

Quick-Guide for Suppliers
-Registration in Hitachi Sourcing Platform-

Hitachi, Ltd.

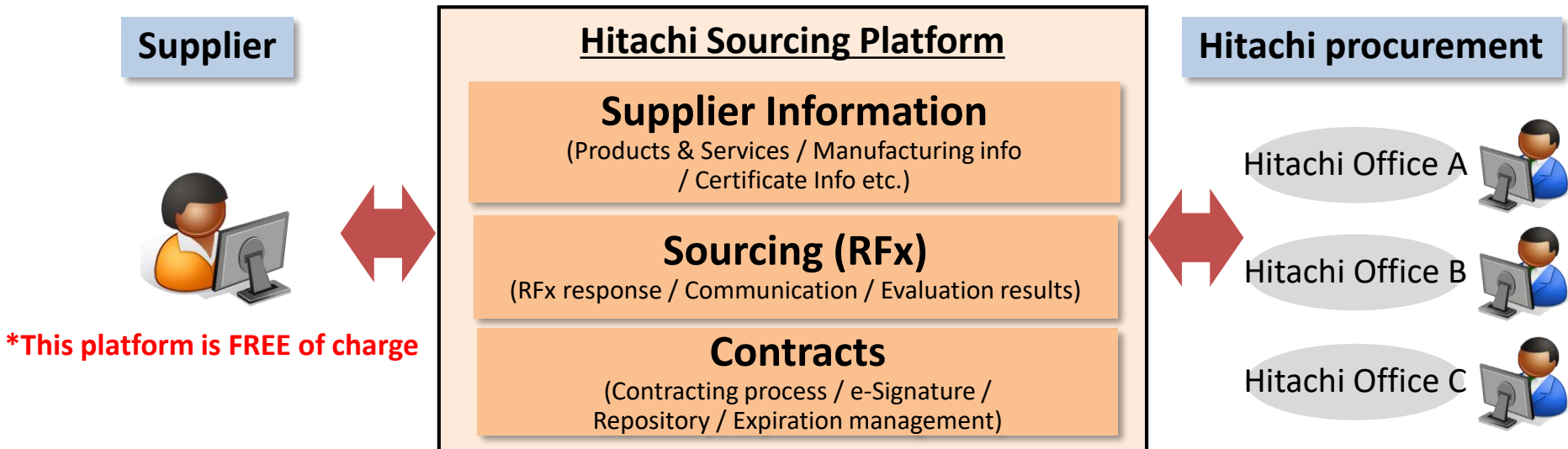
- Overview and Benefits of Using “Hitachi Sourcing Platform”
- Supplier Registration Steps
- FAQ
- Helpdesk

Reference

- Screenshot Images of RFx Process
- Screenshot Images of Registration page
- “Registration Data Form” List Items
- “Basic Profile Form” List Items
- Details of Primary User

Overview and Benefits of “Hitachi Sourcing Platform”

Hitachi Sourcing Platform is a platform to conduct interactions on Supplier Information, RFx, and Contracts between Suppliers and Hitachi Buyers.



Benefits for Suppliers

- ✓ **Expand business opportunities by sharing supplier profile across Hitachi group worldwide**
- ✓ **Sourcing (RFx) process under fair rules**
 - Platform enables RFx under same conditions and recording of history logs, leading to fair and transparent sourcing process
- ✓ **Improve the efficiency of RFx management and Contracting process**
 - Helps suppliers : manage RFx responses / receive alerts for closing RFx / see RFx status
 - Communication history in one place / promote paperless with e-Signature

Receive RfX

- Receive RfX notification via email from the buyer
- Log in to platform and confirm RfX details

Respond to RfX

- Fill out the response form in platform and submit to buyer

Receive Evaluation Result

- After evaluation on buyer side, receive evaluation result via email from the buyer

Image of Response Form

General Info Questions

1.1 Supplier Profile

Section Type

Profile Question Section

Question	Description
1.1.1 Entity (Legal) Name	★ Please input your company's entity (legal) name.
1.1.2 Registered Business Address	★ Registered Business Address
1.1.3 Branch / Office Name	★ Please enter the branch / office name you belong to.
1.1.4 Products & Services Provided	★ Please indicate what products and services your company ca

Technical Questions

2.1 Capability

Section Type

Question Section

Question	Description
2.1.1 Implementation	★ The bidder is required to describe the implementation process and plans for the services proposed.
2.1.2 Use of Contractors	★ If the bidder is submitting a proposal to use subcontractors, please select 'Yes'. If not, please select 'No'.

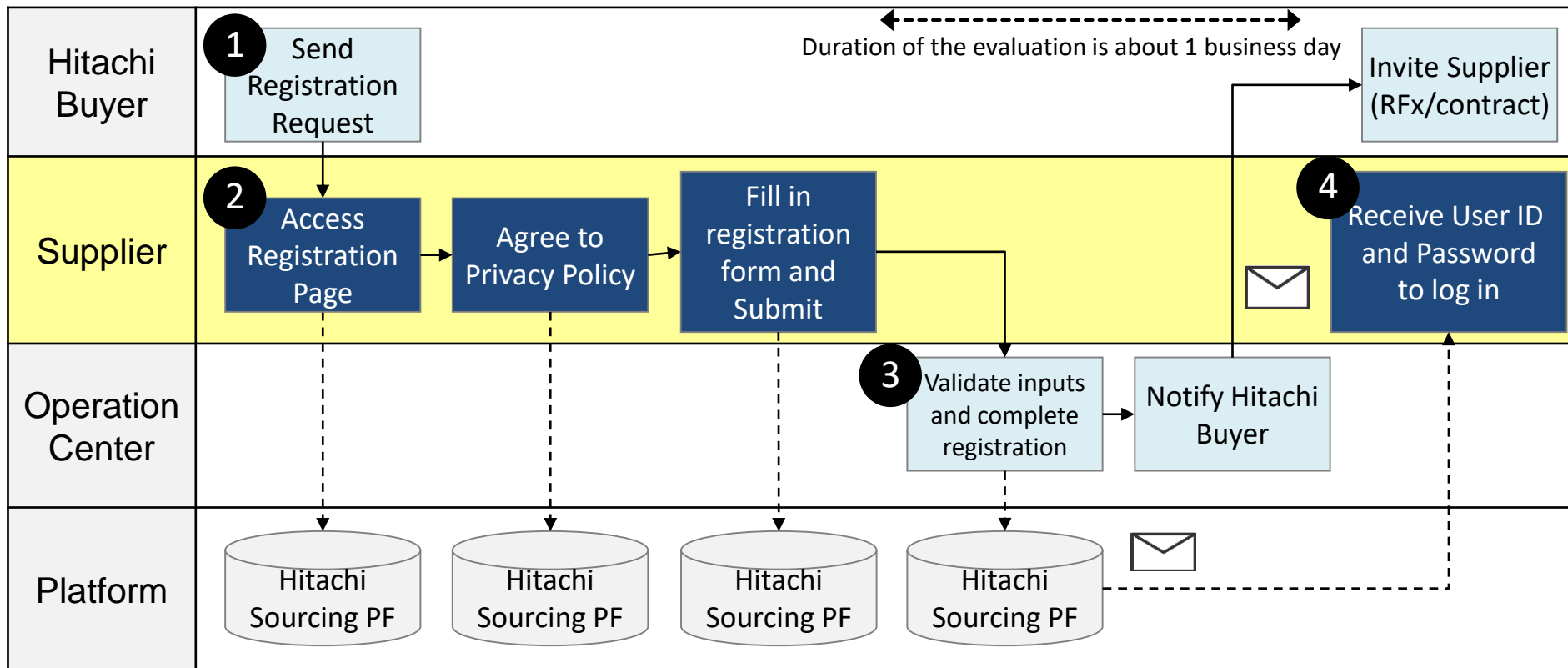
Price Questions

3.2 Pricing AC - Price Section

Description	Item Remarks	Unit of Measurement	Quantity	Unit Price	Price
3.2.1 AIR 375D CAT/JD		units	782		0
3.2.2 AIR 375D CAT/JD		units	782		0
3.2.3 02250218-731	★ CLR,OIL 375D CAT/JD	units	780		0
3.2.4 02250139-781	★ CLR,OIL 185DPQ CA 60HP	units	496		0
3.2.5 02250137-800	★ CLR,CAC 3 1/2"CORE 375 TIER 3	units	330		0
3.2.6 02250137-798	★ CLR,OIL 3 1/2"CORE 375 TIER II	units	312		0
3.2.7 02250223-890	★ CLR,OIL 150HP	units	255		0

Supplier Registration Steps

1. Suppliers will receive an email including registration URL from Hitachi buyer.
2. Clicking into the URL, fill out the Registration Form and submit registration request.
3. Operation Center will validate the request and complete the registration process.
4. After completion of registration, you will be provided access to the platform. You will then be able to start responding to RfX or provide precise company information and more within the platform.



*First user registering for the company will become the “Primary User”. Primary User can add additional users (sub-users) when required. Details of Primary User is note in the “Primary User” page of this document.

User Agreement



- Agree to “User Agreement” and “Privacy Policy”

Fill out Registration Data Form



- Fill out the “Registration Data Form”
[Example]
 - Company Name
 - Address
 - User Information

Fill out Basic Profile Form



- Fill out the “Basic Profile Form”
Example
 - Information of the inviter
 - Company Information
 - Goods and Services, Delivery Area

Registration Request



- After the submission, Operation Center will receive the form information
- Once the validation is conducted by Operation Center, Supplier will receive an activation notification

Finish

⇒Details of the form are on the next slides

[Reference] Registration Data Form Item List

Form Name	Item Names			Mandatory
Registration Data	Organisation Detail	1	Registered Organisation Name (English Name & Local Name)	●
		2	Registered Organisation Name (English)	
		3	Registered Organisation Name (Local language, if any)	●
		4	Trading name / Doing Business As name	
		5	Country	●
		6	State / Province / Prefecture	●
		7	City of the Registered Address (English)	●
		8	Registered Address (English)	●
		9	Registered City, Address (Local language, if any)	
		10	Main Organisation Phone Number	●
		11	Web site (*Please input N/A if not applicable)	●
		12	Postal Code	●
		13	National ID	
	User Details	14	First Name (English)	●
		15	Last Name (English)	●
		16	Phone Number	
		17	Mobile Number	
		18	Email Address	●
		19	Preferred language for use in system interface	●
		20	Time Zone	●
		21	Username	●
		22	Use High Contrast Stylesheet (for visually impaired users)	●

[Reference] Basic Profile Form Item List

Form Name	Item Names			Mandatory
Basic Profile Form	Inviter Information	1	Hitachi Group Buyer Contact Information - Organization	●
		2	Hitachi Group Buyer Contact Information - Name	●
		3	Hitachi Group Buyer Contact Information – Email Address	●
	Business Information	4	Products & Services Provided	●
		5	Delivery Locations	●
		6	Delivery Locations (details)	

[Reference] Details of Primary User

- For each company, the first user registered will become the “Primary User”
- “Primary User” will be the administrator for the company account within the platform.
- **As it is required to have one Primary User for each company, please be sure to alternate Primary User account to another user at the time of leaving company or transfer.**

*Alternation of Primary User can be done with either ways noted below –
(1) By Primary User him/herself in the platform (2) Request to Helpdesk

Comparison of Primary User and Sub-Users

Main Features	Description	Primary User	Sub-User (Initial Setting)	Note
Manage Organization Structure in platform	Ability to set division structure of the company and visibility among divisions	Yes	No	
Manage Users	Ability to add new users or edit users	Yes	No	Sub-users will have this ability if relevant User Right is provided by PU
Manage User Rights for Users	Ability to provide/edit User Rights for each user within the company (e.g. Right to Manage Users, etc.)	Yes	No	Sub-users will have this ability if relevant User Right is provided by PU
View/Edit Company Information, RFx response, Contract data	<ul style="list-style-type: none"> • Ability to view and make responses to all data received from Buyers • Ability to edit company information 	Yes	Yes	Visibility provided to Sub-users can be edited with User Right setup

1

Q. I already have an account for Hitachi Sourcing Platform. If requested from other Hitachi user, do I need to register again?

A. If you already have an account, you do not have to register again. Please inform the buyer who invited you that you are already registered.

2

Q. After I have applied for registration, how long will it take for Operation Center to validate and complete the registration?

A. The usual lead time for registration completion is one (1) business day.

3

Q. Are there any special conditions to register users, or limitation of numbers for additional users?

A. As a general rule, user must be a member of the company registering. If there is a need to register a user that does not belong to the company, please make the decision under the responsibility of the Primary User for the company. There is no limitation of the number for additional users.

4

Q. Is the registration process managed under personal information protection policy?

A. Yes, the supplier registration process is compliant with the security policy of Hitachi.

- For any technical questions (e.g. basic functional procedures, how to log in, etc.), please contact our Technical Helpdesk.

【E-mail】 helpdesk_mys@twx-21.com

- For any business related questions, please contact the personnel in Hitachi who invited you for registration.