

Step 1

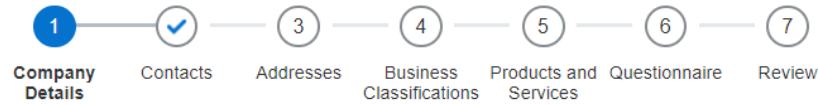
To begin the questionnaire, click on the Requiring Attention info tile or Manage Questionnaires – both actions will prompt you to begin answering the questionnaire

The screenshot shows the Arcadis Supplier Portal interface. The top navigation bar includes the Arcadis logo, a home icon, a flag icon, a notification bell with a red '1', and a user profile icon labeled 'SA'. Below the navigation bar is a search section with a dropdown menu set to 'Orders' and a search input field labeled 'Order Number'. The main content area is divided into several sections:

- Tasks:** A sidebar menu on the left with categories:
 - Orders: Manage Orders, Manage Schedules, Acknowledge Schedules in Spreadsheet
 - Agreements: Manage Agreements
 - Contracts and Deliverables: Manage Contracts, Manage Deliverables
 - Invoices and Payments: View Invoices, View Payments
 - Negotiations: View Active Negotiations, Manage Responses
 - Qualifications: **Manage Questionnaires** (highlighted with an orange border), View Qualifications
 - Company Profile: Manage Profile
- Requiring Attention:** A central tile with a blue donut chart showing the number '1' in the center. A legend below the chart indicates 'Questionnaires'.
- Recent Activity:** A tile titled 'Recent Activity' for the 'Last 30 Days' showing 'No data available' with a lightning bolt icon.
- Transaction Reports:** A tile titled 'Transaction Reports' for the 'Last 30 Days' showing 'No data available' with a lightning bolt icon.
- Supplier News:** A bottom section with a welcome message: 'Welcome to the Arcadis Supplier Portal. Please use the infolets above to manage items requiring your attention.' It also includes a link to Arcadis Procurement: <https://www.arcadis.com/en-us/about-us/business-practices/procurement> and an email address: global.procurement.manila@arcadis.com.

Step 2

When you begin the questionnaire, double check the information that has been filled out by Arcadis staff: company name, tax organization type, supplier type, supplier user contact information, and one of or a combination of: DUNS number, tax country, taxpayer ID, tax registration ID. Update or add additional information to this page as needed to reflect correct company information. Click Next to proceed to the next section.



Back **Next** Save for Later Register Cancel

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	Mock Supplier 2-Do Not Use
* Tax Organization Type	Corporation
Supplier Type	Sub-Contractor
Corporate Web Site	www.Arcadis.com
Attachments	None +

D-U-N-S Number	
Tax Country	United States
Taxpayer ID	879546213
Tax Registration Number	
Note to Approver	

Your Contact Information

Enter the contact information for communications regarding this registration.

* First Name	Sergio
* Last Name	Aguero
* Email	opctesting021@arcadissupplieruser.co
* Confirm Email	opctesting021@arcadissupplieruser.co

Step 3

Under the Contacts section, you can Edit the user's information, if needed. If an additional user is needed, click Create. If no further information is needed and you do not need to create a new contact, click Next.

Register Supplier: Contacts

Enter at least one contact.

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

Name	Job Title	Email	Administrative Contact	Request User Account	Edit	Delete
Aguero, Sergio		opctesting021@arcadiss...	✓	✓		

Columns Hidden 7

Step 4

Under the Contacts section, you can Edit the user's information, if needed. If an additional user is needed, click Create. Reference 'Adding user accounts' if more clarification is needed here. If no further information is needed and you do not need to create a new contact, click Next.

Step 5

You will want to add an address under this tab. Click +Create and continue to next slide for more guidance.

Register Supplier: Addresses

Enter at least one address.

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

Address Name	Address	Phone	Address Purpose	Edit	Delete
Columns Hidden 3					

Step 6

Begin entering address details in all areas with an “*” next that field. Address Purpose should always be Remit to, Arcadis will add an ordering address once the company is qualified. Information in these fields should match the companies registered address, W9 in the US and Companies House in the UK, or a similar governing body in your country. If you would like to add a contact associated with this address, click the clipboard icon under Address Contacts and continue to the next slide.

ARCADIS

Register Supplier: Address

Enter at least one address.

Actions View Format +

Address Name Ad

Columns Hidden 3

Create Address

* Address Name

* Country United States

* Address Line 1

Address Line 2

* City

* State

* Postal Code

County

* Address Purpose Ordering Remit to RFQ or Bidding

Phone 1

Fax 1

Email

Address Contacts

Select the contacts that are associated with this address.

Actions View Format Freeze Detach Wrap

Name	Job Title	Email	Administrative Contact	User Account
Columns Hidden 4				

Create Another OK Cancel

Step 7

If a contact already in the system should be associated with an address, all available contacts will be displayed here. Highlight the contact name, click Apply > Ok. Once the contact has been added, click Next after the popup goes away.

Register Supplier: Address

Enter at least one address.

Address Name: 1

Country: United States

Address Line 1: Etihad Stadium

City: Manchester

State: WY

Postal Code: 80129

Address Purpose: Ordering Remit to

Select and Add: Contacts

Search

Name: Job Title:

Search Reset

Name	Job Title	Email	Phone
Aguero, Sergio		opctesting021@...	
Columns Hidden 1			

Apply OK Cancel

Administrative Contact: User Account

Create Another OK Cancel

Click in the white space next to contact name to highlight, then Apply > Ok

Step 8

Once the registered remit to address has been added, click Next

ARCADIS Home Info Sign In

✓ ✓ **3** ✓ 5 6 7
Company Details Contacts **Addresses** Business Classifications Products and Services Questionnaire Review

Register Supplier: Addresses Back **Next** Save for Later Register Cancel

Enter at least one address.

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

Address Name	Address	Phone	Address Purpose	Edit	Delete
1	Etihad Stadium,Manchester, WY 80129,United States		Remit to		

Columns Hidden 3

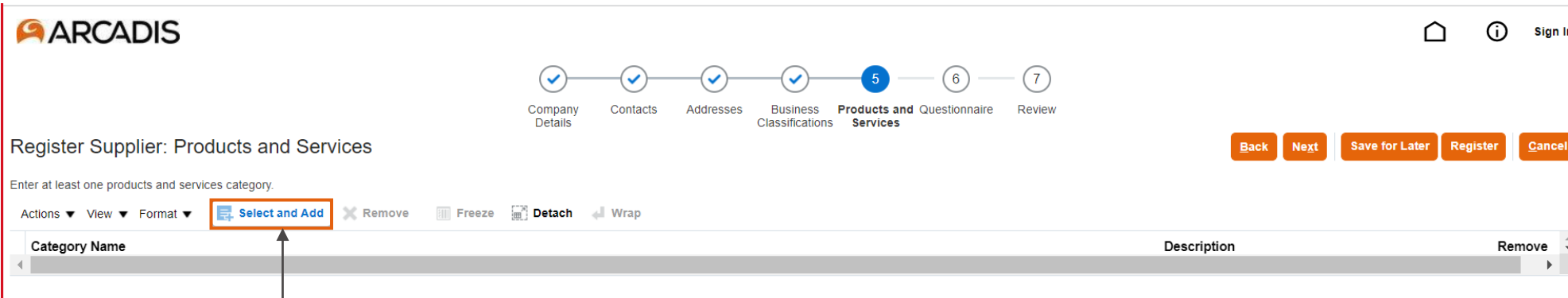
Step 9

Business Classifications and their Certifying Agencies are available for your use to properly classify your business. If the company is registered in the US, please use the W9 business classification to upload a copy of your W9 that is not older than three years. Click the + symbol and then scroll through the list of available business classifications. Once found, select the appropriate certifying agency.

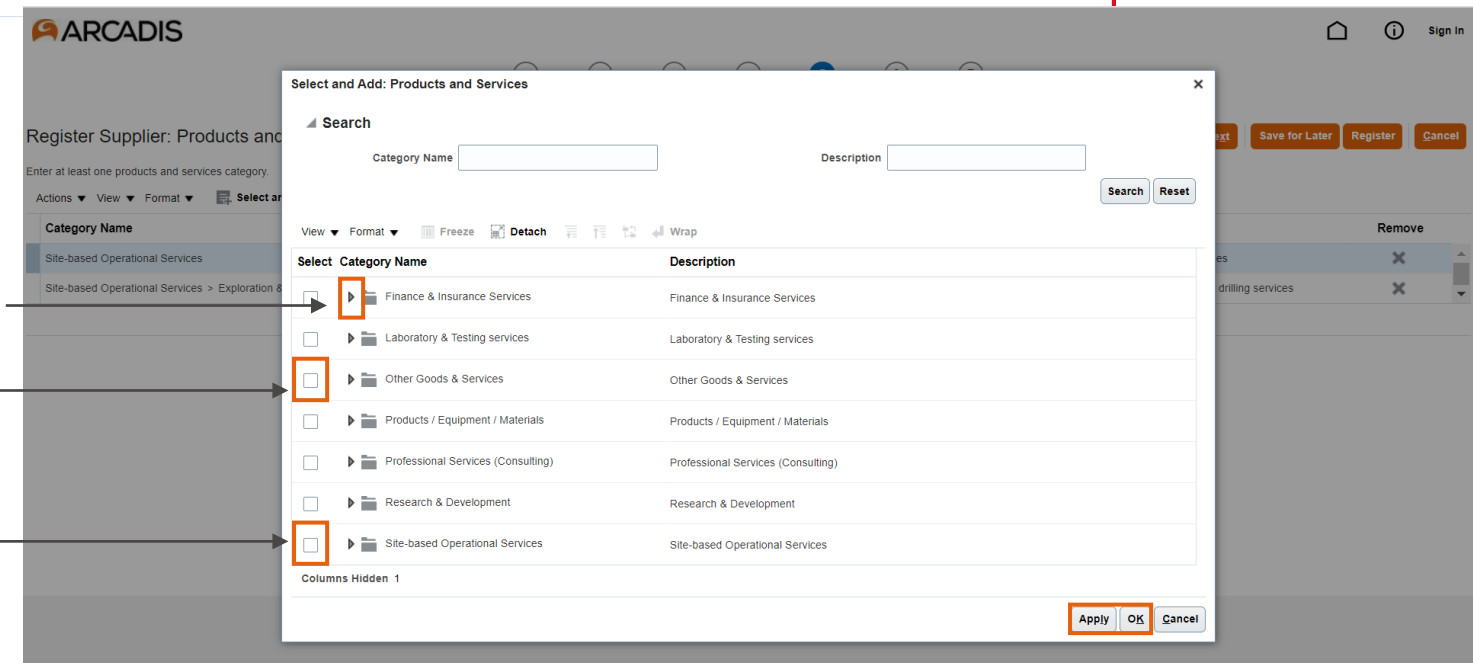
Under attachments, click the + symbol to add the necessary supporting documentation. An attachment popup will appear which will prompt you to search files on your computer. Select Choose file, browse for the attachment. Once it has loaded, click Ok.

Step 10

Products and Services will be an important step in the qualification process. Please browse the list and choose the category(s) that best describes the types of products and services your company can deliver to Arcadis. This should be used not only for what you may have been contacted to provide, but what you can potentially provide in the future. This will help project teams within Arcadis make decisions about who to contact when searching for a supplier for potential work in the future.



Click Select and Add to browse the list of products and services. Each topic will have subcategories, click the arrow in order to expand the selection. This is a multi-entry field so be sure to select all products and services that your company can deliver to Arcadis. Click Apply > Ok once complete.



Step 11

The final step of the screening process will be to respond to all three sections: Supplier Code of Conduct, Organization Info, and Data Protection & GDPR. Respond to all questions in each section before submitting. If a question is skipped, the system will show an error and display which question from which section was missed. You must submit in full in order to proceed. After answering each question in the section, click Next to proceed.

ARCADIS

Register Supplier: Questionnaire

Dear Sir/Madam, Arcadis is requesting information to register you as a supplier in our database. Arcadis is using the Oracle platform to gather and store information from their supply chain, Oracle is sending this email on their behalf. In order to respond to Arcadis's request you will need to register as a supplier within Oracle to create an Account. You will need to complete screening questions and may be required to complete a more detailed questionnaire in the future. You can access our free user guides by following this link <https://www.arcadis.com/en-us/about-us/business-practices/procurement>. If you have technical queries regarding Oracle, please contact a Arcadis Procurement support agent via the email global.procurement.manila@arcadis.com. Best Regards, Arcadis Global Procurement Team

Attachments: Registration Introduction Email

Questions

GScr - Supplier Code of Conduct (Section 1 of 3)

- * 1. In support of our core value of Integrity, Arcadis operate under a set of general business principles and associated compliance practices to which every employee & supply chain partner of Arcadis must adhere.
Have you read and do you accept to adhere at all times to the appropriate regional Arcadis Supplier Code of Conduct?
Attachments Arcadis Supplier Code of Conduct
 a. Yes
 b. No
- * 2. Do you agree to permit Arcadis to audit the operation of your management systems should this be required or appropriate?
 a. Yes
 b. No
- * 3. Has your organisation or any of its officers, employees or other persons associated with it ever been:
a) convicted of any offence involving slavery, human trafficking or breach of child employment legislation; or
b) the subject of any investigation, inquiry or enforcement proceedings by any governmental, administrative or regulatory body regarding any offence or alleged offence of or in connection with slavery, human trafficking or unlawful child labour?

Step 12

Once all sections have been answered in full, you will be brought to the Review section to go over answers before they are submitted. Click Back if anything needs to be revised. Alternatively, click the section under the circle check mark to review questions and answers in that specific section. When ready to submit, click Register. You will receive an email notification that the questionnaire has been submitted for Arcadis' review. After Arcadis has reviewed the screening section, you will be issued a final questionnaire with more detailed questions about products and services, insurance coverage, etc.

ARCADIS Sign In

Company Details Contacts Addresses **Business Classifications** Products and Services Questionnaire Review (7)

Review Supplier Registration: Test Back Next Save for Later **Register** Cancel

Company Details

Company	Test	D-U-N-S Number	
Tax Organization Type	Corporation	Tax Country	United States
Supplier Type		Taxpayer ID	546879213
Corporate Web Site		Tax Registration Number	Note to Approver

Attachments

Actions View + X

Type	Category	* File Name or URL	Title	Description	Attached By	Attached Date
No data to display.						

Contacts

View Format Freeze Detach Wrap

Name	Job Title	Email	Administrative Contact	Request User Account	Details
eller, bailey		test@test.com	✓	✓	

Columns Hidden 7

Addresses

View Format Freeze Detach Wrap

Address Name	Address	Phone	Address Purpose	Details
test	12345 S frontage rd,denver, CO 80123,United States		Remit to	