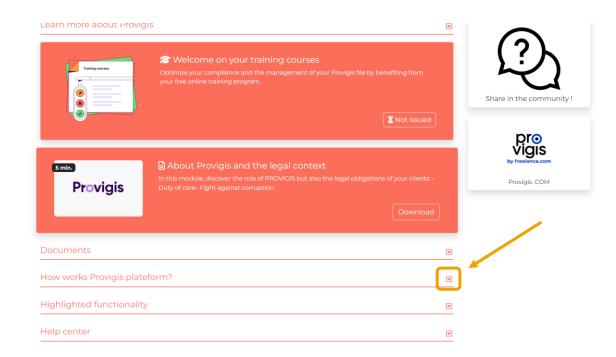
Click on "Save"



# Provigis documents deposit



### PROVIGIS DOCUMENT REPOSITORY



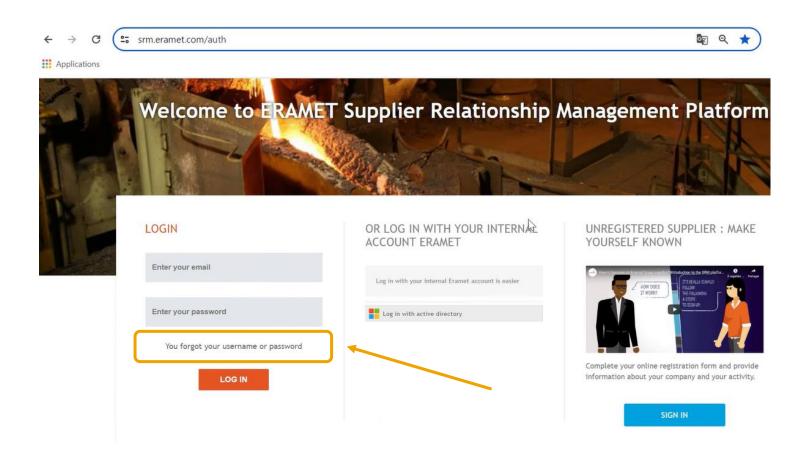
- Explanatory platform available via the following link: <a href="Parcooroo">Parcooroo</a>
- Click on "How works Provigis platform?"



# Forgotten password



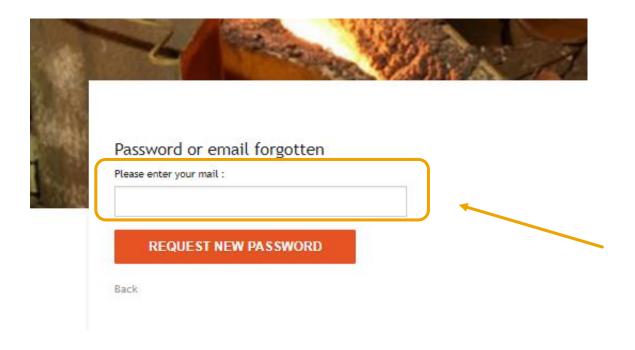
### **FORGOTTEN PASSWORD**



 Click on "You forgot your username or password"



### **FORGOTTEN PASSWORD**



- Enter your email and then click on "Request new password"
- You will receive a notification by e-mail to change your password



