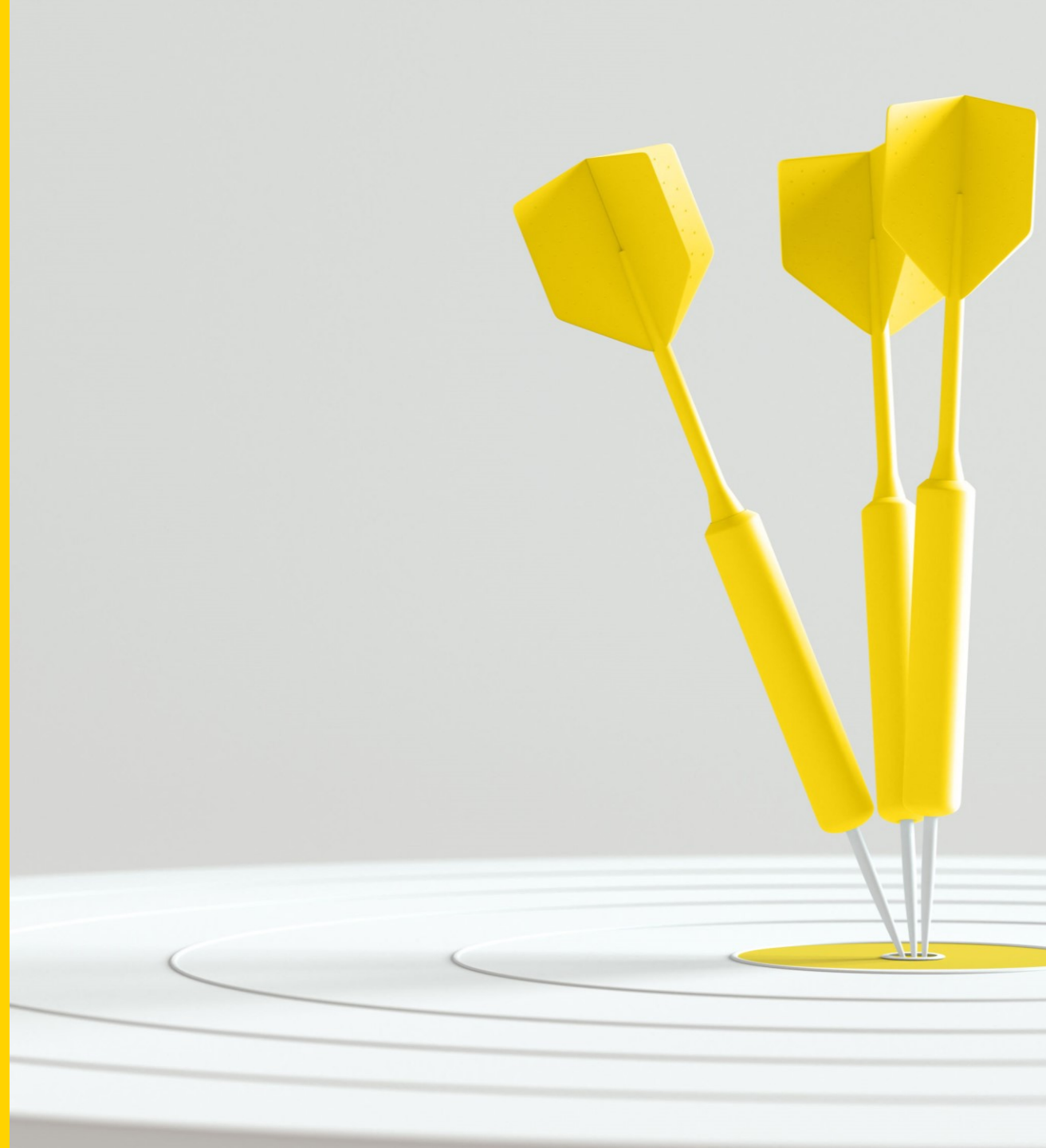


External Supplier Registration





0. Pre-qualification

Supplier risk monitoring has become an essential activity for all companies due to increased social pressure to do business in an ethical and sustainable manner, which implies that companies must deepen their knowledge of the suppliers operating in their supply chains.

Having a **risk assessment and supplier approval system** in place results in:

- Early identification and **reduction of the number of high-risk suppliers**:
 - Reduction of **disruptions in operations**.
 - Avoiding **negative impacts** on our **brand image**.
 - Reduction of **negative impacts** on Prosegur's **costs and revenues**.

Prosegur requires its suppliers to register with Prosegur's risk assessment and supplier approval service, prior to requesting registration as a Prosegur Group supplier, for the following reasons:

- **The risk analysis** provides the supplier and Prosegur with **valuable information about the areas of improvement** in which the supplier must work to improve its risk scoring.
- Having this analysis performed **simplifies the negotiation (RFX) and bid evaluation processes, saving suppliers costs** in the preparation of their commercial proposals.
- **Prosegur's Purchasing policy promotes the contracting of suppliers with a better risk score.**



0. Pre-qualification

Prosegur uses the **GoSupply platform to pre-qualify its suppliers**. This service has the following characteristics:

- **Evaluation of the following key risk categories**, assessed by means of a risk scoring system (**Risk Scoring**):

ESG



Business Continuity



Reputational



- Enabling a **risk alert system -in real time-**, when **relevant events** occur for Prosegur's business, **related to its suppliers**.
- **Integration** of **Risk Scoring** with the **Oracle ERP Cloud SRM** module to promote efficiency and enable Prosegur teams to access key supplier information.
- Preparation of a **risk analysis report**, shared with suppliers.



0. Pre-qualification

To complete the internal process of pre-qualification, evaluation and approval, Prosegur has implemented the Supplier registration, evaluation and approval service, focused on the constant improvement of its Suppliers in order to improve the sustainability and quality of the goods and services marketed to Prosegur.

This pre-qualification, evaluation and approval service, contracted directly between Suppliers and Prosegur, is mandatory and involves the payment to Prosegur of an annual fee, which will be designated depending on the level of annual turnover of the Supplier and the categories of products and services to which it dedicates its activity.

In any case, Prosegur shall determine the category assigned to the Supplier and the corresponding annual fee, which shall consist of:

- Self-employed supplier: 59€ + VAT
- Basic supplier: 99€ + VAT
- Standard supplier: 199€ + VAT
- Critical supplier: 299€ + VAT

For new suppliers, the initial fee corresponds to the standard supplier fee (199 € + VAT).

The Supplier accepts that the payment of the annual fees for the service of prequalification, evaluation and approval of Suppliers shall be made to Prosegur, by means of a direct debit receipt to the bank account indicated by the Supplier to Prosegur for such purposes.

Likewise, in the event of refund or impossibility to make the payment in accordance with the above, Prosegur shall be entitled to deduct and/or offset the amount corresponding to such instalments from the invoices pending payment to the Supplier.



1. Access to the register

Once the Prequalification process has been completed, the new Supplier may apply for registration as a Prosegur supplier by accessing one of the links below.

During the registration process you will need to attach some documentation, remember to have it ready in order to complete the whole process at once.

Examples:

- Certificate of Ownership of the bank account.

PBU	Register links
PROC Global IT BU	https://emgy.fa.em4.oraclecloud.com/fscmUI/faces/PrcPosRegisterSupplier?prcBuld=300000095782779&lang=en
PROC Global ALARM BU	https://emgy.fa.em4.oraclecloud.com/fscmUI/faces/PrcPosRegisterSupplier?prcBuld=300000095782805&lang=en
PROC Global CASH BU	https://emgy.fa.em4.oraclecloud.com/fscmUI/faces/PrcPosRegisterSupplier?prcBuld=300000095782831&lang=en
PROC Global TEC BU	https://emgy.fa.em4.oraclecloud.com/fscmUI/faces/PrcPosRegisterSupplier?prcBuld=300000095782792&lang=en
PROC Global SECURITY BU	https://emgy.fa.em4.oraclecloud.com/fscmUI/faces/PrcPosRegisterSupplier?prcBuld=300000095782818&lang=en
PROC Regional EMEA BU	https://emgy.fa.em4.oraclecloud.com/fscmUI/faces/PrcPosRegisterSupplier?prcBuld=300000095782844&lang=en



1. Access to the register

To register you must access through one of the links mentioned in the previous slide, depending on each PBU.

The following screen will appear to fill in the information (the fields marked with * are mandatory).

1 Register will only be clicked once all the data has been entered and you have gone through all the registration steps.

* Company

* Tax Organization Type

Supplier Type

Corporate Web Site

Attachments None +

D-U-N-S Number

* Tax Country

Taxpayer ID

Tax Registration Number

Note to Approver

Your Contact Information

Enter the contact information for communications regarding this registration.

* First Name

* Last Name

* Email

* Confirm Email

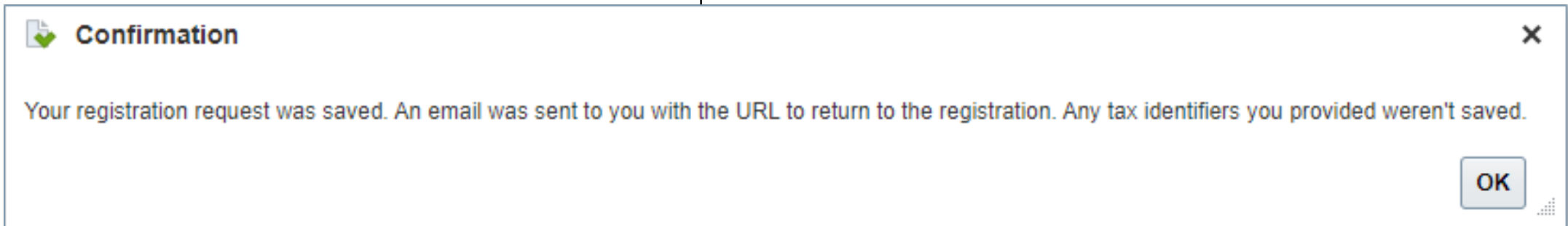
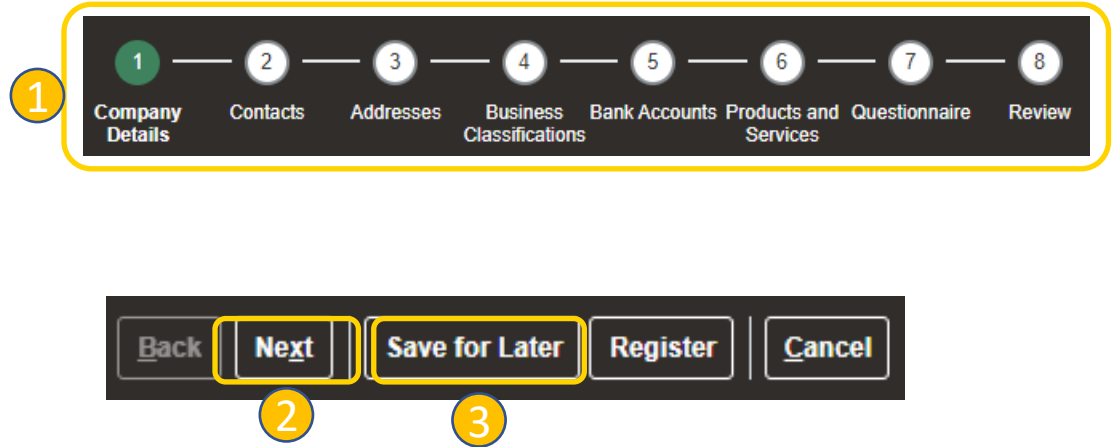


1. Access to the register

To move around the screen you can follow the numbers at the top of the screen or use the buttons on the left.

- 1 Section numbers
- 2 Button to advance to the next section
- 3 Button to save the recorded information

At any time you can save the information already filled in and enter later to continue filling in the missing information. When you exit saving the data entered, this message will appear:





1. Access to the register

Every time you want to access the registration, through the link received in your e-mail, **1** you will have to fill in your Taxpayer ID again. **2**

Prosegur Compañía de Seguridad S.A. (PROC Global IT BU)
Your supplier registration request was saved.

Request Number 438003
Request Date 19 July 2022
Requested By Supplier, Contact
Company Company

Recommended Action
[Complete your supplier registration request.](#)

Recommended Action
[Complete your supplier registration request.](#) **1**

1 — 2 — 3 — 4 — 5 — 6 — 7 — 8
 Company Details — Contacts — Addresses — Business Classifications — Bank Accounts — Products and Services — Questionnaire — Review

Register Supplier: Company Details Ⓜ

Enter a value for at least one of these fields: D-U-N-S Number, Taxpayer ID, or Tax Registration Number.

* Company

* Tax Organization Type

Supplier Type

Corporate Web Site

Attachments None +

D-U-N-S Number

* Tax Country

* Taxpayer ID **2**

Tax Registration Number

Note to Approver

Your Contact Information

Enter the contact information for communications regarding this registration.

* First Name

* Last Name

* Email

* Confirm Email



2. Contacts

In section 2 you must fill in the contacts. If you want to modify any data, access to edit it. You can also create a new one or delete an existing one. You must "Request User Account" for at least one of the contacts, if you do not request it for any of the contacts the account will be created for the contact marked as "Administrative Contact". The user account will give you access to the Provider's Cloud portal, once the registration has been approved.

- 1 Button for editing information.
- 2 Button to delete the contact.
- 3 Panel for creating, editing or deleting contacts.

Register Supplier: Contacts [?] **3**

Enter at least one contact.

Company Details **2** Addresses Business Classifications Bank Accounts Products and Services Questionnaire Review

Back Next Save for Later Register Cancel

Actions View Format **3** + Create Edit Delete Freeze Detach Wrap

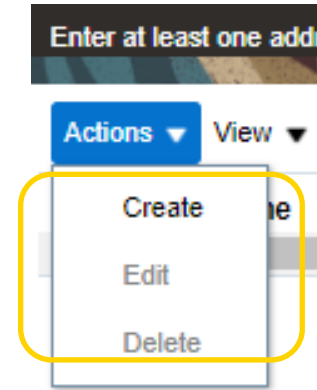
Salutation	Name	First Name	Mi Na Last Name	Job Title	Email	Phone Mobile	Fa: Administrative Contact	Request User Account	Edit	Delete
	Supplier, Contact	Contact	Supplier		dorin.borcau@prosegur.com		✓	✓	1	2



3. Addresses

In section 3 you must create **only** one address, and this address must be the one corresponding to your tax country address.

To do so, select Actions>Create **1**



The screenshot shows the 'Enter Supplier: Address' page. At the top, a progress bar indicates 8 steps: Company Details, Contacts, Addresses (current step, highlighted with a green circle and '3'), Business Classifications, Bank Accounts, Products and Services, Questionnaire, and Review. Below the progress bar, the page title is 'Enter Supplier: Address' with a '1' in a yellow circle. A message says 'Enter at least one address.' Below this is a toolbar with 'Actions' and 'View' dropdowns, and buttons for '+ Create', 'Edit', 'Delete', 'Freeze', 'Detach', and 'Wrap'. The 'Create' button is highlighted with a yellow box and a '1' in a yellow circle. Below the toolbar is a table with columns: Address Name, Address, Country, Phone, Address Purpose, Fax, Email, Edit, and Delete. The 'Address' column is highlighted with a yellow box and a '1' in a yellow circle.



3. Addresses

To create the address you must fill in all fields with *. The use of **capital letters** is recommended.

- 1 **Address name** is a mandatory field. Its encoding is: Country (2 characters)-Province. Example: ES-MADRID
- 2 Mark only **“RFQ or Bidding”** among the options in the field "Address Purpose".
- 3 All address details must be provided in the **"Address 1"** field (street, number, block, flat....etc).
- 4 The other data will be completed: City, Province, Postal Code, Telephone, E-mail address

* Address Name 1

* Country

* Dirección 1 3

Dirección 2

Dirección 3

Dirección 4

* Ciudad

* Provincia

Código Postal

Language

* Address Purpose Ordering
 Remit to
2 RFQ or Bidding

Phone 4

Fax

Email 4

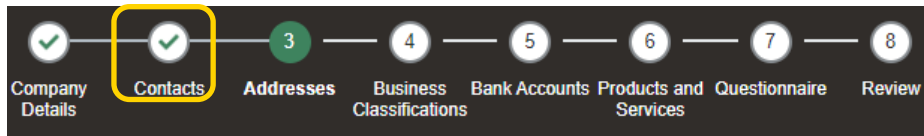
Inactive Date dd/mm/yy

Status Active



3. Addresses

In the address you must associate the contact marked as administrative from those created in step 2.



- 1 Contact selection.
- 2 Confirmation of the selected contact.

Address Contacts

Select the contacts that are associated with this address:

Actions View Format X [Icon]

Remove

Select and Add

Columns Hidden 4

View Format Wrap

Name	Job Title	Email	Phone
Supplier, Contact		example@exam...	

Rows Selected 1 Columns Hidden 1

Apply OK Cancel



3. Addresses

When you have finished creating the address, the OK option is presented.

If you click on "OK" the following screen will appear, with the address created.

The screenshot shows the 'Register Supplier: Addresses' screen. At the top, a progress bar indicates the current step is 'Addresses' (step 3), with previous steps 'Company Details' and 'Contacts' completed, and subsequent steps 'Business Classifications', 'Bank Accounts', 'Products and Services', 'Questionnaire', and 'Review' pending. Below the progress bar, there are buttons for 'Back', 'Next', 'Save for Later', 'Register', and 'Cancel'. The main content area features a table with the following data:

Address Name	Address	Country	Phone	Address Purpose	Fax	Email	Edit	Delete
ES-MADRID	ES,STREET X,MADRID,MADRID,28938	Spain		RFQ or Bidding				

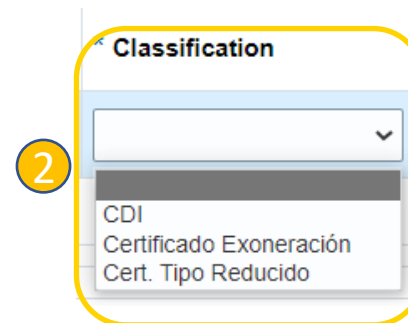
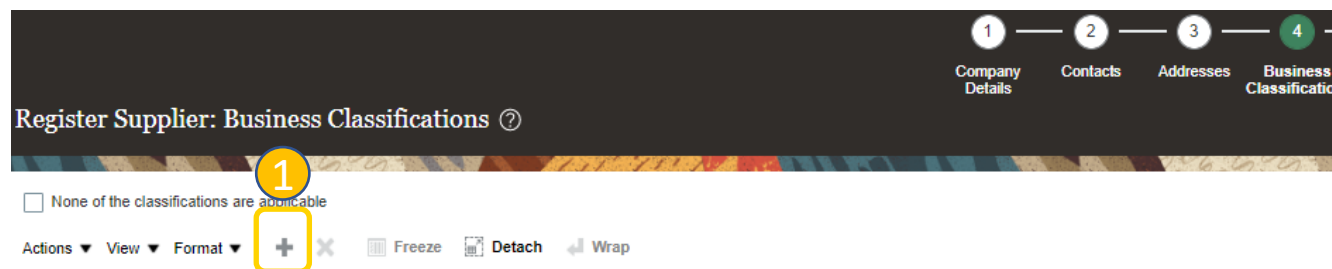
4. Business classifications

In section 4 you can report on Business Classifications such as double taxation certificate or any other type of document that Prosegur considers necessary, based on different criteria, such as the category of Products and Services to be reported in step 6, among others.

Normally, through the questionnaire in point 7 you will be redirected to this page, depending on the different criteria mentioned. For example, if Prosegur considers that it is essential for you to have a double taxation certificate, you will be redirected to this point through the questions that you will see detailed in step 7 of registration.

If you are asked to provide the necessary documentary evidence, you should follow the steps below:

- 1 Click on the + button to add a business classification.
- 2 Choose the one that applies to you from the list.

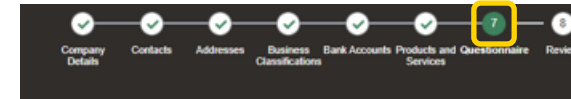




4. Business classifications

It shall provide the following information in relation to business classifications (**it depends on the question on the point 7 – Questionnaire**)

- 1 Choose the document from the list of documents
- 2 Choose the Certifying Agency, and if the agency is not listed, choose Other.
- 3 Enter a name for the document.
- 4 Report the start and end dates of the documents. If the document does not expire, the end date must be 31 December 2099.
- 5 Attach the document. Without the attachment, the information entered by you cannot be validated, so the registration may be delayed or rejected.



* Classification	Subclassification	Status	Certifying Agency	Other Certifying Agency	Certificate	Start Date	Expiration Date	Attachments	Notes
CDI			CDI		Certificado doble	1/01/23	31/12/22	None +	

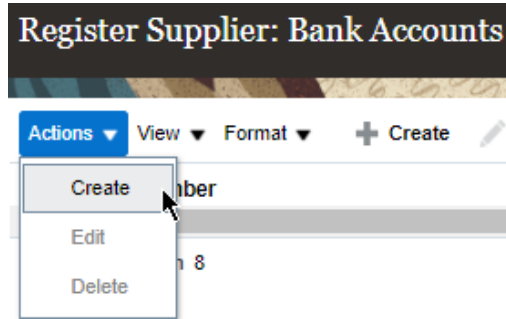
Currently, there are three documents in the list, please choose the ones that may apply to you:

- **CDI:** Double taxation certificate issued by the corresponding tax agency.
- **Certificado exoneración:** Tax exemption certificate issued by the corresponding tax agency (it applies only to Spanish suppliers).
- **Cert. tipo reducido:** Certificate of reduced tax rate issued by the corresponding tax agency (it applies only to Spanish suppliers).



5. Bank accounts

Section in which to add bank details. Create:



1 Requested data: country, account number, branch, IBAN, currency, etc.

If you cannot find the bank or branch when trying to enter the data, at least try to add the IBAN number and leave a note to the approver. 2

Create Bank Account 1

Enter account number or IBAN unless account number is marked as required.

* Country IBAN

Bank Currency

Branch

Account Number

Additional Information

Account Name Agency Location Code

Alternate Account Name Account Type

Account Suffix Description

Check Digits

Comments

Note to Approver 2

Do not forget to provide the certificate of ownership of the bank account in step 8 of registration, in the Bank Account question.

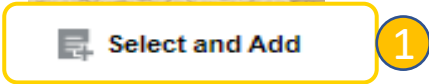
This certificate must contain, in addition to the **bank account holder name**, which has to match the name of the supplier used in the registration process, the following information:

- **IBAN code, if available (SEPA countries)**
- **Bank name**
- **Bank country**
- **Bank code of country of origin**
- **Branch code**
- **Swift/BIC code**
- **Account Number**
- **Account Currency**



6. Products and services

In section 5 you must add, from a proposed list, the products and/or services you offer. To do so, click on



- Example of services.
- You can select as many as you want.

Select	Category Name	Descriptio
<input type="checkbox"/>	▶ 12-Explosive	
<input type="checkbox"/>	▶ 14-Paper Products	
<input type="checkbox"/>	▶ 15-Fuels and Lubricants	
<input type="checkbox"/>	▶ 24-Storage and Packaging	
<input type="checkbox"/>	▶ 25-Fleet	
<input type="checkbox"/>	▶ 30-Building and Construction	
<input type="checkbox"/>	▶ 31-Hardware and Tools	



6. Products and services

1 In the window that appears you must select, by clicking on the boxes on the left, as many categories of products and/or services as you consider necessary.

2 Once you have selected the products and/or services, click on "Apply".

To find out which products and services categories to use, please refer to **Appendix 1**.

Select and Add: Products and Services

Search

Category Name

Search Reset

View Format Freeze Detach

Select	Category Name
<input type="checkbox"/>	12-Explosive
<input type="checkbox"/>	14-Paper Products
<input type="checkbox"/>	15-Fuels and Lubricants
<input type="checkbox"/>	24-Storage and Packaging
<input type="checkbox"/>	25-Fleet
<input type="checkbox"/>	30-Building and Construction
<input type="checkbox"/>	31-Hardware and Tools
<input type="checkbox"/>	39-Electrical Systems
<input type="checkbox"/>	40-Conditioning Systems
<input type="checkbox"/>	41-Measuring and Observation Instruments

Apply OK Cancel



6. Products and services

Once you have selected the products and services, they will appear in the form and you will be able to move on to the next section or delete the ones you consider.

- 1 Selected products and/or services.
- 2 Button to remove products or services.

Register Supplier: Products and Services

Enter at least one products and services category.

Company Details | Contacts | Addresses | Business Classifications | Bank Accounts | **Products and Services** | Questionnaire | Review

Back | Next | Save for Later | Register | Cancel

Category Name	Description
39-Electrical Systems	

Remove



7. Questionnaire

Questions to be completed. This is a dynamic section which may be modified.

There are different sections:

- 1 Sections of the form
- 2 Questions
- 3 Comments to each question (optional)
- 4 It is possible that in the Annexes section you will find help manuals to guide you in answering specific questions.

The screenshot shows the 'Register Supplier: Questionnaire' interface. At the top, a progress bar indicates the current step is 'Questionnaire' (7), with previous steps like 'Company Details', 'Contacts', 'Addresses', 'Business Classifications', 'Bank Accounts', and 'Products and Services' completed. The main content area is titled 'Register Supplier: Questionnaire' and includes an 'Attachments' section (None) and a 'Questions' section. The 'Questions' section is titled 'PT_GENERAL1 (Section 1 of 3)' and contains a question with a link to a confidentiality agreement document. Below the question is a radio button selection for 'Yes' or 'No'. A 'Comments' section is located at the bottom of the question area. The numbered callouts highlight: 1. The 'Section' list on the left; 2. The question text and options; 3. The 'Comments' text area; 4. The 'Attachments' section.



7. Questionnaire

If the question is answered in the affirmative and this requires a document to be attached, as in the example, you must:

- 1 Click on the "+".
- 2 A window for adding the document will open.

Questions

PT_DATOSBANCARIOS (Section 2 of 2)

* 2. Já forneceu uma conta bancária na secção "Contas bancárias"? Se o método de pagamento envolver a utilização de uma conta bancária, deverá ter fornecido os dados bancários na secção "Contas Bancárias".

Em caso afirmativo anexar uma cópia do certificado de propriedade da conta bancária, incluindo o código BIC/SWIFT do seu banco.

¿Ha proporcionado una cuenta bancaria en el apartado "Cuentas Bancarias"? Si el método de pago implica el uso de una cuenta bancaria, debería haber proporcionado los datos bancarios en el apartado de "Cuentas Bancarias".

En caso afirmativo, adjunte una copia del certificado de titularidad de la cuenta bancaria, que incluya el código BIC/SWIFT de su banco.

Have you provided a bank account in the "Bank Accounts" section? If the payment method involves the use of a bank account, you should have provided bank details in the "Bank Accounts" section.


If yes, please attach a copy of the certificate of ownership of the bank account, including the BIC/SWIFT code of your bank.



(Preferred Response: Yes)

a. Yes

* Response Attachments None  

b. No

Attachments  x

Actions View  

Type	Category	* File Name or URL	Title	Description	Attached By	Atta



7. Questionnaire

- 1 To upload the attachment you must select it and add a title and description.
- 2 Button to confirm the upload of the attachment.
- 3 View of the document in the form.

Attachments ✕

Actions ▾ View ▾ + ✕

Type	Category	* File Name or URL	Title	Description	Attached By	Attache
File ▾	From Supplier ▾	NDA.txt Update...	<input type="text" value="NDA.txt"/>	<input type="text" value="NDA"/>	DORIN FLORIN...	19/07/22

Rows Selected 1

2

[2021.06.24- OP28.06.2021-ENGUK.pdf](#)

(Preferred Response: Yes)

a. Yes

Response Attachments + 3

b. No

Comments



8. Review

1 Before submitting the registration you should verify the information filled in the previous sections.

Review Supplier Registration: Company ⓘ

Company Details Contacts Addresses Business Classifications Bank Accounts Products and Services Questionnaire **8 Review**

1

Back Next Save for Later Register Cancel

Company Details

Company	Company	D-U-N-S Number	
Tax Organization Type	Corporation	Tax Country	Spain
Supplier Type	Supplier	Taxpayer ID	A12345678
Corporate Web Site		Tax Registration Number	
		Note to Approver	

Attachments

Actions ▾ View ▾ + ×

Type	Category	File Name or URL	Title	Description	Attached By	Attached Date

Contacts

View ▾ Format ▾ Freeze Detach Wrap

Salutation	Name	First Name	Mi Na Last Name	Job Title	Email	Phone Mobile	Fa Administrative Contact	Request User Account	Details
	Supplier, Contact	Contact	Supplier		example@example.com		✓	✓	ⓘ

Addresses

View ▾ Format ▾ Freeze Detach Wrap

Address Name	Address	Country	Phone	Address Purpose	Fax	Email	Details
ES-MADRID	ES, STREET X, MADRID, MADRID, 28938	Spain		RFQ or Bidding			ⓘ



8. Review

- 1 When you have finished reviewing the information recorded in all sections of the form you should click on **Register**.
- 2 You will receive a message confirming the submission of your registration.

Review Supplier Registration: Company ⓘ

Company Details Contacts Addresses Business Classifications Bank Accounts Products and Services Questionnaire **Review** 8

Back Next Save for Later **Register** 1 Cancel

Company Details

Company	Company	D-U-N-S Number	
Tax Organization Type	Corporation	Tax Country	Spain
Supplier Type	Supplier	Taxpayer ID	A12345678
Corporate Web Site		Tax Registration Number	
		Note to Approver	

Attachments

Actions ▾ View ▾ + X

Confirmation X

Your registration request was submitted. You will receive an email after your registration request is reviewed.

OK

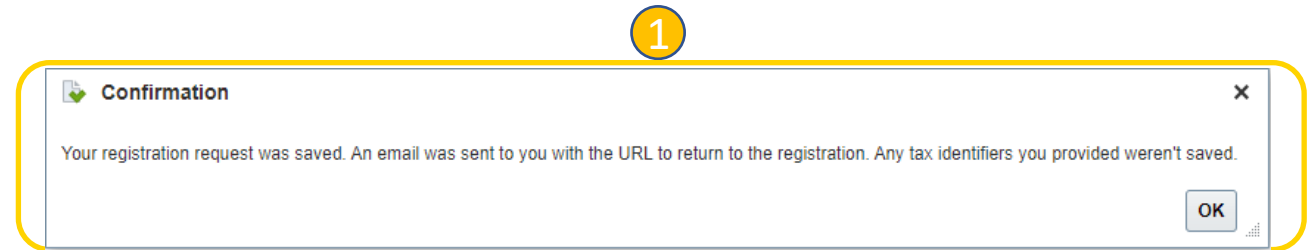


9. E-mail communications

Each time you save the information, the system will confirm it to you via a message.

You will receive a confirmation that the information you have filled in has been sent to the registered e-mail address.

- 1 Confirmation message indicating that the system has saved the registered information.
- 2 Example of the email received and the link to access the form.



Supplier Registration Request Was Saved Recibidos x

emgy-dev1.fa.sender@workflow.mail.em4.oraclecloud.com
para mí ▾

Prosegur Compañía de Seguridad S.A. (PROC Global IT BU)

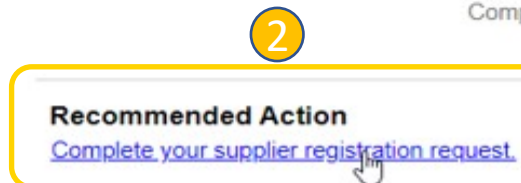
Your supplier registration request was saved.

Request Number 16001

Request Date 02 March 2021

Requested By Externo, Contacto

Company XXCOE-REGISTRO EXTERNO





9. E-mail communications

In the process of approval as a Prosegur supplier, you may be asked to provide additional information.

You will receive a notification with details of the information to be provided in the registered e-mail address.



- 1 Example of a request for additional information in the internal review process of the information already sent by the supplier.
- 2 E-mail with details of the information required by Prosegur.

The image shows two screenshots related to a supplier registration request. The top screenshot is a 'Request to Resubmit' dialog box with a text input field containing the reason: 'Por favor, adjunte una copia firmada del NDA para poder seguir con el proceso de registro como proveedor Potencial de Prosegur'. A yellow circle with the number '1' is next to the dialog. The bottom screenshot is an email notification from 'emgy-dev1.fa.sender@workflow.mail.em4.oraclecloud.com' titled 'Supplier Registration Request 16001 Requires Additional Information'. The email body includes the company name 'Prosegur Compañía de Seguridad S.A. (PROC Global IT BU)' and a 'Recommended Action' section with a link 'Update your supplier registration request'. A yellow circle with the number '2' is next to the link. At the bottom of the email, there are 'Responder' and 'Reenviar' buttons.





9. E-mail communications

Once the internal approval process as a potential Prosegur Supplier has been completed, you will receive a confirmation email as follows:


 Supplier Registration Request 16001 Was Approved Recibidos x 

emgy-dev1.fa.sender@workflow.mail.em4.oraclecloud.com 18:08 (hace 0 m)
para mí ▾

 inglés ▾ >  español ▾ [Traducir mensaje](#)

Prosegur Compañía de Seguridad S.A. (PROC Global IT BU)
Your Supplier Registration Request was Approved

Request Number	16001
Request Date	02 March 2021
Requested By	Externo, Contacto
Company	XXCOE-REGISTRO EXTERNO

 An ImageUser account information will be sent in a separate email.



9. E-mail communications

Subsequently, you will receive an email to access the Supplier Portal.

- 1 First of all, you must change your password using the link attached to the e-mail.
- 2 To choose your password, you will be redirected to the screen where you will need to provide your new password.
- 3 Click on the submit button to make the password change effective.

Oracle Fusion Applications-Welcome E-Mail Recibidos x

emgy-dev1.fa.sender@workflow.mail.em4.oraclecloud.com
para mí

inglés > español Traducir mensaje

Dear Contacto Externo,

Congratulations! Your Oracle Fusion Applications account has been successfully created.

Please follow the link below to reset your password.

1 https://emgy-dev1.fa.em4.oraclecloud.com:443/hcmUI/faces/ResetPassword?ase_gid=7d532ff9f2a34c3d99ffde13f7dfa4fc

For any issues, contact your system administrator.

Thank You,
Oracle Fusion Applications

Sign In
Oracle Applications Cloud

Reset Password

2 Password

Confirm Password

3 Submit



9. E-mail communications

- 1 After submitting your new password, you will receive another email with your login to access the Oracle Cloud Supplier Portal.
- 2 If you have forgotten your username or password, you can retrieve it by clicking on **Forgot your password?** where you can retrieve your username or password.
- 3 In order to perform this action, you will need to provide the email address you used to register with Oracle Cloud.

Oracle Fusion Applications-Password Reset Confirmation Recibidos x

emgy-dev1.fa.sender@workflow.mail.em4.oraclecloud.com

para mí ▾

Dear [REDACTED]

1 The password for your Oracle Fusion Applications Account - [REDACTED] - was recently changed.

If you made this change, you do not need to do anything more.

If you did not make this change, contact your system administrator.

Thank You,
Oracle Fusion Applications

Company Single Sign-On

or

User ID

.....

2 [Forgot Password](#)

Sign In

English ▾

Forgot Password

3

Forgot user name

Forgot password

Appendix 1



Categorias



Thank you