Registration with Microsoft

Prerequisites

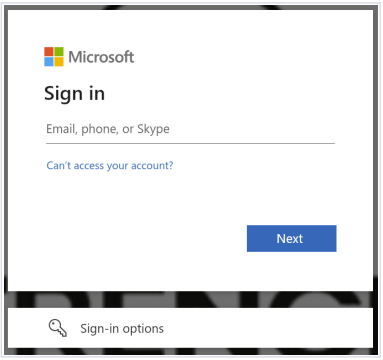
You will receive an email from us with a link. This link takes you to the Microsoft sign-in page. You do not need an existing Microsoft account to register.

Please have your mobile phone and access to your email inbox ready. The screenshots show the English interface; the steps are identical in other languages.

Step by step

1. Open the link and enter your email address

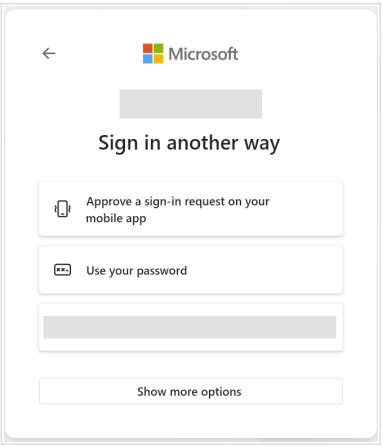
Open the link from our email. Enter the email address to which we sent the invitation and click “Next”.



2. Request a code by email

Sign-in options

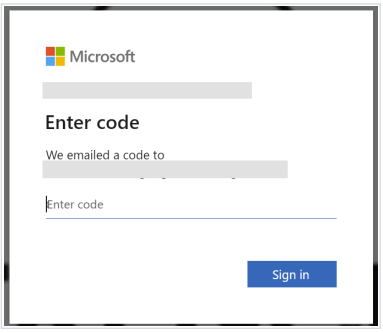
Select “Sign-in options” or “Sign in another way” and then “Send code to …”.



3. Enter the code

Confirmation by email

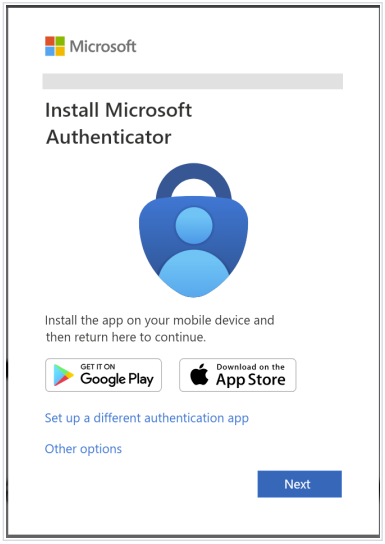
You will receive an email with a code. Enter it in the “Enter code” field and click “Sign in”.



4. Choose a sign-in method

We recommend verification by phone

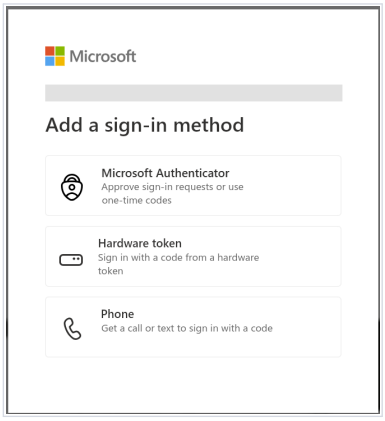
Microsoft first suggests the “Microsoft Authenticator” app. We recommend verification by phone number with a code sent by SMS instead. To do this, click “Other options”.



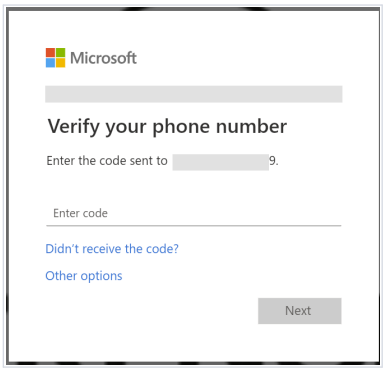
5. Enter your phone number

Code by SMS

Select “Phone” and enter your mobile number. You will receive an SMS with a code.



Enter the code under “Verify your phone number” and click “Next”. Your registration is now complete.



Alternative: Microsoft Authenticator

If you prefer to use the app, install “Microsoft Authenticator” from the Google Play Store or the Apple App Store and follow the on-screen instructions. For every later sign-in, you then approve the request in the app.

If you have any problems with the registration, please contact your Trench contact person.

Supplier Registration Questionnaire — Guide for Suppliers

This guide helps you complete the Trench Group supplier registration questionnaire. Read it once before you start, or come back to it whenever a question comes up.

Before you start

You can fill in the questionnaire in several sittings, so you do not need everything at once. It goes faster if you have these to hand:

- ☐ Your company's legal name, legal form (for example GmbH, Ltd, Inc.) and full address
- ☐ Your tax and registration numbers, such as the VAT number and company registration number
- ☐ The names and email addresses of your main contact, the person who receives our purchase orders, and the person who handles invoices and payment
- ☐ Your bank account details, and a bank statement or bank letter that shows the account
- ☐ The signed Code of Conduct (you download it from the questionnaire, then sign it)
- ☐ Copies of your quality or environmental certificates, such as ISO 9001, with their expiry dates

Depending on your agreement with Trench Group, you may also be asked to sign a Non-Disclosure Agreement and our General Terms and Conditions.

How the form works

1. **Open your link.** Trench Group emailed you a personal link to the questionnaire. It is meant for your company only, so please do not forward it. The link works for seven days.
2. **Move through the steps.** The form is split into steps, and a line at the top shows which step you are on and how many there are. Select Next to continue and Back to return to an earlier step. The form appears in the language Trench Group chose for you.
3. **Fill in the required fields.** They are marked with an asterisk (*). The form shows how many are still required, and lists what is missing before you can submit.
4. **Your answers are saved** when you move between steps. If you want to stop for now, select Save and continue later, and come back with the same link. Your answers will still be there.
5. **Submit.** When nothing is outstanding, select Submit. A Thank you page confirms that your questionnaire has been sent to Trench Group.

Some questions only appear after you answer an earlier one. For example, "If yes, please explain" shows up when you answer Yes. If a question seems to be missing, check the answer before it.

Section by section

The questionnaire has the sections below, in this order. Fields marked * are required.

1. Company information

- **We ask for:** company name, legal form, street, number, city, country and a central email address.

- **Optional:** trade name, postal code, DUNS number, BvD number and central phone number.
- **One more question:** whether you currently supply Trench Group, or have done business with us in the last 24 months. If yes, tell us who your contact at Trench is.
- **Tip:** write the legal form exactly as it is registered, for example GmbH, S.A.S., Ltd or Inc.

2. Tax & registration

- The numbers we ask for depend on your country. The form shows only the ones that apply to you.
- You can upload proof that your company exists, such as a commercial register extract or a certificate of incorporation. This is optional.

3. Contacts

- **Main contact (required):** the person we should talk to. Give a name, an email address and a phone number.
- **Supplier Quality and Logistics contacts (optional):** select Add contact to add them.
- **Purchase orders (required):** at least one email address where we should send purchase orders.
- **Invoices and payment (required):** at least one email address for invoice and payment questions.
- If different people handle different Trench locations, add one entry per location and choose its location with + Add location. Leave the location empty if the address applies to all Trench locations.

4. Banking

- **Primary bank account (required):** choose the bank country first, then fill in the fields that appear. They differ by country: in Europe you will see IBAN and BIC, elsewhere a bank key and an account number.
- **Proof of the account (required):** upload a bank statement or a letter from your bank that shows the account.
- **More accounts (optional):** select Add account for up to two additional accounts. Each one needs its own proof.
- The form checks the numbers as you type and tells you if one looks wrong.
- **Payment terms (required):** we show the payment terms Trench Group asks you to accept. Answer Yes to accept them. If you answer No, write the terms you propose and the reason.
- **Tip:** the account owner on the proof should match the account owner you enter.

5. Compliance

- **Yes/No questions** about policies against bribery and corruption, investigations or violations in the last 5 years, child labor, forced labor and environmental violations.
- **Conflicts of interest:** whether anyone in your company has a personal or family relationship with a Trench Group employee, whether you or your owners are government officials or politically exposed persons, and whether you know of any other conflict.
- If your answer is Yes, a box opens for the details. For the conflict-of-interest questions the explanation is required.
- **Code of Conduct (required):** download it, sign it and upload the signed copy. See Signing and uploading documents below.

6. Certifications

- **Your certificates:** list the quality, environmental, safety and other certificates your company holds, one entry for each. Select Add certificate, then pick the type from the list, or choose Custom… to enter your own name.

- **For each certificate:** the certificate number, the issuing body (optional), the issue date, and the Valid until date, or tick Never expires. Then select Upload document to add the certificate itself.
- **Certificates Trench Group asked for** are already on the list, marked Required by Trench Group or Requested by Trench Group. Complete the required ones before you submit.
- A certificate that has expired cannot be accepted. Please provide one that is still valid.

7. Additional terms

- **Delivery term (required):** we show the delivery term (Incoterm) that Trench Group prefers. Answer Yes to accept it. If you answer No, tell us the Incoterm (2020) you prefer and why.
- **Comments (optional):** anything else you would like us to know.

Signing and uploading documents

The Code of Conduct is always part of the questionnaire. The Non-Disclosure Agreement and the General Terms and Conditions appear only if Trench Group asked you to sign them.

1. **Download.** On the Compliance step, select Download next to the document. It comes in your language when we have one.
2. **Sign.** Print it, sign it, and scan it or take a clear photo. Make sure every page and the signature are readable.
3. **Upload.** Go to the matching "Upload signed…" question and add your file. The form then shows "Uploaded:" with the file name.

The same steps work for the other uploads: the bank proof, your certificates and the proof that your company exists. Add one document per upload field.

If a document cannot be downloaded and the form says it is not available yet, please ask your contact at Trench Group to send it to you.

After you submit

The Thank you page confirms that your questionnaire has been sent to Trench Group. Our team now reviews your information and will be in touch. There is nothing further to do unless we contact you.

If something needs to be corrected, we send you a message with a link and a note that says what to change. Your earlier answers are already filled in, so you only change what we asked for and submit again.

If the page says the request was closed by Trench Group, that request is no longer open. If a new request is needed, you will receive a new link by email.

Need help?

Short answers to common questions are in the separate Frequently Asked Questions document. If you still need help, contact the person at Trench Group who sent you the questionnaire. Please tell them your company name, which step you are on, and the message on the screen if there is one.