



## AM/NS Calvert Supplier Qualification Portal – Supplier User Guide –

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#### 1. AM/NS Supplier Qualification Portal Overview

Suppliers chosen to supply goods/services to AM/NS Calvert, ArcelorMittal Sales & Administration and ArcelorMittal Research & Development locations in the US will receive a link via email to access the AM/NS Supplier Qualification Portal. Suppliers will access the link to provide information and documentation necessary to complete the initial qualification process. Periodic requalification may also be required.

**Suppliers should complete all applicable fields on the Supplier Qualification form. Supplier Qualification forms that are incomplete or inaccurate will be returned to the supplier for correction.**

**Access to this portal is by AM/NS Calvert invitation only.**

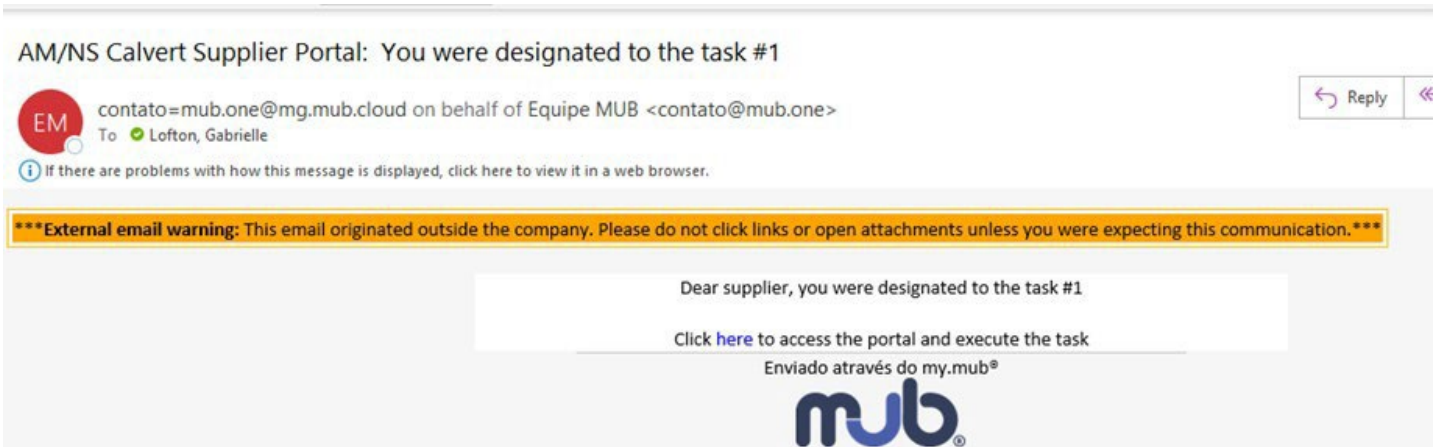
#### 2. Prepare to Complete the Supplier Qualification Form

Before accessing the AM/NS Calvert Supplier Qualification portal to complete qualification, suppliers should gather the following information and documentation that will be required for submission.

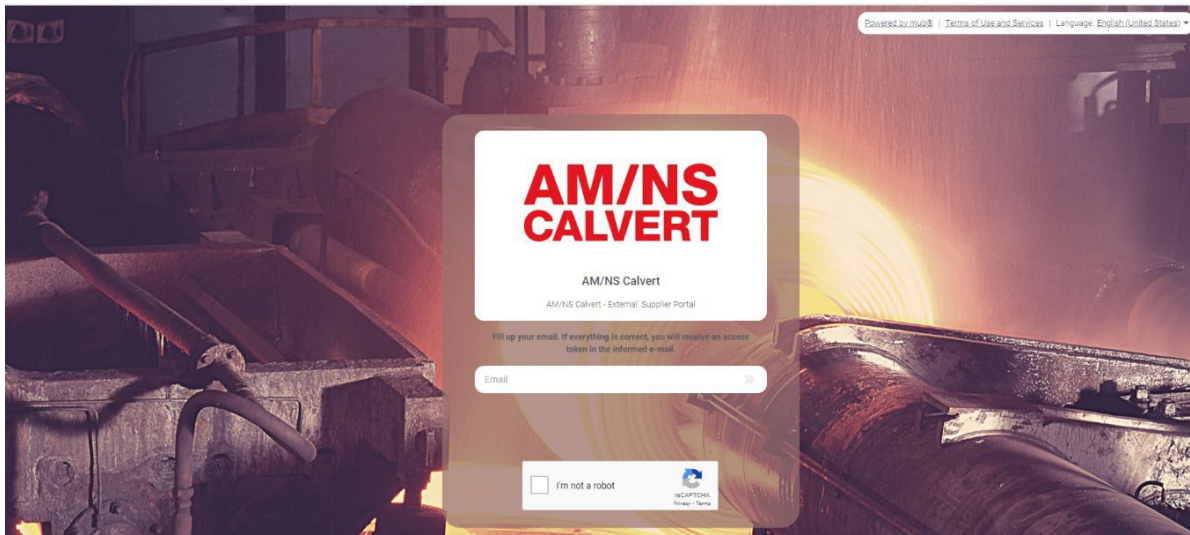
- W-9 or W-8BEN-E form with a physical address; signed and dated within the last 12 months
- Bank Letter, Voided Check, or Remittance Instructions on company letterhead **(Suppliers with banking referenced outside of the US must provide a bank letter or voided check only)**
- Certificate of insurance with [approved coverage](#) (if applicable)  
Quality or Minority/Women Business Enterprise (MWBE) certification (if applicable)

### 3. Access the AM/NS Supplier Qualification Portal

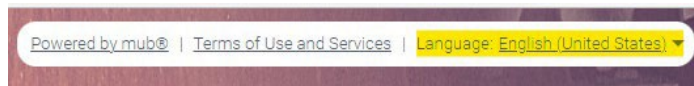
The designated supplier contact will receive an email from the following email address: Equipe MUB [contato@mub.one](mailto:contato@mub.one) to complete vendor qualification on the AM/NS Calvert vendor portal. Please click the “Click here” link (see screenshot below) to access the AM/NS vendor portal and complete the qualification request.



The AM/NS Calvert login screen will display.

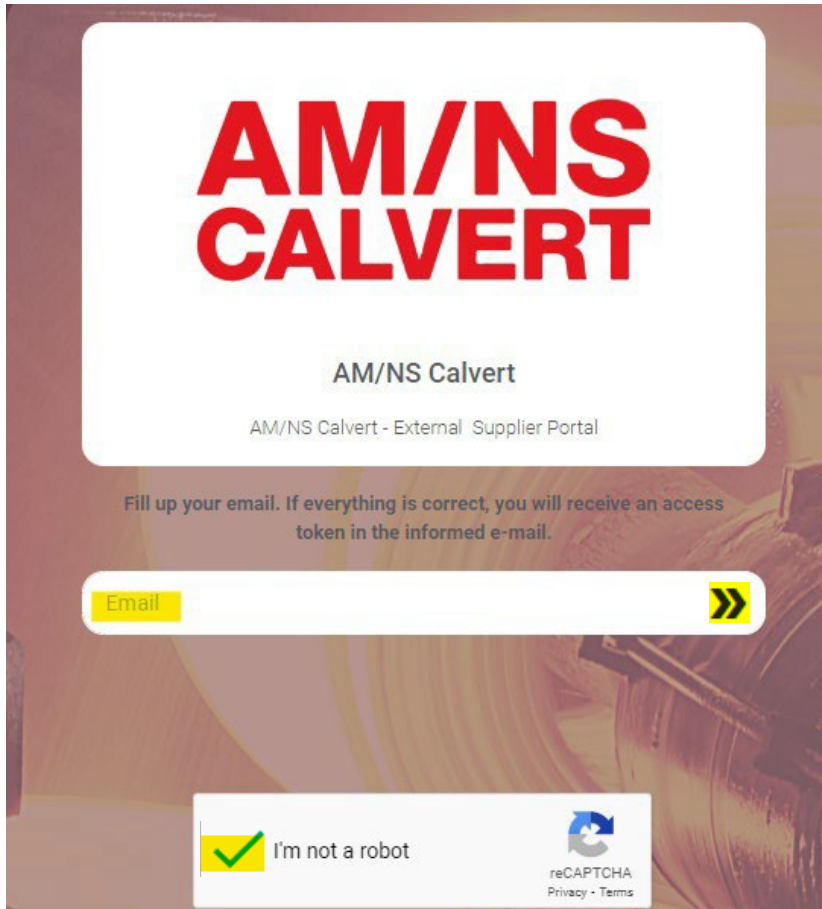


If necessary, set your language preferences by clicking the language drop down in the upper right-hand corner of the displayed screen.

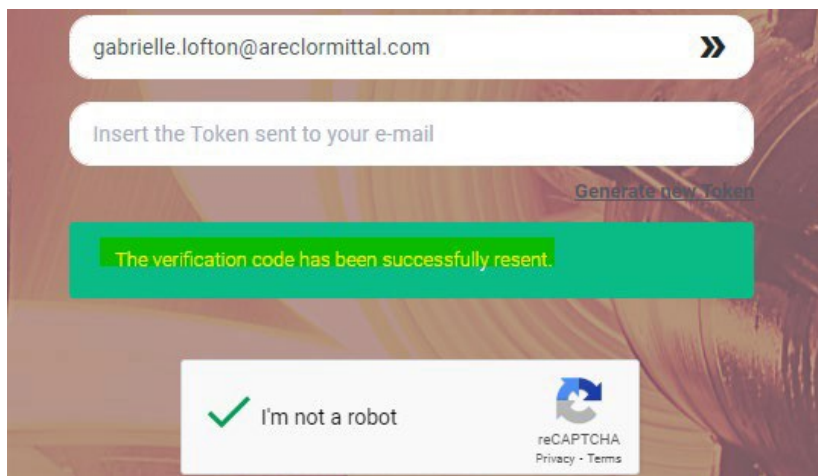


Enter your email address and click the “I’m not a robot” checkbox.

Click the  symbol.





You will now be prompted to enter a token for validation. This token will be sent to you by email (see sample email example).




## Sample Email with Token for Login Verification:

This is the token to use for your login.

 contato@mub.one@mg.mub.cloud on behalf of Equipe MUB <contato@mub.one>  
To  Dyess, Lisa

 Reply

 If there are problems with how this message is displayed, click here to view it in a web browser.  
Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

\*\*\*External email warning: This email originated outside the company. Please do not click links or open attachments unless you were expecting this communication.\*\*\*

**Hello,**

This is the token to use for your login.

**179364**

This token is valid for 30 minutes.

If you are not the one trying to login, please ignore the email or contact our support at [support@mub.one](mailto:support@mub.one).

mub - Master Data Governance Platform

Thank you for choosing mub as your master data governance platform!

team.mub | material unique base

[mub@mub.one](mailto:mub@mub.one) | [www.mub.one](http://www.mub.one)

IMPORTANT: Do not reply to this message, this email was sent by an automated system that does not process responses. To contact us, send an email to our [Support](#).

Enter the token as indicated below. If the token expires click [Generate new Token](#).



gabrielle.lofton@areclormittal.com

Insert the Token sent to your e-mail

Generate new Token

The verification code has been successfully resent.

I'm not a robot

reCAPTCHA  
Privacy - Terms

After successful validation of the token, the following screen will display. Click on the **My tasks** block to display all pending tasks assigned to you.

AM/NS Calvert

AM/NS Calvert - External Supplier Portal

### My Tasks

Click on the button below to list all pending tasks under your responsibility.

My tasks

### My Requests

Click on the button below to list all requests you have created.

My requests

### My Processes

See below list of processes you are allowed to use.

Request vendor change for Name and Tax Numbers





The list of pending tasks, including its status, is displayed on the Pending tab. In most cases, a supplier contact should only have 1 pending task.

Please click the highlighted document icon to open the request and complete the form.

My Tasks #1 TASKS

Pending Closed

Search 0 DELAYED

#	Requestor	Status	Date and Time	Service Time (SLA)	Process	Actions
3	API Integration	PENDING	05/12/2022 - 13:10	05/13/2022 - 12:00	Qualification process Full	   

Requests with status **PENDING** are waiting for the supplier to complete and submit the qualification form.

Requests with status **IN CORRECTION** have been returned to the supplier by AM/NS for correction.

The following action buttons are used as follows:



= Click this icon to submit a saved form after it is completed.



= Click this icon to access the form to provide the necessary information and attach supporting documentation.



= This icon should **ONLY** be used if instructed by AM/NS to abort the qualification process for the related form.



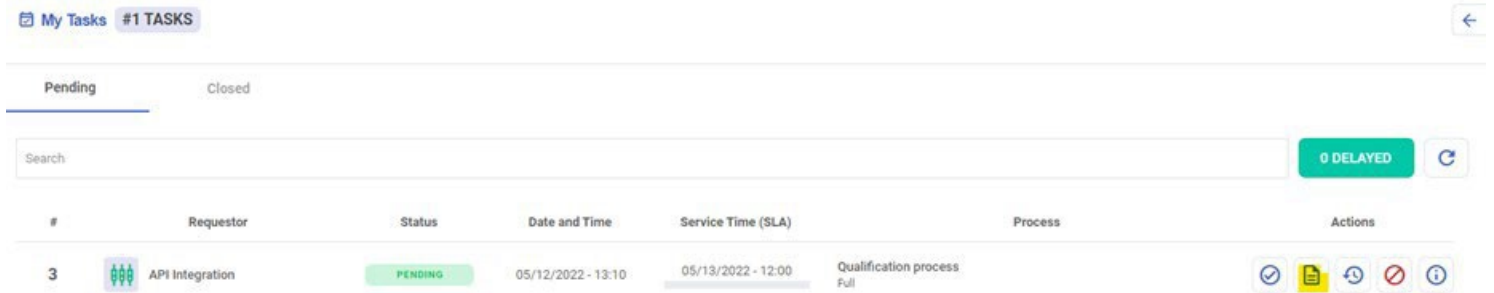
= Click this icon to view any comments provided by AM/NS Calvert when a form is returned for correction.






#### 4. Access and Navigate Within the Supplier Qualification Form

To access the Supplier Qualification Form from the pending tab in *My Tasks*, click the

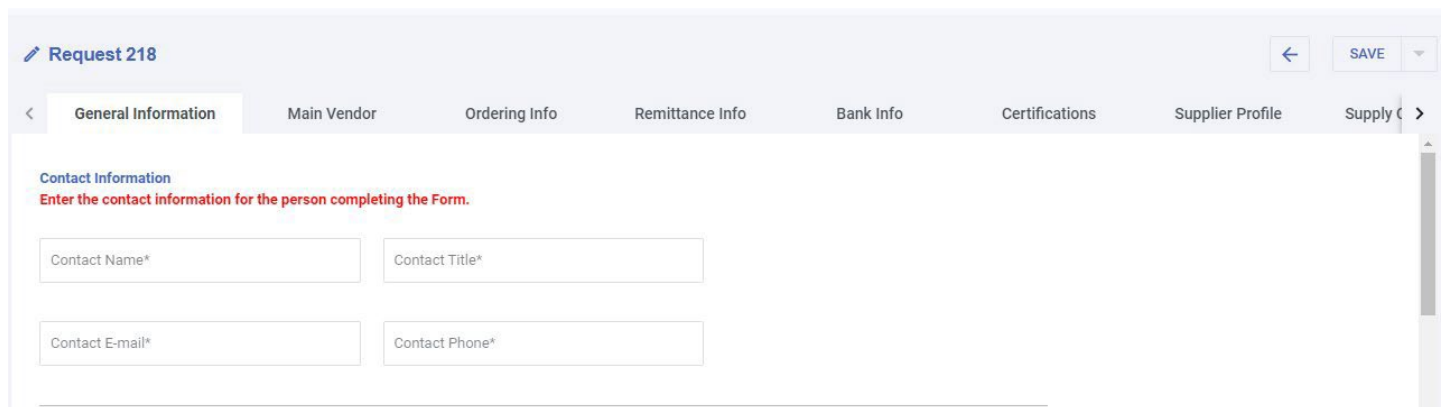


icon.



#	Requestor	Status	Date and Time	Service Time (SLA)	Process	Actions
3	API Integration	PENDING	05/12/2022 - 13:10	05/13/2022 - 12:00	Qualification process Full	    

The Supplier Qualification Request opens.



**Request 218** [Back] [SAVE]


< **General Information** Main Vendor Ordering Info Remittance Info Bank Info Certifications Supplier Profile Supply C >

**Contact Information**  
Enter the contact information for the person completing the Form.

Contact Name\* Contact Title\*

Contact E-mail\* Contact Phone\*





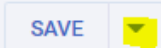




The following tips are provided for navigating through the Supplier Qualification Form:

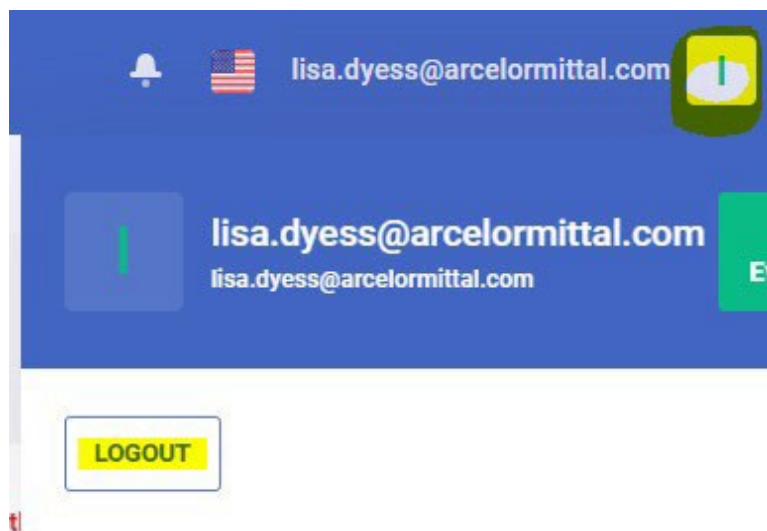
- The Supplier Qualification Form is organized into tabs. Click on each tab to navigate throughout the application.
- All mandatory fields on each tab must be completed before advancing to the next tab. If attempting to advance to the next tab without completing a mandatory field, the mandatory field will be outlined in red. The error may also be indicated by the symbol  on the tab heading.

**Main Vendor** 

Company name\*

Mandatory field

- To return to the prior pending tasks screen, click the  icon. (Remember to save progress before clicking this icon.)
- To return to the main screen click the  icon.
- To refresh pending tasks, click the  icon (if displayed).
- To save progress WITHOUT submitting the form click  .
- To SAVE and SUBMIT the form after all information is completed click dropdown arrow on the save icon  then select  .
- To display tabs that are out of view, navigate left or right by clicking  or  .
- To logout of the AM/NS Supplier Qualification Portal click the  icon in the upper right-hand corner of the screen then select LOGOUT.





## 5. Complete the Supplier Qualification Form

The supplier qualification form is intended to collect all necessary information to understand a supplier's capabilities and qualifications to provide goods/services to AM/NS Calvert and other ArcelorMittal locations in the US.

**Suppliers should complete all applicable fields on the Supplier Qualification Form, regardless of whether the fields are set to mandatory or not.**

**Attachments should also be uploaded to the Supplier Qualification Form on the tabs designated below:**

### **CERTIFICATIONS** tab:

- **All certificates, including insurance certificates, quality, and diversity certificates must be uploaded on the Certifications tab.**

### **SUPPLY CHAIN SECURITY** tab:

- **Completed Supply Chain Security Questionnaire should be attached on this tab (click [here](#) to access the form); *only applicable if goods will be shipped from outside of the U.S.A. to an ArcelorMittal location***

### **ATTACHMENTS** tab:

- **The following attachments should be uploaded to the Attachments tab.**
  - [W-9 or W-8BEN-E form with a physical address; signed and dated within the last 12 months](#)
  - [EFT Agreement \(click here to access form\); required if payment will be remitted via ACH or Wire](#)
  - [Bank Letter, Voided Check, or Remittance Instructions on company letterhead](#)
  - [RFI \(click here to access the form\); only required if vendor is based outside of the U.S.](#)

## 6. Request Technical Support

To request support for issues completing the Supplier Qualification Form contact a member of the AM/NS Calvert Purchasing team or contact AM/NS Technical Support at the following email address: [amns\\_suppliertechsupport@arcelormittal.com](mailto:amns_suppliertechsupport@arcelormittal.com).