

# MySourcing

## First login

GUIDE FOR KEMIRA SUPPLIERS

THIS GUIDE PROVIDES STEP-BY-STEP  
INSTRUCTIONS FOR YOUR FIRST  
LOGIN TO MYSOURCING



1

Invitation to join

Creating your password



2

Logging into the portal

Accepting system Terms  
of Use & Privacy Policy



3

Navigating the main  
page



# Setting the password

1

To start using the application, you need to first create your password on this page: [Set password](#). You can then access the portal via following link: [Login](#).

- 1 Once your Kemira contact person grants you access to MySourcing, you will receive an automated email containing:
  - Your user ID (which is your email address)
  - A link to MySourcing where you can set your account password
- 2 To set the password:
  - Click 'Set password'.
  - Choose a password that meets the requirements listed on the web page. Confirm your password by clicking 'Save'.
  - Once your password is confirmed, you can use the login link provided in the email to access MySourcing.

## Password management

2

- ✓ Passwords should match.
- ✗ Password must contain at least 1 capital character(s)
- ✗ Password must contain at least 1 small character(s)
- ✗ Password must contain at least 1 digit(s)
- ✗ Password must contain at least 1 non-alphanumeric character(s)
- ✗ Password must contain at least 8 characters
- ? Minimal password age : 1 day(s)
- ? Password must be different from the older one
- ? Password can not be used by another user

New password

Confirm password



# First login

When logging into MySourcing for the first time, you will be prompted to accept General Terms of Use of the system and Privacy terms.

To proceed with the registration process:

- Tick "I accept terms and conditions"
- Click "Acknowledge"

The screenshot displays two overlapping browser windows from the Kemira website. The top window shows the 'General Terms of Use' page, and the bottom window shows the 'Privacy' page. The 'Privacy' page contains the following text:

You have to accept the terms and conditions in order to continue.

This application may collect some of your personal data, such as your name, contact details, the name of your employer, IP address, login data and data collected through certain on-line identifiers. The information collected in this application are registered by Kemira Oyj for the purposes of enabling digitalized collaboration between Kemira group companies and their actual and potential suppliers.

If you are an employee of a Kemira group company, Kemira processes your personal data in accordance with the privacy notice for Kemira employees available on Kemira's intranet.

If you are not an employee of a Kemira group company but a potential or actual supplier to Kemira, or an employee of such contractor, Kemira processes your personal data in accordance with Kemira's public privacy notice available on Kemira's website: Privacy notice - Kemira.

At the bottom of the Privacy page, there is a checkbox labeled "I accept the terms and conditions" and a button labeled "Acknowledge".



# Navigating the main page

**kemira** Company Information Sourcing Performance

Supplier View Presen... S.

Supplier Portal

Welcome to the Kemira Supplier Portal

As an active supplier you will be able to share your data with Kemira through this platform in a secure manner:

- Keep your company information up to date, e.g. update your address, bank details and add or update documents. (e.g. proof of banking details)
- Update your company contacts, invite your colleagues to the platform
- Participate in commercial bidding events
- Respond to information requests (RFI, Safety questionnaire) inquiries
- Share collaboration plans and your level of satisfaction

You can find more information in the Quick Guides section.

In case of technical issues please contact the Help Desk:  
E-mail: support-kemira@ivalua.com  
EMEA Number: +33 1 75 25 40 98  
AMERICAS Number: +1 703 344 71 40  
APAC Number: +6 567 036 97

Quick Reference Guides

- Help Desk Info 6/29/2022
- New Supplier Registration 3/8/2022
- Update Company Information 2/16/2022
- Participate in RFx 2/16/2022
- New Company Contacts 2/16/2022
- User Settings 2/16/2022
- Introduction to MySourcing 2/16/2022

Pending Validations See 1 result

Process	Object	Action	Due date
Supplier Onboarding	supplier view presentation	Data Completion by Supplier	

RFP in Progress 0

Quick Access Supplier

Company Profile

Performance Scoring

Suggest Collaboration Plan

- 1 Your user profile** Review and update your preferences and password.
- 2 Assigned tasks** View the list of tasks assigned to your account.
- 3 User manuals** Access support manuals for assistance.
- 4 Company profile** Click "Company Profile" to review and update your company information ensuring it is current and accurate.
- 5 RFP in progress** Click "RFP in Progress" if you have an RFP to respond to



Thank you for joining MySourcing!  
We look forward to collaborating with you.

For additional user manuals, please refer to the MySourcing main page.  
If you encounter any issues or need assistance, our Help Desk is here to support you. Contact information is also available on the MySourcing main page.