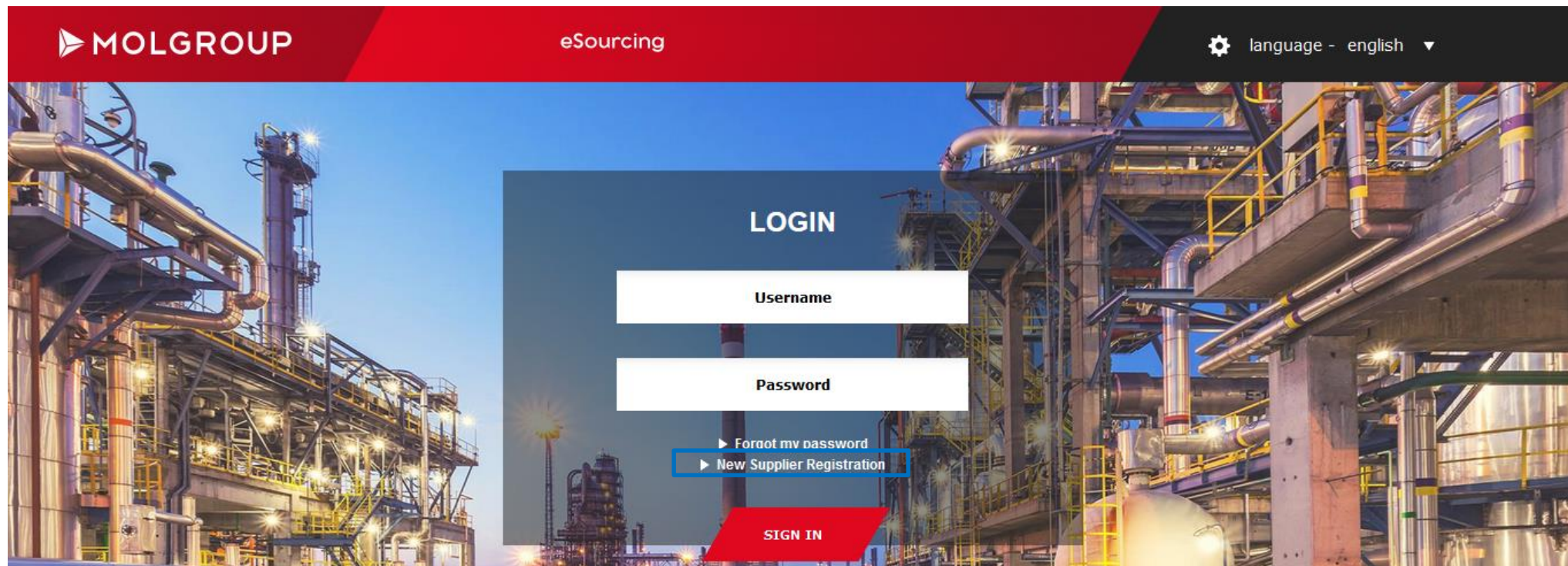


Supplier's Guide for Registration and Updating Profile in MOL eSourcing system

Entry pages for companies not yet registered in MOL's eSourcing system's database:

1. https://molgroup.esourcing.molgroup.info/ql/home_custom/index.php
2. https://mol.esourcing.molgroup.info/ql/home_custom/index.php
3. https://slovnaft.esourcing.molgroup.info/ql/home_custom/index.php
4. https://ina.esourcing.molgroup.info/ql/home_custom/index.php

On the entry page a new Supplier can perform a self registration to MOL Group's Suppliers Database by clicking on the **New Supplier Registration** button from the homepage:



Updating Profile in MOL eSourcing system

Already registered Users can use the same entry pages to log into their own account and update their profile by using the username they have received in the notification e-mail.

- Users who received the official system notification after registration shall click on the **Forgot my password** button on the homepage to generate their initial password.
- Please *enter the same e-mail address* to which you received the profile update request. After filling in the e-mail address, please click on the **Reset password** button.
- You will receive an e-mail with a link to the page where you can add your new password

The screenshot shows the MOLGROUP eSourcing login interface. The header includes the MOLGROUP logo, the word 'eSourcing', and a language dropdown set to 'english'. The background is an industrial facility. A 'LOGIN' box is centered. A modal window titled 'Forgot your password?' is open, containing a text input field for an email address. A yellow warning box with an exclamation mark is next to the input field, with a tooltip that says 'This value is required.' Below the input field are 'Reset password' and 'Cancel' buttons. At the bottom of the login box, there are links for 'Forgot my password' (highlighted with a blue box) and 'New Supplier Registration'. A red 'SIGN IN' button is at the bottom right of the login area.

MOLGROUP eSourcing language - english ▼

LOGIN

Forgot your password?

Please enter your email address (the one registered to the system/where you received the notification):

Reset password Cancel

Forgot my password
New Supplier Registration

SIGN IN

This value is required.

- Please fill in the data requested in the forms at your earliest convenience and upload the necessary company documents, then click on the **Save** button (*bottom middle section of the screen*) or the **Next** button if you don't have any other possibility.
- It is suggested to have all necessary data and documents prepared for inserting or uploading before starting the registration or update process
- Please check the key information for registration in the welcome screen. It can be downloaded or printed to provide support later on during the process

Progress

General Data | Material Classification | Certificate information | Company Documents | Regional Presence | References | Finance | Legal | Ethics | HSE

General Data

Name of Company:

Tax ID:

Company Registration Number:

Legal form:

EU VAT ID:

Supplier ID:

Ultimate parent owner company:

Registered seat of company:

Street/P.O.Box:

Postal Code:

Town:

Country:

General contacts of company

Phone 1:

Phone 2:

Fax:

Email:

Homepage:

Supplier Activity

Bvd Data

Bureau van Dijk ID:

Global Ultimate Owners:

Print

Dear Partner,

Welcome to MOL Group's eSourcing system. In the following description, we provide you with some instructions and guidance for the successful registration of your company in MOL Group's supplier database and e-bidding system.

After clicking on "New Supplier Registration" you are kindly requested to provide answers to questions grouped to 9 categories, represented in the following separate sheets: **General data, Material classification, Company documents, Regional presence, References, Finance, Legal, Ethics, HSE** (and technical depending on the activity of Partner).

You can reach the sheets by clicking on their labels in the header. Please go through all of them. Fields marked with * are obligatory; however, we kindly ask to take some more time and fill in all other fields as well to make our procurement process smoother and more effective.

Initial steps:

- Selecting language of registration:

MOLGROUP eSourcing

language - english

LOGIN


Username


Password

[Forgot my password](#)


[Help Section type](#) None

[MOL Newsletter](#)

- Please note that the below structure of the Pre-screening forms of MOL eSourcing system can differ depending on where you open the system from (Login with received credentials or New supplier registration) but the basic mechanism is that *all fields marked with a **  *are mandatory to be filled in* in order to have a complete registration.
- If a mandatory field is left empty it will be indicated by an *exclamation mark* in the system when clicking on the **Save** or **Next** buttons.
- Detailed information on how to fulfill the specific tasks on each questionnaire can be found under **Help Section** on the top right corner.
- The **Progress bar** on the top right corner of the page – above **Help Section** – shows users the status of completing the registration process.


Progress 

General Data	Material Classification	Company Documents	Regional Presence	References	Finance	Legal	Ethics	HSE
<div style="display: flex; justify-content: space-between;"> <div style="width: 48%;"> <p>General Data</p> <p>Name of Company: <input type="text"/> *</p> <p>Tax ID: <input type="text"/> *</p> <p>Company Registration Number: <input type="text"/></p> <p>Legal form: <input type="text"/></p> <p>EU VAT ID: <input type="text"/></p> <p>Supplier ID: <input type="text"/></p> <p>Ultimate parent owner company: <input type="text"/></p> <p>Registered seat of Company</p> <p>Street/P.O.Box: <input type="text"/> *</p> <p>Postal Code: <input type="text"/> *</p> <p>Town: <input type="text"/> *</p> <p>Country: <input type="text"/> *</p> <p>General contacts of company</p> <p>Phone 1: <input type="text"/> *</p> <p>Phone 2: <input type="text"/></p> <p>Fax: <input type="text"/></p> <p>Email: <input type="text"/> *</p> <p>Homepage: <input type="text"/></p> <p>Supplier Activity</p> <p><input type="text"/></p> <p>Bvd Data</p> <p>Bureau van Dijk ID: <input type="text"/></p> </div> <div style="width: 48%;"> <p>Company data from Bureau van Dijk ORBIS database</p> <p>My profile</p> <p>Nickname: <input type="text"/> *</p> <p>Title: <input type="text" value="None"/></p> <p>First Name: <input type="text"/> *</p> <p>Last Name: <input type="text"/> *</p> <p>Default Language: <input type="text" value="English"/></p> <p>Time zone: <input type="text" value="Europe/London"/></p> <p>Postal Address:</p> <p>Use company address: <input checked="" type="checkbox"/></p> <p>Street/P.O.Box: <input type="text"/> *</p> <p>Postal Code: <input type="text"/> *</p> <p>Town: <input type="text"/> *</p> <p>Country: <input type="text"/> *</p> <p>Contact:</p> <p>Use company contact: <input checked="" type="checkbox"/></p> <p>Phone 1: <input type="text"/> *</p> <p>Phone 2: <input type="text"/></p> <p>Fax: <input type="text"/></p> <p>Email: <input type="text"/> *</p> <p>Position: <input type="text"/></p> <p>Application settings</p> <p>Number of decimals: <input type="text" value="2"/> *</p> <p>Default starting page: <input type="text" value="Desktop"/></p> <p>Help Section Type: <input type="text" value="None"/></p> </div> </div>								



General Data

- Please provide the general company data and the basic contact details of the user registering on behalf of or representing the company.
- If you fill in the **Company name**; **Country** and **TAX ID** fields – indicated with red borderlines – and click outside these fields, the system will identify your company in the Bureau van Dijk database. After filling in these three fields, please wait until a pop-up window appears enlisting possible matches from which you can select the proper company.
- You are requested to select only the exact match (i.e. the entity with the same VAT ID, seat, Company Registration Number, etc.)

Progress 

General Data	Material Classification	Company Documents	Regional Presence	References	Finance	Legal	Ethics	HSE
---------------------	-------------------------	-------------------	-------------------	------------	---------	-------	--------	-----

General Data

Name of Company: *

Tax ID: *

Company Registration Number: ...

Legal form: ...

EU VAT ID: ...

Supplier ID: ...

Ultimate parent owner company: ...

Registered seat of Company

Street/P.O.Box: *

Postal Code: *

Town: *

Country: *

General contacts of company

Phone 1: *

Phone 2: ...

Fax: ...

Email: *

Homepage: ...

Supplier Activity

Bvd Data

Bureau van Dijk ID: ...

Company data from Bureau van Dijk ORBIS database

My profile

Nickname: *

Title: *

First Name: *

Last Name: *

Default Language: *

Time zone: *

Postal Address:

Use company address ☒

Street/P.O.Box: *

Postal Code: *

Town: *

Country: *

Contact:

Use company contact ☒

Phone 1: *

Phone 2: ...

Fax: ...

Email: *


Position:

Application settings

Number of decimals: *

Default starting page: *

Help Section Type: *



Please choose your company:

PXX

PXX

If you do not find your company here, please fill in again your Company name + Country or Country + Tax ID and click outside these fields for allowing the system to detect the validity of your data and Bureau van Dijk ID! Fields will be filled in automatically when you will choose a valid Company from the list!

- Please wait until the synchronization process is finished. You will receive a feedback message from the system:

Your Bureau van Dijk ID data has been updated successfully.

- After the successful database harmonization process the system will transfer the main public data (General and Financial data) to your eSourcing profile. They will appear in two columns:
 - Editable 1st column: If you find the data imported from BvD database incorrect or outdated, you can modify them in the 1st column.
 - Non-editable 2nd column: The content of the middle section – under **Company data from Bureau van Dijk ORBIS database** title – cannot be changed

General Data

Material Classification

Company Documents

Regional Presence

References

Finance

Legal

Ethics

HSE

General Data

Name of Company:

Tax ID:

Company Registration Number

Legal form:

EU VAT ID

Supplier ID:

Ultimate parent owner company:

Registered seat of Company

Company data from Bureau van Dijk ORBIS database

...

...

...

...

...

...

My profile

Nickname:

Title:

First Name:

Last Name:

Default Language

Time zone:

Postal Address:

Use company address

Street/P.O.Box:

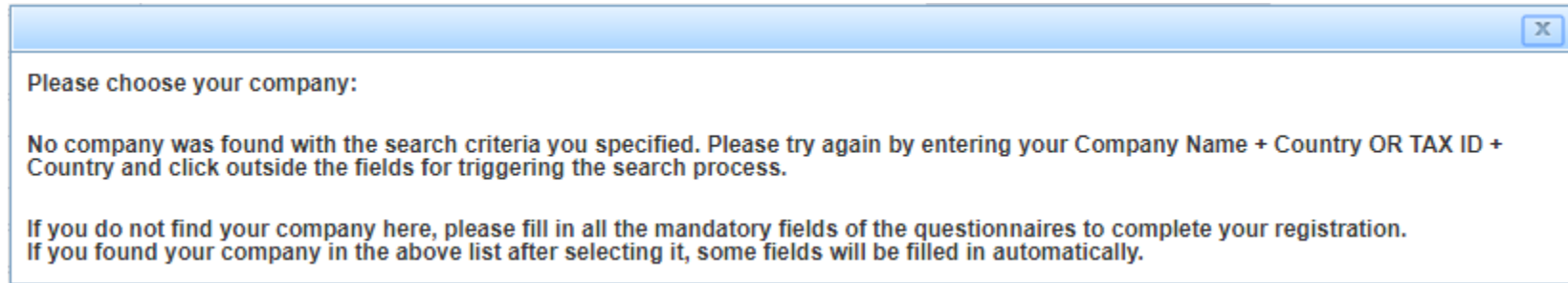
None

English

Europe/London

☒

- In case your company cannot be found in the BvD database – it is not enlisted among the proposed options in the pop-up window – please fill in the requested fields manually.



The screenshot shows a pop-up window with a blue header bar containing a close button (X). The main content area is white and contains the following text:


Please choose your company:

No company was found with the search criteria you specified. Please try again by entering your Company Name + Country OR TAX ID + Country and click outside the fields for triggering the search process.

If you do not find your company here, please fill in all the mandatory fields of the questionnaires to complete your registration.
If you found your company in the above list after selecting it, some fields will be filled in automatically.

- If you already have a profile but do not have any data imported from the BvD database, you can trigger the matching process by selecting a different **Country** (of seat) and then selecting again your original **Country**.

Material Classification

- In **Material Classification** tab users can add what kind of products or services they can provide for the purchasing company.
- Steps for selecting the product(s) or service(s):
 - 1) In the **Search** field you can enter the name of a custom material or a service/ activity
 - Then click on the **Search** button
 - If the material or service is found, you can click on the displayed name and add it to your profile (to the mandatory field on the right side) with the help of the >> **arrows** in the middle of the screen.
 - **Please always select only the items with 6-digit codes.**
 - 2) You can also search manually by reviewing the categories enlisted in 11 languages by the purchasing company.
 - You can search among the pre-defined options by clicking on the  icon.
 - If you find the relevant materials or services you can add them to your profile by clicking on the >> **arrows**
 - **Please always select only the items with 6-digit codes**
- With the **Clear button**, the page returns to it's original state displaying the complete HPC Classification tree to enable users to initiate a new search.
- You can add more than one items at once by keeping Control button pushed and clicking on the required codes. If you would like to remove a material / activity, please select it from the right window, and click on the << **icon**.
- Click on the **Save** button in order for the provided information to be saved by the system.
- Please don't forget to click on the **Save** button in the bottom middle section of the mentioned tab. If you don't have any Save button, don't worry, because on the other pages the saving action is automatic or please use the **Next** button if possible.

Please choose the material(s) / activity(s) that can be provided by your company from the HPC codes enlisted in the left window. HPC codes reflect the categorization of the non-HC procurement scope in MOL Group. The codes are 6 character long and have three hierarchy levels: segment, sub-category, and code. Please note that only the 6-digit items can be selected. You can select the relevant material(s) / activity(s) from the drop-down menu by clicking on the + signs or by entering key words in the search field. Please click on the >> icon to select it and add it in the right window. You can add more than one items by keeping Control button pushed and clicking on the required codes. If you would like to remove a material / activity, please select it from the right window, and click on the << icon.



Search

Name	HPC Code
▲ HPC	
▲ CONSTRUCTION AND MAINTENANCE EQUIPMENT AND MATERIAL	11
▲ COMPRESSORS, PUMPS & ACCESSORIES AND SPARE PARTS	1101
Turbo compressors	110101
Reciprocating compressors	110102
Centrifugal compressors	110103
Screw compressors	110104
Diaphragm compressors	110105
Air compressors	110106

CONSTRUCTION AND MAINTENANCE EQUIPMENT AND MATERIAL / COMPRESSORS, PUMPS & ACCESSORIES AND SPARE PARTS / Turbo compressors - 110101

>>

<<

BVD Materials ...

- Additional tabs may appear triggered by the chosen material/ activity codes when profile was updated or during new supplier registration process.
- The new Questionnaires which may appear are: Scaffolding Services, Static Equipment Maintenance, Heat Exchanger Cleaning, Surface Treatment, Furnace Cleaning, Tank Cleaning, Column Cleaning, Corrosion Protection. Valve Maintenance, Quality or Pumps

Company Documents

- In **Company Documents** tab users are requested to upload the Documents asked by MOL Group into their profile

Progress 

General Data | Material Classification | **Company Documents** | Regional Presence | References | Finance | Legal | Ethics | HSE

Please download the **Online Bidding Terms and Conditions** document and upload the scanned version with the same document type. Please do not set a validity date (from Valid until column) for this document. Please also upload the further requested documents, with special regards to the ones marked as mandatory (*). To upload a document, click on Browse on the bottom of the page, select the correct Document type and select the validity date Valid until of the document. You can also provide additional information in the comment section. Please note that the validity of the Financial statement is the date, when the next year's Financial statement should be published according to local regulations. SCC/ VCA certificate shall be uploaded, only in case your answer to the relevant question on HSE questionnaire was YES (you provide HSE relevant services).

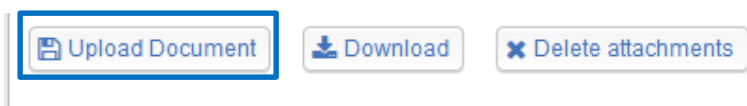


Nr.	Document name	Type	Document types	Priority	Details	Comment	Valid Until	Last change	
1	(Missing)	File	Financial Statements from the last financial year	Mandatory	Validity of the Financial Statement is the date when the next year's Financial Statement should be published according to the local regulations				^
2	(Missing)	File	Online bidding terms and conditions	Mandatory	Online bidding terms and conditions				
3		File	Attachment 1 + specimen signature(s)	Optional	Attachment to the OBTC				
4		File	Certificate of bank account	Optional	Doc from the Bank proving you have that account				
5		File	Code of Ethics/Code of Conduct or Management commitment	Optional	If any of your question was YES, in the Ethics questionnaire about Code of Ethics / Code of Conduct please upload the related documents				
6		File	General documents	Optional					
7		File	ISO 14001	Optional	Only in case your answer to the specific question in HSE questionnaire was YES please upload the scanned version of your ISO 14001 document and fill the expiry date field				
8		File	ISO 9001	Optional					
9		File	Mandates()	Optional	Attachment to the OBTC				^
<									>

- **Two main documents are essential to be uploaded** in order to be accepted into MOL Group's Supplier database:
 - **Financial Statement** – the most recent annual financial report shall be uploaded to the system. You are also requested to set a validity date for this document: the Expiry date should be the official date of publishing the next year's financial statements (~balance sheet preparation date).
 - **Online Bidding Terms and Conditions** – to be accessed via the link above the documents list. You are requested to provide some company data on the last two pages, print it, and upload the scanned version of the duly signed document. Please note that this document shall be signed by a statutory person who can act on behalf of the company. No validity date shall be set for this document during uploading.
- **In the documents list table:**
 - **Priority column** indicates the type of the document (*Mandatory / Optional*)
 - **Details column** shows additional information on the type or relevancy of the requested documents

Uploading documents:

- Click on **Upload Document** button below the document list table:



- A new window will open where you can specify what you would like to upload:
 - **Type:** please select the form of the data (*file/ link*)
 - With the **Browse button** users can select a file from their own computer
 - It is mandatory to select a **Document Type** from the drop-down. If the user selects the line for the relevant Document type in the documents list prior to clicking on the **Upload Document** button, then the system will automatically copy this information to this field. It can still be changed manually by selecting another type from the drop-down in the pop-up window.
 - Users can provide additional information/ explanation in the **Comment** field (*optional*)
 - Please provide a **Valid until** date where it is relevant for the given document (Financial Statement, Certificates) by selecting the proper date from the Calendar. Please note that the system notifies the user only in **case Validity date** setting is mandatory for the selected document type.
 - If users click on the **Save** button, the document will be uploaded and it will be visible next to the Document type which was selected earlier.
- Users can download the already uploaded documents if they would like to check or verify them by *selecting the relevant line* and clicking on **Download** button.
- Deleting process is the same: you should *select the relevant document* before clicking on **Delete** button

Regional Presence

- In **Regional Presence** tab, users are asked to select the countries where they can provide their services or deliver materials, products

Progress 

General Data | Material Classification | Company Documents | **Regional Presence** | References | Finance | Legal | Ethics | HSE

Please choose the countries where you can directly provide your services or deliver materials by selecting the name of the country and clicking on the >> icon. After successful selection, the name of the country appears in the right window. You can add more than one items at the same time by keeping Control button pushed and selecting the required countries. If you would like to remove an area, please select it from the right window, and click on the << icon.



Regional presence

- ▾ Africa
 - Eastern Africa
 - Middle Africa
 - Northern Africa
 - Southern Africa
 - Western Africa
- ▾ Asia
 - Eastern Asia
 - South-central Asia
 - South-eastern Asia
 - Western Asia
- ▾ Europe
 - Eastern Europe
 - Northern Europe



Romania
Hungary

- Selecting a Country to which the company can deliver the desired services, materials or products works the same way as the **Material Classification** tab: by clicking on the relevant countries and adding them to your profile with the help of the >> **arrow** icon
- Multiple country selection can be achieved easily by holding the CTRL key pushed during selection of items on the left side.
- During the selection of your company's presence, additional tabs may appear, if certain countries are selected.

References

- Information is requested in the **References** tab regarding your business partnership with MOL Group and other partners.
- Please note that mandatory fields are marked with * and cannot be left empty.

Progress

0%



General Data | Material Classification | Company Documents | Regional Presence | **References** | Finance | Legal | Ethics | HSE

Key Partner Information

Please detail your current partnership with MOL Group:

Do you have a valid supplier contract with MOL Group? *

Yearly turnover with MOL Group companies (EUR): EUR

How much of your full turnover does this amount take? %


Please name your main customers and suppliers (information are kept strictly confidential):

customer	turnover (EUR)	supplier	turnover (EUR)
1 <input type="text"/>	<input type="text"/>	1 <input type="text"/>	<input type="text"/>
2 <input type="text"/>	<input type="text"/>	2 <input type="text"/>	<input type="text"/>
3 <input type="text"/>	<input type="text"/>	3 <input type="text"/>	<input type="text"/>



Finance

- In this questionnaire, you are requested to provide financial information in the empty fields or overwrite the data transported from BvD database in case you do not find them correct or up-to-date.
- The user has to upload **Financial Statements** from the last financial year. You are also requested to set a **validity date** for this document: the expiry date is should be the official date of publishing the next year's financial statements (~balance sheet preparation date).
- It is possible to add further Finance related documents as well

Progress 

General Data | Material Classification | Company Documents | Regional Presence | References | **Finance** | Legal | Ethics | HSE

Please provide financial data as requested below and upload the requested documents to complete your registration. In case data is received from Bureau van Dijk database, please check their validity.
If agreed, please click on >Save< button. In case they are incorrect, please overwrite them, then Save.

Information from the Financial Statements

Number of own employees: ...

Currency: *

Exact date of last financial data: *

Financial Statements from the last financial year: [Go to Company Documents page](#)

Company data from Bureau van Dijk ORBIS database

Equity: *

Total equity and liabilities: *

Last year's sales: *

Sales of the year before previous year: *

Current assets: *

Short term liabilities: *

Date of company registration: *

Bank Data

Accounting Bank Name: *

Accounting Bank Country: *

Bank Account Number 1: * *


IBAN: *

SWIFT code: *

Certificate of Bank account: [Go to Company Documents page](#)


Legal

- In **Legal** tab, users are asked to provide legal information about their company
- After filling in the questionnaire, please do not forget to upload the signed and scanned version of [Online bidding terms and Conditions](#) to **Documents tab** because this is prerequisite of participate in a sourcing processes

Progress 

General Data	Material Classification	Company Documents	Regional Presence	References	Finance	Legal	Ethics	HSE
--------------	-------------------------	-------------------	-------------------	------------	---------	-------	--------	-----

Please download the [Online Bidding Terms and Conditions](#) document and upload the scanned version with the same document type. Please do not set a validity date for this document. Please also upload the further requested documents, with special regards to the ones marked as mandatory. To upload a document, click on Browse on the bottom of the page, select the correct Document type and select the validity date of the document. You can also provide additional information in the comment section.



	Comment	
Is your company under bankruptcy, liquidation or dissolution proceedings?	<input type="text"/> *	<input type="text"/>
Is your companies tax number suspended?	<input type="text"/> *	<input type="text"/>
Is you company under law enforcement, receivership, injunction or under any trade restriction (embargo, sanction)?	<input type="text"/> *	<input type="text"/>
Is your company under any sanctions or international operational restrictions or acting in a country/territory that is subject to thereof?	<input type="text"/> *	<input type="text"/>
Is any owner (private person or legal entity), subsidiary, joint venture, director, officer, employee of your company under any sanctions or international operational restrictions?	<input type="text"/> *	<input type="text"/>
Is your company or owner, director, officer of your company under any other prohibition or limitation regarding your company's business?	<input type="text"/> *	<input type="text"/>
Is or was your company involved in any lawsuit against any MOL Group member at present or in the last three years?	<input type="text"/> *	<input type="text"/>

Online bidding terms and conditions

[Go to Company Documents page](#)

Attachment 1+specimen signature

[Go to Company Documents page](#)

Mandates

[Go to Company Documents page](#)

Relevant official documents connected to Legal questionnaire

[Go to Company Documents page](#)

If you answer any question with YES, please upload the related documents to the Company Document page! (e.g. resolutions of the competent authorities, etc.)

Ethics







- In **Ethics** tab users are requested to provide information regarding their company's ethical behavior
- Selecting an answer from drop-downs are mandatory
- If you have a **Code of Ethics** or **Code of Conduct** implemented you shall specify its content by selecting from the drop-down. If your Code does not cover a topic, Comment field is optional to explain the gap.
- If you do not have a **Code of Ethics** or **Code of Conduct** but you have any other type of published management commitment/statement of ethical business conduct, select an answer from the dropdown menu and upload it to the **Company Documents page**.
- If any of the listed procedures occurred, please fill the Comment field with description and upload relevant documents if available.
- Please note that giving answers to certain questions can display additional questions concerning the respective topic.

HSE (Health, Safety & Environment)

- In **HSE** tab, users are requested to provide **Health, Safety, Environment** related information in case of relevant activity.
- Selecting an answer from drop-down is mandatory, but **Comment** section is optional.
- Providing positive answer to any of the first three questions will lead to the pop-up of additional fields to be filled in.
- Answering ***Certificate*** related questions, the system may oblige you to upload certificates with a **Validity Date** on **Company Documents** page
- This is only mandatory if you answer with YES to the specific certificate related questions.

Other information



- This is the **Mail**  icon where the User can read unread messages from events, etc. (**Only after he was invited to at least one event**) .
- This is the **Contact**  icon where the User can find contact information for support.
- This is the **Refresh**  icon where the User can refresh the page in the system. If the  icon appears this way, then there is a problem with the internet connection. The refresh icon **animates in every 30 seconds. The page can be refreshed manually so Users do not need to wait.**
- The **Language**  selection is possible on this page and the menu of the system will be shown in the selected language (This language is only active until the user logs out from the system, in order to change the language permanently please go to **Company – Company information tab, General Data section**).
- The **Back**  button can be used to navigate back to an earlier page in the system.
- The amount of requested information on the shown tabs may vary depending on the answers given by the users