experience

User's guide

Supplier registration

INTRODUCTION

Part of the innovation process of Italcol, we have developed a Purchasing Management System that allows the traceability of information and documentation in a single place that is easily accessible with a single click. It flawlessly integrates the supply cycle in all its stages. Suplos platform is a service contracted through INTELCOST SAS, who has developed it based on the best market practices.

The system operates in the cloud, so it is available to both internal ITALCOL users and suppliers. This manual serves as a practical and simple guide to use the different modules of the system.

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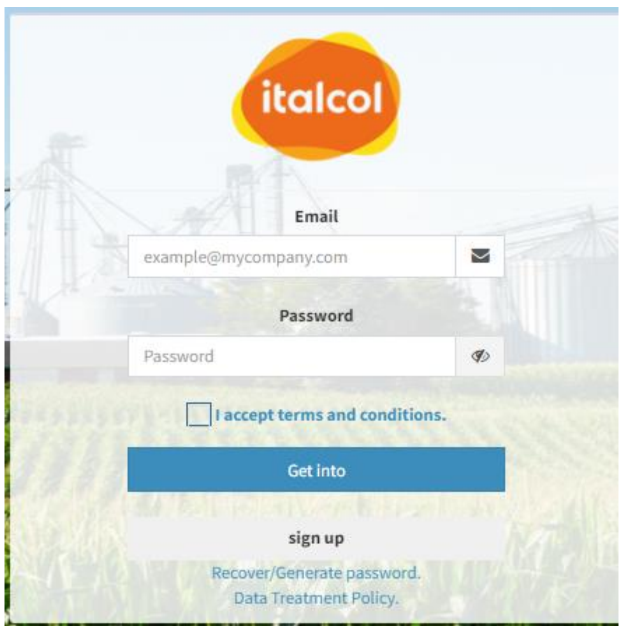
1. ACCESS TO THE SYSTEM AND REGISTRATION ON THE PAGE

1.1. Access

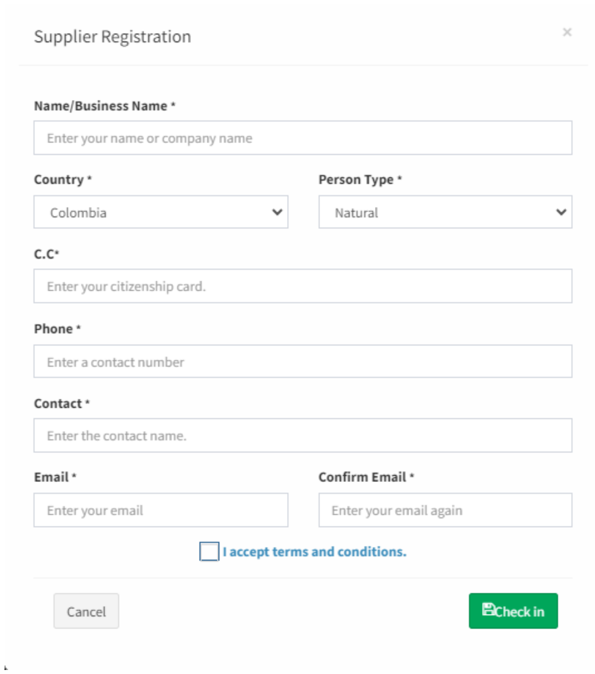
The system operates in the cloud and can be accessed through the website https://proveedoresitalcol.suplos.com/. It is recommended to use Google Chrome as your web browser to improve the user experience while navigating through system.

1.2. Registration on the website

By accessing the URL mentioned before, the system will display a window to register for the first time on the page, or to authenticate in case you have registered previously.

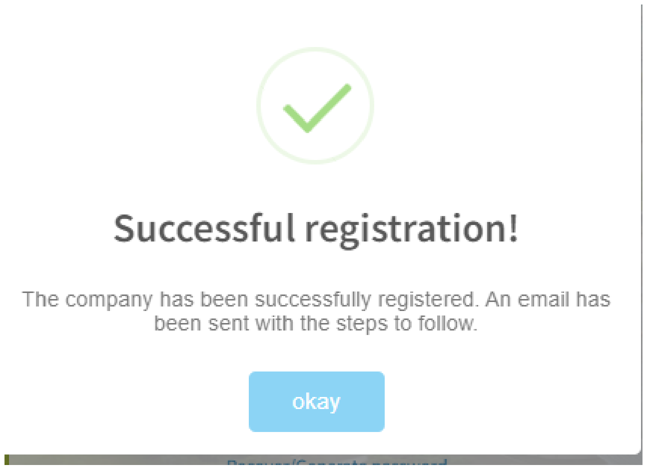


When you click the Register button, the system will ask you to provide the complete basic information of the company. You must also verify that you are not a robot by following the steps indicated by the syste



Space		Description
Name/	Text	The full name of the company must match the name that appears on the certificate of existence and legal representation.
Country		Country where the company is registered.
Type of person		Recognition of the status of a company, either as a national entity (whether natural or legal) or as a foreign entity.
Staff ID	Number	When opting for the individual category "Natural", the system will activate the corresponding field. Here, you need to enter your citizenship number
Company ID	Number	If you choose the type of "Legal" entity, the system will show you a field where you must fill in the NIT number, excluding the digits or verification periods.
TAX ID	Alphanumeric	When opting for the "Foreign" individual category, the system will reveal a specifically designated field to enter the ID. This number serves to identify the company within its country of origin.
Contact	Text	Name of the contact person in your company who will be responsible for overseeing the registration process.
Email	Text	Email of the contact person who will be in charge of supervising the registration process.
Confirm Email	Text	Email of the contact person that will be in charge of supervising the registration process, which must match the data indicated in the previous field.
Not a robot	Check	During the registration process, a security check is required to confirm that you are not a robot.

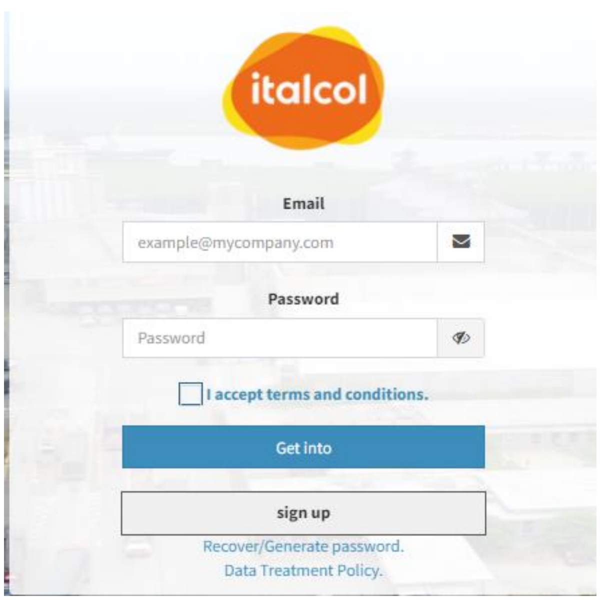
Once all the information is completed and successfully validated at the security level, the user can continue by clicking the "Register" button. This action will pop-up a message confirming the successful completion of the registration process.



Subsequently, the system will send instructions by email on how to create a password. This password will give the user access to the system, based on the email address provided during registration.

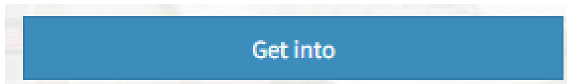
1.3. Income

When accessing the URL https://proveedoresItalcol.suplos.com again, the system will present the authentication window. To proceed, the provider must enter the registered email address and the password previously sent by the system.



By marking the checkbox that indicates acceptance of the Intelcost SAS and ITALCOL data protection and treatment policy, and then clicking on the "Enter" button, you will access the system.

Then you wil be allowed you to upload your data and registration documents, as well as contracts or purchases issued by ITALCOL. These actions will be aligned with the selection method specified by the company.



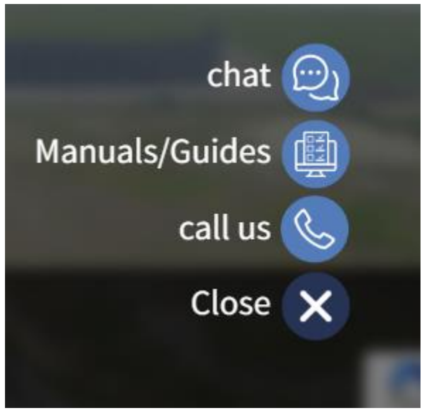
For your initial login after registration, the system will ask you to change your password. At this point, you must enter a new password that suits the character specifications described in the window.

Also, you need to confirm this new password by entering exactly the same once again.

1.4. Support -Help

The system has help desk center that offers several resources, such as downloadable manuals, live chat support, and the option to make calls during office hours (Monday through Friday from 7:00 am to 7:00 pm and Saturdays from 8:00 a.m. to 12:00 p.m.).
This feature allows users to quickly address any queries they face in real time.

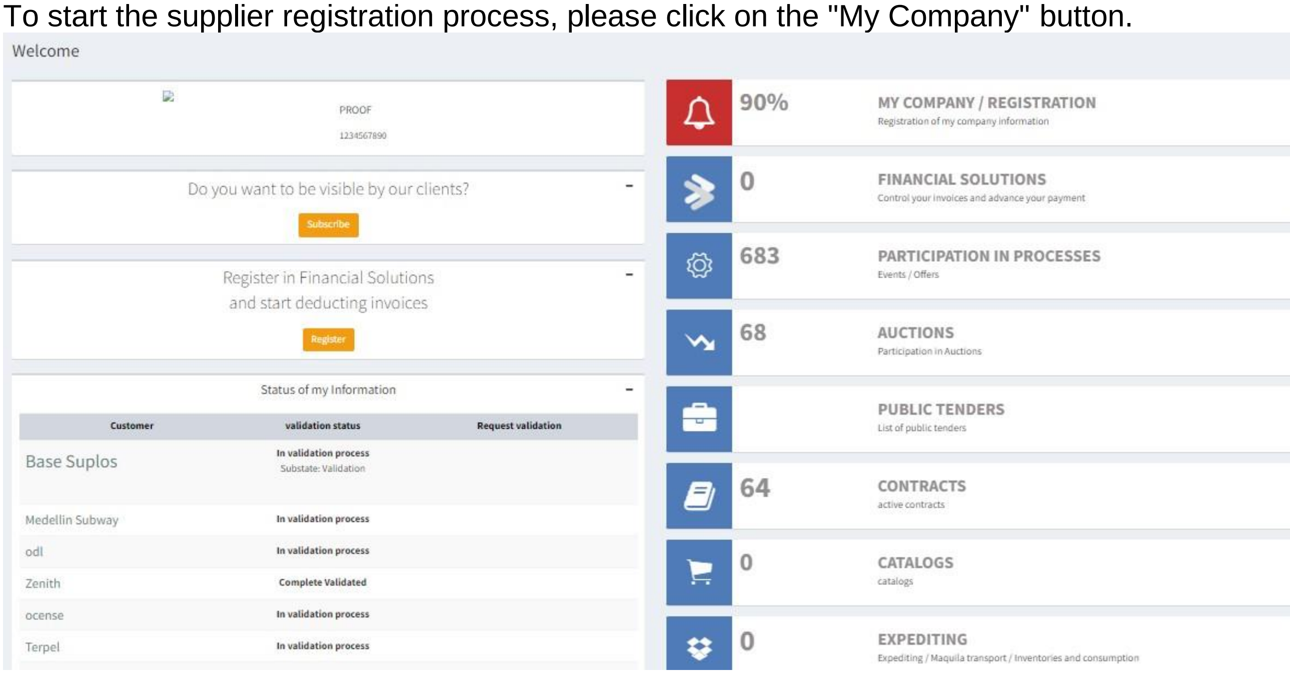
To access this assistance, simply click on the "Technical Support Chat" button located at the bottom of the interface. This will initiate a chat session where you can articulate your concerns and receive the necessary guidance.



2. SUPPLIER REGISTRY (INFORMATION AND DOCUMENTATION

Upon entering the system, the registration options available to the provider will be displayed.

To start the supplier registration process, please click on the "My Company" button.

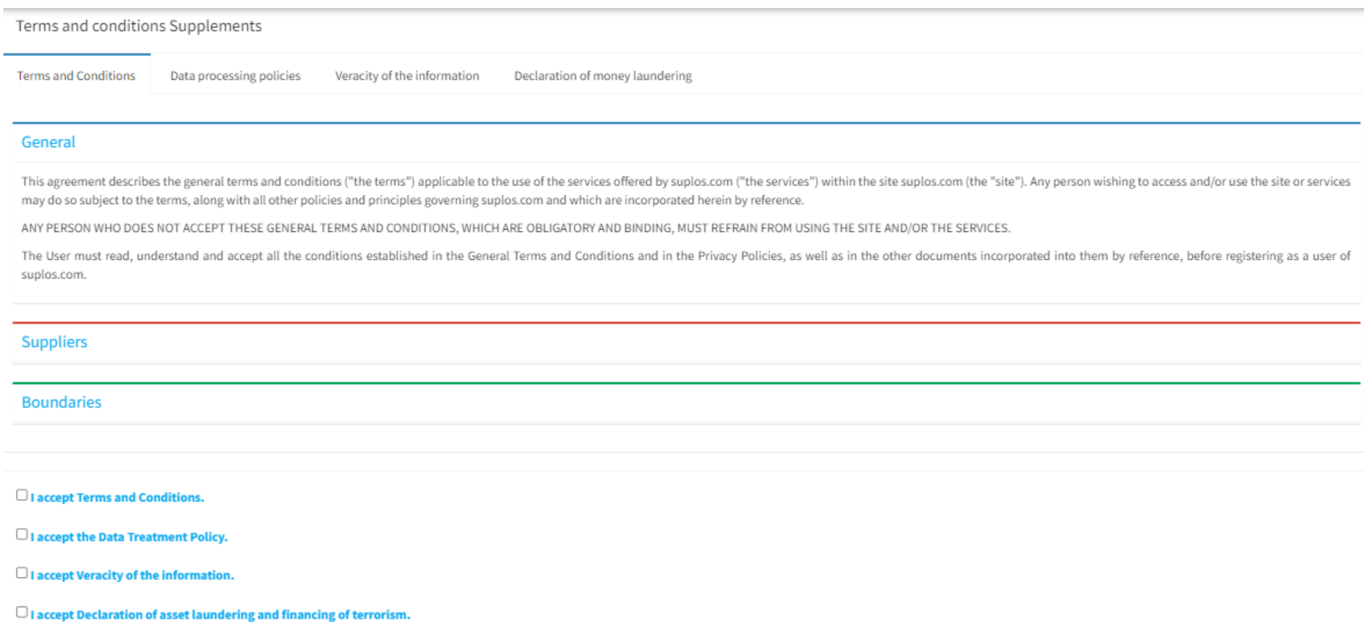


The system has two main parts on the main screen:

Left Side: This column is in black and shows the profile information and the sections that require uploading information and documentation.

Central/Right Side: This section shows the progress whrn loading the information and the status of the record.

To accept the terms and conditions, click on the "My Company" button, and the system will generate a form.


Terms and conditions Supplements

Terms and Conditions | Data processing policies | Veracity of the information | Declaration of money laundering

General

This agreement describes the general terms and conditions ("the terms") applicable to the use of the services offered by suplos.com ("the services") within the site suplos.com (the "site"). Any person wishing to access and/or use the site or services may do so subject to the terms, along with all other policies and principles governing suplos.com and which are incorporated herein by reference.

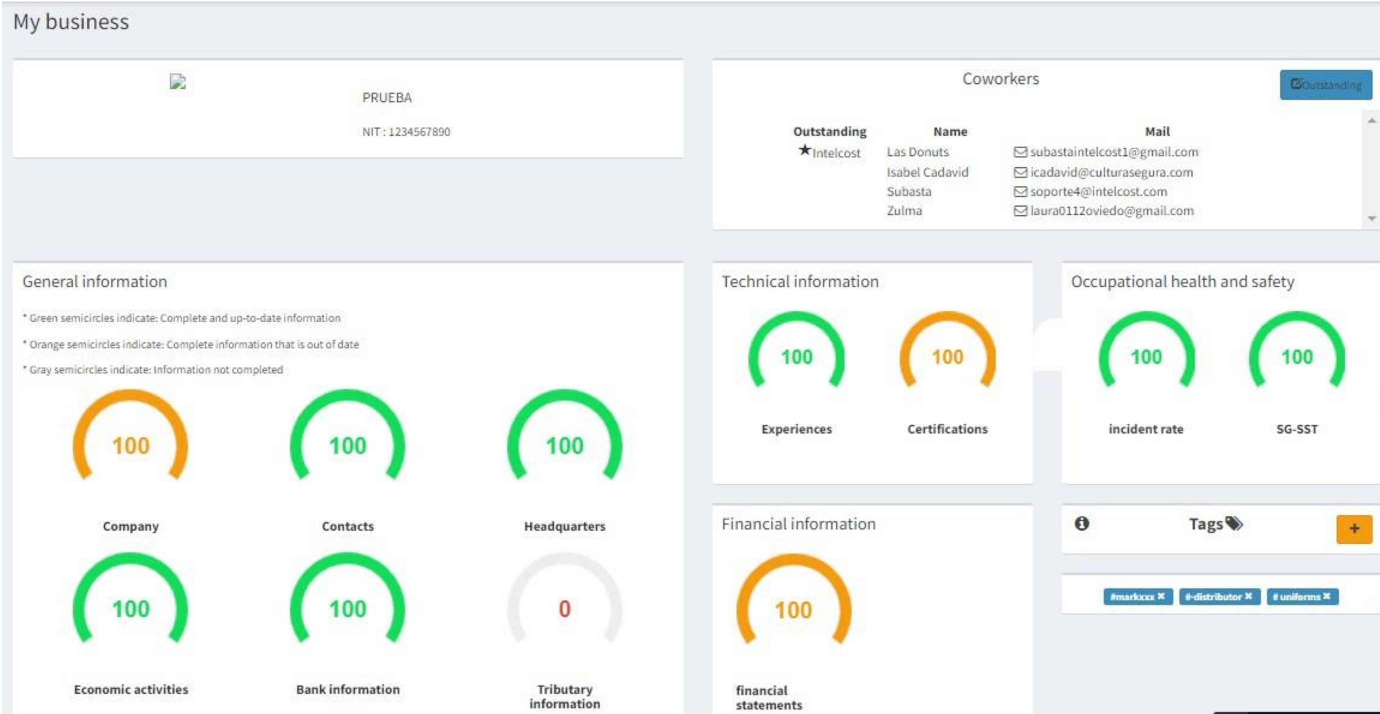
ANY PERSON WHO DOES NOT ACCEPT THESE GENERAL TERMS AND CONDITIONS, WHICH ARE OBLIGATORY AND BINDING, MUST REFRAIN FROM USING THE SITE AND/OR THE SERVICES.

The User must read, understand and accept all the conditions established in the General Terms and Conditions and in the Privacy Policies, as well as in the other documents incorporated into them by reference, before registering as a user of suplos.com.

Suppliers

Boundaries

- [ ] I accept Terms and Conditions.
- [ ] I accept the Data Treatment Policy.
- [ ] I accept Veracity of the information.
- [ ] I accept Declaration of asset laundering and financing of terrorism.



The status of the information being loaded goes through different stages:

- Creation: While the information is uploaded, the status is set to "Creation"
- In Validation: Once the provider has submitted the information for validation, the status changes to "In Validation"
- Simple Registration: When the information is approved, the status changes to "Simple Registration" for ITALCOL suppliers.

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It is important to note that the specific definition of "Simple and complete registration" is found in section 2.2 of the corresponding documentation.
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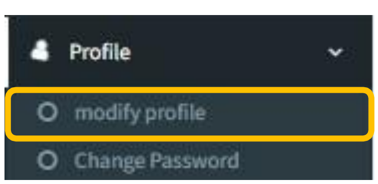
2.1 Profile

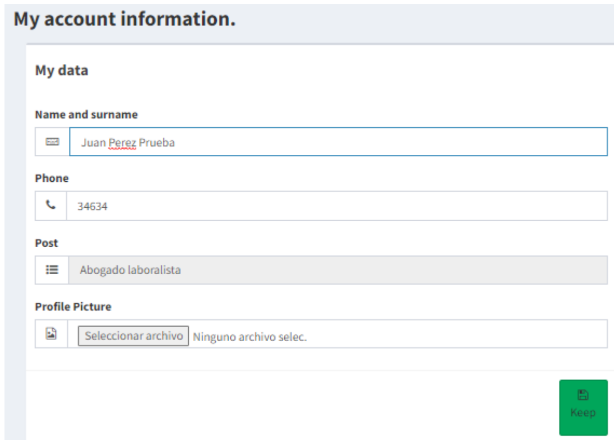
Users will experience the accessibility of customizing their profiles within the system, adapting it to their preferences by entering essential information, incorporating their company logo and setting a password.
This enhanced customization can be easily accessed through the main menu on the left, under the "Profile" option.



By selecting the "Edit Profile" button, the system will show a complete view, showing a subgroup of the data provided during initial registration.

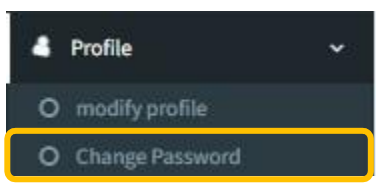
This information can be edited as needed. In addition, users will be able to upload a custom logo, which will be constantly displayed each time they access the system and maintain an active session.

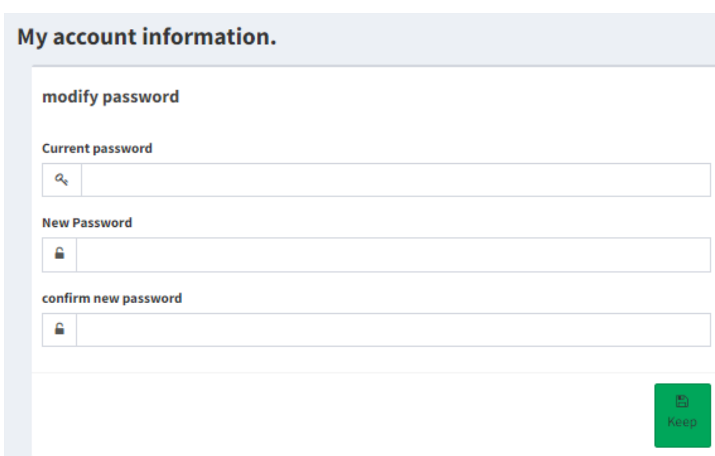
To finalize any changes or uploaded content, users can simply click the "Save" button. This ensures that up-to-date information is integrated into the system and available to use it.



By clicking on the "Change Password" option, the system will launch a view that displays fields for entering the current password, the new password and its confirmation.

Subsequently, by selecting the "Save" button, the updated password will be settled up.





2.2 Record

The system includes two types of registration: Simple and Complete.

The Simple Registration includes the following sections: Company Information, Contacts, Headquarters, Economic Activities, Bank Information, Fiscal Information and Additional Information for ITALCOL.

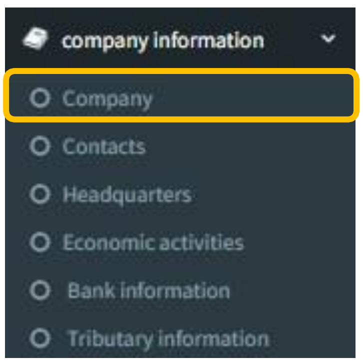
The Complete registration includes all the sections present in the Simple registration , in addition to Technical Information, Financial Information and Additional Information of ITALCOL and HSE. These sections require full completion, which must be completed.

2.3 Company information

In this section, the provider must enter the identification data of the company, which are classified according to their nature.

2.4 Company

By selecting "Company Information" followed by "Company", the system will present the view to be completed by the supplier.



Since providers go through an initial registration process to access the page, the system will display the primary data that has been uploaded.

However, it is mandatory to fill in all the complete identification details related to the company.

The provider must click the "Edit Company" button. This action causes the system to reveal a form that needs to be completed in its entirety.

Company information supplements

Basic information.

Name / Company name	Kind of person	Type of national person - legal	Kind of society	Economic sector of the Company
PROOF	foreign			services

Country	Department	City	Address	Phone
Colombia	BOGOTA	BOGOTA, D.C.	battalion - 5 # 10 - 20	601 - 34534534

Principal legal representative	Type of identification main legal representative	Main legal representative document number	Issue date document main legal representative
Santiago Tovares 11	Citizenship card	na	2018-08-10

Attached document	Nationality main legal representative	Are you a Politically Exposed Person - PEP in Colombia or abroad?	Attach the PEP format
Discharge	Colombia	No	

Substitute legal representative	Type of substitute legal representative identification	Substitute legal representative document number	Date of issuance document substitute legal representative
Quiz Two	Citizenship card	45678902	2018-08-17

Nationality substitute legal representative	Are you a Politically Exposed Person - PEP in Colombia or abroad?	Attach the PEP format	business email
Colombia	No		support4@intelcost.com

company logo	Web page	brochure	Approximate number of employees as of December 2022
		Discharge	3. 4. 5

Edit my Company

By clicking Edit My Company, the system will open a new view where you can edit and fill in the fields.

Company information supplements

Name / Company name (*)	Person type (*)
PRUEBA	Extranjera

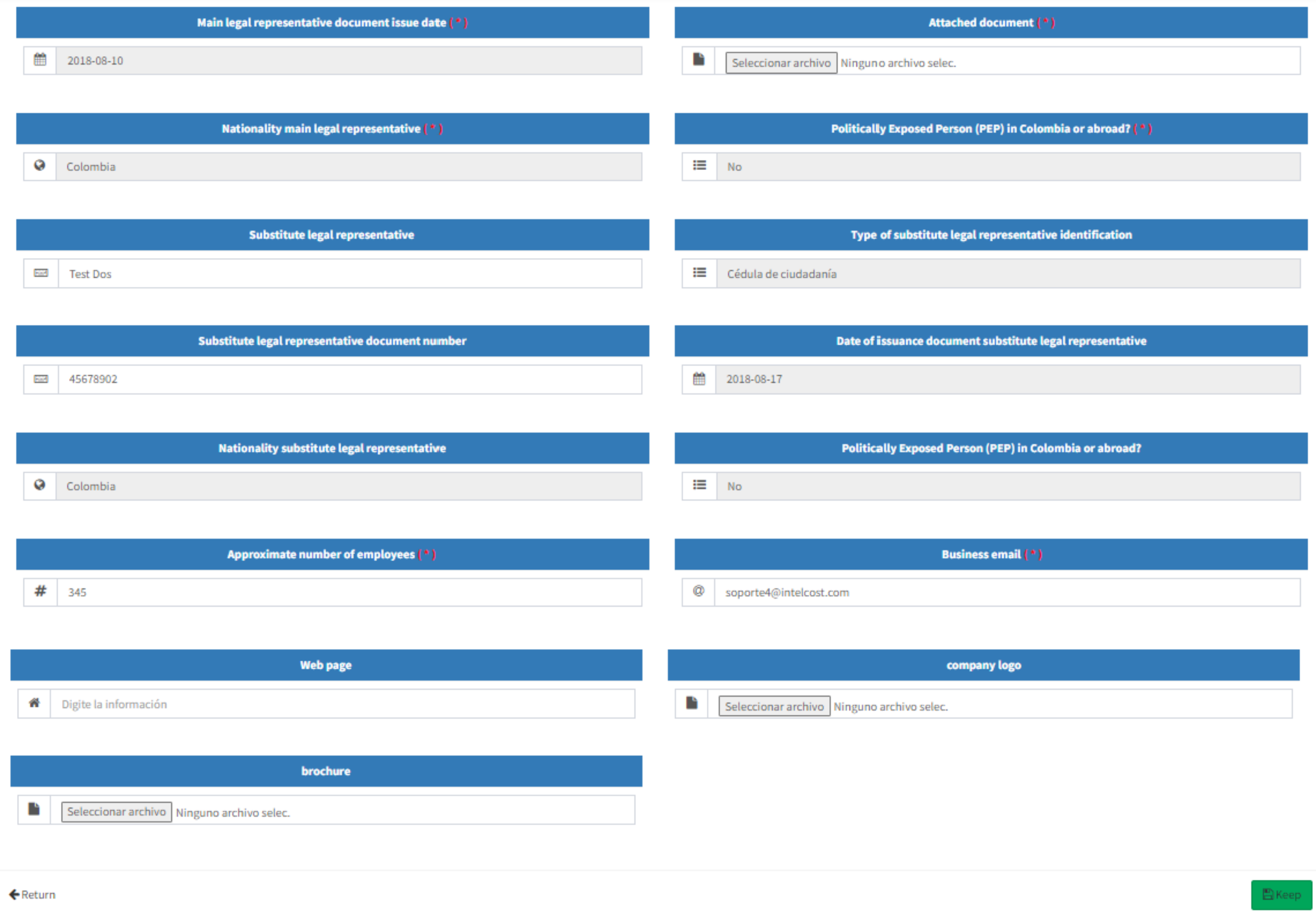
Kind of society	Economic Sector of the Company
-	servicios

Country (*)	Department
Colombia	BOGOTA

City (*)	Address (*)
BOGOTA, D.C.	batallón - 5 # 10 - 20

Contact phone (*)		Main legal representative (*)
601	34534534	Santiago Tovares 11

Type of identification main legal representative (*)	Main legal representative document number (*)
Cédula de ciudadanía	na

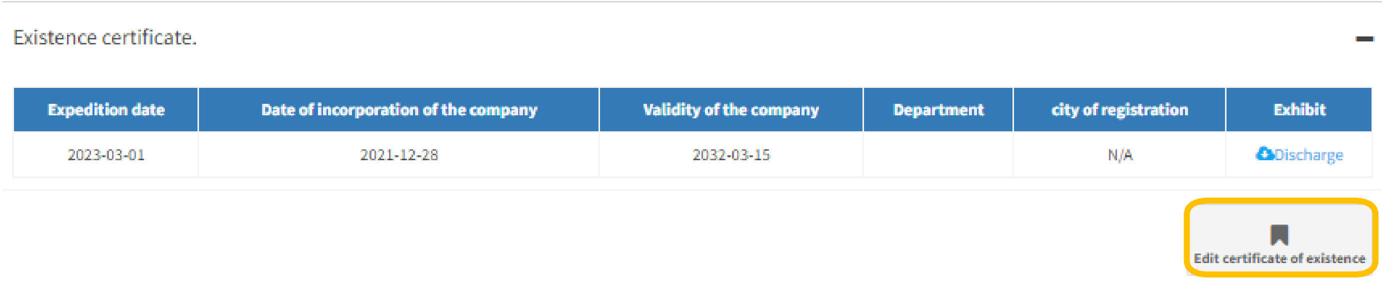


The interface includes open text fields and selection fields that are revealed on click, and can be chosen by selecting the icon for each option.

Once the data has been completed and the documents uploaded, the supplier must finish the process by clicking on the "Save" button located at the bottom. This action completes the registration process as described.

Within this same section, there are designated areas for uploading documents, including documents such as the Certificate of existence and legal representation, RUT (Taxpayer Identification) and Related Party Certificate.

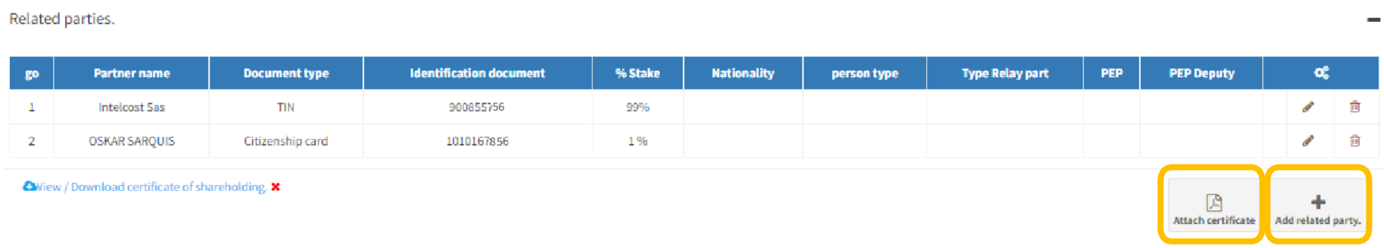
By selecting "Edit Certificate of Existence", the system will present a new view, allowing users to edit and complete the required fields.



Expedition date	Date of incorporation of the company	Validity of the company	Department	city of registration	Exhibit
2023-03-01	2021-12-28	2032-03-15		N/A	Discharge

By clicking "Add Related Party", the system will open a new interface where users can edit and fill in the fields.

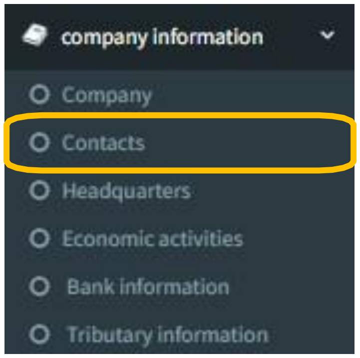
In cases where a certificate of participation format is not available, the system offers the option of downloading a template format. This template can be used for the required formatting and can later be loaded into the tool.

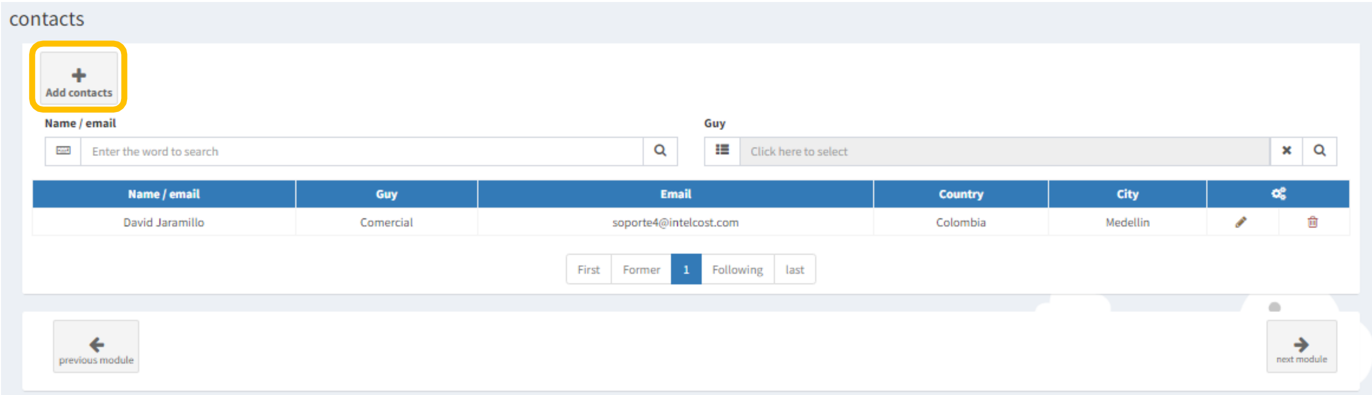


go	Partner name	Document type	Identification document	% Stake	Nationality	person type	Type Relay part	PEP	PEP Deputy	
1	Intelcost Sas	TIN	900855756	99%						
2	OSKAR SARQUIS	Citizenship card	1010167856	1 %						

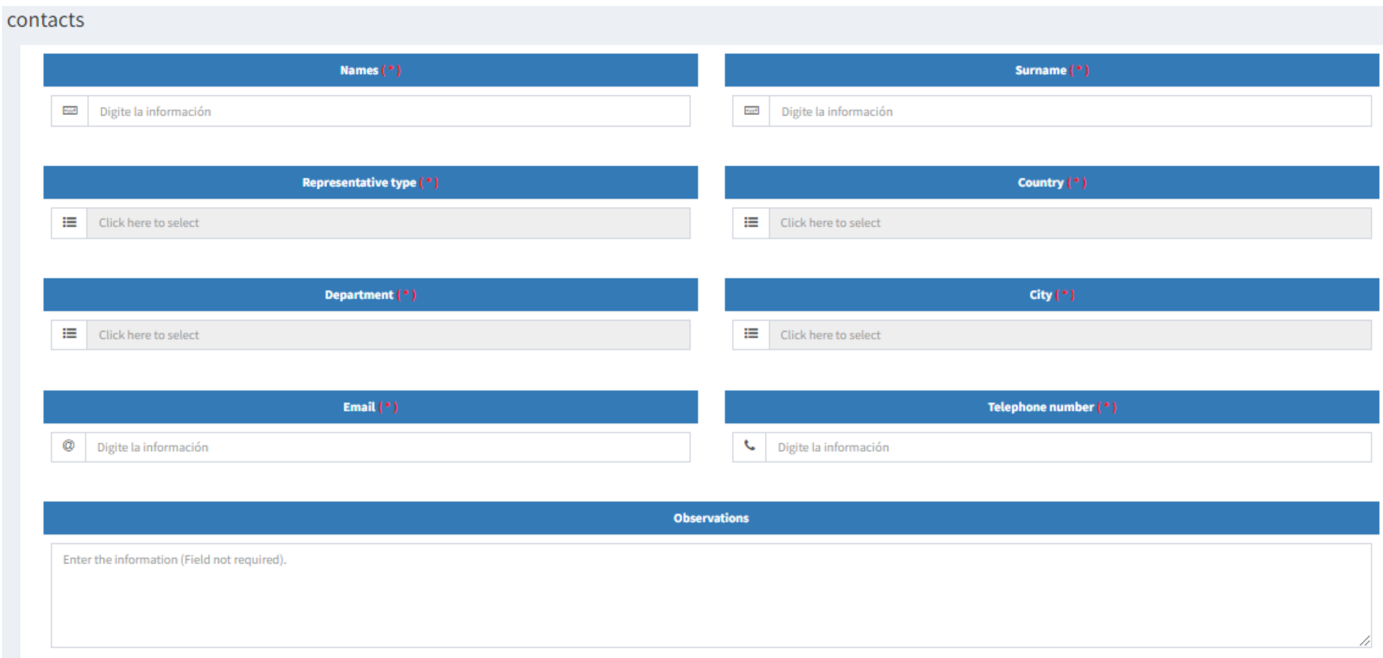
2.4.1 Contacts

When "Company Information" is selected, followed by "Contacts", the system will show the view that requires the supplier to complete it.



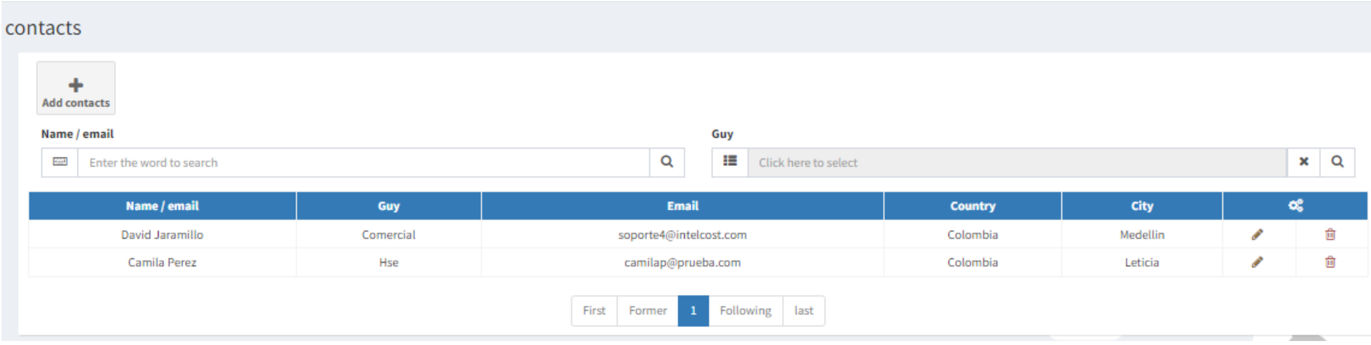


To enter a new contact, simply click the "Add Contact" button. This action causes the system to open a view where you can enter the necessary contact details.



Once the information is completed, the supplier must finish the process by clicking on the "Save" button at the bottom. This action ensures that contact information is recorded.

For the convenience of the provider, it is possible to upload multiple contacts as needed. This can be accomplished by repeating the steps. The system will then present a list of all contacts created within the main contacts view.

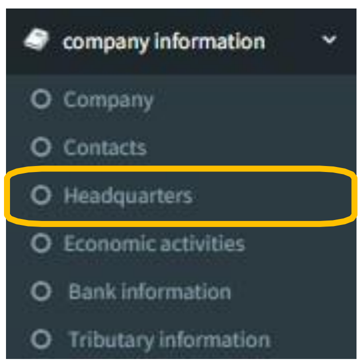


Existing contacts can be modified by selecting the "Edit" button or they can be deleted by clicking the "Delete" button.

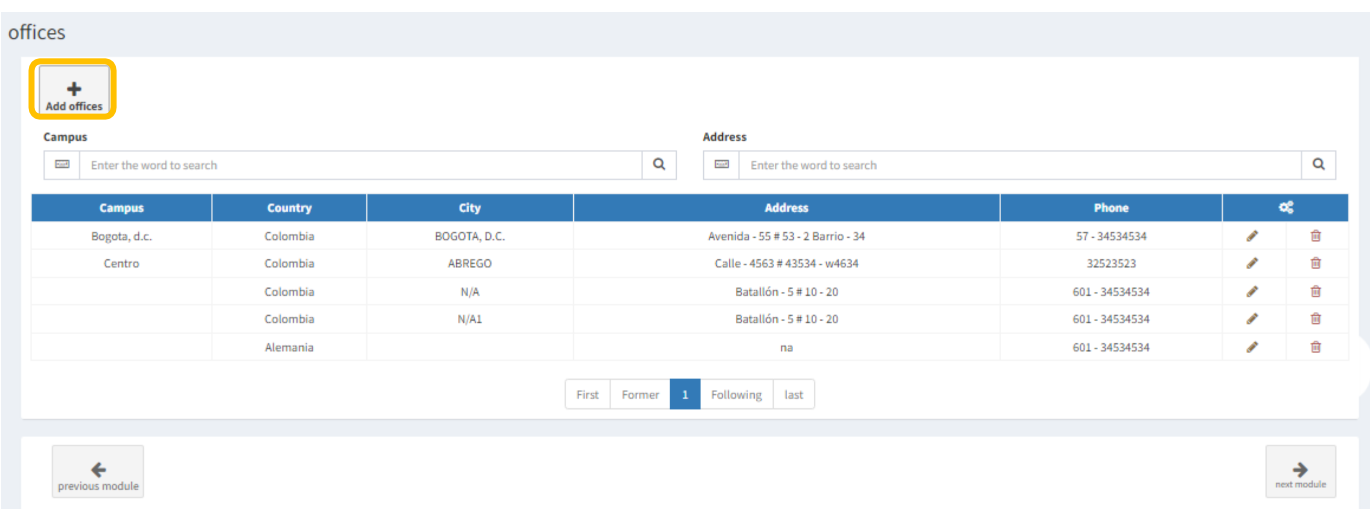
Note: When registering contacts, it is possible to use the same email for different contacts. The platform requires this for validation purposes.

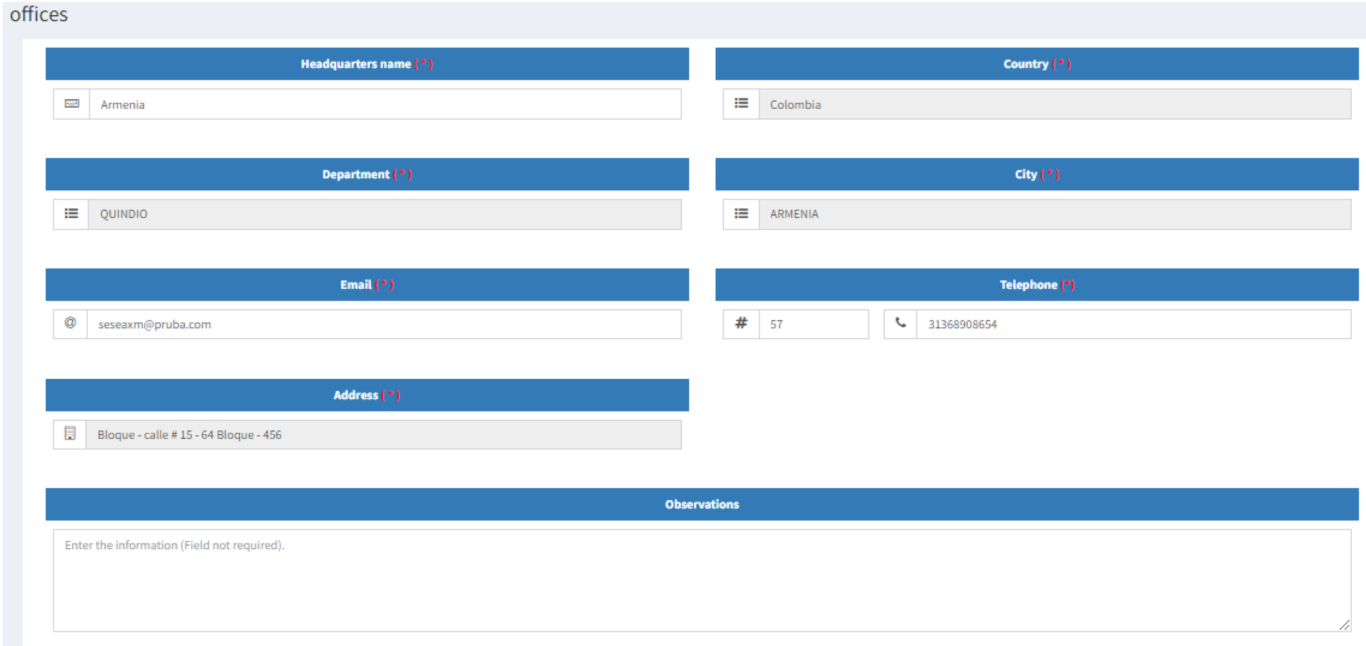
2.4.2 Campus

After selecting "Company Information" and then "Headquarters", the system will show the view that requires the supplier to complete it.



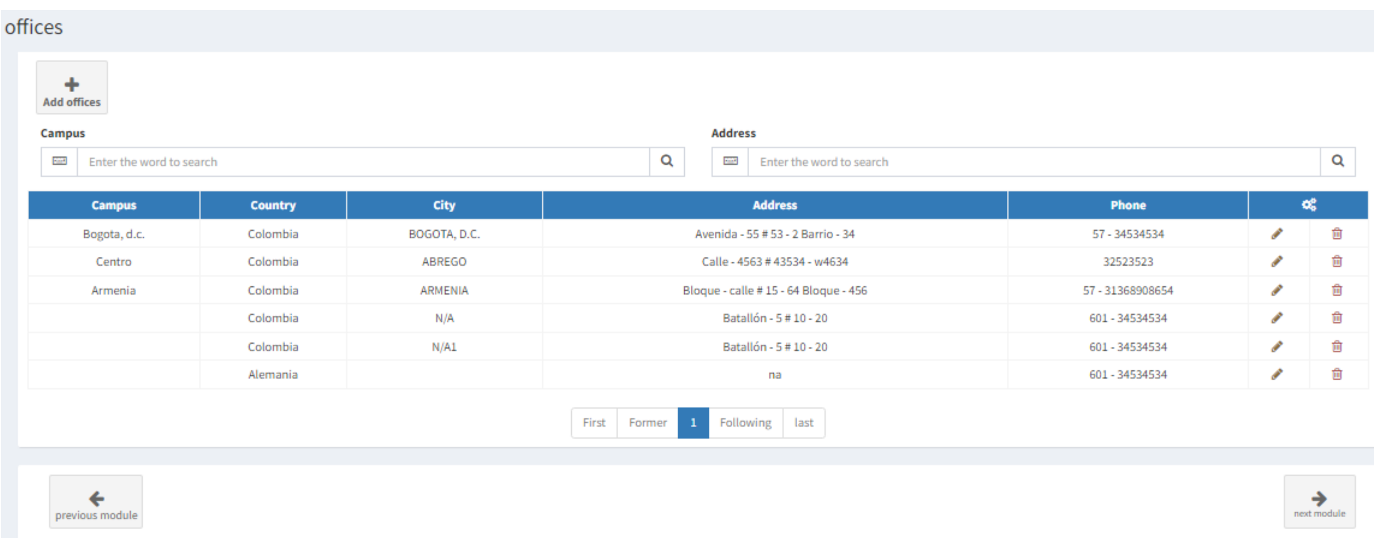
To add a new office, click the "Add Office" button. This action requests the system to open a view where relevant data can be entered.





Once the necessary information has been entered, the provider must finish the process by clicking the "Save" button located at the bottom. This action logs the branch information.

For the convenience of the supplier, the system allows the loading of multiple dispatches. By following the steps outlined above, as needed, the system will display a complete list of all offices created within the main office view.

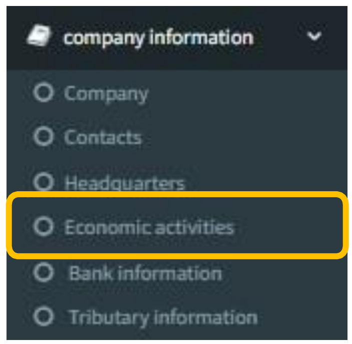


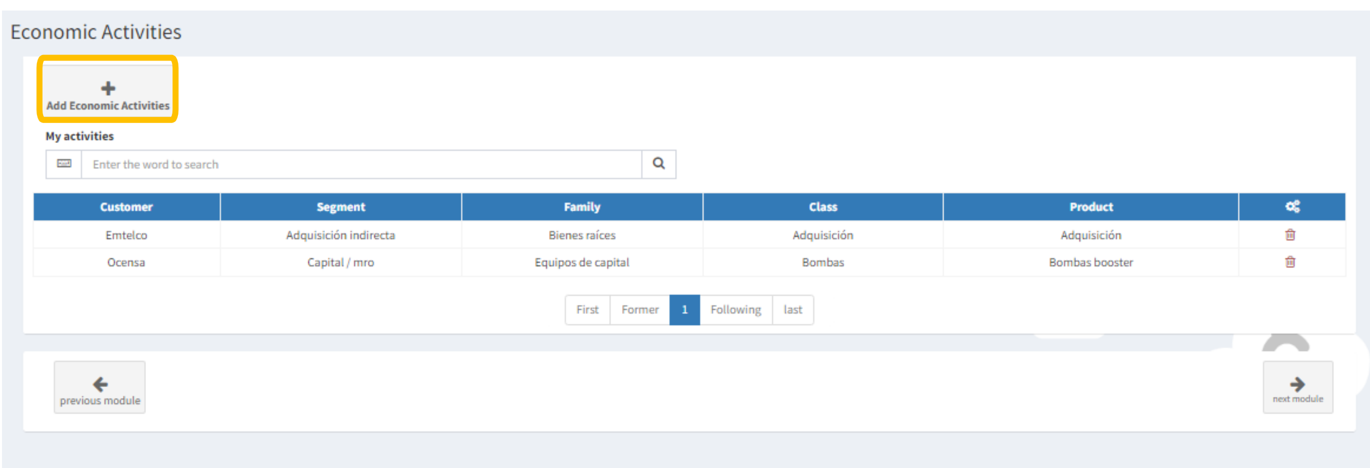
Campus	Country	City	Address	Phone
Bogota, d.c.	Colombia	BOGOTA, D.C.	Avenida - 55 # 53 - 2 Barrio - 34	57 - 34534534
Centro	Colombia	ABREGO	Calle - 4563 # 43534 - w4634	32523523
Armenia	Colombia	ARMENIA	Bloque - calle # 15 - 64 Bloque - 456	57 - 31368908654
	Colombia	N/A	Batallón - 5 # 10 - 20	601 - 34534534
	Colombia	N/A1	Batallón - 5 # 10 - 20	601 - 34534534
	Alemania		na	601 - 34534534

When changes are necessary, branches that have already been created can be edited by selecting the "Edit" button. Alternatively, branches can be removed by clicking the "Remove" button.

2.4.3 Economic activities

By selecting "Company Information", followed by "Economic Activities", the system will pop-up the view that the supplier must complete.





To enter an activity or classification, click the "Add Activity" button. This action will cause the system to open a window that asks the vendor to search for the activities or classifications, either if is goods or services.
An "activity" in this context refers to the categorization of the products and/or services offered by the provider. This allows grouping based on similarities, and this classification is determined by ITALCOL.

Economic Activities

Area of interest: Click here to select

search activity: Enter the word to search

Segment	Family	Class	Product	Select
Food, drinks and tobacco	Edible oils and fats	Edible animal fats and oils	edible animal oils	
Food, drinks and tobacco	Edible oils and fats	Edible animal fats and oils	edible animal saturated fat	
Food, drinks and tobacco	Edible oils and fats	Edible animal fats and oils	Edible animal fats and oils	
Food, drinks and tobacco	Edible oils and fats	Edible vegetable fats and oils	Vegetable or edible plant oils	
Food, drinks and tobacco	Edible oils and fats	Edible vegetable fats and oils	Saturated fats from vegetables or edible plants	
Food, drinks and tobacco	Edible oils and fats	Edible vegetable fats and oils	Edible vegetable fats and oils	
Food, drinks and tobacco	Edible oils and fats	Edible vegetable fats and oils	soy milk	
Food, drinks and tobacco	Prepared and preserved foods	prepared accompaniments	prepared accompaniments	
Food, drinks and tobacco	Prepared and preserved foods	prepared accompaniments	Potatoes prepared off the shelf or rice or pasta or stuffing	

At the top of the screen , search filters will be available to select the desired activity. Once identified, you can click on the respective button to confirm the selection.

For your convenience, you can upload multiple activities by repeating the steps. The main activities screen will display the list of selected activities. It is important to note that these activities will serve as filters for subsequent buyer searches related to purchase invitations and contracting processes.

My activities

Enter the word to search

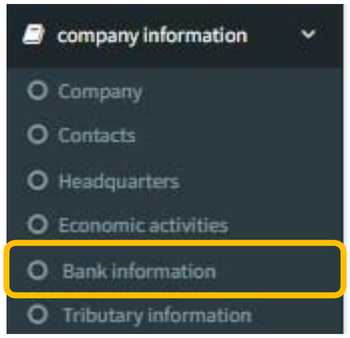
Customer	Segment	Family	Class	Product	
General	Alimentos, bebidas y tabaco	Aceites y grasas comestibles	Grasas y aceites animales comestibles	Aceites animal comestibles	

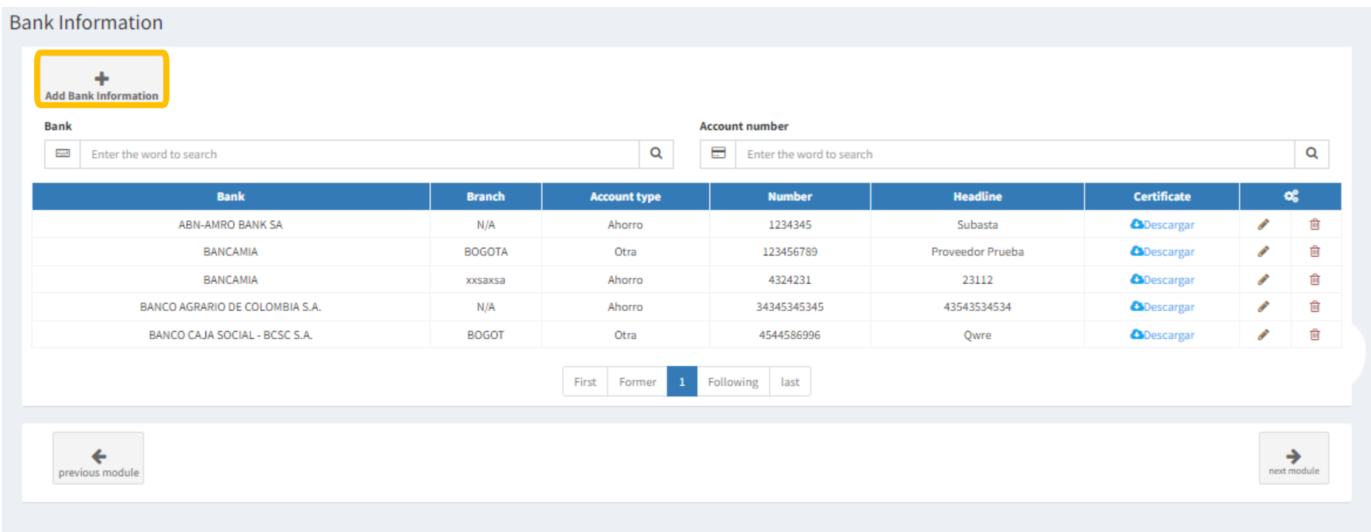
First Former 1 Following last

In case there is a need to delete a selected activity, it can be deleted by clicking the button.

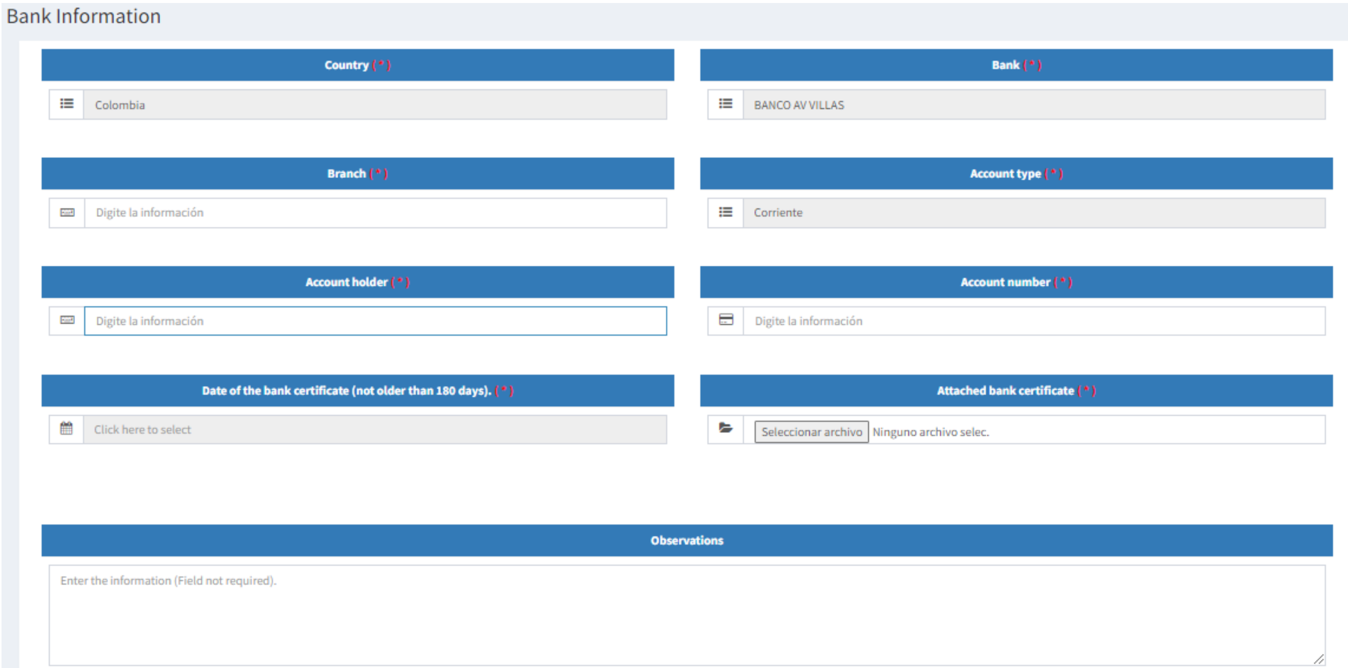
2.4.4 Bank information

By selecting "Company Information" followed by "Bank Information", the system will present the view that requires the supplier to complete it.





To upload a bank account, click the Add Bank Information button and the system will open a window asking for you to fill in the information and upload the supporting document.



Once the needed information is provided, the supplier must finish the process by clicking the "Save" button located at the bottom of the screen. This action records the account information.

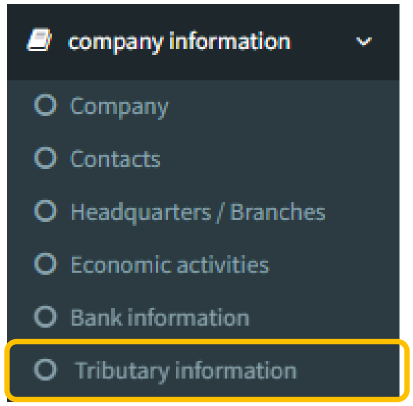
For the provider's suitability, the system allows charging from multiple accounts.
By following the steps outlined above, the system will display a complete list of all created accounts within the main account view.

Bank	Branch	Account type	Number	Headline	Certificate		
ABN-AMRO BANK SA	N/A	Ahorro	1234345	Subasta	Descargar		

In case changes are needed, accounts that have already been created can be edited by selecting the "Edit" button. Similarly, accounts can be deleted by clicking the "Delete" button.

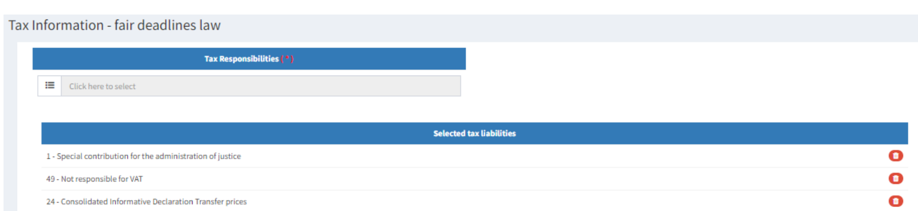
2.4.5 Tax Information

By selecting "Company Information", followed by "Tax Information", the system will display the screen that requires the supplier to complete it.



To enter TAX information, click on the button indicated in the image above.
This action will cause the system to open a screen that asks you to provide the necessary information.
To add tax information, the system will open a form containing the fields that must be completed.

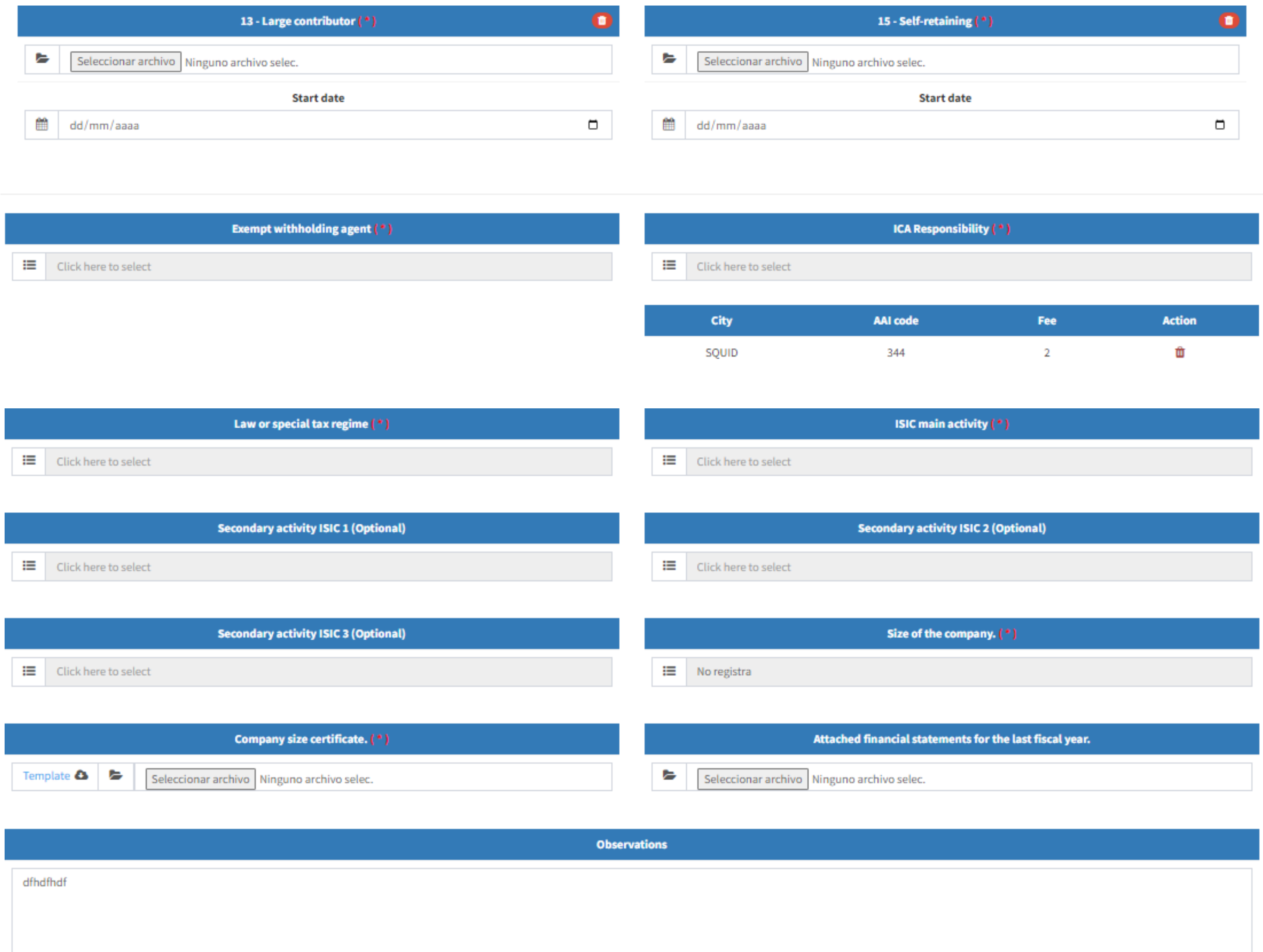
For tax obligations, you must make selections from the list provided in the form that will be activated for this field, as described below:



Once selected, the chosen tax obligations can be reviewed in the list and removed if necessary using the button.

For each field, you will have the option to select and upload the documents required by Italcol to complete the company's tax information.

Regarding the company size certificate, the system offers the option of downloading a format that can be filled out and later uploaded if the company does not have it.
This template format is optional. However, if you decide to use it, please note that the fields marked with (*) are required to complete in order to complete the registration.



By clicking the "Save" button, the information entered will be integrated into the system. The system will display a successful completion message upon completion.

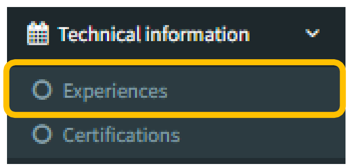
Note: This section is not required for natural type providers.

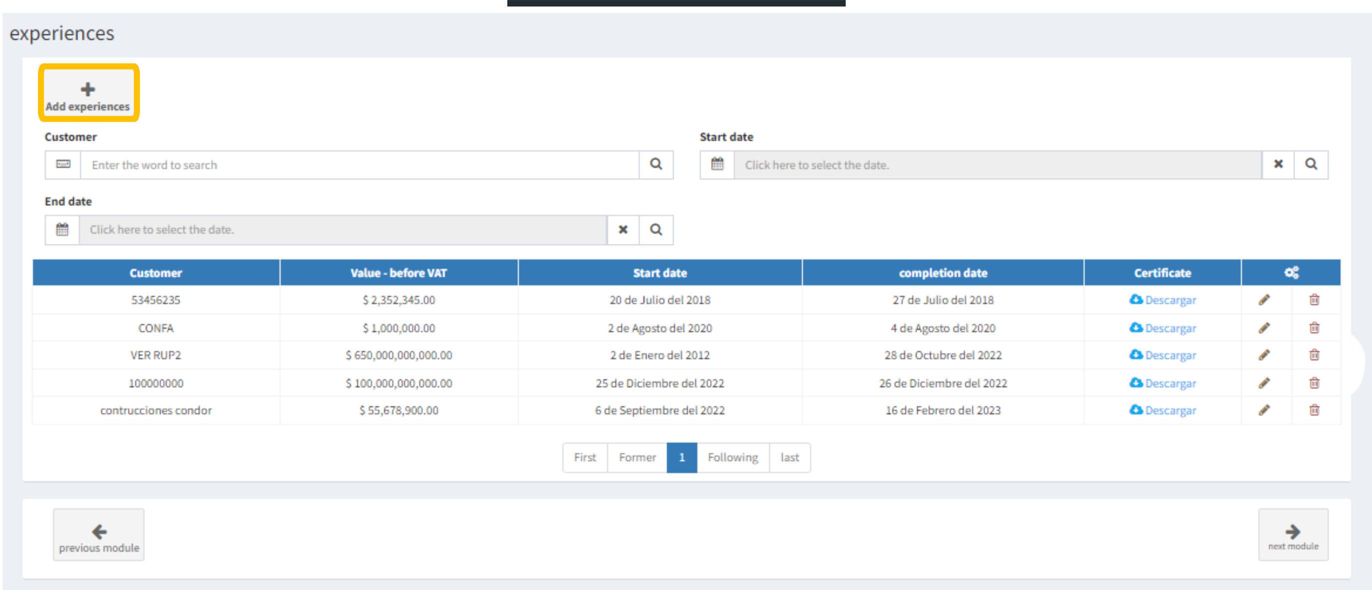
2.5 Technical information

In this section, the supplier must upload information and documentation demonstrating its competence in the activities of specified goods and services. In addition, all company certifications (such as Quality, ISO, etc.) must also be provided.

2.5.1 Experiences

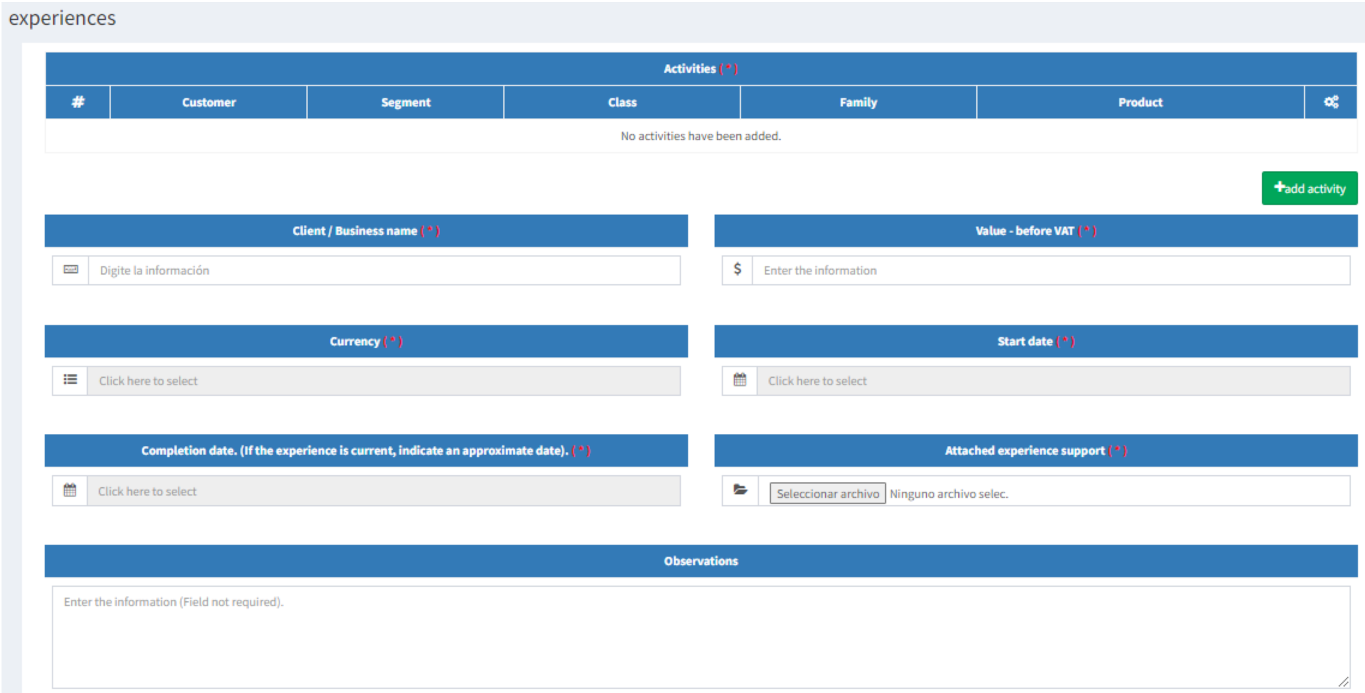
After selecting "Technical Information" followed by "Experiences", the system will present the view that needs to be completed by the provider.





Customer	Value - before VAT	Start date	completion date	Certificate	
53456235	$ 2,352,345.00	20 de Julio del 2018	27 de Julio del 2018	Descargar	
CONFA	$ 1,000,000.00	2 de Agosto del 2020	4 de Agosto del 2020	Descargar	
VER RUP2	$ 650,000,000,000.00	2 de Enero del 2012	28 de Octubre del 2022	Descargar	
100000000	$ 100,000,000,000.00	25 de Diciembre del 2022	26 de Diciembre del 2022	Descargar	
contrucciones condor	$ 55,678,900.00	6 de Septiembre del 2022	16 de Febrero del 2023	Descargar	

To upload experiences, click the "Add Experiences" button. This will cause the system to open a window requesting that the necessary information be completed.



By clicking on the activity field, the system will display the activities previously created by the provider.

In cases where the required activity is not present, the system will provide the option to return to the activities section and create it by clicking on the question: "No activities? Click here".

It is crucial that the experiences are correlated with the established activities. This ensures that the supplier's experience in delivering goods or services within the specified activity is accurately represented.

In addition to the required information, the provider must also upload relevant documents such as certificates, contracts, service orders or any document issued by the contracting company that validates the experience. When the information is already filled in, the provider must click the Save button to record the experience.

After entering the information, the provider must click the "Save" button located at the bottom of the screen to record the experience.

For your convenience, you can upload as many experiences as you need by following the steps. The system will display a full list of all experiences created within the most relevant date,

Customer	Value - before VAT	Start date	completion date	Certificate		
53456235	$ 2,352,345.00	20 de Julio del 2018	27 de Julio del 2018	Descargar		
CONFA	$ 1,000,000.00	2 de Agosto del 2020	4 de Agosto del 2020	Descargar		
VER RUP2	$ 650,000,000,000.00	2 de Enero del 2012	28 de Octubre del 2022	Descargar		
100000000	$ 100,000,000,000.00	25 de Diciembre del 2022	26 de Diciembre del 2022	Descargar		
contrucciones condor	$ 55,678,900.00	6 de Septiembre del 2022	16 de Febrero del 2023	Descargar		

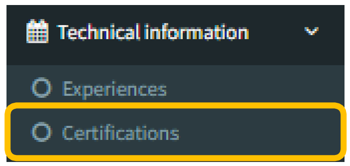
First | Former | 1 | Following | last

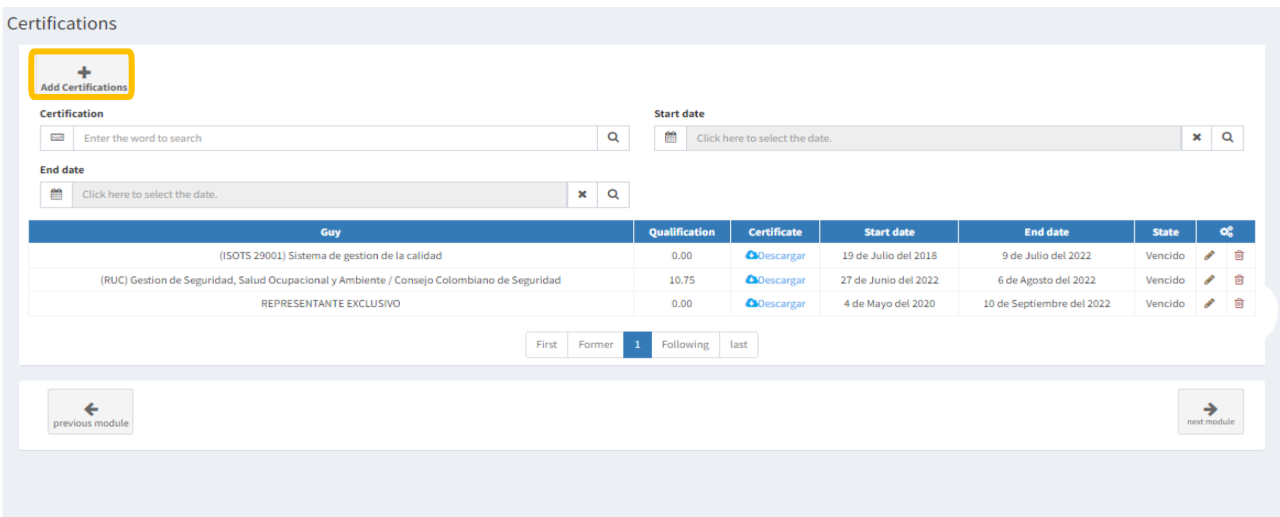
Experiences that are already created can be edited by selecting the "Edit" button.

In the same way, experiences can be deleted by clicking the "Delete" button

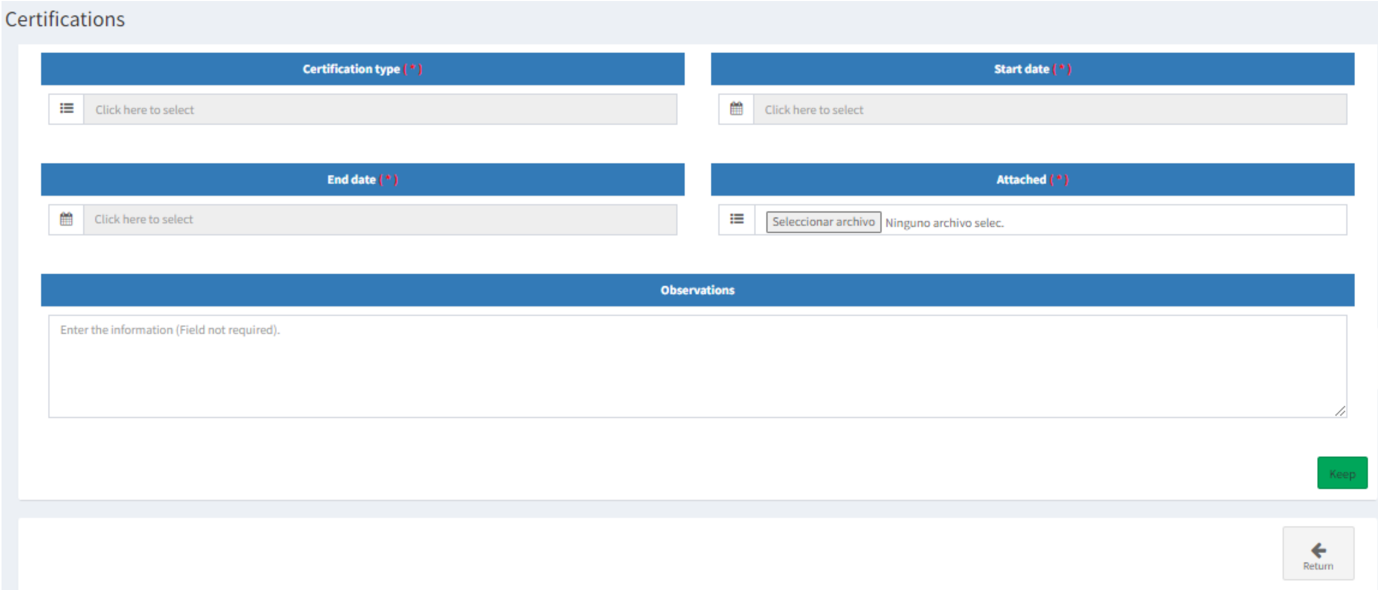
2.5.2 Certifications

By selecting "Technical Information", followed by "Certifications", the system will present the view that needs to be completed by the supplier.





To upload certifications, click the "Add Company Certifications" button. This action will open a screen that will ask you to enter the necessary information.



By clicking on the "Certification Type" field, the system will present the certifications that have been previously created, allowing you to make a selection.

Once the required information has been completed and the corresponding document has been uploaded, the supplier must finish the process by clicking on the "Save" button at the bottom. This action logs the certification.

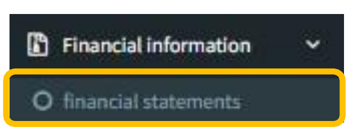
For the convenience of the provider, it is possible to upload multiple certifications by repeating the steps described before. The main certifications view will show the list of all the certifications created.

Experiences and certifications that have already been created can be edited by selecting the "Edit" button. Also, they can be deleted by clicking the "Delete" button.

Guy	Qualification	Certificate	Start date	End date	State	
(ISOTS 29001) Sistema de gestion de la calidad	0.00	Descargar	19 de Julio del 2018	9 de Julio del 2022	Vencido	
(RUC) Gestion de Seguridad, Salud Ocupacional y Ambiente / Consejo Colombiano de Seguridad	10.75	Descargar	27 de Junio del 2022	6 de Agosto del 2022	Vencido	
REPRESENTANTE EXCLUSIVO	0.00	Descargar	4 de Mayo del 2020	10 de Septiembre del 2022	Vencido	

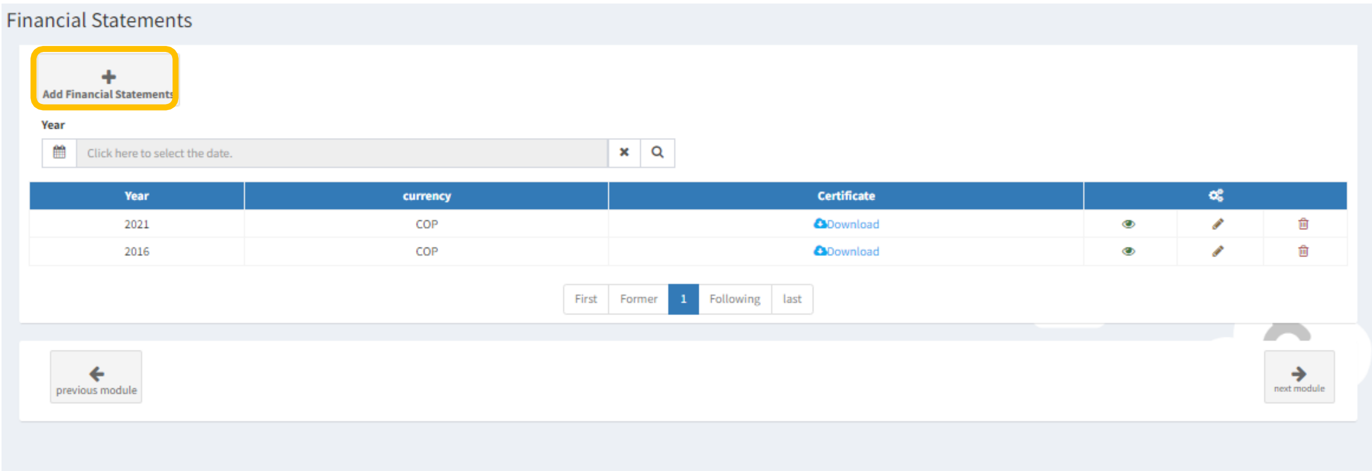
2.6 Financial information

In this specific section, the provider is required to upload information and documentation related to its financial statements.

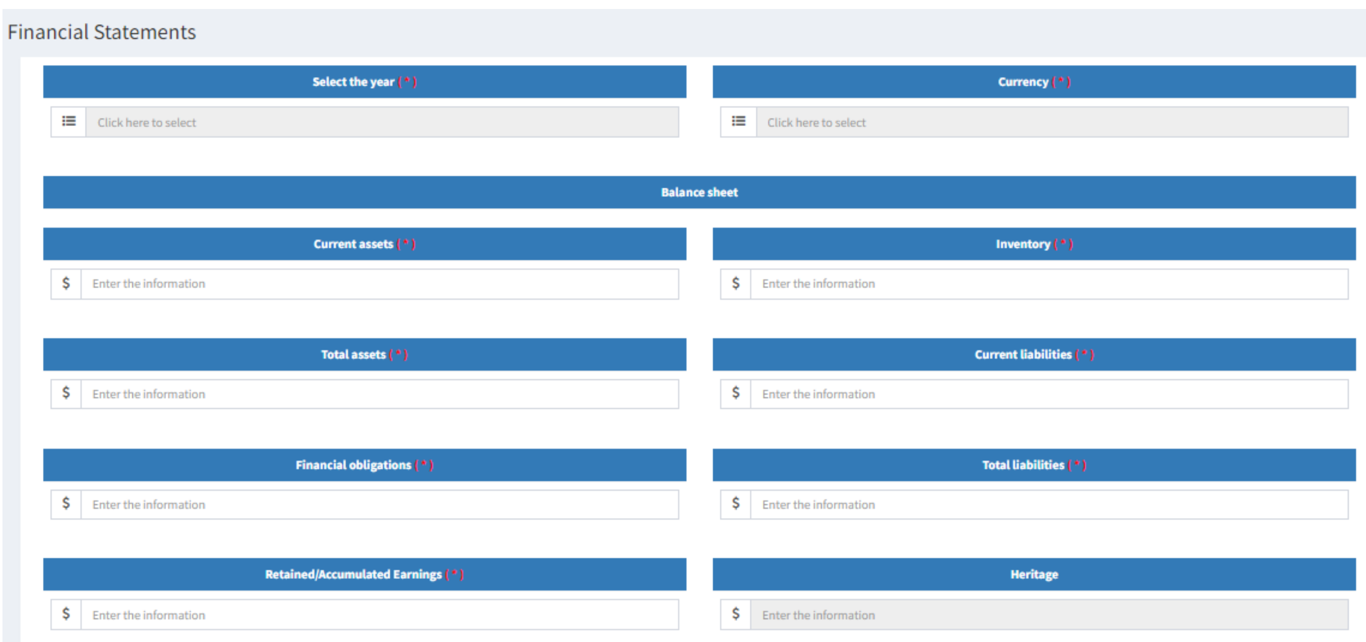


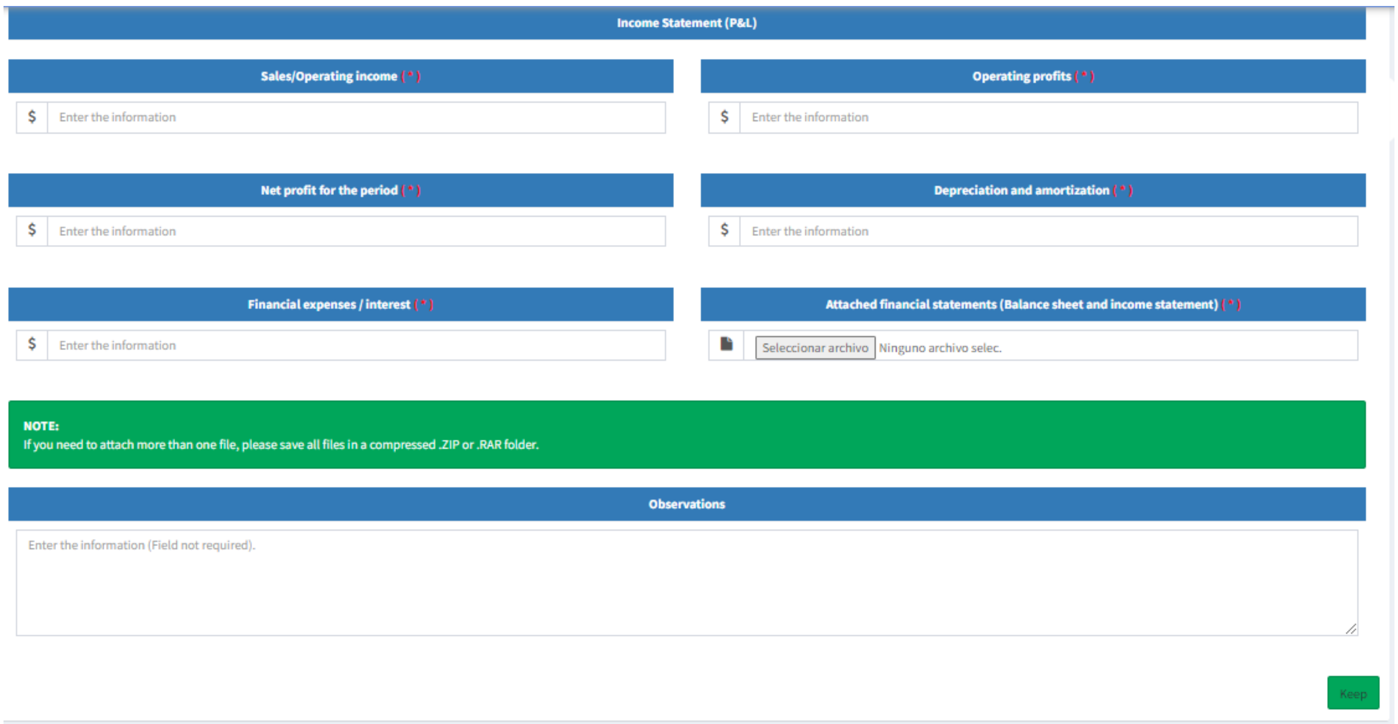
2.6.1 financial statements

When you select "Financial Information", followed by "Financial Statements", the system will present the view that requires the supplier to complete it.



To upload financial statements, click the "Add Financial Statements" button. This will alert the system to open a screen that will ask you to enter the necessary information.

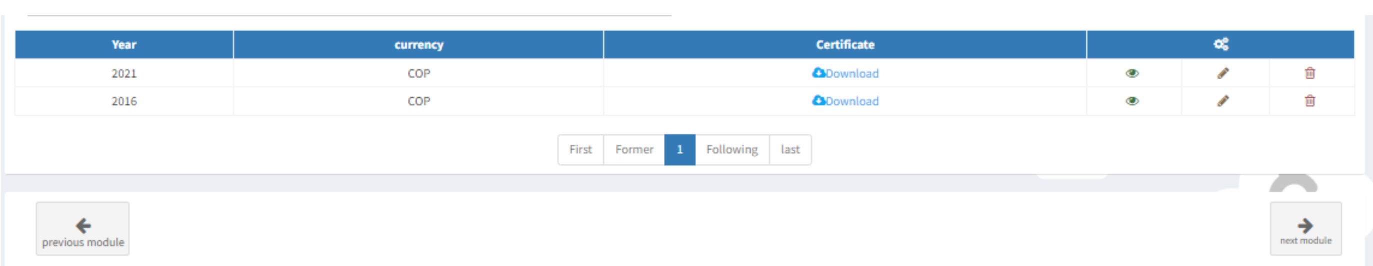




The provider must enter the information and upload the financial statements, which include the balance sheet and the income statement.

Once the information is provided and the documents are uploaded, the supplier must complete the process by clicking the "Save" button located at the bottom. This action records financial information.

To facility the process, the provider can upload financial statements annually by following the steps outlined before. The main financial statement view will display a complete list of all financial statements created.



Year	currency	Certificate			
2021	COP	Download			
2016	COP	Download			

Already created financial statements can be edited by clicking the button and removed by clicking the button.

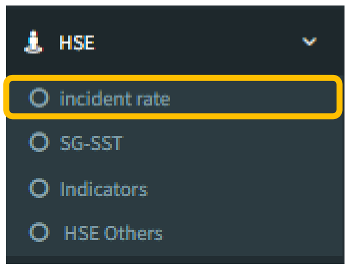
Note: This section is not required for natural type providers.

2.7 HSE

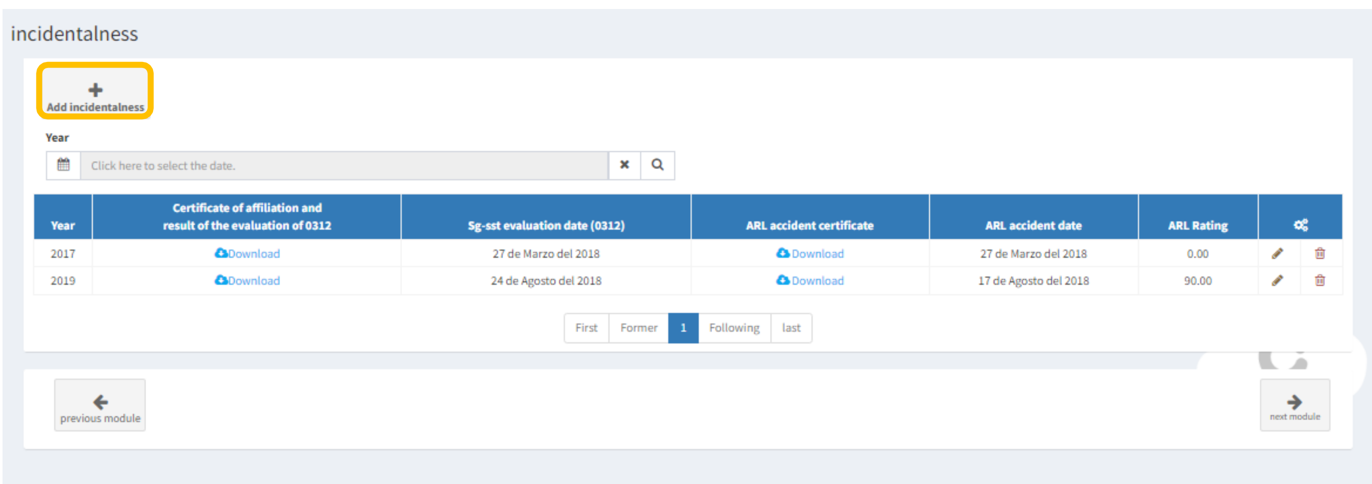
This section should include information relevant to the company's HSE.

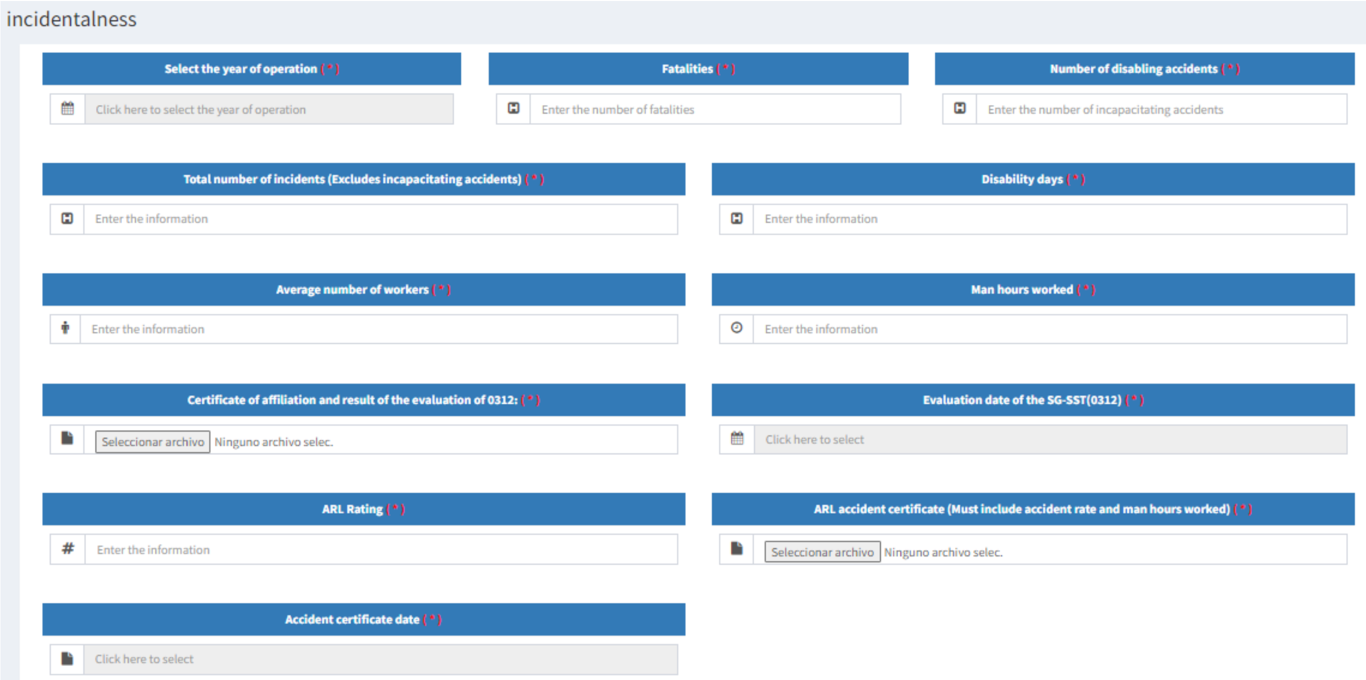
2.7.1 Incident Rate

Clicking on HSE followed by Incident Rate will bring up the view to be completed by the provider.



To upload the incident rate, click the Add button and the system will open a view asking you to fill in the information.

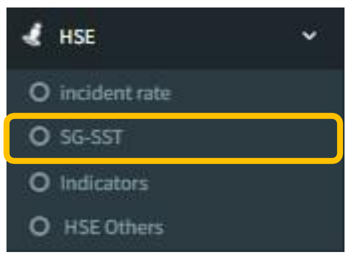


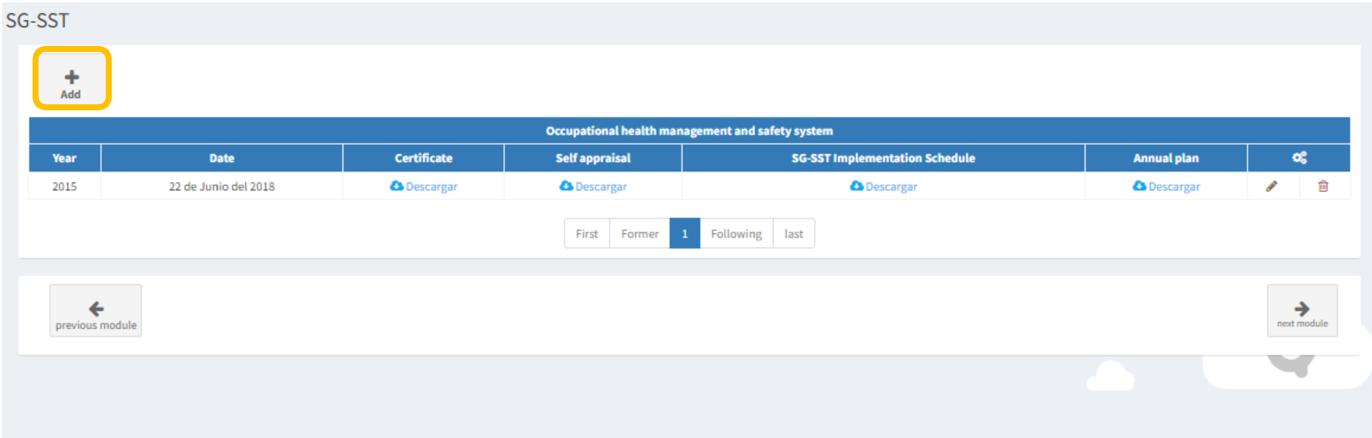


Once the necessary information has been provided and the documents uploaded, the supplier must finish the process by clicking on the "Save" button located at the bottom. This action saves HSE (Health, Safety and Environment) information.

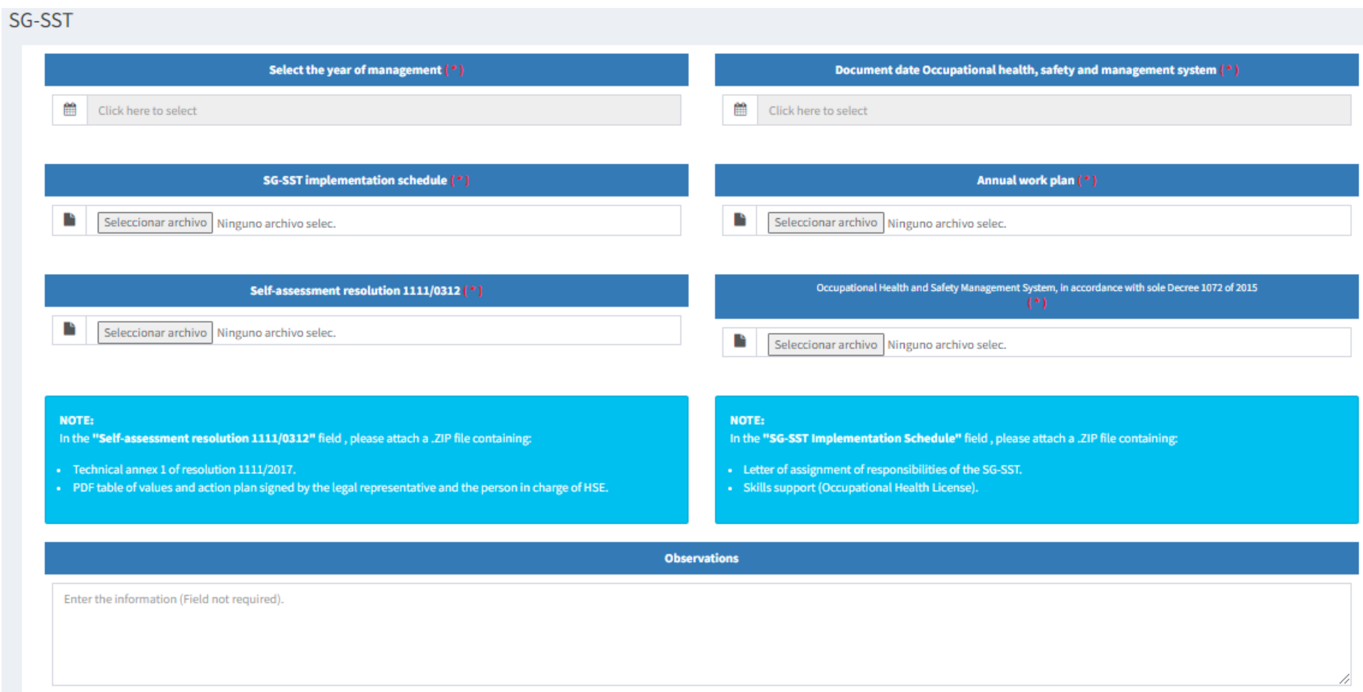
2.7.2 SGST (SG-SST)

By clicking on HSE followed by OSHMS (SG-SST), the system will display the screen to be filled out by the provider.





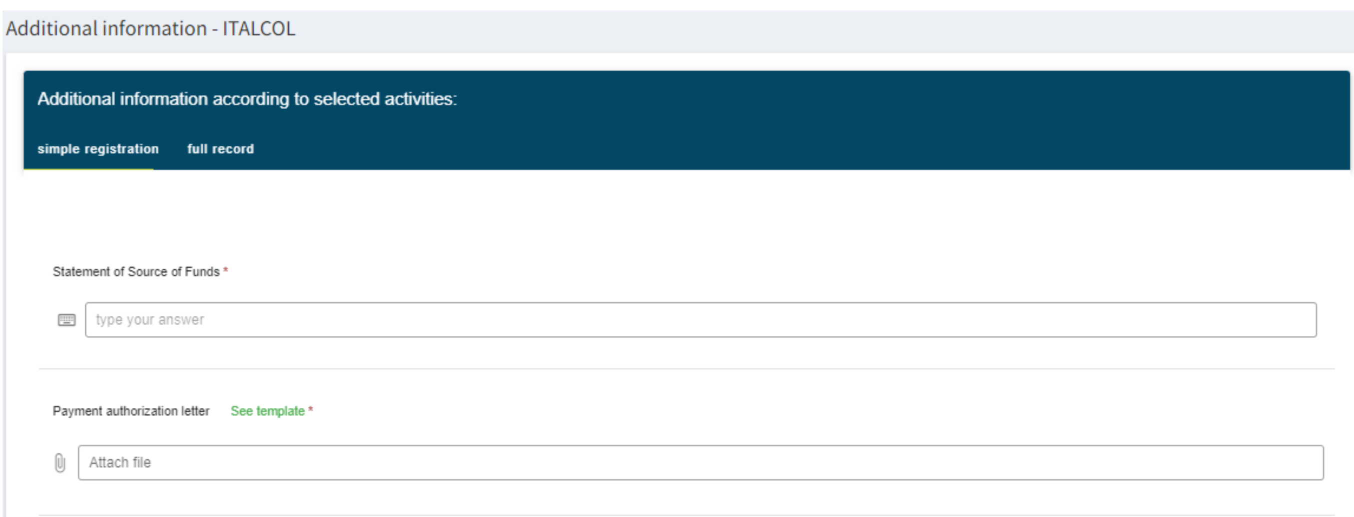
To upload OSHMS (SG-SST), click the Add button and the system will open a screen asking you to fill in the information.

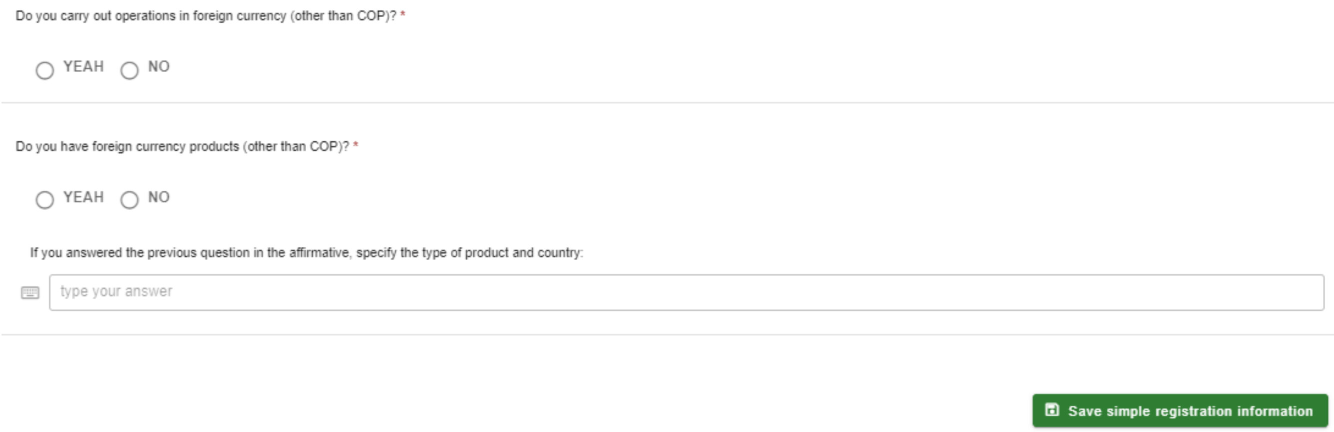


2.8 Additional Information

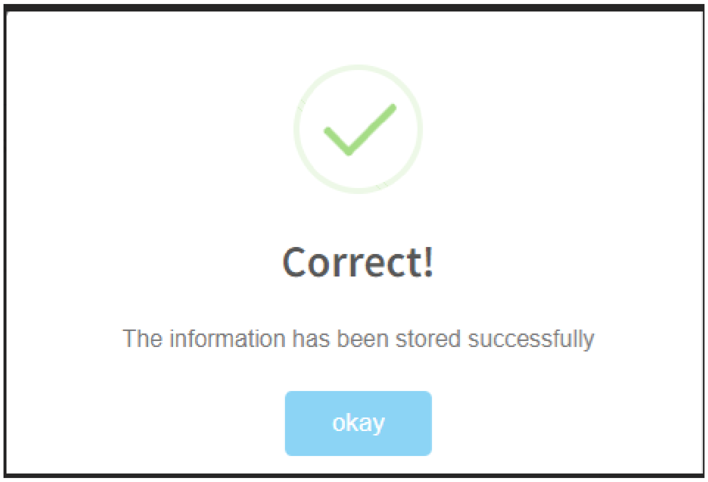
To finish the registration of data and documents, you must enter the ITALCOL section and enter the requested information. It is important to emphasize that the Suplos supplier system encompasses several companies that manage this registry.
Therefore, within this section, you may find boxes with the names of other companies. However, please note that vendors are only required to provide information for ITALCOL.

Entering the specific box, you will find the following view. Here, you need to provide the essential data for a simple and complete validation. The mandatory documentation includes:





Once you have completed all the required fields, proceed to click the "Save additional information" button. After this action, the system will generate a message confirming the successful saving of the information.

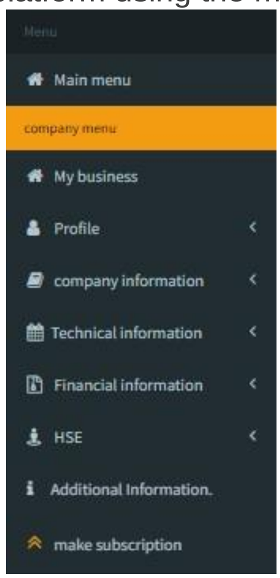


3. REGISTRATION VALIDATION

3.1 Send to full validation

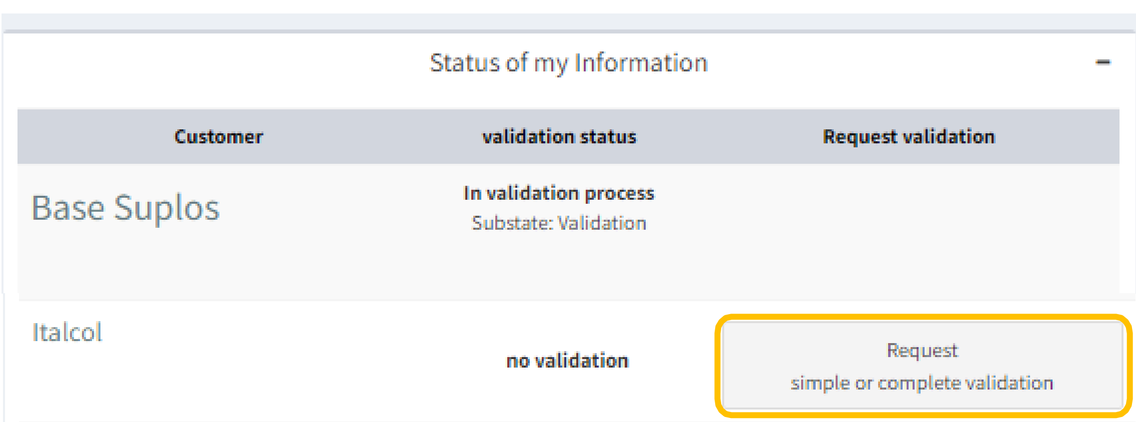
After providing the requested information, the supplier must initiate the document validation process by submitting the registered documents for review. This review will be carried out by the user designated by ITALCOL. To achieve this, follow these steps:

1. Click on the "Main Menu".
2. Access the main page of the platform using the menu on the left side.



In order for the registration to be concluded, the provider must complete both the registration information and the additional information requested by ITALCOL.

Once these steps are completed, the provider can proceed by clicking on the button labeled "Request Simple Validation" or "Request Full Validation". This action will start the process of validation and verification of the information and documents provided.



Once the supplier has successfully uploaded all the necessary information and documents and sent the data for validation, ITALCOL will proceed to validate the registration.

If any faults are identified in the information or documentation provided, the supplier will be informed via email. This email will describe the necessary adjustments that need to be made.

In response, the supplier must log into the system and edit the necessary information or documentation according to the guidelines provided. During this adjustment phase, the record will remain in the validation state.

Once the adjustments and subsequent validation is made, ITALCOL will deliver a validation report to the supplier. This report will communicate the final status of the documentation verification.

Once ITALCOL reviews the information and documentation determines and follows the required standards of integrity and quality, the supplier's registration will be considered complete and up-to-date This signifies the conclusion of the registration process, marked by the successful validation of the registration.